

## Minutes of NGOC Committee Meeting April 30<sup>th</sup> 2012

**Present:** Pat McLeod, Dave Hartley, Roger Coe, Alan Brown, Carol Stewart, Paul Taunton, Caroline Craig, Greg Best, John Fallows, Gary Wakerley, Gill James, Simon Denman.

1. **Apologies:** None
2. **Minutes of previous meeting:** Minutes of the 13<sup>th</sup> February meeting were accepted.
3. **Matters arising/Actions not completed or covered elsewhere:** None
4. **Chairman's Report:** Nothing to add.
5. **Secretary's report:** Caroline asked for people's opinions on catering for committee meetings. The usual caterer had warned that a £12 labour charge would apply for evening catering requests. They had suggested we could buy drinks in the bar downstairs as one possible alternative. The committee agreed that we would do this instead in future (and bring biscuits), provided the bar is open.
6. **Treasurer's report:**

**(a) Profit to date:** Carol noted that the Galoppen was not in her report because some expenses were yet to be claimed, but she expected a profit of around £800 from that event.

**(b) Membership fees and levies:** Pat reported back from the SWOA meeting minutes. Their constitution says that they must have the same membership classes as British Orienteering, yet British Orienteering will have no Family membership class in 2013. SWOA are therefore having an EGM on 8th July to agree a change in membership fees for 2013. The SWOA committee will decide at their next meeting (on 19<sup>th</sup> June) what fees to propose at the EGM. Indications so far are that they will decrease membership fees and increase levies, just as British Orienteering have agreed to do. Although levy changes are apparently agreed by the committee, rather than at the EGM, they are strongly related to membership fee changes, so the EGM is likely to affect us.

There was some discussion as to whether it looks bad for our membership fees to be higher than those of SWOA and British Orienteering. It was decided that it wasn't necessarily bad, since we're the club that people join and we put on lots of local events. We will have to change our fees anyway, at least to remove the Family membership class. This will require an EGM (which must be called with 21 days notice), as the annual return to British Orienteering is needed before our AGM. The Chairman's Challenge on 8<sup>th</sup> September was suggested as a possible venue, provided the annual return is not needed before then.

**Action:** Caroline will check when the annual return is due to British Orienteering.

**Action:** Pat will ask the SWOA Treasurer for the details of membership fee proposals to be discussed at the SWOA committee meeting on 19<sup>th</sup> June, so that we can decide whether we wish to send an NGOC representative (as Pat isn't available on that date).

**Action:** Pat will write to SWOA with our views and check whether they intend to set the levies at the EGM. We think that (to mirror British Orienteering) they should reduce membership fees and remove the Family membership class (but ensure the other fees mean it's still reasonable for families).

**(c) Event fees:** Carol had circulated some recommendations for event fees prior to the meeting. These were to:

- Raise senior Informal fee to £3 but leave junior fee for Inf, ML and WNL at £1;
- Keep ML and WNL senior fee at £4;
- Charge seniors £2, juniors 50p for Introductory events;

Pat thought these changes seemed sensible and we plan to adopt them. Only the Informal fee is being increased, because the Mini League fee had been increased recently. Roger observed that it makes sense for them to have similar fees as they now have a similar cost to us, with Informals being bigger and using SI etc.

7. **Membership Secretary's report:** Simon reported that three people had not yet paid their membership fee for this year, yet had still been competing as NGOC.  
**Action:** Simon will email the names to Carol before League 8, so that she can direct them to him if they enter as NGOC.
8. **Events report:**

**(a) Fixtures for 2012-13 season:** Dave reported that all permissions requests were in for next season.

**(b) Winchcombe Walking Festival:** Pat had checked the location for the maze and it had looked suitable. Greg was going to meet Robert Talbot and a logistics person on Wednesday to go through the final details. Robert's attendance estimates had decreased to about 40 from schools and about 20 from the Walking Festival. NGOC members are still welcome.

**(c) Olympic Torch Relay:** The event will be open between 3 and 9pm and will be free to enter. It will feature a Sports Village, a Cultural Village and a big stage. Pat is waiting for confirmation about whether we can use Silva tape for the maze. He passed round a copy of the maze plan, with a sample course marked on it. Part of the maze had been constructed already, but a full test will also happen before the event.

**(d) Summer programme:** The programme is mostly fixed but Hartpury College had requested a different date, so some changes will have to be made. A couple more people are needed to fill empty slots. Pat noted that there are only 20 control markers with gripples, so these events should use 20 or fewer controls.

Pat had added the programme (and next year's fixture list) to Simon's new membership leaflet, which was passed round. British Orienteering's leaflet is now a tri-fold, so it can go inside ours.

**Action:** Greg will make a map of the streets around Pittville Park, based on Ollie O'Briens street map.

**Action:** Pat will send our leaflets to be printed. He will also ask whether they can cut our oversize maps down to a reasonable size (see item 9(b)).

**(e) Informal Controllers:** John will arrange a meeting for near the end of July. This will be to give guidance on controlling to those who volunteered. Later in the meeting there was a discussion on whether to ask event organisers whether they would like a controller, rather than assigning one to every event. However it was noted that even experienced organisers can benefit from having a controller, so we plan to assign one to each event.

**(f) Harris Relay:** Pat had not yet put a note about this on the website, but he will do this at some point, to determine the level of interest. He may also create a survey, or suggest a Harris Relay for the SW Relay Programme. Dave had already starting planning his end-of-season event at Minchinhampton, so it seemed unfair to make that a Harris Relay now.

## 9. Mapping report:

**(a) Numbers of maps for summer events:** Paul asked whether we had any idea of attendance levels for the summer events. It was agreed that we'd start by printing 20-30 maps, because numbers don't matter so much when we don't use waterproof paper. Gill advised that we should expect more people on Saturday afternoons than Wednesday evenings.

**(b) Cutting down maps to a reasonable size:** As Pat will be getting leaflets printed professionally, Paul asked Pat whether he could ask the printers if they can cut down some of our maps for us. Pat will ask them (see action in item 8(d)).

**(c) Remapping:** We get comments about maps being out of date or inaccurate in places. We usually only make small adjustments at a time, to deal with inaccuracies, so over the years they can get bad. For example, Paul noted that the Parkend map could be improved a lot. Dave noted that we need to choose the right time of year to remap, especially in the forest, where there is too much undergrowth in the summer. Ideally, we would remap an area 12 months before running an event there. Greg wondered whether we could go through the areas one at a time, with a team of people walking the area and noting regions where there looked to be inaccuracies, so that a mapper knew which regions to check and update. Overall, there was no real hunger for major remapping in the near future. We will continue to make adjustments as we find they're needed, generally at or near control sites.

Some of our maps are not accurate on a global scale, having been stretched or skewed in some way. For example, Paul's GPS route from a recent event fitted the OS map but not the OCAD map. Although this doesn't matter to the average runner, it makes life difficult when surveying.

LIDAR data costs about £40 per square kilometre, but the squares are fixed on the OS grid. Woodchester requires about 8 squares, costing £320, which Bob had said is a similar cost to background mapping from other sources. We will want to upgrade to OCAD 10 (at a cost of around £300) if we do use LIDAR data. Pat proposed that we do upgrade.

**Action:** Paul will find out who has the OCAD disks, so that we can upgrade to version 10.

**(d) Woodchester:** It is a nice area, though very steep and a little short on features. It would be bad for juniors because it's a very long walk from the current parking. Unless we can get access from the other sides, we can't justify mapping it. Pat had planned to ask the Gliding Club on the north side and a farm on the south side. Either way, we could create a simple permanent course.

Lodge Park and Sherborne Estate were discussed as other possible places to map, but the former was considered to be too small and the latter too far away.

**(e) Leckhampton Hill:** Greg reported that the LIDAR data we obtained for free doesn't cover all of Leckhampton Hill, so we would need to buy another five or so squares. He suggested leaving mapping the area for now, unless he can get enough detail from OS maps.

**Action:** Paul will send Greg the 1:10,000 OS map of the area.

**(f) Forestry Commission meeting:** Pat reported that little more had been learnt about their processes, so we'll just have to chase them ourselves. The main message for planners of forest events is to go through Amanda but to ask her what's happening and see if you can talk to the relevant forester.

**10. Equipment Officer's report:**

**(a) Cord for hired SI cards:** Pat had bought cord stops so that we can attach cord to the NGOC-owned SI cards, for people to put round their wrist. This will hopefully reduce the number of SI cards that get lost.

**(b) Bags for carrying control stakes:** Dave had borrowed the bag Greg carries stakes in when putting out controls. He found he could fit about 20 in the bag, whereas he could only carry 8-10 by hand. Greg said they only cost around £10. It was thought they would definitely be worth using.

**Action:** Pat will buy a couple more bags for the club.

**11. Captain's report:** Greg had done the initial layout for a permanent course at Crickley Hill. The warden was keen to use the posts that are already there, but to stick extra markers on them. Greg had seen an advert in Focus about small plastic markers but asked if anyone else had any suggestions. Bob Teed was suggested as a source of ideas, so Greg will talk to him.

**12. Legend Editor's report:** Alan reported that the May edition of Legend is ready to send out once he receives the Chairman's Chat, which Pat had written and will send to Alan.

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

**14. Development Officer Report:**

**(a) Coaches:** Pat reported that he had talked to Caroline Gay the day before the meeting. Progress with the coaches had been a bit slow. Harry Searle had been working really hard at the University, but so far had had no return from the students. David Palmer had missed the mandatory training course so isn't allowed to do the job yet. Caroline Gay is working to arrange another running of the course.

**(b) University of the Third Age (U3A):** Pat had seen some people from the U3A in the Forest of Dean. They thought they would be keen on trying orienteering. Pat intends to go to their monthly meeting and see if they are indeed interested. He was thinking of suggesting Trail 'O', although Ken Stimson of NWO runs orienteering for the U3A in Swindon and some of them have joined NWO and run at events, so cross-country orienteering could also work.

**15. SWOA committee feedback:** Nothing to report.

**16. AOB:**

**(a) New club kit:** Caroline reported that the tops had been produced and the invoice received, with delivery expected soon.

**(b) Website editors:** A few people had had a look around the Wordpress site. Pat encouraged people to try creating things on the development site, before he grants them access to the live site.

**(c) How To's:** Pat had started writing a guide to organising League events. Paul thought we should run an evening about how to plan courses, like John's upcoming meeting for controllers, and like we ran a couple of years ago.

**Action:** Paul will write some notes on planning and if necessary will arrange an evening meeting on the subject.

**(d) Event archive:** As well as being useful, it is mandatory to keep certain details of events, including who attended. The risk assessment must be kept for seven years. These details could be kept in the event archive. Pat observed that notes about the different areas and past events there are very useful for planners, and if certain details must also be kept for insurance purposes, then it seems sensible to combine the two.

Eddie had suggested Google Docs, but Pat hadn't found it very intuitive. Instead, he suggested a single file for each area, on the NGOC website. This could detail any useful notes and list the events that have been run there, along with their "all controls" map, courses, risk assessment and lists of who helped and who attended. It was observed that the maps will be available on RouteGadget, though we might consider storing them in a PDF in case RouteGadget removes them or stops working.

**Action:** John will make a plan of how to approach this task, with a view to having advice on how to archive your event. He will also find out how long maps will stay on RouteGadget.

**(e) Committee job descriptions:** Gill reported that we don't have a copy of the previously written job descriptions.

**Action:** Everyone with a portfolio position will try to write a description of their job. Pat will chase up anyone who doesn't.

**(f) 'Signed from' and 'Forest entry':** There was discussion about which grid reference should be sent to British

Orienteering and whether we can change either of them after they've appeared on the website. The conclusion was that we cannot change the 'Signed from' reference once it's appeared on the website and the printed list, but we can update the 'Forest entry' reference. The grid reference sent to British Orienteering is the best information we have at the time, i.e. 'Forest entry if known, otherwise 'Signed from'.

**(g) Fixtures Secretary post:** Dave reported that he won't be standing for Fixtures Secretary at the next AGM.

**(h) Large event in 2015:** Pat will circulate notes about a possible large event in the Forest of Dean in 2015, as discussed by SWOA.

**(e) Ranking lists and Terry Bradstock trophy:** John pointed out that we'd intended to discuss this at the meeting, but we were running very short of time. It will be discussed at the next meeting instead. Caroline will remember to put it on the agenda.

## **17. Next Committee Meeting:**

Monday 2nd July 2012 at 7:30pm in TC119, Oxstalls Campus.

The meeting closed at 10pm.