

Minutes of NGOC Committee Meeting July 2nd 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 30th April meeting were accepted. It had been decided to charge £2 for Seniors and £1 for Juniors at the summer events, rather than £2 and 50p.
3. **Matters arising/Actions not completed or covered elsewhere:** None
4. **Chairman's Report:** Pat had been experimenting with a Facebook account for NGOC, but was unfamiliar with how Facebook worked and was willing for anyone with more knowledge of it to try. Caroline offered to look into it.
Action: Pat will send the login details to Caroline, who will experiment.
5. **Secretary's report:** Caroline had been contacted by Gloucester CCCP, who are relaunching the permanent orienteering course in Gloucester Park. To help with this, they wanted to know whether the area had been used for events and also whether we knew of any information on the health benefits of orienteering. Caroline had replied with details of the event we held there last summer and some web links with information about health benefits, but asked the committee whether they had anything to add. Simon and Greg pointed out that people are more likely to visit a permanent course if they know where and when they can get a map.
Action: Pat will put together some information on permanent courses on our areas, which says where and when maps can be obtained.
6. **Treasurer's report:**
 - (a) **Levies:** Carol had paid all levies due, up to the current date.
 - (b) **New club tops:** Carol had 10 tops left, but had already had a number of requests for other sizes, including a few wanting long sleeves.
 - (c) **Membership and entry fees:** British Orienteering had announced that club returns (including membership fees for 2013) are now due by 31st October, instead of 31st August. SWOA had therefore cancelled their EGM and will change their membership fees at their AGM. They plan to have no membership fee from 2014 onwards, with an interim arrangement of £2 for Seniors and £1 for Juniors in 2013.
Our entry fees can be decided by the committee so there is no rush to set them, but the membership fees must be changed at an AGM or EGM. The committee discussed three options for membership fees – to keep them as they are, remove them entirely or have an interim arrangement for 2013. Carol circulated a sheet listing the organisers' expenses, levies and the profit (in total) for the different types of events over the last four years. She'd also calculated that the £964 of levies for the 2011/12 season would have been £2039 if calculated using the new rates for 2013. It was felt reasonable that we continue to have a membership fee next year and a proposal of £4 for Seniors was agreed, with Juniors being free.
Our entry fees are very low compared to those of other sports, so we can afford to increase them. We had agreed at the previous meeting to increase the Senior Informal fee to £4 and keep the others as they were. However, it was decided to wait until we've seen the accounts in the autumn before deciding on any changes.
Carol's list showed that over recent years there has been a reduction in expenses claimed. We need to make it clear when people are entitled to claim expenses, and encourage them to do so.
Action: Pat will add a note to his instructions for organisers, saying that they should check whether their helpers want to claim expenses (but only if helping meant they didn't get to run).
7. **Membership Secretary's report:** Simon had been contacted by someone with some Nestle vouchers which entitled her to attend an NGOC event for free. Simon had said she was welcome to use them at any event.
8. **Events report:**
 - (a) **Fixtures for 2013-14 season:** Dave had circulated a list of potential dates for 2013/14 fixtures. It was agreed that these dates looked fine. A previous meeting had suggested that the venues should be decided by the committee, but it was felt that the fixtures sub-committee (Dave and Roger) were the right people to decide the venues and they will meet to do this in due course. Pat commented that we'll have a better idea of which venues to use once we hear more from the Forestry Commission about their felling plans.
Action: Roger will register the 2013/14 dates with British Orienteering
Action: Dave will send the 2013/14 dates to HOC, BOK, NOW and SWOC.
 - (b) **Summer programme:** Pat thought we should think about what we want to do during future summers, rather than

always putting something together in the spring. Our previous Street O events hadn't worked, though this could have been due to the quiz format and a lack of proper orienteering street maps. We also need to promote the programme more, which is less easy when it's put together at the last minute. It was decided to rethink our summer programme in the autumn, when we know how well this summer's events have gone.

(c) Chairman's Challenge: Having been there on Saturday, Pat was less keen on holding the event at Flaxley as previously planned. The paths and barbecue area were overgrown and many paths were very muddy. He suggested using Mallards Pike instead. Dave and Paul were both planning events there next season, but neither had any objections.

Action: Pat will send out (and put on the website) a message to say that the venue's changed.

(d) CROESO helpers: Almost everyone going is happy to help (on day 4). All entry fees for that day will be reimbursed to the club. We can then reimburse helpers (and possibly also the non-helpers who run).

(e) Woodchester Park access: The farm are happy for us to use their grounds for events, and we can also use their toilets (for a charge to cover cleaning them). We will need two versions of the map – one including the farm's grounds and one not. This is because the farm do not want their grounds included on maps which people buy from Woodchester Park itself, but they are happy for their grounds to be included for our events.

9. Mapping report:

(a) Club baseball caps: Paul had four orders so far.

(b) OCAD 11 and LIDAR data for Woodchester Park: Bob had said we can't map Woodchester Park until the winter, because we can't see anything at the moment. However, Pat suggested that we start the base maps before then, as the National Trust will probably mostly use paths and are likely to want a map before the winter. Once we have a base map, Pat will ask the National Trust what they want to do about the permanent course.

Action: Pat will buy the necessary LIDAR data online.

Action: Pat will ask Bob to order OCAD 11.

(c) Cirencester Park and Caddihoe Chase 2014: Pat had been told that we no longer have to stay on paths, making the area suitable for a major event. Access is still expected to be on the expensive side, but Bob is keen to have a look round and see what it's like. Pat and Bob will progress this. Roger needed to respond about whether we'd like to organise the Caddihoe Chase 2014 by the end of August. Pat thought we should know by then whether Cirencester Park is feasible. As the area is close to NWO, it was thought that we should ask them whether they'd like to help with putting on the event, if we do go ahead.

10. Equipment Officer's report:

(a) Gripples: Pat suspects the wire will fray, but had found some plastic-encased wire online and will use this to replace the current wire when necessary.

(b) Results boards: The organisers of the JK 2013 had asked to use our results boards and Pat had agreed.

11. Captain's report:

(a) Harvester: Greg reported that our performance in the Harvester had been a little disastrous, with 3 of 7 runners in the 7:30am mini mass start. However, those who took part had had fun.

(b) Pittville Park street map: Greg had completed a map of the streets in the region of Pittville Park in Cheltenham.

(c) Winchcombe Walking Festival: Carol reported that the Winchcombe Walking Festival had sent us a cheque for £100 for the activities we put on for them.

(d) Crickley Hill POC: Greg had planned some course which Paul was going to look through, and had written an explanatory sheet to be printed on the reverse of the maps. He asked whether to get it printed professionally or by Paul. Paul suggested taking it to a printers for large quantities and recommended Print5 in Coventry, who are very familiar with printing orienteering maps. Crickley Hill will pay for this. The course should be up and running soon.

12. Legend Editor's report:

Alan reported that the July edition of Legend is ready to send out once he receives the Chairman's Chat (which would include some decisions from this meeting) and Greg's Harvester report.

13. Welfare report:

(a) NSPCC Code of Conduct: Gill reported that the BOF steering group had sent out a document detailing an NSPCC

code of conduct, which we may need to adhere to in future to get sports council funding. It was sent round to collect people's thoughts on whether we should adopt it, so Gill will send it on to the rest of the committee.

(b) Kyla's Tuesday events: Although only 15 came to the last event at Aconbury, other events had been better attended. Gill was continuing to help at these events and also planned to help at the Youth Games on Wednesday.

(c) Scottish 6 Days 2013: Gill had been asked whether NGOC would be prepared to help at this event in 2013. Pat thought this was a good idea.

Action: Gill will ask those who regularly go whether they'd be happy to help.

14. Development Officer's Report:

(a) Development Officer: Pat commented that we are lacking focus on participation and don't seem to be attracting many newcomers. It was noted that British Orienteering are considering novel ways of increasing participation through "Orienteering on Demand", although this was only really at the conceptual stage.

It would help to have a Development Officer, rather than Pat taking on this duty in addition to being Chairman and Equipment Officer.

(b) Publicity for summer events: Greg had told the Painswick Beacon (Painswick's monthly newspaper) about our summer events at Painswick and Cranham. They were going to publish his article in the next edition.

(c) "Join In" events: Pat had asked to register the Crickley Hill event on 19th August and asked Bob to find out whether the Pied Piper had registered themselves.

15. SWOA committee feedback: Nothing to report.

16. AOB:

(a) Club communications: The committee discussed the pros and cons of sending a weekly email to all members. Although there were mixed views, it was decided to keep the current system, whereby Alan emails members about anything important, which generally happens less than weekly. It was mentioned that people can receive an automatic email whenever a new post is made on the website. This feature was unknown to most of the committee so Alan will advertise it in Legend.

(b) Ranking lists and Terry Bradstock trophy: It is now difficult to get the necessary information from the results, to perform the Terry Bradstock calculation. It was suggested that we use the BOF ranking lists instead, but still restricting it to the same three events as before. One complication was that the Terry Bradstock trophy only counted the Long or 'A' course, whereas the British Orienteering ranking list also gives points (though fewer points) for running shorter courses. Paul also thought the ranking list doesn't weight by age class, while the Terry Bradstock trophy was always based on running the course for your age class.

Overall, the committee was happy to make the calculation simpler, so long as it remains fair.

Action: John will look into how the ranking lists are calculated.

(c) Event Archive: John had emailed to the committee a list of information to include in the archive. He suggested having a basic form for organisers to fill in for each event. These details can then go in an archive linked from the bottom of the results page on the website. Storing maps of all courses for each event will require too much space, so for now we will include just one map per event. We can still link to Routegadget to show the individual courses. We will start archiving events next season, beginning with the Chairman's Challenge.

(d) Using the website for pre-entry: Pat asked whether the committee thought it would be useful to offer pre-entry to events (but not payment) on the website. The intention would be to get an idea of how many people would attend and to speed up registration at the event. Carol pointed out that we didn't get a good indication of numbers when we did this for a big event in the past. John suggested that we have a subcommittee meeting to discuss the structure of the Mini League, and that this could also be discussed at the informal controllers' meeting.

(e) Committee job descriptions: Pat will look at and consolidate them.

(f) Club top reorders: This had been discussed briefly in 6(b). Caroline and Carol will discuss when to reorder.

(g) Submission of League results to British Orienteering: John will submit all electronic results to the British Orienteering website, so that they can be used in calculations for the "Incentives" scheme.

(h) Watches donated for event prizes: Gary had been donated two watches for the club to use as prizes.

Action: Pat will draft a letter of thanks.

(i) Planning course: This will take place on 20th August, at Oxstalls. Almost everyone who was asked had responded positively, resulting in 16 or 17 expected attendees so far. Paul noted that we should emphasise that it's not just going to be about rules, but instead will focus more on how to make the job easier.

Action: Pat will post on the website an invitation to all members.

Action: Caroline will book a room.

17. Next Meetings:

(a) Next committee meeting: Monday 10th September 2012 at 7:30pm in TC119, Oxstalls Campus.

(b) 2012 AGM: Monday 8th October 2012 at 7:30pm in TC218A, Oxstalls Campus.

The meeting closed at 10pm.