

## Minutes of NGOC Committee Meeting

**Monday 7<sup>th</sup> February 2022 – 7pm (by Zoom)**

**Present:** Paul Taunton (Chair), Greg Best, Ian Phillips, Shirley Robinson, John Fallows, Pat MacLeod, Simon Denman, Tom Cochrane, Gill Stott, Alan Pucill, Judith Taylor, Rhiannon Fadeyibi

1. Apologies: Kev Brooker, Alan Brown
2. Minutes of previous meeting - Accepted
3. Matters arising: -
  - a. Andy Stott still looking to do the Event Safety Course.
  - b. The club purchased a credit card payment device to enable contactless payment at events. It was successfully used at the Symonds Yat event on 11<sup>th</sup> December 2021.
  - c. A 50% helper discount on 30<sup>th</sup> January 2022 Soudley Ponds event resulted in some new members coming forward to help.
  - d. The club is competing in the CompassSport Cup at the first-choice venue of Postensplain. The event is on 13<sup>th</sup> February 2022.
  - e. Previous item 12c on general training & coaching **ACTION REMAINS OPEN**
  - f. Previous item 13 on support for NGOC members of BOF Talent Squad South not fully complete. Gill wrote a piece about supporting our Juniors and this still needs to be finalised and circulated. **ACTION REMAINS OPEN.**
4. Reports (Chair, Treasurer, Equipment & Development, Welfare, Volunteers)
  - a. Chair is controlling two events in Lydney Park. If those events go well, the committee agreed to the remainder of the area within the ownership of the Lydney Park Estate (not including outlying smaller parcels in other ownerships) being mapped, preferably using LIDAR.

**ACTION: Club (Tom Mills) to obtain a quote for remapping with our requirements clearly specified.**

- b. Chair noted that he is revising the NGOC planning guidelines (checked by Pat) to include use of Maprun "Checksites" to verify all control site locations.
- c. Discussion about optimum numbers of volunteers and efficient allocation of roles at events. It was felt that it was generally up to the organisers, but recommendations such as 'fewer volunteers on the later start shift' could go into the NGOC organisers' guidance. Discussion re shortening the start window to 1.5 hrs to reduce volunteer time, with extension to recent 2hr window only if necessary to cater for a high entry. Agreed to try out reduced window, though some reservations expressed re parents needing split starts, or sorting out kids' activities in the morning and then trying to get a run afterwards. Need to publicise start and closure times well.

**ACTION: try a reduced start window 11:00-12:30 throughout the year, with course closure at 14:00.**

5. CompassSport Cup
  - a. About 50 members competing for the club but we are a bit short on juniors though probably more than some previous years.
  - b. Not enough interest to put on a coach. Some members concerned re Covid. Members to make their own way.
  - c. Captain circulated useful pointers and previous maps of the area to the members.

6. Bank Mandate

- a. It was highlighted that it had not been officially recorded that Rhiannon was now Club Secretary since it happened out of committee. This has led to the bank rejecting the mandate to add Rhiannon as an account signatory.
- b. To rectify this, Shirley nominated and Ian seconded Rhiannon as Club Secretary. The vote was passed unanimously and Rhiannon has been elected Club Secretary.

7. Club donations

- a. The committee agreed to make small annual donations to Maprun, Open Orienteering Map, PurplePen, and TablePress (plugin for WordPress publishing platform). The amounts totalling less than £300.
- b. The committee would be informed if these amounts increased over time.
- c. The treasurer noted that there is an annual charge to Woodland Trust of £33

**ACTION – Treasurer to check whether this charge is a recurring donation or a membership fee.**

8. Affiliate Membership of Cotswold Way Association

- a. This is an annual charge of £50 and in return the Association will put a link to NGOC on their website, feature us in their newsletter and promote our events on their Twitter account.
- b. The committee agreed as the club uses at least seven different areas on the Cotswold Way.

**ACTION – Treasurer to pay membership fee.**

9. Live Results accessed online via a laminated QR code available at the events

- a. Competitors can scan the QR code at registration/download to get straight on the results page. The committee agreed to support this proposal.

**ACTION - John to check whether the results can be in text format.**

10. JK Progress and Helper incentives

- a. Meeting on 15<sup>th</sup> February 2022 will finalise resources required for the start and determine the number of volunteers needed. This will need support from the whole club
- b. Volunteers will receive £5 voucher for food and drink, and possibly also a subsidy on their entry fee. With the organisers to consider.
- c. Pat pointed out that because of the event layout (*parking on an industrial estate, bus to assembly at a school, then a 1.4km walk to start and back from finish to assembly*) it will be difficult for helpers in many roles to run on that day.

11. Caddihoe Chase format

- a. This is an agenda item at the SWOA committee meeting on 15<sup>th</sup> February 2022.
- b. Chair suggested keeping the chase format and amending the chasing start time on the second day to one-minute intervals from the base start time. This would allow it to be a ranking event.

**ACTION – forward this proposal to SWOA for consideration at meeting.**

12. Committee succession

- a. There is a dependency on John and Pat. Paul Bryce is stepping up but the club needs a bigger pool of members able to carry out the management of events using the computers and SI equipment.

**ACTION – John and Pat to write a job description of the scope of the role covering what is involved for Kevin to circulate and ask for volunteers.**

- b. The Membership Secretary gave notice of his intention to stand down at the next AGM.

**ACTION - Anyone interested in taking this on please speak to Simon about what the role entails.**

13. Chris James memorial event

- a. It was agreed that the League and Urban event at Ledbury on 22<sup>nd</sup> May 2022 could be designated as the Chris James memorial event.
- b. It would be a one-off event and raise money for a charity to be chosen by Gill James.
- c. Suggestions for raising funds included adding £1 to the entry fee, having a cake sale, and a bucket for donations.
- d. Thoughts about whether to hire a hall for social event and cakes.

**ACTION – Judith (Ledbury controller) to talk to Clive Caffall (Ledbury organiser) about hiring a hall. Inform Greg of outcome.**

**ACTION – Greg to talk to Gill and ensure she is available on 22<sup>nd</sup> May, and supports our proposals.**

14. Updating NGOC website/ Orienteering Foundation newcomer retention report

- a. Initial discussion; to be taken forward by a sub-committee – volunteers sought.
- b. Full committee to look at provided material (Orienteering foundation newcomer retention report and the survey of the existing NGOC website) and look at the mock website.
- c. The aim is to make the website newcomer-friendly and make it easier for the club to manage the events calendar.
- d. Intent is to migrate to the new website in about six weeks' time.

**ACTION – provide any feedback to Pat by the end of February.**

15. AOB

- a. An e-mail was received from Permission Machine on 17 December 2021 suggesting that we had infringed the copyright held by Alamy by using an image of the Rococo Gardens on our website. Following discussion among several committee members we determined that this was correct and our response was to pay the licence fee for use of the image to the copyright holder. No contact has been made with Permission Machine and no other action has been taken or is proposed. The several members concluded that as Alamy had now received a payment any legal action on their part, such as in the small claims court, could not demonstrate any significant loss, and so would not be worthwhile

16. Date of next Zoom meeting

- a. Monday 4<sup>th</sup> April 2022 at 7pm.