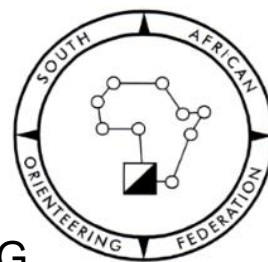


# South African Orienteering Federation



## MANAGEMENT COMMITTEE MEETING Saturday 23<sup>rd</sup> Aug 2019 @ 10H00-12H15 Garry Morrison's House – Johannesburg

### MINUTES

ITEM	Comments	Who	When
1. Welcome, Attendance & Apologies	GRM, KC, PW, KR with MV on WhatsApp call. VB sent apologies		
2. Approval of Agenda & any Additions	Approved. No additions.		
3. Approval of Previous Minutes	Approved.		
<b>4 ADMINISTRATION</b>			
4.1 Dispute Resolution – Review the SAOF's dispute resolution process	KR to split proposal into 2 parts and send to VB for inclusion in AGM.  Two parts are (1) trustees to deal with dispute between club and SAOF. (2) Trustees to re-establish / wind down SAOF should the federation collapse. Discuss at the AGM then decide how best to incorporate into constitution	KR	6 Sept 2019
4.2 Event Liability Insurance	Quote received from alternative service provider. To be reviewed against current policy.	KR, GRM	13 Sept
4.3 Event Levies	Activities covered by own liability insurance, are not subject to event levies.  Use of SOAF Emits at events will require Emit levies to be paid.  Follow up with Ian Bratt for levies for use of SAOF EMIT equipment for Military training.	GRM  GRM	Sept 2019  Sept 2019
4.5 NPO Registration	Received confirmation that we comply. NPO registration in place until March 2020		

4.6 AGM Preparation	Annual Report – VPs to send though one page report on progress for 2018/19.  Actions from 2018 AGM – Rules on medals / trophies for non eligible participants to be amended. (remove the last word “medals” from 8.3.	All  VB	8 Sept 2019  ASAP
<b>5. STRATEGY</b>			
	No discussion		
<b>6. FINANCES</b>			
6.1 Audited Financials 2019	VB to make indicated Journal entries. Eliminate Equipment inclusion in balance sheet. Keep track separately. Include a note in the AFS. KR to update and pass on to VB for auditor.	KR VB	1 Sept
6.2 SRSA grant	Allocation letter received. Invited to apply for R300k. (Admin R135k; Development R115k; EMIT R50k). Updated Business Plan submitted.  Final requirements are approved Annual Report and 2019 AFS. Send through after AGM	VB	30 Sept 2019
6.3 SAOF Own Funds	~R230k at end of July 2019.		
6.4 NLDTF Report	Still outstanding. Need to complete and submit.	GRM	Sept 2019
6.5 Alternative Funding Sources	Payfast platform. Need to explore other avenues – overseas participants through Big Five?	MV	Ongoing
<b>7. EQUIPMENT</b>			
7.1 EMIT Equipment	Confirm final numbers required for Big Five. Get quote from EMIT and order.  Ensure sufficient backup cards are available. Order if need be.	PW, VB  PW	Oct 2019
7.2 EMIT Care Taker	ROC and RACO now have their own systems. Discussion at AGM. Include policy on annual audit of numbers and payment for lost units.	PW	Sept 2019
7.3 EMIT Refurbishment	Initial contact unsuccessful.  Support attempt by Wits students.		
7.4 Ex AR Club Trailer	Follow-up with POC	VB	ASAP
<b>8. MARKETING</b>			
8.1 Website, Facebook, Mailchimp	Still looking to augment & refine distribution list with club lists.  Val and Richard doing good Facebook posts.  Look to create hype for upcoming big events.	MV	

	Consider short, sharp focussed mailer, e.g. on Northern Cape focus, etc.		
8.2 WOD	Encourage earlier club interest. At least ensure an event is on the calendar in 2020	MV	
<b>9 DEVELOPMENT</b>			
9.1 GSL	A meeting was held. Need a follow-up meeting to finalise plans (timeline).		
9.2 Gauteng	Nothing specific. Plenty of activity by O-ventures.		
9.3 POC	Support for a team of 8 to SA champs. Request report for annual report. Look to support another team of 8 to Big 5 O.	KC	
9.4 Northern Cape	Doing great work. Resolve payment for most recent activities	KC	
9.5 O-Ventures	Look to support their efforts to mentor Terance (Bedfordview High). Would be good for GOC clubs to support.		
9.6 Cape	Knysna not done more. AR focus. Congratulations to PenOC and Richard Lange for WC champs.	MV to relay	
<b>10 TECHNICAL</b>			
10.1 Rules of Foot O	SA Champs guidelines near complete. Need to include guidelines on start times – to be ratified by committee.  Rules of Foot O comments received. A meeting needed to resolve a number of differences- changes need to be ratified at AGM. Target 2020.	PW	Oct 2019
10.2 High Performance	Timeline to be updated. Improve system by activating new SC at AGM.  Reach out to current committee to establish willingness to stand for 2020	GRM PW	Before AGM
10.3 WRE	Ian Bratt is EA on 2019 event.  GRM is EA on sprint event (day 5)		
10.4 Athlete License	B Lund covered. Attended WOC as part of the WOC clinic. Selected by the selection committee early in the year.		
10.5 SA Champs Schedule	PenOC indicated willingness to host SA Sprint champs in 2020 – around 1 May.  Update SA champs schedule for adoption at AGM..		AGM
10.6 Coaching Courses	Successful Level 1 Coaching Course – 4 enthusiastic participants. Congratulations to facilitator T. Wimberley.		

<b>11. PLANNING</b>			
11.1 Strategic Maps	Decision to make available to Big 5 an amount of R30-50k. Communicate ASAP.	GRM	ASAP
<b>12. GENERAL</b>			
12.1 Succession Plans	No response from community to email requesting volunteers for committee positions.  Discussion around inviting more people to get involved in deputy positions with a view to having more turnover in the committee – speak to a number of people one-on-one.	GRM	ASAP (before AGM)