

South African Orienteering Federation



MANAGEMENT COMMITTEE  
MEETING

Friday 22 November 2019  
@ 18:30 – 21H00

Jeremy Green House – Johannesburg



**MINUTES**

ITEM	Comments	Who	When
1. Welcome, Attendance & Apologies	New P Jeremy Green (JG) opened the meeting & welcomed new VP Ephraim Chuene (EC) to the team. VB and PW in attendance. Mark Vernon (MV) and Ken Robinson(KR) excused		
2. Approval of Agenda & any Additions	Approved		
3. Approval of Previous Minutes	Previously completed and minutes have been distributed.		
<b>4 ADMINISTRATION</b>			
4.1 Dispute Resolution – Review the SAOF's dispute resolution process	It was discussed at the AGM. Necessary to prepare wording for formal adoption at the next AGM. KR will distribute the current proposal from AGM to the Management Committee	JG to follow up with KR KR to distribute	
4.2 Event Liability Insurance	Renews in October. It is all in order. Big 5 have received their requested documentation.		
4.3 Event Levies	Fee-paying event attract EMIT hire and event levy's (for insurance cover). Development activities, i.e. GSL, receive a waiver Levy and EMIT hire, but surplus goes to SAOF.		
4.4 Confirmation of Headquarters	3 Paula Rd, Olivedale	VB to update	
<b>5. STRATEGY</b>			
5.1 Strategy	Discussion focused on Development and Technical -more detail in the sections below. Ideas for projects for the next SRSA grant application must be contemplated now. Development in Northwest, Natal and Knysna will be the focal points.		

5.2 Club Roles achieving strategy	No discussion		
<b>6. FINANCES</b>			
6.1 Financial Statement Audit	Approved at AGM.		
6.2 SAOF Auditor	No discussion		
6.3 SRSA grant	We received the funds in the past fortnight. The funded projects are well underway and expenditure is on track.  Next report needs to be submitted?	None  JG to follow up	
6.4 SAOF Own Funds	Expenditure needs to be checked against the approved AGM budget		
6.5 NLDTF Report	Still outstanding. Need to complete and submit.  Keep eyes open for next application period.	JG to follow up GRM VB	Dec 2019
6.6 Club Communication	No discussion  MV might have some info	JG to follow up with MV	
6.7 Alternative Funding Sources	No discussion		
<b>7. EQUIPMENT</b>			
7.1 EMIT Equipment	New boxes for all emits, and new stands for the new blocks are being made.  Cards and blocks were ordered to be here in time for big 5.  Cape equipment is coming up for big 5.	PW to follow up	
7.4 Ex AR Club Trailer	Needs licensing and ownership transfer to POC who are now registered and can own it.  License ASAP  Ownership transfer	EC to drive  VB JG+VB	Before big 5.
<b>8. MARKETING</b>			
8.1 Plan	Not discussed – MV to contribute at next meeting at Big 5.	MV	By next meeting
8.3 WOD	Can we make more of this opportunity?	MV assigned	By WOD
8.4 Danish O & Trac-Trac	Not discussed		
<b>9 DEVELOPMENT</b>			
9.1 GSL	Thank you to Tania Wimberley for stepping into Caren Chambers gap. Need club members to come and help sell the club sport. A request will go out for assistance.  SAOF support with medic and access costs. WEC access is challenging	PW/TW  VB	

	Consider next SRSA grant to include transport for schools in Soweto and Krugerdorp.		
9.2 POC	Emit blocks and cards have been supplied for technical training.  They have events of 150 people and are ready for EMIT. Next SRA grant application could include a set for Limpopo. Prepare a proposal.  15 athletes are attending big 5 with SAOF development support.  The trailer needs licensing and ownership transfer	EC  PW, EC  VB and JG	
9.3 KZN	JG meeting with Kim in Natal. She wants to run a schools league in 2020. No more details are available.  Together with the Hubbles and Dave Mercer and activity at Cordwallis, there may be a critical mass building to support a club. Consider SRSA application to include a club establishment equipment box/trailer?	JG  EC to follow up with KC	Dec 2020
9.4 Cape	Knysna – Disappointing activity in 2019. There was some mapping undertaken. We need to find out more, otherwise will wait patiently for the pull.  Northern Cape – going well under own steam. Encourage where possible.	EC to follow up with KC  EC to follow up	
9.5 Development Squad Athletes	EC to monitor athletes for the squad.	PW to follow up with GM	
9.6 Soweto Schools	Following up with promising leads. Aiming towards 5-8 kids to attend GSL. Also follow up with VB school contacts. Needs transport supply. Possibly include in next SRSA grant for GSL transport for the two schools	VB to get some budget numbers	
9.7 Port Elizabeth	Quintin Braun is now there. Encourage towards catalysing some event activity.  No action here.		
9.8 Equipment	KC should have some equipment to transfer to EC (general development) and TW (GSL)	PW (TW) and EC to follow up with KC.	
9.10 Budget	Most of the budget is going to Big 5 support this year. We need to consider splitting it a bit next time to spread the benefit.	EC to do a proposal.	
<b>10 TECHNICAL</b>			

10.1 Rules of Foot O	Host a 1 day workshop with specific group of people. With a view to finalising rules. Proposed March with Cape representation.	PW	March 2020
10.2 HP	HP manager and coach have been appointed. Congrats to GRM. There is a timeline document on Drive. GRM to help with the process. <ol style="list-style-type: none"> <li>1. Activate selection committee</li> <li>2. Call for HP manager</li> <li>3. Call for national coach</li> <li>4. Plan C</li> </ol>	PW with GRM	
10.3 WRE	This isn't really well supported other than at big 5. And it is costly. Awaiting invoice for big 5 event on 3 Jan.		
10.4 Athlete License	Only for WOC athletes		
10.5 SA Champs Schedule	Will get attention in January	PW	Jan20
<b>11. PLANNING</b>			
11.1 Strategic Maps	No current applications have been received. Big 5 were awarded R50000, R25000 still outstanding to be paid. We need to find out if they plan to apply for 2021. Need to ask clubs if they plan to apply – to be able to budget	PW PW	Jan 20 Jan 20
11.2			
<b>12. GENERAL</b>			
12.1 AGM matters arising	To be dealt with at next meeting		
12.2 Next Meeting	During big 5 with Mark Vernon. Proposed to be 2 January, after we finish. Please request early starts for that event to give us time to meet.		