



MINUTES – SAOF Management committee meeting

DATE	6 th June 2015	PRESENT	APOLOGIES	ABSENT	DISTRIBUTION
TIME	13.30 – 17.30	Garry Morrison (GRM) Steve Mills (SM) Richard Lund (RL) Karen Chambers (KC) Nico van Hoepen (NvH)	Val Brentano (VB)		ALL Club Chairs
LOCATION	Nico's House				
CHAIRPERSON	GRM				
MINUTES By	GRM				
NEXT MEETING	TBD				

ITEM	DISCUSSION	DECISION	WHO	WHEN
1. Welcome, Attendance, Apologies	SM will have to leave at 4:30pm to catch flight home			
2. Approval of Agenda & Additions	Final meeting Early Sept Big Five EMITs Compass Numbers and resale costs. O-in-the-Box resources for clubs MTB World Champs & next steps Orienteering in Africa Letsema Award	Confirm date All these points have been included at appropriate places within the Agenda	VB	end June

ITEM	DISCUSSION	DECISION	WHO	WHEN
	Strategy Review			
3. Approval of Previous Minutes		Approved.	All	
3.1 Matters Arising	Will be dealt with under appropriate headings.			
4. Roles and Responsibilities	Division of responsibilities between SAOF, Provincial body (e.g. GOC) and Clubs. For example awarding of Provincial Colours would be the responsibility of the Provincial Body, which would need to be a member of the relevant Provincial Sports Council (i.e. SASCOC equivalent at Provincial level).	The SAOF needs to review how it encourages club-lead and provincial growth. Need to include this as part of a Strategy Review, which should happen after the next AGM	All	Q4 - 2015
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 2016	Next SRSA grant application – Apr 2015 to Mar 2016. Plans for grant are in place in anticipation of a new grant of similar size to 2014/15. Went through proposed budget for 2015/16.	No word yet from SRSA. We need to be cautious with spending as we are putting own funds at risk. Send budgeting spreadsheet to MC Chase up SRSA	All GRM / VB	Until further notice. ASAP

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7. Marketing	<p>SAOF Colour Logo</p> <p>Quarterly Newsletter – ID next topics – consider quarterly editions, but also themed editions.</p> <ul style="list-style-type: none"> - Measuring success - # of opens, click-through rate, # of unsubscribes. - Getting Feedback – consider mechanisms on content, etc. 	<p>4 options chosen. To be distributed to clubs in preparation for vote.</p> <p>News regarding Limpopo-DBE project</p> <p>Richard to monitor and report on.</p>	<p>RL</p> <p>GRM/RL</p>	<p>before AGM</p> <p>June</p> <p>Ongoing</p>
7.1 Media	<p>Facebook, Twitter</p> <p>Compass Sport April article on publicity sent through to Man. Comm. and club chairs. Very interesting article. What is Club responsibility vs. SAOF responsibility? (see 4)</p>			
7.2 Website				
7.3 Statistics	<ul style="list-style-type: none"> • Membership Database Project (see Admin 8.2) <p>Need to ensure Admin & Development have rights to add events and participation statistics.</p> <p>Need to have facility to extract membership for previous year.</p>	<p>Richard to set up meeting with Gauteng MC members to train on functionality and use.</p>	<p>RL</p>	<p>June / July</p>
7.4 Sponsorship				
8. Administration	<p>PenOC has 90 new EMIT blocks. “Dead” blocks returned for battery replacement.</p> <p>Big Five O enquired about ~25 extra EMITs</p> <p>Compass Numbers and resale costs.</p>	<p>Karen to chase battery replacement.</p> <p>Official position is SAOF not buying more. Extras to be obtained from refurbished stock.</p> <p>Val to document numbers on Google Drive</p>	<p>KC</p> <p>KC</p> <p>VB</p>	<p>Next Meeting</p> <p>ASAP</p>

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	Thumb: R500 for members. R550 for non-members Baseplate: R330 for members; R360 for non-members (VB to confirm original and current cost price)	Generate official Resolution. Send to clubs + info on how to order.		
8.1 Records				
8.2 Management Database	Will cater for all event levels + coaching + technical training courses. The database is a work in progress and is being updated. Priority is to capture Event participation stats, since this is required for SRSA. (See 7.3)	Prioritise functionality for adding Events and populating with attendance.	RL	ASAP
8.3 Membership & Fees	<ul style="list-style-type: none"> Emit resale terms & conditions. Levies and Membership fees 2015 Associate Membership: eligibility, fees; e.g. Schools, SANDF, Other. School Sports administration body (USSASA) - Need to find out more about how this works 	<p>This needs to be finalised and distributed.</p> <p>SAOF's intention will be to increase Affiliation, Event Levies (~15% after 3 years static) and EMIT hire from 1 Oct. 2015. Decision to be finalised at AGM.</p> <p>Ensure MC has the mandate/power to set different fee levels for different types of Associate Membership</p> <p>Investigate workings on school sports, school provincial and national champs. Different models for different sports. Find out more.</p>	<p>NvH / VB</p> <p>SM</p> <p>SM</p> <p>KC, VB</p>	<p>ASAP</p> <p>Man. Comm. approval for AGM</p> <p>Next meeting</p> <p>Next meeting</p>
8.4 Finances	<ul style="list-style-type: none"> Monthly Budget statement 	Talked about this around SRSA 2015/16 budget. Care to be taken with SAOF Own funds. May need to devise a "Plan B"	GRM	End June
8.5 Grants Admin	<ul style="list-style-type: none"> SRSA 2014/15 project reports complete (Final & Extension). 	Report on extended projects (HP and Maps) complete and to be sent to SRSA on Monday.	VB	8 June
8.6 General	<ul style="list-style-type: none"> Jack Cheetham & Letsema Award 	Research the award and make an	RL	End July

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	The expansion project in Limpopo that Ephraim is driving is well aligned.	application. Deadline for application – end July. Ensure we have Ephraim’s buy-in as he would have to commit to the on-going delivery of the project.	GRM	
8.7 Constitution	AGM approved amendments. GRM sent through reconciled amendments	SM to finalise	SM	End July
8.8 Governance	NPO Registration – on finalisation of Constitution NPO number needed for: <ul style="list-style-type: none"> • Jack Cheetham Award • Registration as Service Provider to deliver registered Coaching courses. • Enable SAOF to attract other funders / sponsorships 		SM	Next Meeting
8.9 Admin. Development	Various areas require improvement: <ul style="list-style-type: none"> • Contracts – e.g. Expansion Plan, Maps, HP, etc. • Enabling processes / procedures (Operations Manual). • Standard Rates Guidelines to make it clear what our reimbursement rates are. This should be updated annually. <ul style="list-style-type: none"> - Own car travel rates, e.g. AA + tolls - Coach rates (e.g. training camps, facilitation, etc.) - Assistant Coach rates - Allowable Travel claims, (e.g. SAOF Man. Comm. meetings) - Maps & Other 	ID improvement requirements & progress Clean-up wording Send back input (This is a guideline to enable other responsible managers make budgeting decisions)	SM ALL	ASAP

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9 Development	Generate a draft framework agreement for making it easier to manage development activities (e.g. Laura, Ephraim, etc.).	Send through historical examples to Karen.	GRM	ASAP
9.2 Schools Leagues	Schools Provincial Champs. Need to explore how schools leagues finals can be recognised as Provincial Schools championships. (See 8.3)	Research into the method by which Schools League final(s) can be recognised as provincial sports champs.	KC, VB	Next Meeting
9.3 Participation	Incentive Schemes – general discussion around incentives to increase participation levels. We can learn from what works for others and replicate, e.g. Park Run. SAOF should look at ways to incentivise clubs & provincial associations (e.g. GOC). Clubs & Provincial associations need to look at ways to incentivise participation.	Continue to engage with clubs. Consider appropriate SAOF incentives.	All	Ongoing
9.4 Training Courses	TW is targeting an SAOF L1 coaching course for Limpopo in Sept (long weekend), based on having registered our course with SAQA / CATTHSETA. Consider more Teacher’s Training Courses based on the practical concept that Lisa has refined over the past few years. A more general targeted course as per original one in Gauteng in 2011. Follow-up with identified interested teachers / schools.	Take cognisance of SRSA funding situation.	KC	
10. Technical				
10.1 Technical Committee	NvH has generated a draft set of “terms of reference”.	Send draft to GRM for review	NvH	June
10.2 Mapping	Current financial resources are committed to Big Five	Limited Own funds available for small		

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Committee	2015/16 maps.	development maps.		
10.3 High Performance	<p>Tania Wimberley appointed as National Coach. HP camp in Belfast and WC very successful.</p> <p>Plans for 2015/16 in place.</p> <p>MTB O – SAOF position on applications to represent SA at WMTBOC – not yet appropriate.</p>	SAOF to draft a discussion document on what is required for MTB selection to World Champs.	GRM / NvH	For discussion at AGM
10.4 Coaching Commission	<p>Good progress being made with materials development for SAOF L1 Coach course, aligned with SACF (Participant's Guide, Facilitators guide, Assessors Guide, etc.). Registration process with CATHSSETA has commenced.</p>	<p>GRM to continue to liaise with TW who is running this project.</p> <p>Stuck at the moment since we are not a registered NPO.</p>	GRM / TW	Ongoing
10.5 Events Committee	<p>SA Champs: 5-year schedule</p> <p>SA Sprint – still on an ad-hoc basis until an acceptable rationale can be used to manage a long-term schedule.</p> <p>WRE applications – 2016 applications by end September 2015.</p>	<p>Publish forest schedule.</p> <p>SAOF still too small for a standing "events committee" / responsible person. Probably still need to coordinate from SAOF.</p>	NvH / VB	ASAP
11 General	<p>Foot O World Champs – IOF proposal for decision at SGM (Aug. 2015)</p> <p>Orienteering in Africa – SAOF position is that we can support by allowing them access to events & training courses we put on, but can't offer financial resources. Funding needs to come from themselves or IOF.</p>	<p>Confirm SAOF position for SGM vote.</p> <p>Represent this position at WOC meetings.</p>	GRM GRM	Before WOC