



Quantock Orienteers – Minutes of Committee Meeting

12 October 2015 at 67 Staplegrove Road

1.1 Attendees: Roger Craddock (Treasurer), Rosie Wych (Secretary), Bill Vigar, Chris Hasler, Julia Robertson, Gavin Clegg
Apologies: Spencer Modica, Bob Lloyd (Chairman)

2.0 Previous Meeting on 11 August 2015

2.1 Minutes approved

2.2 Matters arising

Actions from previous meetings

4.1 Write QuOnicle article on pictorial descriptions: Julia to do in the autumn – next edition of QOnicle

4.3 Julia – circulate QOFL venues and planners – done at meeting – see later agenda discussion

5.1 Advertise JOG as suitable for adults – Julia – to do after discussion with Roger and Judy over wording, also to adjust event calendar in QOnicle for autumn term

6.0 Rosie – update contact details list – in progress – forward updated list to Roger for BOF affiliation - done

6.6 Bob – approach Adele as replacement editor – declined

6.7 Judy to target JOG personnel as potential planners – see later discussion

7.2 Investigate use of Tetton House: Bob - still to do

7.3 Ask Jeff to find permanent course coordinator – Richard – unknown

8.0 Propose dates for SI training – Rosie – deferred until season starts – learner session to be attached to a QOFL and a Saturday for advanced – Andy to confirm. **Andy has done some training with Roger which enabled him to set up QOFL 1 and QOAD 1. Roger was also able to put results on the website.**

9.2 Inform Adrian/Mike about QuOnicle decision – see later discussion

3.0 Money

3.1 Finance report presented by Roger. Gavin suggested that an additional column be included to show figures at the 6 month stage for the previous year for comparison

3.2 £500 grant received from Somerset Community Foundation. Suggested that this could finance badges and O tops for juniors and advertising for the SWOA anniversary event 21 November. Representatives have been committed to a 2hr Smokefree Sports intervention training session on 13th January at Wellington.

3.3 Suggestion of purchase of an SI schools kit. Gavin to advise Roger of cost. Post meeting discussion with Andy agreed that whole kit was not necessary as most of the parts were already in house. Purchase of a number of SI boxes was all that is required plus attachment to simplify control setting

3.4 Query over availability of SWOA funds for the anniversary event – Julia to contact Richard Sansbury

4.0 Events

4.1 After discussion it was agreed to add a Short Green to QOFL events to review at the end of the season

4.2 Report on the QO Weekend of Orienteering was that it was a successful and well received event (complimentary emails from 5 competitors). A non QO helper unfortunately fell and broke her wrist. Rosie to query insurance position over non-member helpers and also clarify with BOF the position over juniors and road crossings

4.3 Ray Toomer to plan Club champs – date and format to be discussed as an agenda item at next meeting

4.4 January 1 confirmed as the 6th QOFL (actually as QOFL3). Some refreshment to be provided to signify the seasonal occasion. Date of QOFL 5 still to be confirmed **Judy and Roger to provide mulled wine and mince pies**

4.5 21 November SWOA Anniversary Event – Roger and Judy have planned courses around Taunton town centre to encompass JOG style standard plus a maze event in Goodlands Gardens, children's relay etc. Jim Mallinson to enlarge Longrun Meadow section to enable the provision of a FOX course. CATI from 11.00 and JOG 2-3pm

Julia and Roger to produce advertising poster and fliers for the day

Julia to register it as an activity.

Julia, Gavin, Rosie and Chris offered volunteer help on the day

4.6 Jim Mallinson to control QUOD 2 January

4.7 Bridgwater Urban Event:

Planner Gavin Clegg

Organiser Roger Craddock – presumes to draw on any team member for volunteer help at this event

Controller – still needed – Julia to approach Katie Dyer

4.8 Level B controller needed for Southern Night Champs November 2016 – action Julia – Richard has been approached for names, Gavin also suggested Charlie Daniel and Alan Honey

4.9 Galoppen 28 February 2016 Jim Mallinson to plan and Chris Kelsey control

Ray Toomer suggested to plan QOFL2 with Pete Acres – Julia to contact Andy re controlling

Rosie volunteered to control QOFL 5

Suggested that Jeff and Chris target potential organisers to shadow them early season to enable them to gain experience for later events

5.0 Activities

5.1 JOG – full list of events is in place for the autumn term and the spring term is in progress. . Idea suggested of having one final JOG at the start of the summer term.

5.2 The following were suggested as potential planners – Grace and Paul Williams, Ed Reay, Neville family, Jenny West, Emma Wood, Dipak Menari, Linda and Hazel Budd, Andrew Collins plus juniors Tom Hasler, Kieron Hopkins and Luke Shopland.

5.3. Format of coaching now is to have a short session (1.15 onwards) prior to a JOG drawing newer recruits to give 6-8 participants. Juniors are now willing to travel further afield to events.

6.0 People

6.1 One new member. Over 130 members comprise the membership units

6.2 Jeff issued a report on volunteering – see appendix Jeff /Julia to work together to utilize volunteers. Discussion over issues of scheduling events so as not to clash with other events in the region. Gavin to reply to Jeff with discussion comments. [See appendices](#)

6.3 Club captain reported on the enjoyable nature of the Caddihoe Chase. Suggested Provision of transport for the Compass Sport Cup in February.

7.0 Places, Mapping

7.1 Permissions- all in place for the events this autumn

7.2 A strimmer has been purchased to maintain Long Run Meadows by the association – Ed Reay to use as a community volunteer. Roger to query insurance for this.

8.0 Equipment

8.1 Roger has supervised SI kit in absence of Andy. Box 150 is missing from collection. Bill to investigate when last used

9.0 Communications

9.1 Confirm that Spencer has asked Nathan to quote for the website requirements set at the working party meeting

10 AOB

10.1 The use of What3words was discussed as a future option for locating an event in direction details. It is the organisers responsibility that directions to an event postcode is correctly advertised

10.2 Rosie conveyed the BOF requirement that from 2017 all event officials must have had safety training. As a teacher Rosie is apparently “qualified” to disseminate the training materials which can be obtained from BOF and will look into this.

Actions

From prior meetings:

Meeting missed discussion on future of Quonicle and editor, however a meeting of the working party is now arranged for 3 November – Spencer, Rosie, Adrian and Gavin to attend

- > Julia Article on pictorial descriptions for QOnicle
- > Julia Advertise JOG as suitable for adults
- > Bob Continue to explore use of Tetton
- > **From meeting:**
- > Roger to research 'age' of QO and a possible Anniversary Event in place of Long 'O' in 2017.
- > Rosie Supply Roger with updated contact list/club positions for BOF -
- > Roger to forward with cheque to BOF **DONE**
- > Julia Contact organisers to check postcodes on details - Roger to find and forward postcode for QOFL1
- > Rosie Ask Jeff to take Nick Fernandez off volunteers list - and find a replacement for them in team 1. **DONE**
- > Julia Contact Richard/SWOA regards funding for anniversary event
- > Roger Add extra column to finance report to show previous 6 month position **DONE**
- > Gavin Advise Roger on cost of SI schools kit **DONE**
- > Rosie Contact BOF re insurance/road crossings
- > Julia/Roger Poster for anniversary event plus fliers for hand out on the day
- > Julia Approach Katie Dyer to control urban event
- > Julia Email Andy re controlling QOFL 2
- > Chris Look for trainee controller for QOFL 5
- > Rosie Contact Jeff to do the same for QOFL 6
- > Jeff/Julia Work together to utilise volunteers
- > Gavin Reply to Jeff's volunteer report
- > Roger Check insurance for use of strimmer in Long Run Meadow
- > Bill Investigate loss is control box 150. **Last used at Great Breach Wood. Mike has checked that it was collected. Still not located**
- > Rosie Confirm to Spencer that he contact Nathan re website quotation **DONE**
- > Bob Check permission for food van at St Audries Galoppen
- > Rosie Apply to BOF for event safety workshop materials. **Since the meeting Richard Sansbury has also volunteered to lead training sessions from February 2016. The committee have welcomed this proposal and Richard and Rosie will liaise to formulate a plan. Richard has suggested 2 sessions are needed with 6-8 at each session. Suitable venue needed**

> Rosie check that Bob will doodle poll next meeting for 2 week period from 30 November **DONE**

Appendix 1

VOLUNTEER CO-ORDINATOR'S REPORT for QO committee meeting 12 October 2015

Dear All,

Thought I'd summarise what I've been up to on the volunteering front and things I've noticed. None of the following are items for the agenda as such.

Recent work done:

1) Quonicle article- plea for planners and list of QOFL teams for the season

The teams have been balanced to ensure a mix of, families/ individuals and skills and abilities e.g in SI / car parking.

2) Liaison with Julia R on vacancies for forthcoming season's officials and suggestion of suitable people and trying to ensure inexperienced officials get suitable mentoring (Julia mooted idea of a progression for QO planners from JOG through to Level B controllers, with mentoring, where possible)

3) QOFL2 Ham Hill – have targeted in vain several individuals for Ham Hill planner. Have just asked Ollie Frost. If I fail will try Keith Bolling then maybe Roger Dickey.

Absolutely no emails from anyone volunteering help but lots of rejections (QOFL2).

4) Email exchanges with a regular planner who has quite strong views on the amount being asked of our regular planners*

5) POC's – Ed Reay (& Vikki Page?) Say they can trim vegetation at Long Run. No more feedback on state of the other courses.

Issues:

PRESSING: No planner for QOFL2.

QUITE PRESSING: QuOnicle editor and distributor needed. What's the plan if we don't get a new editor?

GENERAL THOUGHTS:

1) Pressure on small group of planners and various injuries to regular planners over the past two years (e.g. Spencer, Tony M, Keith B, John T)

2) Most of the new QOFL organisers over past few years have been "one event wonders"

3) Club now putting on QOFLs with 100+ runners, where QO members are easily outnumbered by individual clubs (QOFL6 Great Breach Wood- 30% QO members, nearly as many from BOK). Inexperienced and aging orienteers need longer time for their runs so shorter help shifts at QOFLs; this meant 20 helpers at above QOFL

4) Is our event programme too big for our size of club? *

5) Should we be cancelling events after a certain point when we don't have officials in place?

6) How much can we reasonably ask of people?

*Event programme too big?

-The planner I conversed with said he'd spoken to a prominent figure in BOK and between them they reckoned BOK had 10 times the active members as QO (alternatively compare the size of Bristol vs Taunton) for a similar size of events programme. This planner doesn't think it's fair to ask a member to plan more than one QOFL and one JOG, say, which is all certain other clubs would ask for, he says.

Jeff Pakes, 9 October 2015

Appendix 1a

From: gavin.clegg@outlook.com
To: jeffpakes@hotmail.com
Subject: QO volunteer co-ordinator's report, for committee meeting
Date: Fri, 16 Oct 2015 11:45:40 +0100

Hi Jeff

As I chaired the recent committee meeting I have been asked to reply to say thank you for the report. Your points were discussed. Julia said how well the two of you seemed to work. The planners and organisers for upcoming events was resolved in the main. Quonicle is being addressed by the communications WP

Yes you are right about the pressure on a small group of planners, but this is little different from other sports clubs (not just orienteering) and will probably always be the case. The club does attempt to encourage new planners and organisers and this was discussed in detail.

It was felt the event programme was manageable but nothing more should be taken on other than what is already in the pipeline.

Cancelling events would be a last resort as continuity of programme, particularly the JOG's is important.

I hope everything is going well for Sunday and see you there.

Regards

Gavin

Appendix 2

Treasurer's Report to Committee

up to 30th Sept, 2015 (4 months)

Income & Expenditure since beginning of financial year 2015/16

	Income	Comment
JOG. Grant/donations	£730	Somerset Community Foundation for family activity. SASP. TAC.
YHA Accommodation/food	£399	Okehampton. Caddihoe Chase.
Long 'O'	£234	Fabian4 (Aug) and EOD
Clothing sales	£192	6 shirts sold
Club Championships. Entries/parking	£175	Parking fees of £17 to Cothelstone Manor
JOG map sales	£106	9 events
Relay. Entries	£33	Devon Relays
Membership subs	£8	Simon Beck
Total income	£1,877	

Expenditure

O' tops	£573	16 NoName tops + 2 QOTS tops
YHA accomm/food	£443	Caddihoe Chase.
JOG badges	£319	Badges for revised levels.
Relay entries	£210	Summer Series 50% subsidy
Long 'O'. Access fee, catering	£123	Badgeworthy Land Co.
Quonicle, postage	£119	2 editions
Club Championships	£63	Hall, food, parking
SI equip	£63	SIAC card purchased by Andy Rimes
Website	£60	Monthly fee. £15pm
Trophies	£45	Engraving
Levies	£28	BOF. Club Champs
Gift	£10	Auditor.
Total Expenditure	£2,056	

Excess Expenditure over Income £179

RLC. Treasurer

10th October 2015

Notes:

1. A £30 donation was made to Cothelstone Church from the Club Champs.
2. SASP made a donation of £200 for our help in running the Yr4 'O' Festival at Norton Camp
3. TAC paid expenses for running an event at Somerset College in their StarTrack week.
4. Committee agreed to increased subsidy for QO tops
5. YHA accommodation and food was booked for JOG for Caddihoe Chase
6. Long 'O' entry fees for Sept due at the end of October
7. Most of the Subscriptions will come in January