

Combined Report for NGOC Committee Meeting February 2015

Name: Gary Wakerley

Role: Chairman

Period Covered Dec 2014 – Feb 2015

IN ROLE:

Tasks Completed

- Answered emails and enquiries
- Helped at Club events
- Feedback for Clubmark Criteria
- Coaching at Club events

Tasks Progressing

- Controllers Course March 2015
- Clubmark renewal
- Liaison with Gloucester University for better ties with NGOC
- Chairman's Challenge 2015

Tasks Planned (but not yet started)

- Assist with L10 Trellech
- SWOA 50th Anniversary event

NOT IN ROLE:

Tasks Completed

- First Aid Refresher

Tasks Progressing

Tasks Planned (but not yet started)

Name: Caroline Craig

Role: Secretary

Period Covered: December 2014 – February 2015

IN ROLE:

Tasks Completed:

- Forwarded emails to relevant people and responded to queries where appropriate
- Booked room for committee meeting.
- Reported back to SWOA with our plans for the SWOA Anniversary weekend.

Tasks Progressing:

- Making arrangements for Level C controllers course. This is now set for 14th March, 1-4pm, in TC218A. We expect 8 or 9 people to attend, including 4 from NGOC.
- Collating NGOC history. Sorting through old maps, partly motivated by the revelations about early use of Cranham. Found a Cranham map from 1980, including Coopers Hill!
- We have been asked whether we expect to any of our Juniors to take part in the Yvette Baker Trophy Qualifying round at the Wessex O Galloper on March 22nd (2 hours from Gloucester). Are we still too short of Juniors, for now?

Tasks Planned (but not yet started):

NOT IN ROLE:

Tasks Completed:

Tasks Progressing:

- Meeting with Paul Bryce and Hils, to share how I updated the Hatherley street map last year, so that between us we can cover the new Hatherley areas to be used in Paul's event this year. I will input changes into OCAD using the starter licence.
- Planning League event at Rendcomb College. This has become more restricted with the addition of a deer park covering most of the grounds, with manning needed for any gates that are used. A visit will be necessary soon, to check the exact location of the fence, and to see how to minimise the number of gates (and helpers) needed.

Tasks Planned (but not yet started):

- Following the suggestions in the newly-created Facebook group on the topic of publicity for O clubs (<https://www.facebook.com/groups/orienteeringpublicity/?fref=ts>), I plan to see where we can make use of methods suggested there. I will also consult Vanessa for the Facebook aspects – e.g. paying a small amount to promote certain of our posts to people in the local area or with relevant interests listed in their profile.

Name: Carol Stewart

Role: Treasurer

Period Covered: December 2014 - February 2015

IN ROLE:

Tasks Completed

Financial report for 9 February

Current account (includes deductions for o/s cheques, plus monies to be banked): £9303.77

Deposit account: £3462.04
(Plus about 60p interest early December and similar to come early March)

BOF/SWOA Levies paid up to and including 24 January (no levy due for 31 January training). BOF levy went up from 1 January to £1.10 per senior or senior equivalent (ie 3 juniors), no change to SWOA levy (60p).

Galoppen 18 January:	Income:	£1994.50	Expenditure: £1104.20
	Surplus:	£ 890.30	

We paid the Bird Park £575 (£2/head for seniors, £1 for juniors - we'd guaranteed them £400 minimum) . With no access fees or toilet hire this seemed a fair price. Roger Edwards hasn't claimed any expenses as organiser- he said it was a good learning experience!

JK - we received £560 from BOK for helper support and still need to decide how to distribute it. No word yet on any further payments to clubs from the JK profits.

SWOA paid us £10 for each of our First Aid refresher candidates - we paid £20 each and have paid/will pay travel expenses.

We should receive £125 from SWOA towards the Level 2 coaching course Gill Stott attended (full cost £390), and SWOA will also fund the £45 fees for the coaching conference Gill S and Gill J attended. NGOC will pay travel expenses.

Ellen Starling has updated our First Aid kits very professionally - waiting to hear costs.

Tasks Progressing: None.

Tasks Planned (but not yet started): None

NOT IN ROLE:

Tasks completed: Help at various events, including the training events at Woodchester and Cranham.

Tasks Progressing: None

Tasks Planned (but not yet started): None

Name: Simon Denman

Role: Membership Secretary

Period Covered: Dec 2014 - Feb 2015

IN ROLE:

Tasks Completed

- Membership Queries
- Balcarras DoE Enquiry - emailed map links
- Set up NGOC group on meetup.com
- Sending out renewal reminders - a few lapsers have renewed but there are still 36 outstanding. 13 of these are in 3 family groups (Churchley, Davies, Watson)

Tasks Progressing

- Quite time consuming to update and respond to Meetup requests but it seems like it has brought in 4 direct attendees plus one or two more in their entourage. Group membership is now at 45!

Tasks Planned (but not yet started)

- Chase up 2nd club members

NOT IN ROLE:

Tasks Completed

- Applied Computing Training at Bixslade and Galoppen

Tasks Progressing

- Planning Painswick

Tasks Planned (but not yet started)

Previous membership figures 2/12/14:

Membership	Lapsed	Current
2nd Club		2
Family	12	80
Junior	1	10
Life		1
Senior	14	66
Grand Total	27	159

Current membership figures 4/2/15:

Membership	Lapsed	Current
2nd Club		2
Family	13	70
Junior	9	1
Life		1
Senior	14	58
Grand Total	36	132

Name: John Coleman

Role: Fixture Sec

Period Covered 1st Sept. 2014 – 8th Feb 2015

IN ROLE:

Tasks Completed

- Visited Rendcomb on 21st Jan to secure agreement to put on League event. They agreed and all relevant details have been passed to Caroline (organiser).
- Visited National Star College to discuss putting on a Thursday evening event. Their golf course is now totally out of bounds which will make an already inadequate area worse. Furthermore they were difficult to budge on their charge. Eventually a figure of £50 was grudgingly suggested with the proviso that future charge would be £100.
- A more detailed account of both visits was passed to the Chairman and copied to the committee for comment.

Tasks Progressing

Tasks Planned (but not yet started)

NOT IN ROLE:

Tasks Completed

Tasks Progressing

Tasks Planned (but not yet started)

Committee Meeting Report

Name: Roger Coe

Role: Triple Gloucester Co-ordinator

Period Covered: 9 Dec 2014 – 29 Jan 2015

OVERALL EVENT

Tasks Completed

- Day 3 Controller appointed – all officials now in place
- Flyer printed and website established (with grateful thanks to Pat MacLeod)
- Entry Fees and Closing Dates set
- Entries now live via Fabian4

Tasks Progressing

- Ongoing discussions with organisers and planners
- Arrangements for traders and caterers

Tasks Planned (but not yet started)

- Risk assessments
- Final details

Decisions Required

- The general terrain and nature of Day1 and the nature of Day 2 do not lend themselves to string courses, neither i am advised does the terrain around the parking and Start on Day 3. I therefore do not propose to offer them at all. Is this considered acceptable?

Overall the event is progressing to schedule and without significant problems although I have minor concerns that the Day 1 planner and the Day 2 controller (on whose expertise we are quite heavily relying) have yet to visit their areas.

DAY 1 SW MIDDLE DISTANCE CHAMPIONSHIPS (Knockalls –Planner Clive Caffal, Organiser Gill Stott)

Tasks Completed

- Parking location (track) identified
- Mapping review completed

Tasks Progressing

- Detailed course planning underway

The Parking and Assembly will, as expected, be on a forest track in Headless Hill. Clive has agreed the general areas for both Start and Finish but has yet to actually visit the area, having wanted to await the updated map. The walk back from the Finish is likely to be along the public footpath past the farm despite the expected presence of a caravan rally – Jeff Revel (farm tenant) has yet to be advised of this!

DAY 2 URBAN RACE – PART OF UK URBAN LEAGUE (Gloucester Docks and city centre – Planner Richard Cronin, Organiser Roger Coe)

Tasks Progressing

- Most landowners/interested parties now contacted and outline approval received. Details subject to ongoing negotiation as courses evolve.
- Mapping now largely completed.
- Initial courses completed and submitted to controller.

Parking will utilise the weekend Pay and Display facilities recently introduced at Gloucester College. They are prepared to reserve some spaces for us on payment of a suitable donation although standard parking charges will still be applied. To be discussed further once we have some better idea of competitor numbers. I have had a site meeting with the Docks manager at which Start and Finish areas and general arrangements for traders and facilities were agreed. Richard is working through the Initial comments from the controller which are generally favourable.

DAY 3 CLASSIC DISTANCE EVENT(Headless Hill – Planner Andy Stott, Organiser Gill Stott)

Tasks Completed

- Parking, Start and Finish locations determined.
- The 'stitching' together of the relevant sections of the Headless and Highmeadow maps.

Tasks Progressing

- Course planning and map updating are proceeding in parallel.

The parking will be along the track in the major valley to the W of the Bracelands campsite.

Name: Paul Taunton

Role: Mapping Officer

Period Covered: to 5 Feb 2015

IN ROLE:

Tasks Completed

- Printed maps: NYD, Galoppen, WNL, Cranham training.
- We were close to disaster for the training event as maps were late being finalised and my new PC totally failed on the Wednesday. Pat away, so no backup printer! Luckily fixed and printed Thursday. **Can we reiterate in Legend that planners need to allow plenty of time for printing – I like to have courses that are close to final for checking 2 weeks before the event.**
- Printing training maps a bit more time consuming than I expected, as small runs of each but lots of different maps!
- Some improvement to print quality achieved since New Year's Day, where small gully (brown dots) in northernmost part of map (Control 56) was very faint. (New PC and new print driver). Will monitor.
- More A4 Pretex paper purchased (*Reasonable stock of A3 still held. Toner stock not a problem, as next day supply included in contract*).

Tasks Progressing

- Armchair controlling of Simon's Painswick event. Final courses awaited. Hope to print this weekend?

Tasks Planned (but not yet started)

- Agreed to print maps, control cards, answer sheets etc. for British Trail-O Champs 18 April 2015
- Triple Gloucester will hopefully be a major print job!

NOT IN ROLE:

Tasks Completed

- Ros & I assisted Joe with Knockalls WNL event – no problems reported.

Tasks Progressing

- Controller British Trail-O Champs Mallards Pike, 18 April 2015

Tasks Planned (but not yet started)

- Controller NWO Urban, based at Marlborough School, 11th or 19th July 2015? Date (and/or venue) may change?

AOB

We use Purple Pen for all our course planning. It's free, but supported by donations. Should we make a donation? £25 per annum, would be less than £1 per event?



Name: Pat MacLeod

Role: Equipment Officer

Period Covered December 2014 – January 2015

IN ROLE:

Tasks Completed

- None
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Tasks in Progress

- Responding to request from OUOC to borrow SI kit for Oxford City race, 7 March 2015.

- Responding to various requests from BOK for kit loan for BOC2015. Main requirement is results boards, which are BOF property)in theory) anyway.
- Reviewing kit requirements for Triple Gloucester, in particular kit for the urban race.
- Trying to sort out the old club printer, which is leaving extensive yellow marks across significant parts of each print. I cant find any way to prevent them, nor any info on the web as to why the yellow toner cartridge is playing up. The only advice offered is replace it, which is not economically sensible for us – the cartridge is new and costs over £100. We should assume for the time being that we cant print anything other than very poor maps, and registration slips etc, on the old printer!

NOT IN ROLE

Tasks Complete

- Informal controlling of Scott Johnson for 31 Jan Training day
- Helping at lots of events
- Mallards Pike map updates for BTOC2015(may need further minor work)
- Published Triple Gloucester website and flyer
- First use of OE Score software at New Year's day event – Slightly tricky to set up, but straightforward to use once set up. Main problem is that it doesn't handle age class handicaps, so base results have to exported and adjusted via a spreadsheet. It may be possible largely to automate this step.

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Tasks in Progress

- Gloucester city map survey and cartography. Base map almost finished, now need detailed checking. In particular of all possible routes on Richard's (proposed) courses.
- Distribution and use of newly purchased OCAD 11 start licences. Licences have been issued to Paul Bryce and Caroline Craig for use in Hatherley map updating, though we hit a problem with legacy source data in that map, which resulted in it being too big (having too many objects) for the reduced capability OCAD 11 Starter licence. Temporarily fixed by splitting the map into 3 parts for update work to proceed, with final solution being to remove all the redundant legacy data. A third licence will go to Kim Liggett, in return for her releasing the backup OCAD 11 Standard licence, That will then be loaded on the club laptop, and Paul will have the master OCAD 11 standard licence. I may keep one OCAD 11 starter licence, or can just use the club machine as required. That leaves 1 OCAD 11 starter licence available for anyone who would like it – probably best if Gill has it if working on Chepstow.
- Part-time organising of BTOC 2015. I am registered with Dick Keighley as co-organiser, but in practise Dick is doing all the work, while I act as local contact and gopher. We will need a small group(4-6 people, I think) as helpers on the day, for which I will be looking for volunteers, ideally amongst those who have some idea what Trail-O is all about – not something I can claim to have, though I am learning as I go along!
- Event archive – is desperately out of date, and needs a lot of work. I aim to try and catch up at least with course data, though probably not with event reports, except perhaps for anecdotal stuff that organisers care to remember.
- Still need an organiser for the next Training day – 28 Feb. We left it very late recruiting Scott, whom I believe did an extremely good job with his first courses, though I haven't heard any feedback on the day. This contributed to Paul's problems with map printing for the event. If we are to keep going with training days we need to allow more time to get them planned.
- Robinswood map – needs to be extended and update for the Summer programme. I am not sure I'll get it done – are there any volunteers out there?

Committee Meeting Report

Name: Greg Best

Role: Captain

Period Covered: Dec 2014 - Feb 2015

IN ROLE:

Tasks Completed

Tasks Progressing

- Organising team for Compass Sport Cup at Eastnor
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Tasks Planned

- JK teams
- British Relay teams

NOT IN ROLE:

Tasks Completed

- An important update to the Crickley Hill map
- Planner at Cooper's Hill Galoppen

Tasks Progressing

- I have started work on re-mapping of Sheepscombe. This will be treated as an extension to the Cranham map, since they join up. Lidar processing is done, just need to get out and do lots of surveying now.

Tasks Planned

- To contact my man at the Witcome Estate again, thanking him for access to some of their land for the galoppen, but begging for a bigger area next time! Still hoping that they will eventually expand the area that they will allow us to run on. If and when this happens, I will complete the mapping of that area.
- To meet with Matt Stanway of the National Trust to check boundaries of their land and permissions for Sheepscombe.
- To attend Controllers course in March
- To improve the clarity of some of the more detailed parts of Cooper's Hill/Cranham map. Seeing it printed at 1:10000 showed that it is difficult to decipher in some parts.

Name: Gill Stott

Role: Legend Editor

Period Covered December 2014 and January 2015

IN ROLE:

Tasks Completed

- Edited/ Published February Legend and distributed via email.

Tasks Progressing

- Call for submissions for March/April Edition. Arranging printing of a few hard copies, then distribute

Tasks Planned (but not yet started)

Check new membership is on email group list

NOT IN ROLE:

Tasks Completed

- Completed day 1 of 2 coach training days near Sutton in Ashfield for level 2 coach.
- Planned training activities carried out at Cranham event

Tasks Progressing

- Preparing portfolio for final assessment day of L2 coach
- Actively keeping in contact by offering training to newcomers to orienteering, some who have joined, others hopefully will.
- Planning training activities to follow on from previous training at Crickley Hill

- Extending the Chepstow map to include estate west of the A466 and Bulwark/Thornwell south of the A48
- Organising days 1 and 3 of the Triple Gloucester 2015

Tasks Planned (but not yet started)

Explore the possibility of extending the Chepstow map to include Barnetts Wood, mapped many years ago, and the Piercefield Estate

Name: Gill James

Role: Welfare Officer

Period Covered 8th December 2014 – 4th February 2015

IN ROLE: Nothing to report

NOT IN ROLE:

Tasks Completed

- Helping at Galoppen at Coopers Hill
- Attended Coaching Conference – see reports in Legend.
Useful Q & A session on Sunday where many questions were asked on position of previously qualified coaches (old BOF Levels 1 – 4) and UKCC Level 1. The BOF qualifications are still valid as long as the holder has a current First Aid certificate. The UKCC Level 1 coaches will now be recognised under another name, eg Session or Assistant Coach. These thoughts are still ongoing and the Steering Group will keep coaches informed.

Tasks Progressing

- League 6 at Newent: Have finally been able to meet a representative from the School, having got permission from Leisure Centre to use them as base. No problems foreseen and School will ensure that some gates will be unlocked on the day if we need it. Have sent the School copy of Insurance and also a blank Risk Assessment Form and they would appreciate a copy of the completed form prior to the event. They are very happy to put up publicity for us to encourage some parents/students to join in. We were able to take in initial PP map that Richard Cronin has prepared to show what we envisage.
- Photo O in September.

Tasks Planned (but not yet started)

- Another E&CC committee meeting looming in March
 - Helping at World Champs/Scottish 6 Days in August
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Name: Hilary Nicholls

Role: Volunteer Co-ordinator

Period Covered: 8th December 2014 - 9th February 2015

IN ROLE:

Tasks Completed

- Suggested NGOC attendees for Chairman's Controller Course
- Suggested NGOC organisers to Gill Stott re training events: Cranham, Crickley
- Via Chairman contacted by HOC re putting forward a Controller for Compass Cup Eastnor. No takers, not surprisingly!

Tasks Progressing

- Compiled introductory email to members re volunteering and training. Currently inputting members email addresses to send out email.
- Via Chairman contacted by Howard Jones requesting NGOC helpers for BOF Champs in April. (Roger compiled text for Legend.) I'll do an email too.

- (c) Via Chairman contacted by Katy Dyer re future Event Safety Workshop. Suggested late-August onwards. Will email all to find out if any members would like to attend. Is it a pre-requisite that an organiser has attended this? If they don't want to, should they not organise?
- (d) Assistance to Gerry & Sue Ashton re helpers - in touch; waiting for numbers.
- (e) Generally, getting up to speed!

Tasks Planned (but not yet started)

- (a) Cheltenham urban mapping. Met with Caroline for an hour to understand process. Paul (Bryce) and Caroline gave me copies of map.
- (b) Give Pat my contact details re the 'Getting Involved' section of the website.

NOT IN ROLE:

Tasks Completed

Tasks Progressing

Tasks Planned (but not yet started)