



MINUTES – SAOF MANAGEMENT COMMITTEE MEETING

DATE	20 th July 2014	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	9.00 – 13.00	Garry Morrison (GRM) Steve Mills (SM) Val Brentano (VB) Richard Lund (RL) Nicholas de Klerk (NdK)	Nico van Hoepen (NvH)		ALL Club Chairs
LOCATION	Richard Lund's House				
CHAIRPERSON	GRM				
MINUTES By	VB /GRM				
NEXT MEETING	After AGM				

ITEM	DISCUSSION	DECISION	WHO	WHEN
1. Welcome, Attendance, Apologies	GRM welcomed all and opened the meeting.			
2. Approval of Agenda & Additions	Agenda approved Confirm MC Meeting dates for the rest of the year scheduled. Informal meetings to be held on the 2 nd Wednesday of a month	After the AGM Confirmed – next one on 13 th August	VB	
3. Approval of Previous	Previous minutes actions would be covered in the agenda.	Minutes of the 30 March 2014 approved. And distributed		

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Minutes				
3.1 Matters Arising	Will be dealt with under appropriate headings			
4. Roles and Responsibilities	Management Committee members to internalise roles.	Distribute latest version to all M.C. members	VB	ASAP
5. AGM Feedback				
6. Planning for 2014/15	GRM presented SRSA feedback on 2014/15 grant application. A range of “non-compliances” and “not approved” for the submitted projects. Must take note that some of the funding from SRSA may be under threat.	Fix project narrative reports and Business Plan according to SRSA recommendations and re-submit.	GRM	End July
7. Marketing	RL gave feedback on SAOF Twitter, Facebook & Google Ads. Positive trends in all media. <ul style="list-style-type: none"> Colour SAOF logo 	Continue refining campaigns Ensure selection gets onto the AGM as an agenda item	RL RL / VB	Ongoing AGM
7.1 Media				
7.2 Website				
7.3 Statistics	<ul style="list-style-type: none"> Membership Database Project (see Admin 8.2) 			
7.4 Sponsorship				

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8. Administration				
8.1 Records				
8.2 Management Database	<p>Usage is good for certain clubs.</p> <p>Event statistics capture. Without reliable participation statistics, our ability to secure SRSA grants is compromised. Currently RL manually extracts PenOC stats – would be good to automate.</p> <p>Probably best for VB to capture the data that is sent to her in the correct format.</p>	<p>Encourage clubs to use</p> <p>Distribute Event Participation template to Expansion plan project managers and VP Development.</p>	<p>All</p> <p>RL / VB</p>	<p>ASAP</p>
8.3 Membership & Fees	<ul style="list-style-type: none"> Emit resale terms & conditions. RL drafted a first iteration at the meeting. Associate Membership fees. Need to decide on a model for schools (e.g. Mphachue) & approach to registered members wrt to eligibility. Similar applies to other organisations, e.g. SANDF School Sports administration body (USSSA?) 	<p>Draft warrantee document for resale to SA competitors.</p> <p>Need to chart a way forward on this.</p> <p>Find out more about this organisation and their role in coordinating school sport calendar.</p>	<p>NvH / VB</p> <p>VB</p>	<p>ASAP</p> <p>Next Informal</p>
8.4 Finances	<ul style="list-style-type: none"> Reviewed year-end finances for audit. 	<p>Finalise & submit for audit.</p>	<p>VB / GRM</p>	<p>End July</p>
8.5 Grants Admin	<ul style="list-style-type: none"> SRSA 2013/14 grant report Official request to utilise ~R100k underspend on 2013/14 grant in 2014. Permission granted to 	<p>Submitted – awaiting feedback</p> <p>Push LTCD spend.</p>	<p>GRM</p>	<p>12 Aug 2014</p>

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	<p>utilise by 12 August 2014. Spend must be towards LTCD and Expansion.</p> <ul style="list-style-type: none"> • SRSA 2014/15 application 	See 6.		
8.6 General				
8.7 Constitution	See Below			
8.8 Governance	Document compiled with clauses required to register as NPO.	<p>Circulate to Man. Comm. and others (Ian Bratt & Gavin Venter) for comment.</p> <p>Collate and ensure on agenda at AGM for amendment.</p>	<p>SM</p> <p>SM/ VB</p>	<p>ASAP</p> <p>AGM</p>
8.9 Development				
9 Development	NdK discussed recent efforts by David Chambers to get Tuks-O officially recognised by the university. He is taking a thorough structured approach that can be rolled out to other universities. The challenge, as ever, will be to find willing “driver” at each club.	Support & facilitate	NdK	
9.1 YOC				
9.2 Schools League	ROC proposal (Centurion) - NdK had an informal chat with ROC chair about this at a recent meeting.	Continue to facilitate	NdK	Ongoing
9.3 Participation				

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9.4 Training Courses	ROC proposal (Planner's Course)			
10. Technical				
10.1 Technical Committee	Focus on Events Committee. (see 10.5)			
10.2 Mapping Committee				
10.3 High Performance	SRSA feedback on HP project is that it will only be approved if it targets Junior development.	HP portfolio needs to take this on-board.	NvH	ASAP
10.4 Coaching Commission	Coach Education Framework – contractor has started working on the formalisation SAOF's coach education system. Try to push for invoicing by 12 August 2014 SRSA extension (see 8.5).	Communicate 12 August deadline to TW	GRM	ASAP
10.5 Events Committee	Awaiting first draft.		NvH	ASAP
11 General	<ul style="list-style-type: none"> • Continue to manage payments of amounts owing to SAOF. • SASCOC – AGM is on 13 Sept. • IOF Conference <ul style="list-style-type: none"> ○ AR and Rogaining not to be included as separate disciplines. Foot O commission to look at rewording formats within each 	<p>Actively manage</p> <p>RL to attend.</p> <p>Communication already sent to clubs.</p>	<p>VB/GRM</p> <p>GRM</p> <p>RL / VB</p> <p>GRM</p>	<p>5 April</p> <p>ASAP</p> <p>13 Sept.</p> <p>ASAP</p>

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	<p>discipline to be more inclusive.</p> <ul style="list-style-type: none"> ○ Eventor entry management software will be mandatory for future WRE's (free use). ○ Eventor (Swedish O Federation) will be made available for use for all events (at a cost) ● Anti-doping Seminar on 4th October (during SA champs) 	<p>Communicate to Event Advisors</p> <p>Investigate costs</p> <p>Approach Ricky Raine for availability</p>	<p>VB / GRM</p> <p>RL</p> <p>GRM</p>	<p>ASAP</p> <p>Next Meeting</p> <p>ASAP</p>