



MINUTES – SAOF Management committee meeting					
DATE	9 th Nov 2014	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	9.00 – 13.00	Garry Morrison (GRM) Steve Mills (SM) Val Brentano (VB) Richard Lund (RL) Karen Chambers (KC) Nico van Hoepen (NvH)			ALL Club Chairs
LOCATION	Garry's House				
CHAIRPERSON	GRM				
MINUTES By	VB /GRM				
NEXT MEETING	TBD				

ITEM	DISCUSSION	DECISION	WHO	WHEN
1. Welcome, Attendance, Apologies	Karen Chambers was welcomed to the SAOF Management Committee and all returning members were welcomed back.			
2. Approval of Agenda & Additions	Confirm MC Meeting dates for the rest of the year scheduled. Informal meetings to be held on the 2 nd Wednesday of a month	Next: Saturday 10 th Jan - confirm; Then find a date in April and finally July/Aug – outside govn. school holidays Confirmed	VB VB	
3. Approval of Previous Minutes		Approved New year to start on a clean slate & focus on issues raised at the AGM.		

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3.1 Matters Arising	Will be dealt with under appropriate headings.			
4. Roles and Responsibilities	Info sent through to new VP Development.			
5. AGM Feedback	Constitution amendments. Colour SAOF Logo SAOF Database Associate Memberships Sanctioned Events issues, i.e. start times, re-runs, etc. EMIT resale SA Champs Schedule WRE Applications – Deadline is 15 Nov. SAOF will not support late applications.	See 8.7 See 7. See 8.2 See 8.3 See 10.1 See 8.3 See 10.5 See 10.5	SM RL RL SM NvH NvH NvH VB	
6. Planning for 2014/15	As per Budget presented at AGM	Need to look at SRSA Projects and make them happen.	All	
7. Marketing	SAOF Colour Logo Communications down to club-member level need to be improved.	Send through to MC with view to pre-select 3-4 Quarterly Newsletter: Mailchimp distribution direct to members. Can opt. out. Short snippets, linking to bigger articles on website. Garry to do first one; Richard to distribute	GRM, RL	Dec
7.1 Media				
7.2 Website				

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7.3 Statistics	<ul style="list-style-type: none"> Membership Database Project (see Admin 8.2) 			
7.4 Sponsorship				
8. Administration				
8.1 Records				
8.2 Management Database	<p>Membership functionality</p> <p>Functionality in development. Event to be submitted by allowed users and must be approved before stats can be added. Initially this might all go through Val before wider roll-out.</p> <p>Will cater for all event levels + coaching + technical training courses</p>	<p>Repeated communication to clubs;</p> <p>Events participation system – go live;</p> <p>Populate participation capture</p>	<p>All</p> <p>RL</p> <p>VB/GRM</p>	<p>Ongoing</p> <p>Jan 2015</p>
8.3 Membership & Fees	<ul style="list-style-type: none"> Emit resale terms & conditions. Associate Membership: eligibility, fees; e.g. Schools, SANDF, Other. School Sports administration body (USSSA?) - Need to find out more about how this works 	<p>Draft SAOF resale conditions, take resolution and distribution.</p> <p>Develop proposal for discussion. Target adoption at next AGM.</p>	<p>NvH / VB</p> <p>SM</p>	<p>Jan 2015</p> <p>Q1 2015</p>
8.4 Finances	<ul style="list-style-type: none"> Quickbooks export - Functionality has changed so export no longer directly readable by Excel 	Resolve with Quickbooks	VB	ASAP
8.5 Grants Admin	<ul style="list-style-type: none"> R100k underspend on 2013/14 grant to be utilised by 12 August 2014 - Email sent to SRSA requesting clarity on reporting requirements. 	Prepare narrative and financial report and submit with supporting documentation (invoices, participation stats, etc.)	GRM/ VB	Dec

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	<ul style="list-style-type: none"> SRSA 2014/15 grant 	Need to look at SRSA Projects and make them happen.	All	End March
8.6 General				
8.7 Constitution	Amend constitution as per AGM NPO registration	Update and send them for final approval. Apply for registration	VB SM	end 2014 Q1 2015
8.8 Governance				
8.9 Admin. Development				
9 Development	<p>Tuks-O: Officially recognised at UP. Polokwane / Mphachue KZN PenOC</p> <p>Grahamstown</p> <p>Hlatikulu – Leadership centre. Great development + events opportunity. Knysna / Collins Brothers (PenOC)</p>	<p>Support where necessary Continue to support Support through Peter OSL requires champion & agenda item for awareness Request for OCAD & assistance with a rogaine type event. AR club to submit map application & support PenOC to try support</p>	<p>GOC GRM KC SM Lisa GRM SM</p>	
9.1 YOC				
9.2 Schools League	ROC proposal (Centurion) Eastern Jo'burg	Monitor & support.	KC	

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9.3 Participation				
9.4 Training Courses	ROC proposal (Planner's Course) Now scheduled to run on 11 Jan 2015.	SAOF to encourage more rather than less people to attend. Cost of event shouldn't be an obstacle Organise transport and accommodation (if required for POC & DOC participants)	VB	
10. Technical				
10.1 Technical Committee	Sanctioned Events – Terms of Reference – choose simple first.	Draft “terms of reference” about the simplest element (e.g. start times for sanction events) & send out call for committee.	NvH	
10.2 Mapping Committee				
10.3 High Performance	High Performance Manager – term from 1 Dec 2014 to 31 August 2015	Advertise and appoint.	NvH	ASAP
10.4 Coaching Commission	Coach Education Framework – Slow but steady progress. Tania Wimberley (TW) driving. UK Coach Seminar attendance for TW – networking, learning and strengthening relationship with BOF.	Continue to monitor and support Supported. Encourage hosting of feedback session on return to SA coaches.	GRM TW/ GRM	Ongoing
10.5 Events Committee	SA Champs – Send Forest plan out. - SA sprint champs is a bigger issue.	Send out the “Terrain Schedule” Approach needed to identify optimum time for SA Sprint champs & then develop 5-year schedule.	VB NvH	ASAP Q1 2015

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	SA Sprint 2015 / PenOC & DOC WRE deadlines – 15 Nov. SAOF will not support late applications.	Make a decision and publish Send reminder to clubs	NvH VB	ASAP ASAP
11 General	<ul style="list-style-type: none"> • Continue to manage payments of amounts owing to SAOF, e.g. from HP. • Anti-doping update 	Need to upfront give athletes cost estimate and, on acceptance, get them to commit to repayment by specified deadline. Update website as per new recent notification	HP GRM	ASAP