

**NORTH GLOUCESTERSHIRE ORIENTEERING CLUB  
MINUTES FOR ANNUAL GENERAL MEETING**

Held in Room TC218A, Oxstalls Campus, University of Gloucester on 17th October 2016

The meeting was formally opened at 8:10pm, following a buffet and a period of informal discussion.

- 1. PRESENT:** Gary Wakerley (Chairman), Pat MacLeod (Equipment/Development officer), Greg Best (Club Captain), Judith Austerberry (Legend Editor), Roger Coe (committee), Caroline Craig (Secretary), Stephen Robinson (Fixtures Secretary), Carol Stewart (Treasurer), Simon Denman (Membership secretary), Paul Taunton (Mapping Officer), Gill James (Welfare Officer and acting Volunteer Coordinator), Joe Parkinson, Bob Teed, Steve Williams, Gill Stott, Alan and Ann Brown, Hilary Nicholls, Neil Cameron, Richard Cronin, Shirley Robinson, Samantha Watson, Ros Taunton, Tom Mills, John Shea, Ashleigh Denman, Chris James, Richard Purkis, John Miklausic, Roger Coe.

**APOLOGIES FOR ABSENCE:** Eddie McLarnon, Rodney Archard, Sheila Miklausic, Jess Miklausic, Pat Cameron.

- 2. MINUTES FROM 2015 AGM:** These were accepted as a true record (proposed by Gill James and seconded by Roger Coe).
- 3. CHAIRMAN'S REPORT:** This had been circulated in advance. Gary summarized that it had been a good year, culminating in the Harvester. He thanked Paul and Pat for a sterling job, but also recognised that it couldn't have been done without the help of many other club members.
- 4. SECRETARY'S REPORT:** This had been circulated in advance and there was nothing to add.
- 5. TREASURER'S REPORT:** Along with the accounts, this had been circulated in advance. Carol noted that once we have a new Chairman we will get a new bank mandate. The bank have said we can continue with two signatories for the account and still set up online banking, through having a primary user. Carol had not yet been able to get hold of the examiner, so the accounts were approved subject to examination.
- 6. MEMBERSHIP REPORT:** This had been circulated in advance and Simon highlighted that we are still growing.
- 7. FIXTURES SECRETARY'S REPORT:** Stephen reported that we are due to have 26 events in 2016 and the same again in 2017. He had brought the 2017 fixtures list to the meeting and hoped people would read it and volunteer to organise events. Greg noted that Painswick was listed for 3 events so one of these will need relocating.

Pat asked those present whether they thought there was something better we could do, instead of our current summer evening events. This was because they do take some work and we typically only get 20 to 30 people at each of the 5 or 6 events. Richard Cronin suggested the low turnout was due to a lack of promotion. Paul suggested we pick the areas so that we get more people, noting that Chepstow had a bigger turnout. There was a general feeling that we should continue to do the events and they will grow.

Gill James highlighted that all events must have the risk assessment signed off by a Controller or Level 2 Coach, who doesn't need to be at the event provided they have visited the area or know it very well. Paul commented that the important part of the risk assessment is the process and the paper part is just a document summarising what has been considered. As such, it doesn't need to

be read by competitors because anything they need to be aware of will have been highlighted to them via another means, such as in the final details and/or notices at the start. It does however need to be available for people to read if they wish.

- 8. MAPPING OFFICER'S REPORT:** This had been circulated in advance. Paul noted that we now have two printers, for backup. He also stated that he had been printing maps for 9 years and was thinking of retiring after 10. Carol reported that it works well paying quarterly for the printing and that it costs less than when we were buying the toner ourselves instead. Gary asked what you have to do to be a British Orienteering approved printer. Paul responded that you print off some specific map samples and send them in, which he had done, but been told they weren't accurate. Since this only affects Level A and B events, he did not think it worth pursuing.
- 9. EQUIPMENT OFFICER'S REPORT:** This had been circulated in advance. Pat reported that we are struggling with batteries in SI units. He urged all event organisers to check the SI units at least a week before the event, rather than waiting until coming to synchronise them the night before using them. They should still be synchronised the night before.
- 10. CLUB CAPTAIN'S REPORT:** This had been circulated in advance. Greg reported that he was standing down after 8 years in the job. He had enjoyed it, particularly getting to know lots of different members. He thanked people for agreeing to being in teams and encouraged people to continue to support Richard. Gary thanked Greg for doing such a great job.
- 11. LEGEND EDITOR'S REPORT:** This had been circulated in advance. Judith wished to give a massive thanks to Gill Stott, who had been Legend Editor until only shortly before the AGM. Judith asked whether other people, like her, thought it should be published in hardcopy rather than softcopy. She wished to publish it in A4 magazine style, via a printers, but wanted to know how much people thought it was worth spending to do this, if it is worth it at all. Gary suggested doing a trial for two issues. Simon highlighted the environmental issue arising from printing so many copies. Greg queried how it would be distributed. Judith noted that it would be very expensive to post so hoped people would collect it at an event, although it was noted that many members miss each event. The conclusion was that Judith would conduct a survey to see how many people would want a hard copy in magazine style.
- 12. WELFARE OFFICER'S REPORT:** This had been circulated in advance. Chris highlighted that many people do not know the reason for having a Welfare Officer, because their work is very much behind the scenes. If there is an incident, it is very important that we have a Welfare Officer. Gill added that she is there as a receiver, to listen to what is being said, without judgment, and pass it up to Mike Hamilton.
- 13. DEVELOPMENT OFFICER'S REPORT:** This had been circulated in advance. Pat thanked everyone who volunteered to help at Croeso 2016. He also noted that we had done very well in having lots of non-NGOC helpers on our day.

Pat reported that Gill Stott had made a really good coaching programme. At least to start with, the focus was on beginners. Things had been added for more experienced orienteers, but still with a Lead Coach with a focus on beginners. We should have that again relatively soon, with Vanessa being keen to take on the role of coaching juniors, and Gill Stott happy to support her. Pat suggested that in the meantime we concentrate on coaching for more experienced orienteers. This would also avoid the child protection issue of not having a Level 2 Coach. There was some discussion of whether last year's training events had been attended by any experienced orienteers, but a number of people commented that they had seen increasing attendance by people who would just take the provided exercises and get on with them. We need to come up

with a programme for next year with the emphasis on experienced orienteers, or it may fall by the wayside. Paul suggested that as part of this we could assign a training event as CompassSport Cup training and this was thought to be a good idea.

**14. VOLUNTEER COORDINATOR'S REPORT:** This had been circulated in advance. Gill noted that she is stepping down from the role, which she had filled temporarily. She commented that it is quite rewarding, particularly getting to know people. She had also found it disappointing when she sent an email out and nobody replied, even to say they were busy and couldn't help. Richard Cronin commented that for a while most emails from NGOC had been focused on asking for volunteers and he thought we would build up a better rapport by also emailing about other things, such as rewarding people. He reminded the committee that he had previously suggested sending out a weekly email containing notices about upcoming events, requests for volunteers and recent results.

#### **15. AWARD OF TROPHIES AND PRIZES:**

Terry Bradstock Trophy:

1<sup>st</sup>: Pete Ward

2<sup>nd</sup>: Jessica Ward

3<sup>rd</sup>: Rebecca Ward

Carol reported that the Ward family had done very well and she had therefore awarded each of Jessica and Rebecca a new £5 note, as well as the trophy going to Pete.

Carol also noted that this may be the last time the trophy is presented in its current form, since there are plans to have a club championships formed from events by other clubs, to replace this method of awarding people for travelling to other events. It was thought we probably don't need to keep the Terry Bradstock name if it does not naturally fit.

Since we have moved to a 12-month league running from January to December, prizes for the league will now be awarded at the New Years Day event, where previously they had been awarded at the AGM.

A number of people felt that we should have more awards, especially for juniors. They could then be presented at an annual club dinner. Richard Cronin added that Andy Creber has recently been making trophies and that we could probably get some nice ones made without them costing much. Richard will investigate trophies. Chris noted that we will need to be careful to keep track of where trophies are.

#### **16. ELECTION OF OFFICERS:**

On behalf of the club, Gary thanked Roger and Gill as they stood down from their committee roles, particularly thanking Roger for his expertise and Gill for stepping in as Volunteer coordinator at the last minute. Gary also thanked Greg for his work as Captain, as his role changed to be coordinator of permissions and recruiter of event officials.

Richard Cronin became Club Captain, proposed by Pat MacLeod and seconded by Stephen Robinson.

Richard Purkis joined the committee as a general committee member, proposed by Simon Denman and seconded by Shirley Robinson.

Ashleigh Denman joined the committee as a Welfare Officer, proposed by Gary Wakerley and seconded by Chris James.

There were no volunteers for the post of Volunteer coordinator.

Nobody was willing to stand for Chairman at this time. After some discussion, Gary agreed to carry on as Chairman until Christmas, but is unable to continue beyond that point.

## **17. CHANGE TO CONSTITUTION:**

The following amendments to the Constitution had been proposed to the whole club, before the AGM. They were voted on and agreed.

Section 5 (Finance) previously ended with:

*The Club Treasurer shall present a financial statement at each Committee Meeting and present an independently-examined statement of accounts at the Annual General Meeting.*

This will be amended to:

*The Club Treasurer shall present a financial statement at each Committee Meeting and present a full statement of accounts at the Annual General Meeting. The Accounts shall be independently examined.*

A new section 8 (Safeguarding Children and At-risk Adults) will be added, between the sections on EGM and Dissolution, with the following content:

*(a) NGOC agrees to adopt the British Orienteering Safeguarding Policy and Procedures.*

*(b) All individuals involved in orienteering through NGOC at every level, including participants, Officials, Instructors/Coaches, Administrators, Club Officials or spectators (where it is feasible to manage) agree to abide by the British Orienteering Code of Ethics and Conduct (the 'Code') and all such individuals participating or being involved in orienteering through NGOC in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the British Orienteering Safeguarding Policy and Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.*

*(c) Each and every constituent member of NGOC including without limitation all clubs and disciplines shall be responsible for the implementation of the British Orienteering Safeguarding Policy and Procedures in relation to their members.*

**18. ANY OTHER BUSINESS:** John Miklausic asked whether we submit reports to papers. Gill James responded that we had tried this many times but most papers don't publish any of them. Judith commented that the running club often get things in so she will ask them how they do it. Gill Stott commented that it was nice how Gill James wrote a thank you to all the helpers after each event.

**19. CLOSE:** The meeting closed at 9:20pm