

Name: Gary Wakerley

Role: Chairman

Period Covered

Sept 2016 – Dec 2016

IN ROLE:

Tasks Completed

- Responded to calls and emails
- Convened Club AGM
- Helped at club events

Tasks Progressing

- Planning NYD Event
- Obtained clothing samples for club jacket

Tasks Planned (but not yet started)

- Succession planning

NOT IN ROLE:

Tasks Completed

Tasks Progressing

Tasks Planned (but not yet started)

Name: Caroline Craig

Role: Secretary

Period Covered: September – December 2016

IN ROLE:

Tasks Completed:

- Responded to and/or forwarded enquiries, including the following warranting discussion:
“Would it be possible please to bring along my "Retro"Rocket Caravan to your various orienteering races to provide quality Tea`s, Coffee`s, Latte`s, Cappuccinos, Hot Chocolates.I`m also able to provide hot food in the form of Bacon Butties, Hot soup. The "Retro" is built in the style of the 1950s American Airstream trailers, quite stylish but compact in size. Based in Abergavenny it`s local to Gloucestershire, having attended events in the county quite recently. I`d be more than happy to donate to the orienteering clubs upkeep from takings. Please do take a look at the website: www.cafe83.co.uk“
In my reply, I described our cafe and its very low prices, asking how much more people would be paying for “proper coffee” etc. The answer was £1.50 for coffee and a cake, which I interpret as a reduced price instead of donating to the club from profits. We could consider this option for some events, e.g. in the forest, or just Gallopens.
- Took delivery of the latest batch of club O tops, which have been passed to Carol to join the remaining stock.

Tasks Progressing:

- Asking Trimtex about their jacket options, including prices for having the club O top design printed... Is everyone happy to have the same design, or should we simplify it?

Tasks Planned (but not yet started):

NOT IN ROLE:

Tasks Completed:

- Planning and running string courses and making cakes for the café tent
- Tasks Progressing:**
- Investigating opportunities for our POCs on the British Orienteering website
- Tasks Planned (but not yet started):**
- Planning string courses for future League events and considering how to increase the take-up – e.g. adding SI timing, advertising to schools / leisure centres, etc.
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Name: Carol Stewart

Role: Treasurer

Period Covered: September-December 2016

IN ROLE:

Tasks Completed

Financial report for 5 December

Minimal report this time as all my books and papers are with the Examiner - should have everything back by next week . But rest assured we are still well in the black!

BOF/SWOA Levies paid up to and including 12 November (WNL). WNL levy paid to Mike Farrington (25p per senior - pays for website etc).

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

We have received £450 from Croeso for helper refunds, and expect some £2000 or more for our share of the overall profits.

Tasks completed: Accounts completed but presented to AGM unexamined. Very small overall loss on season of £27.85. Examination currently in progress.

Tasks Progressing: New bank mandate. - (re)-sign after new chairman/committee appointed.

Galoppen 2017 - . Agreed entry fees with Roger - basically much as last year (despite upcoming increase in BOF levy) with reduced rates for White/Yellow for all entrants.

Tasks Planned (but not yet started): None

NOT IN ROLE:

Tasks completed: Help at various events.

Tasks Progressing: None

Tasks Planned (but not yet started): None

Name: Simon Denman

Role: Membership Secretary

Period Covered: Sep – Dec 2016

IN ROLE:

Tasks Completed

- List Update
- Fielding Member Queries

Tasks Progressing

- Investigating Volunteer Coordination

Tasks Planned (but not yet started)

NOT IN ROLE:

Tasks Completed

- Helping at Kidnalls, Knockalls

Tasks Progressing

Tasks Planned (but not yet started)

Previous membership figures 18/9/16:

Category	Current	Other	Lapsed
Senior	131	2	24
Junior	27	0	7
Total	158	2	31

Current membership figures 2/12/16:

Category	Current	Other	Lapsed
Senior	134	2	23
Junior	27	0	7
Total	161	2	30

Ginny Hudson has joined the club. Stephen Lee has unlapsd for 2017. Tom Cochrane has rejoined after absence.

Name: Greg Best

Role: Permissions and Officials Recruitment

Period Covered: Oct-Nov 2016

IN ROLE:

Tasks Completed

- Hand-over from Roger of FC permissions procedures and updating of the BOF fixture list.
- Made an elaborate spreadsheet to help me to keep control of permissions, events, officials etc.
- Have made a standard email format that will be sent out to future event organisers. This contains information about deadlines, links to the organiser's checklist on our website and to useful planning documents on BOF's website. It also encourages them to use an "advisor" (see below). This will be the initial step in keeping contact with planners to make sure deadlines are met, all websites are updated etc.
- Sorted out permissions for Cranham league event in January and Sheila's Standish night event. Galoppen permissions in progress (waiting for FC)
- Permission granted from Natural England for Painswick league event on April Fool's day. This was a concern, as they do not allow events on Cranham at that time of year.
- Got agreement from Natural England to allow events to take place in October. This means we can now use their areas for 5 months of the year – Oct, Nov, Dec, Jan and Feb – an improvement on the previous 4 month restriction.

Tasks Progressing

- In the process of making a document with general information for each of our areas, covering permissions, ownership boundaries, parking, contact details and other useful information. It also contains information about dealing with the Forestry Commission, the National Trust, Natural England and Gloucestershire Wildlife Trust, all of which have responsibility for several of our areas. There is some overlap between this and the "Event Archive".
- Recruiting event officials for 2017. Working hard on encouraging new planners to have a go.

Tasks Planned

- To build up a pool of "advisors". I will work on encouraging not only experienced planners but also experienced orienteers to put their name forward. The intention is that every league event (and ideally night events too) will have an advisor, as the committee has previously envisaged. Looking at the membership list, I can easily see 40 or even 50 people who could go into this pool. In this way, there would be no reason for any one person to be an official (organiser, planner or advisor) more than once per year. I will also maintain a record of activity for each volunteer official, to try and make sure jobs are shared around.

NOT IN ROLE:

Tasks Completed

- Organised Cleeve Hill event
- Mapping of the eastern part of the Witcombe Estate woodland now complete. This can be used for events on the eastern part of Cranham.
- Map updates to Cranham, requested by Andy Monro for his January event

Tasks Progressing

- New Leckhampton Hill map is progressing well, at long last. Hopefully ready for event in April !

Tasks Planned

Name: Paul Taunton

Role: Mapping Officer

Period Covered: Sept to Dec 2016

Printed lots of maps

Name: Pat MacLeod

Role: Equipment and Development Officer

Period Covered September - November 2016

IN EQUIPMENT ROLE:

Tasks Completed

- Battery check on all SI units. About a dozen have required new batteries, which John Fallows has fitted very quickly.

Tasks in Progress

- None

IN DEVELOPMENT ROLE

Tasks Complete

- Updated event organiser checklist on the website
- **Tasks in Progress**
- Draft package for Christchurch POC prepared, and quote obtained from Whitehouse Press, Lydney, to print these. Will bring sample to meeting package. The outline costings are attached.
- Creating draft map of the Christchurch campsite – little progress
- Adviser training programme – no progress yet.
- Help with the training programme
- Prepared LIDAR based draft map of Lightning Tree Hill, for update feasibility survey
- Drafted thoughts on new bike/running event
- Planning for Training 4 – 10 December 2016

NOT IN ROLE

Tasks completed

- Help with various events

Tasks in Progress

- Update to Headless Hill/Highmeadow map
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Name: Richard Cronin

Role: Captain

Period Covered: 17/10/2016-5/12/2016

IN ROLE:

Tasks Completed

- Entry into 2017 Compass Sport Cup heat – 1st choice WOA, 2nd choice SCOA

Tasks Progressing

- Determine interest in entering team into Jukola relay.

Tasks Planned (but not yet started)

- None

NOT IN ROLE:

Tasks Completed

- Importing and processing LIDAR data for South Wales OC.
- Controlled Harlequins' Malvern urban race.
- Article for Legend.

Tasks Progressing

- Club championships. Scoring spreadsheet built. To contact clubs requesting results in CSV format, and to write note for website and email/Legend.
- Set up MailChimp account and shown Judith how to use it.

Tasks Planned (but not yet started)

- Contact Andy Creber / Dil (?) re: making new trophies.
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Name: Judith Austerberry

Role: Legend Editor

Period Covered: Sept - Dec 2016

IN ROLE:

Tasks Completed

- Serif Pageplus software acquired
- New look theme and layout designed
- November issue of Legend published and printed

Tasks Progressing

- Informal canvassing of member opinions: hard vs soft copy
- January issue of Legend in progress. Several members have agreed to write articles and we have an amusing Letter to the Editor to publish. I'm pleased that people seem to be engaging with the magazine without me having to do too much arm-twisting.

Tasks Planned (but not yet started)

- Email survey of club members re publication format. Hard copies of the magazine have been available at the November and December league events so that people can evaluate the hard copy format. The January issue will remain in the current format (primarily soft copy pdf, hard copies distributed as requested) with more hard copies available at events. In February I'll send out an email survey to find out whether or not hard copy should be the default publication format, and ask if ebook format would be popular. Tommi Grover of BOK has recommended Isuu as a soft-copy publication platform and I will investigate this.

NOT IN ROLE:

Tasks Completed

Royal Signals training camp: Richard Purkis and I both attended training sessions with the Royal Signals Regiment and Dave Rollins last month. RS were very grateful for the assistance the club offered them in providing maps and giving guidance on permission for Crickley Hill. The training sessions - particularly the daytime ones - were superb and I would recommend considering using Dave Rollins as an external coaching provider if one should be required.

Tasks Progressing

Club jackets: Caroline is going to contact Trimtex re availability of jacket models, print options and pricing. As there has been much debate around which type of jacket to go for - lightweight warm-up, warm & waterproof, lightweight waterproof running - I have looked at other club's jackets (e.g. SLOW, FVO, BOK) to see what type of club jackets they have. The predominant type is a lightweight, windproof and shower-resistant warm up jacket. I recommend following suit, as this is clearly a tried and tested choice. When Caroline has got the availability and pricing information from Trimtex we can select the jacket model and print design, then get on with ordering them.

Tasks Planned (but not yet started)

Increasing publicity and profile, including the role of Legend in achieving this.

Name: Gill James, Ashleigh Denman

Role: Welfare Officers

Nothing to report