

Minutes of NGOC Committee Meeting 14th April 2014

Present: Pat McLeod, Greg Best, Roger Coe, Carol Stewart, Gary Wakerley, Paul Taunton, Gill Stott, John Coleman, Caroline Craig, Simon Denman, John Fallows.

1. **Apologies:** Gill James.
2. **Minutes of previous meeting:** Minutes of the 10th February meeting were accepted.
3. **Matters arising/Actions not completed or covered elsewhere:** None.
4. **Chairman's Report:** Gary will publish an update on the website, to say that we have checked the Clubmark requirements and that nothing further needs updating this year to maintain our status.
5. **Secretary's report:** Caroline asked whether our attendance at Sports Fest had been discussed as planned at the previous meeting, and if so whether a decision had been made. It was then discussed briefly but it was decided that we don't get enough out of events like that for it to be worth asking people to give up their time. The festival features a very large number of different sports. We appear to have more success from more focused events or by targeting specific groups of people.
Action: Caroline will inform Jamie Roberts that we won't be taking part this year.
6. **Treasurer's report:** Carol noted that we are about £100 better off than the figures in her report.

(a) **National Trust Charge:** Simon had recently circulated an email from Matt Stanway (the NT ranger for Sheepscombe), which informed him that the NT have to start charging for their events. This charge would be £2 per competitor, with a minimum total charge of £100. This amounts to a much larger fee than any other landowner asks for and would make it difficult for us to cover our costs, once levies were taken into account. Carol had suggested that charging £1 per car for parking, and also a smaller amount per competitor, could be an alternative to suggest during negotiations. The committee discussed how best to respond to this sudden change of policy. The key point was that we need to establish whether this is a national NT policy, because if so it is British Orienteering's place to negotiate it, not ours.
Action: Simon will respond to Matt's email, asking whether it's a local or national policy change and asking how we should go about negotiating it.
Action: John C will ask British Orienteering whether they've heard anything from the National Trust about this new policy.
7. **Membership Secretary's report:** Simon told the committee about a new initiative which he had been emailed about. Named iOrienteering, it involves putting QR code stickers on POC controls. Competitors can then scan the QR code with their phone and afterwards see their split times on the website. Since the stickers are provided for us, this seemed like it could be worth doing, after checking out the details.
Action: Simon will forward the email to the committee.
8. **Events report:**

(a) **2014-2015 main season:** John C reported that events in the 2014-2015 season mostly had organisers, though he was concerned that WNL 3 at Minchinhampton was without an organiser. John F volunteered to organise it. Greg asked whether there is an organiser for the Gallopen, for which he is the planner.
Action: John C will check whether he has an organiser recorded for the Gallopen, and if not will attempt to find one soon.

(b) **Ross on Wye street event:** Another event which was worryingly missing an organiser was the Ross on Wye event, scheduled for August. Richard Cronin will plan it but was not keen to organise it too. Gill S said she was happy to organise it jointly with someone else, and possibly this could be Richard. There was some uncertainty about what organization is required, differently to cross-country events. Pat had previously asked Lynden Hartmann, who had highlighted that the council needs informing and then permission needs to be obtained where controls are on private land. Gill S mentioned that BOK already know who owns the different car parks.
Action: Gill S will 'phone the leisure centre at Ross on Wye to propose the date, hoping that they are as keen as the leisure centre in Chepstow are, for the Chepstow event. Gill will also ask Richard about organising the event jointly.

(c) **Caddihoe Chase & VHIs:** Pat had circulated some documents about plans for the Caddihoe Chase. This included an estimate of expenses. He noted that the estimate of competitor numbers was necessarily only a guess. Entry fees of £12 for 1 day or £20 for 2 days were suggested and agreed, with late entry supplements of £3 and £6 respectively. Gill S suggested that the reason for the late entry fee be made clear, so that people would realise that there was a good reason for it, rather than us trying to take advantage of people who don't plan in advance. The reason for the late entry fees is so that people are encouraged to enter earlier, before we have to get the maps printed, so that we have a better idea of how many maps to get printed. It was noted that litho printing, though it means ordering maps 3 weeks before the event, is cheaper per map so we

can afford more wastage than usual.

Pat is awaiting a response about visiting the FC onsite to negotiate their decision not to allow vehicles on the spoil heap.

Pat hopes to have the website up soon and will open entries in mid-May.

John F has been hoping to get an on-the-day web server set up, so that people can access live results on phones etc. He has not yet got this to work but will continue trying.

(d) **JK** – Whatever money we get for providing help on the Monday should hopefully go to the club, for us to distribute to helpers as we see appropriate.

9. Mapping report:

(a) **New printer:** Since January, Paul has done a lot of printing on the new printer, amounting to £167 charge for the printing (excluding paper). Per sheet, this charge is 1p for black and white printing or 9p for colour printing, regardless of the size of paper. There appear to be communication problems between the printer and Xerox, so we have not yet been charged for the printing. There was quite a bit of wastage in the early stages of printing but this is now much reduced. Paul had worked out an approximate total printing cost of 25p per map printing on A4 waterproof paper, when printing 1-up (i.e. one copy of the map per page). When printing 2-up (i.e. printing two A4 maps on a sheet of A3 paper) the cost per map is reduced to about 20p. However, this can't be done directly in OCAD and it is very fiddly (and possibly slightly inaccurate) to do it via Purple Pen. Paul had only been doing this for Informal events, because of this. The committee generally considered that it wasn't worth Paul taking lots of extra time in order to reduce the cost from 25p to 20p. It was suggested that he contact OCAD and ask whether they can enable two copies of an A4 map to be printed side-by-side on A3.

(b) Old printer:

Pat has the old printer and has printed around 900 pages, almost all black and white (e.g. registration slips, fixture lists for the backs of fliers). New toner is needed if we wish to keep it going as a backup. It could be used for printing maps for Training events, or possibly League events. It was agreed that it would be good to keep this printer going.

Action: Pat will check with Paul where to buy the toner and will then do so.

(c) **City centre maps discount:** Pat had highlighted in his report that Bluesky are currently offering a 40% discount on OS 1:1250 Mastremap. For city centre maps we need this level of detail, so if we want to do city centre maps we should buy it now. On discussion, it was decided that rather than buy it now, we will see how the summer street events go first, including Ross on Wye, and then decide whether to map city centres. If we did decide to map Gloucester city centre, a potential first event could be a Double Gloucester, featuring one city event and one forest event. Pat had noticed that the second May Bank Holiday in 2015 is free because BOC is the weekend earlier, though people may not want to commit to going away the weekend after BOC.

10. **Equipment Officer's report:** Gary reported that Ellen is putting together two rucksacks of first aid equipment, to bolster our first aid supplies. This also raised the question of whether we should roster on a first aider at every event. The risk assessment has a box to enter the name of a first aider, but it is not clear whether this is mandatory, or whether "first aid kit available at registration" is sufficient. We always have directions to the nearest hospital. It was thought that, even if this is not mandatory, we should judge the risk of each event and decide on an appropriate level of first aid cover (which may just be a first aid kit at registration).

Action: Gary will check the rules, to see whether having a nominated first aider at registration at all times is a requirement for the insurance.

11. Captain's report:

(a) **Harvester:** Greg has been recruiting for the Harvester and has 5 people so far. The entry fee will be £5 per head.

(b) **POC at Pittville Park:** Greg passed round an article in The Echo, announcing the relaunch of the POC, and also an example of the leaflets which are now at the boathouse and park café.

(c) **Mapping of Coopers Hill:** These woods are very runnable and the top section is very flat with intricate contour detail. Greg will soon be meeting with the owner of the adjoining area, where we have not been given permission for orienteering, but instead will be told which paths we can use to run through the area.

(d) **Flyers to attract runners:** Greg has some, printed from the BOF print portal, for people to take to running events. The front is in colour and features the phrase "Can you run and think at the same time?", while the back has a list of our summer events.

12. Legend Editor's report:

(a) **Cotswold Way Relay:** Gill S is doing quite well with getting volunteers, so we should have a team. She will begin putting names to legs. The event website is now up and we should put something about our participation on our Facebook

page. Gill commented that blanket emails don't tend to get responses but targeting people individually was much more productive.

(b) May Legend: The following were suggested for the May edition of Legend:

- Somebody's report on orienteering skills they've mastered, and how, for the benefit of others – volunteer needed
- Something about the training day
- Results section, to include league standings
- Update on fixtures and a push to fill the couple of gaps. As part of this, we should advertise the informal controller (mentor) system we have available, and include a link to the organisers' checklist on the website.
- How best to attract newcomers. So far, it seems word of mouth is by far the most fruitful.
- Highlight big events which are happening in the near future (and within a reasonable distance of here), particular drawing attention to any upcoming entry deadlines.
- Experiences at the JK – Paul will write about one day, but other volunteers are still wanted as there are several days and various perspectives that could be covered.
- Photos – plenty needed
- Backpage soapbox – this was mentioned again, as a possible feature to bring back. It seems it mainly contained brief anecdotes and humorous complaints.

13. Welfare report: Gill J had asked in advance that anyone considering voting on the map scales proposal at the AGM first looks at the pros and cons listed on the BOF website.

14. Development Officer's Report:

(a) Training day: Gill S reported that the training day had gone very well, but it took effort to target people in order to encourage them to come. A general invitation hadn't worked so well. Gill is keen that we keep the runners interested. If anyone wants to help with future training days, it's also a good way to improve your own technique.

(b) JK: Pat was impressed at the response by people volunteering to help. We should get a good reward for it. We are also lending quite a lot of kit – Pat will give Carol a list of this.

(c) Street Challenge events: Pat has done 2.5 maps and will have 3 done by the start of the Street Challenge series. He asked for ideas for prizes, and whether we should give prizes every week or just at the end. Because there are 16 categories (L/S course, M/W, Open/Vets/Super Vets/Ultra Vets) it was decided that we should give reasonable prizes at the end of the season, rather than giving out something for each category after each event. We can decide on the prizes nearer the time, based on numbers and income, but some first ideas included beer, wine, chocolate, trophies and vouchers for sports shops.

(d) Training Events (in 2014-15 fixtures): We should try to use the same model as Gill S and Tom Mills used for their training day. We should try to draw on the experiences of people who have been involved with this or other training events.

Action: Gill S will email Mark Saunders with the dates of the Training events to see when he can help, as he had offered to.

15. SWOA Committee Feedback: None

16. AOB:

(a) meetup.com: Simon suggested we advertise our events on this website, as it seems to have quite a big membership. It emails members each week with a list of events happening in their area.

(b) Start window at events: Pat had received comments about the start window for our events being too short. For example, the 1 hour window at Informals prevents people with young children from having 2 runs. Increasing the length of the start window was discussed but there was concern that organisers can be rushed to get all the controls in before dark in the winter, and this would be worse if the event went on later. It was observed that the start is usually ready early and people do start early and late. It was agreed to keep the window as it is but to continue to work flexibly. It would also be useful to note on the fixture pages on the website that you should contact the organiser if you have a need to be able to start earlier, and they should be able to arrange that.

(c) Cheltenham Circular Challenge: Carol reported that this is now 4 challenges – 5km, 10km, half marathon and marathon.

(d) Club tops: Caroline mentioned that Carol had suggested ordering more club tops, as she was running low on stock and had a number of requests.

Action: Caroline will order more club tops from Trimtex.

17. Next Meeting: Monday 9th June 2014 at 7:30pm at Oxstalls Campus.

The meeting closed at 9:50pm.