



Quantock Orienteers - Minutes of Committee Meeting

9th March 2015 at 67 Staplegrove Road, Taunton

1 Attendees

1.1 Attendees and apologies

Bob Lloyd (Chairman), Roger Craddock (Treasurer) Richard Sansbury (Secretary), Bill Vigar, Mark Maynard, Chris Hasler, Rosie Wych & Julia Robertson.

Apologies from Spencer Modica, Vikki Page

2 Previous Meeting on 13th January

2.1 Approval of Minutes

These were approved with no changes.

2.2 Actions arising:

Actions from meeting on 3rd March 2014:

Item 7.3: Issue Vivary maps to ranger - action Mark. Not done - still not been able to meet up with ranger.

Actions from meeting on 4th June:

Item 7.3: List permanent courses to be monitored by QO - action Bob. Done, now over to Jeff to assign people to the list, see item 7.3.

Actions from meeting on 20th October:

Item 6.4: Obtain DBS check - action Bob. Not complete as Bob still needs to get identity documents checked by someone.

Item 8: Purchase new road signs - action Andy. Not done, Andy thinks there are enough for main events, but Roger would like more for JOG, see item 8.

Actions from meeting on 13th January:

Item 4.2: Amend Galoppen entry fees - action Julia - Done.

Item 4.2: Respond to Long-O proposals - action all - Some responded, see item 4.2.

Item 4.3: Produce simple spreadsheet for map numbers - action Spencer - Done.

Item 4.3: Produce bigger control slips - action Bill - Done, note there is no standard size but new size should suit description holders.

Item 4.4: Send response on SWOA anniversary event - action Richard - Done.

Item 9.1: Investigate Nathan's website offer - action Spencer - Not done but superseded by other considerations, see item 9.1.

3 Finance

3.1 Finance report

Roger presented the finance report, see Appendix 1.

Not yet transferred £1000 back to deposit account but this does not make much interest anyway.

Generally finances are on budget considering how far through the financial year we are and that there are 2 more QOFLs coming up. Membership has risen further to £650 since the report was prepared so ahead of budget.

There is enough interest from members to justify purchasing more QO shirts. It was agreed the club would purchase another stock of 15 in a variety of sizes and subsidise so that the price to members would be £40 adult, £35 junior. It would be good to set up a second hand market for junior shirts.

The club paid out more than it received in parking fees at the Galoppen because free parking was offered to the helpers.

The food subsidy was for junior meals at the Christmas Novelty.

The SI (SportIdent) license was paid in full this year but will last for 5 years.

Roger has put in a bid from the Taunton Mayor's fund for £1000 to cover compasses and pin punch controls for JOG.

4 Fixtures

4.1 Report on recent events

Julia presented the fixtures report - see appendix 2

Galoppen - The organiser (Steve) made a number of recommendations: (1) That only pictorial descriptions should be given on maps for longer courses (light green upwards). This caused much debate! This is standard practice around the region but it not mandatory and could be considered elitist. It was agreed that a proposal that this is used at

least for future Galoppens will be put in the QuOnicle to gather views from members - Action Julia. (2) More training in SI. It was agreed that another session would be organised, particularly to cover how to set up the system - Action Andy. (3) Make a list of equipment. (4) Add further to organisers instructions - Action Richard. (5) Check prints - it was agreed that where possible test prints should be printed in good time for the controller's check. Other matters arising were (6) Shift durations - early helpers were very late starting. In future it would be better to specify a handover time in advance. (7) Some competitors noted that colour came off the map paper when folded. It was agreed that Rosie would obtain some plastic based paper used at a past Long-O for Bill to test - Action Rosie/Bill.

QOAD series - Roger & Judy would like to finish being directly involved in the series as it made for a very long day. However they would like the series to continue the link with JOG. They will still organise the planners, venues and maps and they will keep the computer and lighting and make sure everything is there for the QOAD. Numbers this year were low. Richard will gather opinions from participants on what to do next winter - Action Richard.

4.2 Plans for future events

QOFL5 Crowcombe - There is a potential problem with shortage of roadside parking. May have to advertise that parking is limited. Ideally an overflow area should be found, possibly near the station - Action Rosie

Club Champs - A Saturday in September looks best. Rosie to choose a date with Julia - Action Rosie/Julia

Long-O - It was agreed that a 2 day event would take place. The Saturday will include JOG and long colour coded courses. The weekend of 3/4th October is proposed but needs to be registered - Action Julia

QOFL series 2015-16 - Due to a busy autumn schedule, it was agreed to have 2 events in 2015 and 4 in 2016.

Southern Night Championships - QO is bidding against KERNO and NGOC. Level B is proposed as this strengthens our bid although usually this competition would be level C.

Galoppen 2016 - Venue depends on outcome of Southern Night Championships bid.

4.3 Catering traders at events

It was suggested that QO could invite the van that attends Parkrun to offer refreshments at events. It was agreed this was not appropriate for QOFLs but the club could invite a trader to Galoppens, subject to landowner conditions and at the organisers discretion.

5 Activities

5.1 Junior Orienteering Group

Judy had sent the following report:

The first event this term was planned by Mark Maynard at Triscombe Stone. As the week leading up to the event proceeded it became evident that there would be strong winds and it would become much colder, not a great outlook for such an exposed position! However, undeterred, Mark put out all controls in good time and we waited to see if anyone was brave enough to come. We were amazed to find that 42 people attended so it was well worth while.

Culm Davy on 17th Jan was planned by Tony Hext and the junior courses were excellent and quite challenging, a group of Scouts from Hemyock joined us for this event, so adding to the competition. The FOX was a score course with a twist as runners had the chance to return to a "hub" periodically which would increase their score considerably. It certainly paid to spend time planning your route.

Netherclay Woods was a memorable event for two reasons, we had an amazing turn out, over 100 AND we had controls vandalised, unfortunately some were on the Hare course so it did affect the youngest children. Jim Nickolls planned with a 2/3 control map memory for the FOX course.

Our original planner for Lydeard Hill was ill and unable to plan and very kindly Jeff Pakes, took over. It was dry but an overcast and uninviting day but Lydeard Hill usually attracts a good following and 55 people attended. Jeff's courses used the area very well keeping the junior courses within the fenced area but taking the FOX onto Aisholt Common. Interestingly we had 9 runners again on the FOX course, we seem to be averaging about this number now.

Blackborough North was a new venture being a joint event with the East Devon group. Bill updated the map and Bob confirmed permissions and Andy and Rosie ran the SI while Devon planned and JOG ran registration. As expected numbers were down

as this is further than most JOG families usually travel, however we did have 31 people attending from JOG. The event was somewhat marred by 3 controls being thrown into the brambles and 6 being moved. Tess Stone re-hung controls to replace those that were missing and replaced most of those moved. Thanks must go to Brian Pearson who gave up his run to find the missing controls.

Queens College is an excellent venue as it has complex areas of buildings, simpler open school grounds and the possibility of venturing out into the Galmington urban area. Jeff planned here as well as Lydeard Hill this term making those children on the Hare and Squirrel courses work hard for their points with 25 and 20 controls on each respectively. I should like to thank the Maynard family for their help on registration/download, especially Sarah as she braved the cold wind for several hours while in a wheelchair, having broken her ankle the previous week.

Cothelstone Hill was planned by Will Kromhout and it was attended by 53 people. It's an area well used by the public and we were quite concerned about the parking and asked Tony Milroy if he would come to supervise it, so thank you Tony.

Elliott, Will's son helped hang and bring in the controls, a great contribution as JOG was followed by a QOAD by which time the weather had deteriorated and it was hard to see your hand in front of your face at the top!

Bob Lloyd has helped at most JOGs giving a lot of budding orienteers confidence by following them at a distance, just in case....

Bill and Jim have continued to update maps and produce larger scale sections where needed and Bob still gains permissions on a regular basis. So thank you to those and all members who have planned JOG events.

5.2 South Somerset initiative

Pete Akers had sent the following report:

I attended a meeting with South Somerset District Council leisure personnel on 12th January, as an update on the progress of their project to revise and upgrade the Yeovil Country Park permanent orienteering course. They have hired Simon Beck to do the mapping, but they have set a long date for completion of the project by end 2015, so there will not be much action very soon. I suspect they will be encouraging Simon to complete his work during the summer.

As an unexpected byproduct of attending this meeting, I learned that there is a considerable area of land adjacent to Ham Hill Country Park, which is in SSDC ownership and which has open access. They clearly do not publicise this much! The area is on the south side of Ham Hill Country Park, and is bounded on the north by the minor road from the country park to Five Ashes, (north west of Odcombe) and on the south by the line of springs and ponds running from Westbury Farm east north east to Five Ashes - see map attached in which I have shown the boundary in red. The land includes woods, small hills and even the site of a medieval village.

If this land were to be appropriate for orienteering, then it would roughly double the size of the area currently used at Ham Hill Country Park. At first sight parking would be an issue for events, but as this land is adjacent to the country park, that's not going to be a problem.

It was agreed the area near Ham Hill was worth investigating.

5.3 Coaching

The junior squad coaching series is continuing well and parents and children are keen. This gives structured training to a selected group.

For adults, Fox courses at JOG provide suitable self-training exercises. This could be publicised better.

6 People

6.1 Membership

Judy had sent the following report.

At the moment we have 48 seniors, 22 families and 4 juniors. A slight increase of 2 seniors and 4 families since January 2015.

6.2 Volunteering

Jeff sent the following report:

I'm just about to email Julia to see if there's an up-to-date fixtures list for 2015/16. If there is, I can help try to recruit event officials for next season earlier than I did last time.

I have just sent latest helpers list to Chris Philip for QOFL5.

I haven't been keeping up-to-date my register of who's helped at what events because I didn't feel there was much benefit to doing it. If this needed to be done retrospectively, I have emails from organisers as to who helped when except for QOFL1.

I haven't had any offers of help from anyone for anything at any recent events. Graham Hartley re-iterates he'll "do one QOFL and one QOAD every season" (planning /controlling). This sort of commitment is extremely rare. Are there any people the committee wants me to approach to volunteer?

I've hardly any contact from club members by email, except one or two polite people who tell me that they'd like to rearrange the QOFLs they're helping at. I shall arrange to get my contact details on the website, possibly.

I see the 'fair score' system to encourage people to be event officials by making sure they get credited with a QOFL or QOAD score when they're officiating isn't being implemented properly. I know from chatting to the QOFL scorer that he is against the Fair Score system in principle!

Richard to reply to Jeff to say it was agreed it was worth keeping the register of who has helped up to date and that the incentive scheme including "Fair Score" is now discontinued - Action Richard.

6.3 Training in first aid

A first aid course took place in January and 6 people took part.

6.4 Club Captain

A huge team is going to the CompassSport Cup Trophy. As usual, half the entry fees will be paid by the club.

The Yvette Baker qualifier is the following weekend. Chris is still collecting entries and will probably hire a minibus.

The JK is in the Lake District, hence no QO team entry is anticipated.

There will be at least one QO team entering the British Relays.

It was noted that Luke Shopland is likely to win the Orange Galoppen series.

7 Places

7.1 Mapping

Gaps have been cut in the fences at Culm Davy which may have a significance for future events. These have not been mapped as it is not known if this is intentional or vandalism. Parts have also been cleared making it better for orienteering.

7.2 Permissions

There is no progress on getting permission to use Black Down Common next to Culm Davy. Culm Davy still needs a better parking solution and there are no obvious options.

The Tetton House estate may be a suitable venue and worth investigating - action Bob

There is a strip of Bagborough Wood immediately south of the Quantock ridge which would be suitable for orienteering and worth investigating - Action Bob.

Rosie suggested some suitable areas on the lower parts of Cothelstone Hill. Rosie to identify these to Bob - Action Rosie/Bob.

7.3 Permanent Courses

Jeff had previously agreed to assign people to monitor the condition of permanent courses within QO's area. Richard to send him the new list and start this process - Action Richard

8 Equipment

JOG would like more direction signs. Roger to identify what is wanted - Action Roger

There are 55 working SI controls with stakes and kites. Andy is replacing batteries in the SI units as necessary.

Andy has replaced the large 12v battery and renewed the anti-virus software for the laptops.

There are 3 working walkie-talkie radios, the other is assumed lost as despite enquiries has not been tracked down. The 3 now all have headsets.

The new splits printer works well but needs to be firmly connected.

9 Any other business

9.1 Website

Spencer had sent in a discussion paper on the future website, see appendix 3.

In answer to the technical questions raised by the paper it was agreed that: (1) A mobile version would be a future aspiration but not a priority now (2) similarly screen size is not a priority (3) cookie compliance seems compulsory (4) reports on web traffic would be nice to have, but not essential

In response to the summary of actions in the paper: (1) the proposed top level menu is basically ok, except that any news page must really be news (2) Spencer to sketch out each

page - Action Spencer (3) no map page is required (4) Roger to find the colour codes for our kit - Action Roger (5) no mountain bike page is required (6) those present were unsure about interactivity - best discuss with others (7) Richard to contact BOK, Rosie to contact Devon, to see what the member areas contain - Action Richard/Rosie

In addition it would be good if the events page would (1) automatically hide past events (2) interface with the British Orienteering fixtures database to avoid replicating data.

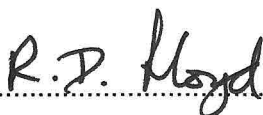
9.2 Communications

It was agreed that a new agenda item would be added for the next meeting to cover the website, QuOnicle, BOF & SWOA correspondence etc. The question of colour printing for QuOnicle will be reconsidered at the next meeting - Action Richard

9.3 Succession Planning

Richard announced he is considering standing down at the next AGM.

Approved
Bob Lloyd
(Chair)



Actions arising

Actions from previous meeting on 3rd March 2014:

Item 7.3: Issue Vivary maps to ranger - action Mark

Actions from previous meeting on 20th October:

Item 6.4: Obtain DBS check - action Bob

Actions from this meeting:

Item 4.1: Write QuOnicle article on pictorial descriptions - action Julia

Item 4.1: Organise SI set-up training - action Andy

Item 4.1: Update Organiser guide - action Richard

Item 4.1: Test plastic map paper - action Rosie/Bill

Item 4.1: Get opinions on QOAD - action Richard

Item 4.2: Find parking for QOFL5 - action Rosie

Item 4.2: Set date for club champs - action Rosie/Julia

Item 4.3: Book date for Long-O - action Julia

Item 6.2: Reply to Jeff on volunteering matters - action Richard

Item 7.2: Investigate use of Tetton House estate - action Bob

Item 7.2: Investigate use of Bagborough Wood - action Bob

Item 7.2: Identify suitable new areas of Cothelstone - action Rosie

Item 7.3: Send list of permanent courses to Jeff - action Richard

Item 8: Identify signs needed by JOG - action Roger

Item 9.1: Sketch out web pages - action Spencer

Item 9.1: Find kit colour codes - action Roger

Item 9.1: Find out what's in BOK & Devon member areas - action Richard/Rosie

Item 9.2: Add Communications to agenda - action Richard

Appendices: Club officers' reports

Appendix 1: Finance report

Appendix 2: Fixtures report

Appendix 3: Website discussion paper

QO Budget 2012 - 2015

Year	2010/11	2010/11	2011/12	2011/12	2012/13	2012/13	2013/14	2013/14	2014/15	Mar-15
	(actual)	(actual)	(actual)	(actual)	(actual)	(actual)	(actual)	(actual)	(actual)	9 months
<u>INCOME</u>										
Event entries	4500	4858	5000	5327	5500	5147	6000	5415	6000	4350
Membership subs	500	670	700	651	670	592	600	596	600	624
JOG	400	660	600	900	1000	763	1500	1387	1500	988
clothing sales	300	217	350	363	400	130	400	731	400	143
Misc income. Map sales, food	220	222						479	500	571
Grants & Mapping. Equip.Hire		926		1695	1500	2193	1000	405	400	124
TOTAL income	£5,920	£7,553	£6,650	£8,936	£9,070	£8,825	£9,500	£9,013	£9,400	£6,800
<u>EXPENDITURE</u>										
Event expenditure	1000	868	1000	634	800	732	800	1445	1200	347
Map printing. Paper/Toner	600	436	600	1027	1000	997	1000	905	1000	756
Access fees	300	253	500	180	500	505	700	355	700	560
Mapping						135	200			
JOG. Maps, equipment, events	500	1115	500	1074	1000	720	500	566	750	422
Levies, BO & SWOA	450	364	400	576	1300	881	1400	1135	1500	1274
Development	500	413	400	290	400	530	500			80
Computing, webgadget, website	322	416	322	126	200	213	300	275	300	787
Quonicle	300	316	300	340	350	290	250	246	250	214
New equipment & repairs	400	608	300	478	500	1633	1500	824	1000	763
AGM, entry fees, committee	348		200	37	100	460	400	342	400	394
Trophies	100	48	100	81	100	54	200	140	200	55
Clothing purchases	400	227	100			307	600	1151	600	207
Food, subsidies for food		184	100	233	200	10	50	500	500	755
BOF Membership fees for QO	50	52	60	55	60	46	50	46	50	46
Donations. Audit.										158
TOTAL expenditure	£5,220	£5,300	£4,882	£5,131	£6,510	£7,513	£8,450	£7,930	£8,450	£6,818
Contingency	700	2253	1768	3805	2560	1312	1050	1083	950	

Comments. Income & Expenditure

- a. A revised summary of Income and Expenditure for the financial year 2014/15 so far is supplied
- b. The income from Event entries will be enhanced by 2 QOFLs.
- c. A separate summary for the Long 'O' is provided.
- d. JOG income has been reduced as a result of free maps for existing members.
- e. The trailer repair for use with JOG was instead of the tax agreed on the Citroen
- f. The SI licence fee should strictly be written off over 5 years
- h. The entry fees shown as expenditure are for Yvette Baker trophy, and subsidies for Compass Sport trophy & Summer relays
- i. As the current account/petty cash is high, I will return the £1000 to the deposit account.

HAVE ANY OFFERS/SUGGESTIONS BEEN RECEIVED FOR POST OF TREASURER FOR NEXT FINANCIAL YEAR?

Roger Craddock 06/03/2015

Appendix 2: Fixtures report

Past events

Galoppen: - Our main event of the year, the Galoppen, was held at Rams Combe on February 1st and the weather was kinder than predicted. We would not have run out of maps at all had all competitors picked up the correct one – as it was one competitor picked up Brown instead of Blue which, due to the unprecedented demand for Brown, meant we were one short.

The Organiser has asked me to pass on the following:

Competitors Comments:

- a) Controls descriptions printed on map too small
- b) Map tears too easily
- c) When map folded print wears off along the fold line (thumb compass user who folded map many times)
- d) Lack of blank maps in start lanes

SR Comments:

- a) Control descriptions should be pictorial on maps (Light Green and above).
- b) Another workshop on SI would be helpful to refresh/upgrade potential SI Operators (myself included).
- c) Working Party to 'refresh' and update inventory of all QO equipment would be a good idea.
- d) Maps should be printed well in advance of event (2 weeks) to allow review / checking by Controller & Planner.
- e) Refresh of 'Officials responsibilities' would be useful to clarify some of the specifics – for example: responsibility for blank maps in start lanes, programming of SI with courses, etc.

We have also held 3 night events – 17th Jan at Culm Davy, 7th Feb at Lydeard Hill, and 28th Feb at Cothelstone Hill.

Forthcoming Events

All SW clubs have been asked to reserve the weekend of 21/22 November for the SWOA 50th anniversary promotional events and activities.

We have put in a bid to host the Southern Night Championships in late November/early December 2016 followed by our **2017 Galoppen** on the following day. Two other SW clubs have also offered to host – the outcome will be decided at the next SWOA committee meeting.

I have looked at possible dates for the Long-O – at the moment October 4th looks feasible.

With the SWOA 50th anniversary events the calendar is crowded before Christmas. Does the committee feel that it would be acceptable to have 2 QOFLS before Christmas and 4 after? Our 2016 Galoppen is on Feb 28 next year.

Date	Event	Venue	Organiser	Planner	Controller
29 th March 2015:	QOFL5	Crowcombe Heathfield TA4 4BP, ST127343	Chris Philip 01823 252938	Rosie Wych	Andy Rimes
12 th April 2015	QOFL6	Great Breach Wood and Combe Hill BA6 8TP, ST505327	Jeff Pakes 01823 321900	Mike Crockett	Tony Hext

Appendix 3: Website discussion paper

1. Structure

We need to decide what structure we want. Currently the top level is this

Home	New to Orienteering	News	About QO	Junior Page	Events	Results	QOnicle	Documentation	Permanent Courses
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But we also need to sketch out how we would like each page to look (see later)

Do we want Map storage? Maybe these pages could be controlled by Bill and Jim so that the latest version is always available.

Do we want a photo gallery?

Could we ask members for photos of the Quantocks for the website?

2. The look

We need to define the look we want. That means we should sketch out the banners and layout, come up with pictures and define the Colour scheme (normally this would be in line with the colours we use for our kit. So does Anyone know the colour codes for our Green and Yellow)?

We also need to define the images we want to use. Do our members have any nice shots? Perhaps we could set up a shared photos folder? Flickr or such (I have set one up but don't actually have any photos of my own).

I dragged a couple of examples from the web that would work nicely across the top of a web site but we would need to try and get access to the originals.



3. Interactivity

User update able - but which bits? Both Devon and BOK have login, but what for? I have written to Bristol to ask them but they have not answered. Does anyone else know who we could ask about what either Bristol or Devon use these sections for?

- BOK have a Strava report, should we do this? I have set the club up on Strava so it will be easy.

- Should we interact with park run?
- Twitter - Someone needs to volunteer to manage this (publicity officer)
- Facebook, - Someone needs to volunteer to manage this (publicity officer)
- RSS feeds - This goes with the news stuff but again we need a volunteer
- calendar sharing - this is pretty straightforward and could be part of the events and Junior pages

I think we want a series of club email addresses that can be used to forward enquiries to our own addresses. Committee document sharing could be done through a login area

4. Functionality (goes with structure)

This should be considered on a page by page basis so here are some ones I've thought about:

4.1 Home

If we have a "next event" and "Latest Results" bit on the Home page then these could be user updatable - allowing us to flag cancellation and to upload result tables

4.2 Events

Interactive map as per Devon and BO site to show our upcoming events - I checked the source code for this and it looks quite do-able

Each event could have its own page with access to the latest map (as per Devon) and links to both googlemap and Bing as well as postcode info and lat long

Devon report on what events are happening around them (us and Kerno), we could do this and also link in to the Galoppen dates

Chris might also be interested in putting summer relay events into this area - or maybe a members page?

4.3 About QO

This could include committee info and contact emails - using website forwarding addresses

4.4 Mountain bike orienteering

Should develop a page or does Will already have a site?

4.5 maps

A maps page (either up front or behind a password) would allow planners to get the latest version and would help to spread the risk of a computer crash taking out part of our library. Devon have open access to maps but no one else seems to have gone this way.

4.6 Training

A training page could include all the coaching tips (we can drag from anywhere), coaching sessions and the Strava links

5. Technical Questions

This is a series of questions that we need to ask ourselves and our web site developer.

- Do we want a Mobile version of the site? (the current version is almost unreadable on a phone)
- Will the Design be fully tested for different screen / browser types (inc mobile)
- Will the design be Cookie compliant? This is an EU legal requirement.
- Will we receive regular reports of web traffic (which pages are used and which not - include timings) and if so what would we decide on the back of this info?

Summary of Immediate Actions

- Committee to agree the top level structure for the site
- Someone to sketch out how each page should look SM volunteer if no other
- Jim and Bill to consider a map page
- Someone to ask members for photos and arrange shared folder (eg flickr)
- Someone to identify the colours we use for our kit (these need to be colour coordinates)
- Committee need to decide how much interactivity we want and are prepared to support (hello Vikki)
- Committee need to decide if we want a mountain biking page?
- Someone to make contact with either Bristol or Devon committee to find out about their member's areas