

Minutes of NGOC Committee Meeting 8th June 2015

Present: Pat McLeod, Greg Best, Roger Coe, Carol Stewart, Gary Wakerley, Gill James, Caroline Craig, Simon Denman, John Fallows, Steve Robinson, Hilary Nicholls, Paul Taunton.

1. **Apologies:** Gill Stott

2. **Minutes of previous meeting:** Minutes of the 13th April meeting were accepted.

3. **Matters arising/Actions not completed or covered elsewhere:**

4. **Chairman's Report:** On behalf of the club, Gary thanked Roger and Hilary for coordinating and sourcing volunteers for the Triple Gloucester.

Hilary is stepping down from the committee and the role of Volunteer Coordinator, because of other commitments. We really appreciate all the work she has done, from being given just a job title to achieving so much.

Gary also highlighted that we have now been recredited with Clubmark.

5. **Secretary's report:** Caroline highlighted the enquiry from Running Nuts, about having a link on our website. The response was that it depended where on the website they needed the link and Caroline should ask them this. There were some suggestions that they should pay us for the privilege, in which case Carol will check the regulations with British Orienteering.

Since writing her report, Caroline had received an enquiry from Cotswold Farm Park, about whether it would be feasible to run an orienteering event or weekend on the estate. There was some discussion about whether such a location would be suitable, since farmland does not make for interesting orienteering. They do however have a 1600 acre site and Caroline had heard that there were paths and woodland, which may be more promising. Simon mentioned that he will be visiting the Farm Park in the next month or two and offered to have a look around, if they were happy for him to do this.

Action: Caroline will reply to Cotswold Farm Park to answer their questions and give them an indication of what would make the idea feasible or otherwise. She will highlight Simon's visit and cc him so that a look around can be arranged.

6. **Treasurer's report:**

(a) **Triple Gloucester:** Carol summarised the remaining loose ends: we still owe £695 to BML Print, but are expecting a discount because of the problems, and helpers are still welcome to claim their discount.

(b) **Bank mandate:** An updated bank mandate was signed by Gary, Caroline and Carol as current Chairman, Secretary and Treasurer. It was agreed that NGOC would accept the provisions of section 5 of the mandate and that in future cheques would be issued against a single signature. Once the new mandate is in place this will enable internet banking to be set up, with the treasurer as primary user.

7. **Membership Secretary's report:**

(a) **Robinswood event:** Simon had noticed that this event still appeared in the British Orienteering fixtures list. Roger responded that he had deleted it that day. It should be highlighted on the front page of our website, as other people may have found it on the British Orienteering fixtures list recently.

(b) **Meetup.com:** The membership is due to finish next Monday. It costs \$90 to sign up for another 6 months. The group has 94 members but we only know of one who has joined NGOC. It's difficult to know how many people came to events because they saw them on meetup.com. Most growth was in the first few months and so we believe we have already got out of it most of what we will gain. Simon will therefore close the membership. Thanks were given to Simon for his work maintaining the group, which we believe was a worthwhile exercise. He will send a message to the 94 members before closing the group, so that they know the club still operates and to use our website to find the latest events.

(c) **Membership statistics:** Simon asked whether we wanted any more resolution in ages, beyond Senior and Junior. The consensus was that it wouldn't be worth it.

8.1 **Events report:**

(SWOA had enquired as to whether we have any areas for the Middle Distance Championships. Greg also suggested we bid for the Harvester next year (using Cleeve Hill and camping where we parked for the recent League event, if the farmer agrees). Both these proposals will be discussed at the fixtures subcommittee meeting to be held in the very near future.

Action: Steve will ask Dave Hartley for the farmer's contact details.

8.2 **Triple Gloucester report:**

(a) Helper spreadsheet: Greg asked whether the spreadsheet was enough or coaxing was needed. Hils replied that coaxing had been needed but the work was mostly a case of moving people around to get enough experience in each area. She also commented that it had been useful to have a slot for “Any – place me” at the bottom. It was noted that we should have a team leader per shift, not just overall. In order to achieve this, we should provide more on-the-job training to train up potential team leaders. Roger commented that it had been suggested that a simplified version of the spreadsheet be used for league events.

(b) Helpers on the start: Steve highlighted that we learnt that it would be better to have more helpers on the start, especially noticeable on the third day, when a number of people asked to start earlier. One helper responsible for early and late starters would be helpful.

9. Mapping report:

(a) Printing: Paul had been getting a bit behind with printing lately, but it was going okay and the new printer was working well.

(b) Minchinhampton Common: Paul had been emailed by a lady whose daughter attends a school on Minchinhampton Common. She wanted the school grounds to be mapped for orienteering as she was keen to promote the sport at the school (and she was happy to pay). Paul had suggested that Bob could map it and she pay him, or if we could add it to our map and use the grounds about once a year, then we would pay. He had not yet heard back and so will chase it up.

10. Equipment Officer’s report:

(a) New tent: This has our logo on and seems good. It’s easier to put up but we need to look after it properly – i.e. have enough people putting it up so that we don’t put unnecessary strain on the joints. John suggested that a belt or straps to go round the compressed tent would help when putting it into the bag.

(b) Old equipment: Pat commented that we have lots of old things that are no longer used. He was thinking of making a trip to the tip to clear it out. It was observed that a photograph of the overprinting machine would be good for the archive, if Pat can bear setting it up enough to take a photo.

11. Captain’s report:

(a) Team events: We have two teams entered in the Cotswold Way Relay, for which Gill Stott has been doing much of the organising. We have one team entered in the Harvester, the same weekend.

(b) Crickley Hill map: Greg had updated this after some scrub clearance, in time for Ashleigh’s charitable event. Simon and Ashleigh thanked people for all their help with organising the event.

(c) National Trust: BOK and Tytesfield have fallen out in a big way. It had previously been agreed that BOK could have one event there for free each year, but recently Tytesfield wanted to charge £500 for an event. After arguing about this, the event then got cancelled. We haven’t heard anything more from the National Trust about charges locally.

12. Legend Editor’s report: Nothing to add.

13. Welfare report:

(a) Event Safety Workshops: Gill highlighted that all organisers, planners and controllers should have attended an Event Safety Worskop and they must have done so by 31st December 2016.

(b) Risk assessments: These are a priority and we must not put anything in them that we cannot adhere to.

(c) Sport England funding: This is likely to all be lost. We are already losing funding from Sport UK.

(d) E&CC meeting: Training and getting more volunteers were the big things talked about at the E&CC meeting on Saturday. Gill will send the minutes to Gary, for his interest.

14. Development Officer’s Report: Covered elsewhere. Much of what we do is geared towards development.

15. Volunteer Coordinator’s report:

(a) Database of helpers: Hils asked whether people were happy for her to continue compiling the database or spreadsheet of who has which qualifications. The response was positive.

(b) Membership list: Hils asked whether Simon's list could specify what had changed since last time, to make it easier to update her groups of NGOC member email addresses. Simon takes the information from the British Orienteering database so cannot see what has changed, but suggested he could separately pull out all the unique email addresses. Simon and Hils will discuss what the best solution is.

(c) Change of Volunteer Coordinator: Gill James has agreed to step into the role in the interim, until a replacement is found. There was a vote of thanks to Hils, for developing the role so well, effort which was much appreciated.

16. SWOA Committee Feedback: Richard Cronin had been ratified as a controller at the last meeting. Tom's and Greg's forms are also ready to be sent off. Along with Pete Ward, we will soon have four new controllers.

17. AOB:

(a) Level C League events: Paul noted that all we need to make our events Level C are toilets (which we already have in some areas) and controllers. He suggested that, now we have a few more controllers, we register some of our League events as Level C for next year. It was also noted that Richard Cronin has some ideas for rebranding our mini league, having a logo and getting it more well known. Both these ideas will be discussed at the fixtures subcommittee meeting.

(b) Triple Gloucester profits: A number of suggestions were made for how to spend these:

- Kit bags for putting out controls: Pat already has one in the club equipment, but people don't take it.

- Upgrade OCAD starter licences: We are unsure of the value of upgrading from starter to full licences. The constraints we're aware of so far are the 10,000 object limit and the limit of 5 background maps, but these are probably only relevant when using LIDAR data. A separate question is whether we should move from using OCAD 9 as default, to using OCAD 11. The mappers should discuss whether they want to use the OCAD 11 facilities. It is thought that the template facility for logos (in OCAD 11) would make life easier.

- Another club laptop: John suggested buying another club laptop, to match up with having two sets of SI kit. For bigger events, we currently use John's laptop as well as the club one, but we could use two club laptops if we bought a new one. It could also be used by someone for mapping work, at other times. The expected cost is around £300.

Agreed – John will look for a suitable laptop.

- Black and white printer: John asked whether it's worth investing in a black and white monochrome inkjet printer, for printing extra things at events when necessary. An inkjet printer could run on the battery rather than the generator. John hadn't found any non-colour inkjet printers, so if buying one we should make sure it will still print black and white once the colour runs out. The expected cost is about £50.

- More club clothing: Suggestions were waterproof, showerproof or windproof jackets. As these are quite expensive, we could subsidise them using Triple Gloucester profits. Pat had looked at windproof tops like BOK have, but found they all come in standard colours (which don't include our club colours). We would probably have to pay more for custom colours, or we could just use standard colours and put our logo on. The consensus was that it needed someone more fashionable to look at.

- Clocks: We don't need clocks for timing at the start, but they are good for presentation. It also fits in with increasing the level of our events.

Agreed – We will buy one start clock and can borrow a second one when we need it for big events.

- Tent: We could buy a second new one, though we need to work out what to do with the old one.

Agreed – We will buy one further new tent.

- Marshall jackets or bibs: It was decided that we have plenty of these already. It was noted that not all marshals at the Triple Gloucester were wearing one, so we need to make sure we use them.

- Mapping: The Mallards Pike mapping quotes had been considered unaffordable, so we will only get an area professionally remapped if it is in dire need. Otherwise, we will continue just to make corrections.

(c) Future multi-day events: Roger reported that the problem with replicating the Triple Gloucester in future years is that that weekend is really for the British Champs. He had an idea that perhaps KERNO and HOC, which currently alternate SINS and the Tamar Triple on the Spring Bank Holiday weekend, might like to rotate three ways with us. We would have to sell it carefully, so that we don't appear to be saying we think they need help or a rest, or appear to be trying to steal the date. Vegetation and bird nesting may also be tricky at the end of May. Plan B would be to use a normal weekend and possibly hold a Friday evening sprint event.

Action: Roger will write the proposal down on paper for Gary, who will then approach KERNO and HOC.

(d) Informal advisers: Gill J will email potential people for the pool, as in the action from last meeting. First, we should put something in Legend to say what we're doing. We will want about 20 people in the pool, ideally.

Action: Caroline will write an explanation for the Legend.

(e) Uncrossable fence in Ross event: John reported that Andy Munro had emailed him to admit to going through a gate in an uncrossable wall, my mistake. A few other people had also gone through the gate. The gate wasn't marked on the map and someone was reportedly opening it for people. The conclusion, on discussion with Joe Gidley, was that it was an error on the map and so the results stand. It should have been marked as a gate and then marked as OOB. Nevertheless, people shouldn't have gone through it.

(f) Club training weekend: Hils wondered whether NGOC might have a club training weekend. SBOC organise one, which BOK also go to. We could also go to that, or do our own. It just needs a volunteer to organise it.

18. Next Meeting: Monday 7th Sept 2015 at 7:30pm at Oxstalls Campus.

AGM: Monday 12th Oct at 8pm (with buffet beforehand) at Oxstalls campus

The meeting closed at 9:45pm.