

South African Orienteering Federation



MANAGEMENT COMMITTEE MEETING Saturday 18th Nov 2017 @ 9H00 Garry Morrison's House – Johannesburg

MINUTES

ITEM	Comments	Who	When
1. Welcome, Attendance & Apologies	GRM welcomed the committee. KR to join later		
2. Approval of Agenda & any Additions	Agenda to follow previous minutes with any additions as they arise. Also incorporate actions from the AGM		
3. Approval of Previous Minutes	Approved		
4 ADMINISTRATION			
4.1 Dispute Resolution – Review the SAOF's dispute resolution process	VB to speak to CGA regarding their process. GRM to speak to wrestling person / intern at SASCOC Need to move this forward.	VB / GRM	
4.2 Club membership forms to include reference to SAOF Code of Conduct	Club membership forms must explicitly include a clause signifying that members agree to abide by the SAOF's rules and regulations and code of conduct. Clause for inclusion to be drafted and distributed to clubs.	VB / GRM	End Nov in time for Dec memberships
4.3 Event Liability Insurance	Covered with new broker, same underwriter. Slightly better deal.	Done	
4.4 Confirmation of Headquarters	94 King Street, Berario – confirmed.		
4.5 SASCOC AGM postponement request.	SASCOC board has requested approval to postpone their AGM beyond their constitutional deadline. Their AFS have not yet been approved. SAOF is happy to agree to the deviation.	VB to confirm with SASCOC	ASAP
4.6 Proposal for SAOF to move our year-end to 31 March & move AGM	Draft a discussion document citing reasons, pros and cons for distribution to clubs. Make enquiries from SRSA to understand exactly how this will impact the timing of the SRSA grant.	GRM	End Jan 2018

5. STRATEGY			
5.1 Strategy	AGM President's report message was for established clubs to work harder to find ways to grow membership and attendance at events.		
5.2 Club Roles achieving strategy	Committee to keep up engagement with clubs to encourage them to find ways to achieve our goals.	All	
6. FINANCES			
6.1 Financial Statement Audit	Approved at AGM		
6.2 SAOF Auditor	Decision to stay with current auditor was approved at the AGM		
6.3 SRSA grant 2017/18	Grant was received on 1 Nov 2017 R90k underspend from previous years was not approved for expenditure in 2017 by SRSA. Hence 2017/18 payment was for R310k. Frustrating communicating malfunction with SRSA. Be more proactive about ensuring confirmation of receipt of emails by SRSA Expansion Plan is overspent. Subsequent expenditure from own funds. Other projects on target.	VB / GRM	Ongoing
6.4 SAOF Own Funds	Slightly less good state, being R90k less than previously thought (see above). Still in a healthy position.		
6.5 NLDTF Report	The final report is still outstanding. This needs to be completed and submitted.	GRM	
6.6 Adjust Finances with R90k underspend	Expenditure previously allocated to SRSA 2016/17 grant to be reallocated to Own Funds	VB / GRM	
6.7 Swiss donation / fundraising	~R1500 for JWOC and ~R1500 towards POC		
7. EQUIPMENT			
7.1 EMIT Equipment	EMIT blocks Big Five O in hand. Military skills EMIT blocks with Big Five. Additional 25 blocks being mounted. No further work on battery replaced EMIT blocks.	GRM	
7.2 Orienteering Kites	Running low on mini-kites. Perhaps O-Ventures will undertake this directly.	KC	
7.3 Orienteering Punches	19 boxes x 10 available for development / resale	KC	
7.4 Ex AR Club Trailer	Trailer delivered and Tow bar has been paid for. Trailer is still registered in the name of J Green. To be transferred to the SAOF	VB	

	when we get ownership papers		
8. MARKETING			
8.1 O-Ventures	Keep awareness of possible <i>conflict of interest</i> . Raised at AGM Committee will monitor and review on an annual basis. RL and KC will recuse themselves from certain decisions.	RL / KC	
8.2 Communication	Regular Mail Chimp newsletters. Tracking opt outs, reads, stats per hour. Only following up with people who are active. Keep SAOF and O-Ventures emails separate.	RL	
8.3 WOD	Decide how we take forward after AGM	KC / GRM	
9 DEVELOPMENT			
9.1 GSL	In progress. Opportunity for Pretoria and South Jo'burg. SP attended schools cross-country AGM. Interesting to learn how official school sports are organised.	KC	
9.2 POC	Request for more advanced teachers course. Full plan has been submitted for refinement & approval. As reward for their schools league get top performers to a GOC club event. OSL final is premature and timing is problematic – work towards this in subsequent years. POC event at Big Five – KC to check on progress, but Big Five need to coordinate. POC attendance at Big Five – on track for good attendance. Support for one social event.	KC	
9.3 KZN	Waiting for them to pull. - Request for certificate from workshop. - Good Facebook response. Occasional page views and likes without any additional posts from SAOF. Follow up in New Year	KC / RL	
9.4 Cape ODO project Level 1 course	KC/VB to chase Pieter S to sort out PenOC contribution. SAOF needs receipts for expenditures. Level 1 coaching course complete. Three new qualified coaches	KC	ASAP
9.5 Development Squad Athletes	Big Five, SA Champs and GOC champs are all Development Squad opportunities. Local camp possibly after Big 5 – next SRSA year. Also utilise as a possible mechanism to	KC / GRM	

	involve new coaches.		
9.6 Soshanguve	Paul (contact) and brother to be sponsored by van Zyls to attend Big Five. Look to further support in the New Year.	RL	
9.7. Orienteering in Hilton area	Chase Nic up on his source of information. Cordwalles and other activity in Hilton area. Provide ongoing support for these efforts. Richard will meet with Sam and Emma re mapping of 2 schools	KC/RL	
10 TECHNICAL			
10.1 Rules of Foot O	Still "to do". It's been a tough year for SP with a new job and HP being very time-demanding.	SP	
10.2 HP	Draft policy document to raise the bar been discussed with HP and SC. Incorporated in selection policy documents which have now been issued. Assess feedback and review later.	SP	
10.3 WRE	Advisers appointed for Big Five WREs. 2018 event approved. Map examples to be sent. Impact of new WRE fee structure to be discussed	GRM	Q1 2018
10.4 Athlete License	SAOF to pay. However, need to set threshold age / criteria for SAOF to pay. Policy required.	SP	2018
10.5 Awarding of Medals to non-South Africans	Draft position statement for approval by Man Comm then distribution to clubs for approval.	GRM	Q1 2018
10.6 SA Champs Schedule	Joint venture with POC. Start discussions when appropriate.	SP / GRM	
10. PLANNING			
10.1 Big Five Maps	Final payment approvals being processed.		
MOBO – Permanent Course	Need to follow-up & possibly use Delta	RL	
11. GENERAL			
Orienter	Provide feedback on a number of issues for resolution: <ul style="list-style-type: none"> close the loop between online entries & fees paid on the day. No pay, no entry? Some sort for follow-up for no shows. Payfast sometimes has issues (kicking out payments) 	RL / GRM	