

Combined Report for NGOC Committee Meeting April 2014

**Name: Gary Wakerley**

**Role: Chairman**

Period Covered February 2014 – April 2014

IN ROLE:

**Tasks Completed**

- Replied to emails and requests
- Replied to schools enquiries
- Helped provide First Aid at Gallopen
- Helped at League events

**Tasks Progressing**

- Clubmark Renewal
- Clubmark webpage update

**Tasks Planned (but not yet started)**

- Nothing to report

NOT IN ROLE:

**Tasks Completed**

**Tasks Progressing**

- Cotswold Relay

**Tasks Planned (but not yet started)**

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**Name: Caroline Craig**

**Role: Secretary**

Period Covered: February 2014 – April 2014

IN ROLE:

**Tasks Completed:**

- Forwarded emails to relevant people and responded to queries where appropriate.
- Booked room for committee meeting

**Tasks Progressing:**

- Discussing whether to take part in Sports Fest this year (on 24<sup>th</sup> & 25<sup>th</sup> May). Do people think it's worthwhile? It doesn't appear to have been discussed at the February meeting.
- Obtaining some more early Legends and maps from a founding member of NGOC.

**Tasks Planned (but not yet started):**

NOT IN ROLE:

**Tasks Completed:**

**Tasks Progressing:**

- Checking and updating Pat's new map of South Cheltenham (Park Campus, Warden Hill, Hatherley and Up Hatherley).

**Tasks Planned (but not yet started):**

- Advising Tom B on organising and planning of Summer Saturday event at Cranham in July
- Planning Street Challenge event in South Cheltenham in August.

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**Name: Carol Stewart**

**Role: Treasurer**

Period Covered: February-April 2014

IN ROLE:

**Tasks Completed**

Financial report for 14 April

Current account (includes deductions for o/s cheques, plus monies to be banked): £6996.92  
Deposit account: £3459.64  
(plus about 60p interest in November and February)

Galoppen 23 February did well despite the low turnout, as expenses were low - neither planner claimed any and the other officials' claims were very modest.

Income: £1416.00 Expenditure: 874.80 Profit: £541.20

BOF/SWOA Levies paid up to and including 29 March.

Payment for the maps for the Caerwent Army event on 12 March has just been received. Unfortunately they used an old Christmas stamp so I had to pay £1.19 for underpaid postage/handling!

Sorry, but Accounts for 2012-13 have still not been examined.

**Tasks Progressing:** Getting 2012/13 accounts examined; new orders for O-tops

**Tasks Planned (but not yet started):** None

NOT IN ROLE:

**Tasks completed:** Registration help at various events

**Tasks Progressing:** Planning Park Campus/Hatherley event 7 August

**Tasks Planned (but not yet started):** None

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**Name:** Simon Denman

**Role:** Membership Secretary

Period Covered: Feb 2014 - Apr 2014

IN ROLE:

**Tasks Completed**

- Updated membership lists
- Responded to membership enquiries
- Woodchester Event Report

**Tasks Progressing**

**Tasks Planned (but not yet started)**

NOT IN ROLE:

**Tasks Completed**

**Tasks Progressing**

**Tasks Planned (but not yet started)**

- Planning Sheepscombe

Previous membership figures 6/2/14:

Membership	Lapsed	Current
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2nd Club		2
Family	17	75
Junior	1	9
Life		1
Senior	16	60
Grand Total	34	147

Current membership figures 8/4/14:

Membership	Lapsed	Current
2nd Club		2
Family	12	80
Junior	1	9
Life		1
Senior	14	63
Grand Total	27	155

**Name: John Coleman**

**Role: Fixture Secretary**

Period Covered Dec – April 2014

IN ROLE:

**Tasks Completed**

- With 2 exceptions, all necessary permissions to put on events are in place.
- The exceptions are:
  - 1. The Natural England area events which take place in 2015. These will be requested towards the end of this year to satisfy Paul Hackman's wishes.
  - 2. Painswick where Selina Blow has a history of not replying over many years.
- Out of the 38 events planned for the season, 4 still require organisers.
- They are: Ross on Wye Urban 24<sup>th</sup> Aug 2014
- Minchinhampton Training 11<sup>th</sup> Oct 2014
- Cranham Training 31<sup>st</sup> Jan 2015
- Minchinhampton WNL3 21<sup>st</sup> Feb 2015

**Tasks Progressing**

**Tasks Planned (but not yet started)**

- I will endeavour to remind organisers, at the appropriate time, which rangers they need to liaise with and to supply a risk assessment form.
- I will remind all Cleeve Hill organisers, at the appropriate time, to liaise with Ellie Phillips (Conservation Officer) and Dave Stevenson (Warden)

NOT IN ROLE:

**Tasks Completed**

**Tasks Progressing**

**Tasks Planned (but not yet started)**

- I will organise and plan the Maise Maze event
- I plan to help out at as many Thursday events as I can get to.

**Mapping Officer (Paul Taunton):** Printed lots of maps!

**Name: Pat MacLeod**

## **Role: Equipment Officer**

Period Covered February – April 2014

### IN ROLE:

#### **Tasks Completed**

- Replaced broken pole on one of the club tents – cost, about £30
- Delivered SI kit to BOK for JK

#### **Tasks in Progress**

- Preparing results boards for JK
- Preparing secure kit for the street challenge events. We should probably buy more plastic coated wire – typical cost about 70p/metre

### NOT IN ROLE

#### **Tasks in Progress**

- Various printing jobs, such as league registration slips, event list on the back of the Street challenge flyers, miscellaneous maps etc. The old club printer is showing toner low on 2 out of 4 colours. We need to decide whether to purchase more, and keep the printer operational, or not bother. In my view it is worth keeping it going; it still works well, provides backup capacity, and can be used for many non event-critical print jobs such as reg slips etc. The cost of a set of toner cartridges appears to be £700-800.
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## **Committee Meeting Report**

Name: Greg Best

Role: Captain

Period Covered: March - April 2014

### IN ROLE:

#### **Tasks Completed**

- Compass Sport Cup team organisation

#### **Tasks Progressing**

- JK relay team organisation

#### **Tasks Planned**

- To recruit team(s) for The Harvester on 17<sup>th</sup> May

### NOT IN ROLE:

#### **Tasks Completed**

- Re- launch of the permanent course at Pittville Park. Finally completed in time for the Easter holidays. Made a quote on behalf of NGOC and attended a photo-shoot for the Gloucestershire Echo. This was done in liaison with the Pittville Park Ranger. I made the new leaflet/map and these are available from the cafe and the boathouse in the park, plus the Cheltenham tourist office.
- Organised mini-league event at Cranham on the new map.

#### **Tasks Progressing**

- Re-mapping of Cranham/Coopers Hill. The Cranham woods are complete. Now started on Cooper's Hill - lovely woods with much intricate detail.

- Street Challenge publicity. Using the BOF Print Portal, made a flyer to promote it. This will be distributed at Cheltenham's Parkrun, and perhaps some local running races.

### Tasks Planned

- Street challenge event at Pittville.

## March Legend Planning Report: Items received, suggested or needed for next Legend, due early May Gill Stott

Item	Contributor
More technique skills requested	
Update on current volunteers for Cotswold Relay Race team, some leg allocation, invite more	Gill
Results section	Gill
Update on volunteers required to plan events 2014/15, encouragement for newcomers, support system, explanation of how to plan an event (BOF colour coded course guideline links etc),	John or Pat?
Piece on trying to attract newcomers into sport? What other clubs are doing, and what we could do.	
Reminder to enter events- deadlines	Gill
JK report?	?
More caption competition photos	
<u>Items already received or promised</u>	
Bertie escapades x 2	Alan Brown
A few caption contributions	

**Name: Gill James**

**Role: Welfare Officer**

Period Covered: 5<sup>th</sup> February to 7<sup>th</sup> April 2014

### IN ROLE:

#### Tasks Completed

- None

#### Tasks Progressing

None

#### Tasks Planned (but not yet started)

- Succeeded at First Aid Course at Oxstalls Campus
- Was able to use DBS already held for Age UK to cover BOF – which was a welcome change from having two different certificates

### NOT IN ROLE:

**Tasks Completed;** Knockalls Galoppen – in spite of many unforeseen last minute problems which might have resulted in cancellation, the event was well received by those

attending. Unfortunately, attendance was lower than anticipated. Many thanks to those who helped and gave advice, in particular, Pat, Roger and Paul. Our two young planners, Joe and Richard, said they learnt a lot and were glad to have the chance to plan the event and their courses were well received by competitors.

Helped Gill Stott and Tom Mills with the Training Day at Parkend. Very enjoyable in spite of the weather. The participants seemed very pleased with the exercises and how they progressed. This is certainly the sort of event to run again and hopefully encourage more helpers and participants.

### **Tasks Progressing**

- Still no luck in setting up a Heart Start Course. Will keep trying
- Much time spent on E&CC and the LOC proposal to the AGM about map scales. It is hoped that the AGM will vote against the proposal, as E&CC are working on the whole issue which is much more about map clarity and not over-mapping. And not just scale. There will be a questionnaire at both this JK and next year's.

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**Name: Pat MacLeod**

**Role: Development Officer**

Period Covered February – April 2014

#### **IN ROLE:**

##### **Tasks Completed**

- Summer programme finalised and published
- Website updated with new page for Summer Street Challenge
- Organised Bournside and Dene Magna schools orienteering assessment afternoon at Cranham

##### **Tasks in Progress**

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#### **NOT IN ROLE**

##### **Tasks Completed**

- Help with various club events

##### **Tasks in Progress**

- Arrangements and recruitment for JK Day 4. This is proving very time consuming, due to the demands of the local councils, problems with finding enough parking, and trying to take some workload off Dave Urch, the Day 4 organiser. JK has not yet said how it will compensate helpers. I have said that our preferred option is for the club to be given a sum consistent with our level of help, and for us to determine how to distribute it. Overall response to request for helpers has been very good, with quite a few not running. We need to find a way to reflect their turning up without running when we decide how to pay helpers. All helpers should anyway receive a fleece hat!
- Ongoing planning for Caddihoe Chase/VHI, September 2014. See separate report
- Checking and finalising parts of the new Mallards/Blakeney Hill map. Bob Teed is doing the Eastern part of the map, I am doing the West. Bob has completed his part, and I have done about 75% of mine. Bob now looking at parts of Blakeney Hill, with Roger Coe and Tom Mills.
- Creating new ISSOM standard 1:5000 maps for Gloucester SE, Cheltenham South and Cheltenham North West. Generation of a base map showing buildings, contours and water features is very quick. The Cheltenham South map is largely ready apart from the marginalia/embellishments etc around the map, and is with Caroline and Carol for review/checking/correction. The Abbeydale/Barnwood map is also now ready apart from the

embellishments etc. I have not started on Pittville, and we will probably have to use the old map.

- Bluesky – a map data provider – are currently offering OS 1:1250 Mastermap at a 40% discount. A 2km x 2km square covering Gloucester City would cost about £384 at this discount level. If we wish to map city centres we need this level of detailed base map.