

Combined Report for NGOC Committee Meeting June 2015

Name: Gary Wakerley

Role: Chairman

Period Covered 13th Apr 2015 – 8th Jun 2015

IN ROLE:

Tasks Completed

- Replied to requests and emails.
- Organised Day 1 TG Weekend
- Submitted Clubmark return for BOF

Tasks Progressing

- Planning for Chairman's Challenge
- Planning for SWOA 50th Anniversary Event

Tasks Planned (but not yet started)

- Contact director of sport Oxstalls campus re permissions.

NOT IN ROLE:

Tasks Completed

- Helped at Club events
- Helped at BOC
- Helped provide First Aid Cover at TG Day 2, 3.

Tasks Progressing

Tasks Planned (but not yet started)

Name: Caroline Craig

Role: Secretary

Period Covered: April - June 2015

IN ROLE:

Tasks Completed:

- Forwarded emails to relevant people and responded to queries where appropriate, including:
 - www.runningnuts.com would like to have a link on our website and in return can offer our members a discount code for 10% discount and free delivery. They say "We specialise in running and fitness and are authorised distributors for Nike, Asics, Brooks, Saucony, NB and Adidas."
 - Group discounts on VO2 Max testing sessions at the University of Bath. Apparently a number of orienteers have taken part recently. Might anyone in NGOC be interested?
- Booked room for committee meeting.
- Emailed the Head of Huntley School to say that we can offer a Y6 orienteering event in the Forest of Dean, for their cluster of schools, and ask whether they had a date range or timings in mind. It turns out the Y6 teacher had already arranged an event for her class for this year, but they are interested in us putting on an event for the cluster of schools next year, which would hopefully generate some interest with the competitive aspect.

Tasks Progressing:

- Collating NGOC history. Ian Stirrups has offered some old maps for the archive, which I will arrange to collect from him. David Lee has drafted a letter to send to those at one time associated with NGOC, to ask for their memories. We are finalising this before it is sent out.

Tasks Planned (but not yet started):

NOT IN ROLE:

Tasks Completed:

- Helped at British Champs and Triple Gloucester

Tasks Progressing:

- Updating the Hatherley street map – checking some parts myself and also entering into OCAD the updates that Hils finds in the areas she checks.
- Advising Andy on planning of Bishops Cleeve summer street event
- Planning League event at Rendcomb College. Still planning a visit 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):

Name: Carol Stewart

Role: Treasurer

Period Covered: April-June 2015

IN ROLE:

Tasks CompletedFinancial report for 8 June

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

£15309.14

Deposit account:

£3463.24

BOF/SWOA Levies paid up to and including the Triple Gloucester.

We have received £465 as the final payment for our help at JK14, and £292.50 for loan of SI equipment (boxes and dibbers) for the British. As part of the BOK financial calculations we then paid BOK £180 for the kit we borrowed for the Caddihoe.

Still waiting for the costs from Ellen Starling for updating our First Aid kits.

Triple Gloucester - with a much higher entry than anticipated (and a lot of late entrants at the higher rate!) this was a very profitable event. There are still some costs to pay, including map printing, but BML have yet to respond to our concerns about map numbers and shortened control descriptions for Day 3. See separate sheet for breakdown, but basically we are looking at a surplus of some £4000 against an estimate of £1400.

We need to sign a new bank mandate. For the last few years, since we last signed a mandate in January 2011, I have been issuing cheques over my signature alone without any problem. But recently the bank returned a cheque as 'not signed in accordance with mandate' and I discovered that the January 2011 mandate had not been actioned. I can only think that as time passed it got overlooked - my apologies! Chris James and Pat Cameron are therefore still the listed second signatories. We should have updated the mandate anyway when Gary took over as Chairman but meanwhile I will ask Chris or Pat to countersign cheques (though I suspect most would go through unchallenged anyway). I suggest the following form of words in the minutes for this meeting: 'It was agreed that bank accounts with HSBC be continued and that the bank is authorised to act on any instructions provided they have been given by those persons named in the Specimen Signature section.' We agreed in January 2011 that a single signature was acceptable, and that we should arrange for internet banking. Assuming that Gary and Caroline are to be the signatories, we will need to go in person to the bank with ID (passport or photo driving licence) before the mandate can be actioned. I also have a form for internet banking, which should make things much easier as so many of our suppliers now accept on-line payments. We can do this at any convenient branch - the account is held at Tewkesbury but I do all the over the counter transactions in Cheltenham.

Printerbase, from whom we rent our A3 printer, are moving to direct debit instead of sending quarterly invoices based on the meter readings Paul provides. I have signed (and Pat Cameron has countersigned) the direct debit mandate.

I had previously suggested changing our financial year to match our new year-round programme, but on reflection I can't see any particular advantage. We would in any case need to change the Constitution as that states that the FY runs from 1 September to 31 August. So I am happy to leave things as they are, with our AGM held in October as usual.

Tasks Progressing: None.

Tasks Planned (but not yet started):

NOT IN ROLE:

Tasks completed: Help at various events including British Champs and Triple Gloucester.

Tasks Progressing: None

Tasks Planned (but not yet started): Act as Independent Examiner for BOK's 2014/15 accounts - Mike Forrest usually does this but they wanted someone outside the club this time as Mike had been central to the financial management for the British Champs. They agreed at their last AGM to have an independent examiner this year to avoid any suggestion of conflict of interest. Their year ends 31 July so I will do this in August before their AGM in September.

Name: Simon Denman

Role: Membership Secretary

Period Covered: Apr 2015 - Jun 2015

IN ROLE:

Tasks Completed

- Rejig stats to separate out juniors

Tasks Progressing

- Membership Queries
- NGOC Meetup membership now up to 94. I am aware of 1 member who has actually joined NGOC but could be more. 6 month subscription is up on 11th June. Do we renew?

Tasks Planned (but not yet started)

NOT IN ROLE:

Tasks Completed

- Help at events

Tasks Progressing

Tasks Planned (but not yet started)

Previous membership figures from 12/4/15:

Category	Current	Other	Lapsed
Senior	122	2	19
Junior	26	0	8
Total	148	2	27

Current membership figures from 31/5/15:

Category	Current	Other	Lapsed
Senior	127	2	18
Junior	28	0	8
Total	155	2	26

Name: Steve Robinson

Role: Fixture Secretary

Name: Paul Taunton

Role: Mapping Officer

Name: Pat MacLeod

Role: Equipment and Development Officer

Period Covered April - May 2015

IN EQUIPMENT ROLE:

Tasks Completed

- Purchased new Khyam Sports Shelter tent
- Had new tent detachable panels screen printed with NGOC logo
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Tasks in Progress

- Review and disposal of old club kit. I have a lot of old bits and pieces unused for many years. Most have no value and no future utility that I can think of, so will be taken to the tip. Some will be kept for possible future use – eg old non-tap water containers have been cut in half lengthwise, and a few kept to act as footbaths/shoe wash facilities in case FC demand bio-security measures.

IN DEVELOPMENT ROLE

Tasks Complete

- None
- **Tasks in Progress**
- None

NOT IN ROLE

Tasks completed

- Helped with Triple Gloucester and various other events
- Helped with British Trail O championships
- Planned Lydney Street event.
- Helped with the annual BOK Army summer event – now known as Summer Score rather than BOK Army Championships. This is effectively an NGOC event, registered by Roger. Planned by BOK on Moseley Green, using NGOC kit. NGOC receives a small payment for map printing and kit use from this event.

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Tasks in Progress

- Event archive – is still desperately out of date, and needs a lot of work. Now plan to adapt the archive so that it is based largely on existing data – Routegadget for course details and results for results – but still includes maps of the general area and access points, and any other useful info that we can gather.
 - Review of possible kit and funding options for Bournside school, to install a permanent electronic course around the school. Still awaiting action.
 - 2015 Maize maze map – waiting for the maize to grow a bit more before checking the designs on the ground.
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Committee Meeting Report

Name: Greg Best

Role: Captain

Period Covered: Apr 2015 - Jun 2015

IN ROLE:

Tasks Completed

- Organised teams for British Relays (13 teams entered)

Tasks Progressing

- Organising our one team for the Harvester Relay on 28th June

Tasks Planned

NOT IN ROLE:

Tasks Completed

Tasks Progressing

- Re-mapping of Sheepscombe, as an extension to the Cranham map. This is progressing well and will be used for the first time for the league event I will organise there in September.

Tasks Planned

- To meet with Matt Stanway of the National Trust to check boundaries of their land and permissions for Sheepscombe.
 - To improve the clarity of some of the more detailed parts of the Cooper's Hill/Cranham map.
 - Update Crickley Hill map, as they have recently done a lot of scrub clearance there.
 - To complete the mapping of the Witcombe Estate woodlands on the Cranham map if/when permission given
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Name: Gill Stott

Role: Legend editor, coach

Period Covered. April-June

IN ROLE:

Tasks Completed

- planned coaching activities for next training event in conjunction with planner
- completed coach assessment I

Tasks Progressing

- planning six linked coaching sessions
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Tasks Planned (but not yet started)

NOT IN ROLE:

Tasks Progressing : actively promoting new training events and inviting interested individuals along, using email and FaceBook
updating Chepstow urban map
Organising Cotswold Relay Team

Name: Gill James

Role: Welfare Officer

Period Covered February to June 2015

IN ROLE: Nothing to report

NOT IN ROLE:

Tasks Completed

- Helping at various events and activities

Tasks Progressing

- League 6 at Newent:
- Photo O 3rd October at Gorsley

Tasks Planned (but not yet started)

- Another E&CC committee 6th June
- Helping at World Champs/Scottish 6 Days in August

Name: Hilary Nicholls

Role: Volunteer Co-ordinator

Period Covered: 13th April – 7th June 2015

IN ROLE:

Tasks Completed

1. 3G – volunteers' spreadsheet: chasers & co-ordination & requirements with Day Organisers.
2. Event Safety Workshop – admin & attendance
3. Updated 'my' Membership list.
4. 'Circulated' at events, esp re 3G.
5. Advance email re Cleeve & Ross volunteers
6. In touch with Christine Vince, SWOA.

Tasks Progressing

1. Compiling database spreadsheet of members' experience in roles, as well as their training

- 'qualifications' and future requirements.
2. Suggested to Kim Liggett she shadow Carol on Registration as Forest registration back-up.
 3. Finalise ESW monies from SWOA.

Tasks Planned (but not yet started)

1. Check through Development page on website.
2. Update 'my' email contacts re latest membership list (May/June15)
3. Ensure First Aiders' qualifications are up to date.
4. Ensure Coaches' qualifications are up to date.
5. Check all officials have attended an Event Safety Workshop

NOT IN ROLE:

Tasks Completed

1. Helped at: BOC, 3G, NGOC L4 Cleeve – registration; L5 Ross – registration.
2. Created Word search for Legend
3. Found compass' for Ashleigh Denman (6 from Frances Alexander)
4. Cheltenham Hatherley mapping – a few hours/minimal.

Tasks Progressing

Tasks Planned (but not yet started)