

Minutes of NGOC Committee Meeting March 28th 2011

Present: Pat McLeod, Dave Hartley, Roger Coe, Alan Brown, Pat Cameron, Carol Stewart, Paul Taunton, Caroline Craig, Greg Best, John Fallows, Ellen Starling.

1. **Apologies:** Gill James
2. **Minutes of previous meeting:** Minutes of the 10th January meeting were accepted.
3. **Matters arising/Actions not completed or covered elsewhere:** None
4. **Chairman's Report:** CROESO 2012 has been brought forward by one week so that it no longer clashes with the Olympics. Pat M had replied to Pam Chamberlain but had no further response from her.
5. **Secretary's report:** Caroline mentioned that Active Gloucestershire were looking for board members. Pat C reported that Neil was already on the board. It was felt that one NGOC member was enough.
6. **Treasurer's report:**
 - (a) **Bank Mandate:** It was agreed to change to single signature on cheques. This signatory would normally be the Treasurer but the other signatories – Chairman and Secretary – would also be mandated to sign in the Treasurer's absence.
Action: Carol will take the signed bank mandate form to HSBC.
 - (b) **Development Grants:** Pat M mentioned that we have £3000 available from British Orienteering, to use for development work. The current development projects were being financed by money left from the GROW grant last summer. It may be worth considering how to use the £3000 for future development, either with the University (if they manage to appoint a Sports Coordinator) or by working with Caroline Gay (British Orienteering's new Participation Manager for the West).
 - (c) **Forestry Commission Agreement:** Pat M had emailed Mike Hamilton about the FC agreement but received no response. This could have been due to email problems at British Orienteering at the time, and was not considered worth following up.
7. **Membership Secretary's report:** A few families had recently joined, including children of various ages. Ellen planned to contact them to welcome them to the club and check whether they were happy to be included in the membership list.
8. **Events report:**
 - (a) **Galoppen 2012:** An organiser was still required for the 2012 Galoppen. Stephen Robinson (who recently moved from SARUM to NGOC) had previously mentioned that he'd be keen to organize events, and has organised relatively big events in the past. Roger and Pat M both offered to organise it if no other suitable person was found. It was suggested that organisers new to larger events should have an experienced organiser to assist them, and a comprehensive checklist for organising events is available on the British Orienteering website. BOK had apparently used Whitmead (caravan) Park for parking, though not recently. Roger said he'd look for contact details for the caravan park. If Paul decides to use the Eastern side of the map, he will arrange for it to be remapped (either professionally or voluntarily).
Action: Dave will ask Stephen Robinson whether he'd be willing to organize the 2012 Galoppen.
 - (b) **Spring Series:** Pat M had contacted Claire Carter from Radio Gloucester, who agreed to promote the series. Dave had taken publicity to around 30 schools. Greg had contacted Active Gloucestershire, who have listed the events on their website.
 - (c) **Club Nights:** Pat M, Roger and Paul had attended an Event Safety Workshop and can now be nominated as trainers themselves. It was agreed to hold a workshop of our own, with Pat and Paul teaching, over two club nights in early September. In 2012, all organizers will need to have done the training (and any controllers wanting to upgrade) so we want all organisers of next season's events to be aware of it. It needs to be a registered course and we will therefore invite people from other clubs too.
Action: Roger will write an article about the Event Safety Workshop for the May Legend, which Alan can also email to the club.
Action: Pat M will keep an eye on the logistics and administration side.
 - (d) **Summer Series:** It was agreed to run a series of five Street 'O' events on Wednesday evenings in June and July, beginning on 29th June. These events would not need a lot of publicity and we expect mainly club members will attend, but if advertised at the Spring series hopefully some newcomers would come too. The five events will be organized by: John Fallows (Tewkesbury), Neil and Pat Cameron (Oxstalls or Bishops Cleeve), Sam Taunton (South Cheltenham), Caroline (location TBD) and Carol (possibly Bishops Cleeve). Dave (and his Brockworth event) will be a reserve organiser and

Roger also said he'd be happy to help out if necessary.

Action: Paul will look at 1:10000 Ordnance Survey data and his supply of old street maps, to find some suitable maps.

(e) **PFO/SELOC Tour:** Pat M had replied to the email and they'd said they'd get back to him, but haven't done so yet.

(f) **BOK Army use of NGOC kit:** Pat M reported that NGOC had been hiring kit out for the BOK Army Wednesday events at a reduced rate. These events usually have fewer than 25 people, including some NGOC members. There were no objections to this use of the kit.

9. Mapping report:

(a) **Pates School:** Pat M had received no feedback from Pates School after Paul printed 50 maps for them free of charge.

Action: Pat M will contact Nigel Woodall at the school to ask whether they were useful and also advertise the Spring series.

(b) **British Orienteering Rules and Guidelines:** Paul asked whether it would be acceptable to download the full British Orienteering Rules and Guidelines onto a memory stick to take to events, instead of printing them all out every time they changed. They could then be viewed on the spare computer in the download area if necessary. It was agreed that this would be sufficient.

Action: Paul will download the rules and guidelines onto a memory stick which can then be kept in John's SI kit.

(c) **Aconbury Hill:** Mapping (which Rodney Archer had offered to do) will hopefully start soon, since the Duchy are currently drawing up a contract.

(d) **Barnwood Park:** Pat M had recently visited this area and thought it had potential as a very small but interesting area. Dave agreed to have a look around it too, and suggested that it may not be big enough in isolation but could be used as part of a street event, incorporating some of the surrounding housing estates.

(e) **LIDAR Data:** Copyright is with the Forestry Commission. Cranham Local History Society have LIDAR data for Haresfield up to Leckhampton, from which we should be able to generate detailed contour plots, which may be useful as a base for maps. Pat M will look at the data to see whether it would be useful.

(f) **Park Campus:** Pat M and Greg have a meeting arranged on 4th April with a lady from the Park campus.

10. Equipment Officer's report:

(a) **Gripples:** Pat M had bought some gripples to attach SI boxes and boards (with a number and marker on) to fences or trees in high-risk areas.

(b) **Tents:** The two mess tents are bulky and difficult to carry. It was agreed that we should look into buying one or two tunnel tents for use at big events.

Action: Pat M will look at costs of tunnel tents.

11. **Captain's report:** Nothing to add.

12. **Legend Editor's report:** Alan now prints the ten or so hard copies of SINS for NGOC members, so that nobody has to go and collect them.

13. **Welfare report:** Nothing to add.

14. **Development Officer Report:** HOC had agreed that we could use their areas for Kyla's development work with schools in Herefordshire. We're hoping this series will begin soon and take place on Tuesday afternoons.

15. **SWOA committee feedback:** None.

16. AOB:

(a) **Website:** There had been no news from Jeremy.

Action: John will chase Jeremy up and then email round a status report.

(b) **CROESO 2012:** covered in Chariman's Report above.

(c) **Support to WOA for JK 2014:** The Welsh Orienteering Association are due to host the JK in South Wales in 2014, but they don't have enough people to host such a big event. Mike Forrest will be asking neighbouring clubs (NGOC, HOC and

BOK) and regions which don't host the JK (EMOA and EAOA) whether we can help. Roger pointed out that SWOA host the JK frequently so he hoped Mike would encourage the non-JK-hosting regions to help. It was generally felt that we should offer to help, because South Wales has some great areas and is close to us, although we don't have great numbers of people. It was hoped that by the next committee meeting we'd be in a position to volunteer for a particular job.

(d) List of Leisure Centres: Pat C mentioned that her and Gill had in the past begun compiling a list of leisure centres and their contact details, and will send it to Pat M in case it's useful for promoting events.

(e) SI Training Day: John reported that 12 people wished to attend his SI training day and the most suitable date was Sunday 17th April. One or two people couldn't make this date but a second session could be run in future. John will provide all hardware for the training.

Action: Caroline will book Room TC016 for the whole day on 17th April.

(f) Club Laptops: At events, the results are usually downloaded and processed on John's computer and one other, with a third available for administration and printing of results. We only have one club laptop, which has very poor battery life. Although the SI software could be installed on other people's laptops, it was agreed that it would be better to have another club laptop (or two if the price is reasonable).

Action: John will look at prices of laptops.

(g) BOK First Aiders: It was agreed that we should offer BOK a donation for the consumables they require to provide First Aid at the Galoppen.

(h) Tesco Vouchers: Paul reported that these can now be used by both schools and clubs that cater for children. We would be able to buy various items with them, including compasses. It was agreed that this was a good idea.

Action: Paul will register NGOC, using his address, and then collect vouchers (until they stop being issued, in May)

Action: Alan will email the club to encourage people to collect the vouchers and give them to Paul.

Action: Pat M will ask Eddie to advertise this on the website.

(i) Club Kit: Pat M had received an advert for T-shirts from Trimtex and asked if we needed any. This led to a discussion of the club orienteering kit. We have a few 'O' tops and trousers left in both the current and previous designs. However, Kyla had mentioned to Greg that teenagers weren't happy to wear our current kit. Caroline agreed, adding that the pink was off-putting. It was suggested that we could change the proportions and/or shades of the colours, but that we shouldn't change the colours fundamentally, particularly since we have a banner in the current club colours. There was some concern that, although younger members may be more keen, not all club members may like the tight-fitting style of 'O' top that is becoming popular.

Action: Pat M will look at the Trimtex T-shirts and send the advert round.

Action: Caroline will look at possible designs and styles for new O tops.

17. Next Committee Meeting: Oxstalls Campus on Monday 23rd May 2011 at 7.30pm TC016

The meeting closed at 9:45 pm.