

Quantock Orienteers – Minutes of Committee Meeting

7 March 2016 at 67 Staplegrove Road

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

2.0 Previous Meeting on 10 December 2015

2.1 Minutes approved

Actions from previous meetings:

1. Julia - article on pictorial descriptions – ACTION - complete
 2. Julia - advertise JOG as suitable for adults – ACTION - to be done on new website
 3. Julia - approach Katy Dyer to control urban event – DONE - Jon Parfitt (Sarum) to control
 4. Rosie - query if 150 was lent to Devon - NO says Andy
 5. Roger - include equipment insurance cover for strimmer etc. – DONE – paid by Friends of Longrun Meadow
 6. Gavin - promote orienteering foundation in next QuOnicle – ACTION -to do
 7. Roger - breakdown of Longo finances – DONE – profit of £713
 8. Bill - inspect Orchard Portman to see if suitable for future events – DONE – possible for use in autumn 2016
ACTION – Bob to clarify permissions
 9. Julia - make changes of date to QOFL programme inform Rosie before 23 December for AONB advertising of Blackdown events – not relevant as date passed before events were finalised
 10. Julia/Bob - draft letter to BOK/SWOA about "poaching" event dates – after discussion this was changed – rather than a complaint as soon as QO dates are proposed these should be circulated to SWOA/Devon/BOK
ACTION – Circulate proposed fixture dates to surrounding clubs when appropriate - Julia
 11. Chris - organise Compass Sport cup entries - DONE
 12. Gavin - check website for search and rescue procedures and rationalise the Information – FROM DISCUSSION AT VARIOUS POINTS OF THE MEETING IT WAS RECOGNISED THAT THE ORGANISERS PACK NEEDED A REVIEW AND A NUMBER OF CLARIFICATIONS:
-A hard copy of the procedures needs to be available for reference at the event
-Risk assessments need to be handed to the secretary for filing
-Flyer/final details to be available on website
-Event warning notice needs to go onto the site a week before the event if involves public usage
-Inform parish council 2-4 weeks in advance of event
-QO banner needs careful erection and should be removed in very windy weather
- Use of clock and map boxes should be at the discretion of the organiser after consideration of venue/event size
ACTION – Review organiser's pack – To do for new website
 13. Julia- requests Nathan to automatically remove past events from website – ACTION - To do for new website
 14. Roger - mentor Vikki as novice organiser - DONE
 15. Gavin - look at utilising non-orienteer volunteers – DONE – for the Bridgwater Urban. The Air/Sea Cadets have asked for a donation for their services. It was suggested that they could donate their services for Sport Relief and be rewarded with half price entry to an event (in line with existing volunteer reward)
 16. Rosie - inform D of E of opportunities for volunteering for participants – DONE – Chris has also promoted orienteering to the Air Cadets as useful 10 Tors training
 17. Roger (with Judy) - names of potential planners from JOG to Jeff to update Volunteer experience data so that he can produce a better list DONE – Judy has also emailed volunteers to suggest attendance at ES Workshop
 18. Bob- compose the chairmanship welcome email – In Progress
 19. Gavin - check committee details in QuOnicle Rosie - email Gavin the updated details so he can do this - DONE
 20. Rosie/Roger - check Galoppen charge structure and other clubs entry fees - DONE
 21. Rosie- complete Fabian procedure for Galoppen entries - DONE
 22. Bob/Julia/Bill - meet as Fixtures working party to discuss event Calendar, club champs etc.
ACTION – CONFIRM DATE FOR Club Champs in September
 23. Spencer - continue to push website change etc. with Nathan - produce a time scale?
ACTION - In progress – see main meeting detail
- Other actions suggested by Roger
24. Roger. Send history of QO (as compiled by Mike C) to Gavin for amendment and inclusion in Quonicle. Add Anniversary event as item for next meeting. DONE – Gavin working on this
 25. Rosie. Propose date for safety workshop by Richard S after Feb. DONE
 26. Roger. Payment to Simon Beck for Huish Woods mapping - DONE
 27. Jeff Pakes. Bring together forum of IT competent volunteers to discuss and run IT. Ditto for planners.
ACTION – further training meeting to maintain competence – Rosie/Andy

28. Spencer M. to produce invoice and pass to Roger when satisfied with Nathan's website – not relevant yet

3.0 Money

3.1 Finance Report – see appendix. Finances compare favourably with previous years. More income however from grants rather than entries, but there are 3 more events in this financial year. Whereabouts of £50 grant from SWOA was queried

ACTION – email SWOA treasurer Mark Locket – Rosie

Gavin suggested that £120 should be ring-fenced annually in the budget to cover SI licence – agreed. ACTION - Roger

4.0 Events

4.1 Fixtures Report – see appendix. Difficulty of getting volunteers to man the event on 1st January was noted.

Steve Hopkins and Ed Reay suggested as potential organisers

Letter of complaint “horse v. car” – see appendix. Much email discussion has taken place prior to the meeting. See appendix. Advice for future events is covered in the ACTION - organisers pack section. The incident detail needs completion on the BO form and this step communicated to Mr Rippingale the complainant

ACTION – Chris – complete accident form, send to Bob and Roger to check before forwarding to BO

ACTION – inform MrRippingale that the incident has been reported to BO – Rosie – DONE

5.0 Activities

5.1 JOG report – see appendix

5.2 Coaching – the badge scheme for juniors was re- launched this term but has raised little interest. Some individuals need to be targeted and a re-think required for the autumn term

ACTION – review coaching for autumn term – Chris

ACTION – Roger/Judy promote coaching activity during the summer

6.0 People

6.1 Membership - see appendix

6.2 Completion of volunteer survey. Rosie completed the original survey but there was a lack of support for promulgating this to club members. Chris reported a very healthy volunteer response for the recent Galoppen

6.3 Club Captain – Chris reported a small number of entries for the JK but has constructed several relay teams. For the Yvette Baker the invitation to parents to accompany will be necessary in order to produce a larger team

7.0 Places

7.1 Mapping – see appendix for Orchard Portman. Bill will make progress on the map for Southern Nights when requirements are received from the planner/Julia. Work ongoing for Long O with Devon

7.2 Permissions – all in place for this season. Ramscombe permission in principle ready for November event

7.3 POCs – no information about progress made on the Yeovil POC.

ACTION – Bob – update POC list

8.0 Equipment

See appendix from Andy.

Discussion over points made came to these conclusions:

- 60 controls needed for the November event – Andy to liaise with Devon to borrow boxes etc.
- Use of a timemaster to set control boxes for event met with mixed opinion – concluded to be unnecessary but Gavin suggested that Andy chat with Wessex as they use one

- Replace lost box 150
- Purchase replacement for faulty purple SI key
- Purchase of SIAC dibbers was viewed as unnecessary

After the meeting there was lengthy email communication over the purchase of electronic equipment. In summary a proposal that the SI manager was permitted to purchase up to £1000 of equipment was seconded and passed. Whether this is used to buy additional control boxes is still under some debate but the expertise of the SI manager is to be relied upon

9.0 Communications

9.1 Website – Spencer reported that Nathan was due to produce sample “templates” for a website by Friday 11 March, with 2 more weeks for other detail and 1 week to work on the mobile version. Suggested that 1 week be allowed for viewing of samples. Main issues are the need for functionality/addition of content by club officials and an auto remove facility as dates of events go by.

ACTION – Spencer – communicate with Nath and committee on website progress

Quonicle – Gavin unable to meet deadline due to commitment to success of Bridgwater Urban Event but will continue to make progress as time permits

ACTION – Judy – email /write to members to ascertain numbers to receive hard copy

10 AOB

10.1 Use of Fabian 4 for entries was useful but the deadline can be closer to the event

10.2 Event Safety Workshop was well received despite the apprehension of some of the attendees

- Rosie had provided the orienteering help requested by Wiveliscombe Primary School by providing an activity for 150 children
- SINS is no longer produced and information about area events needs to be viewed on the BO website
- Support requested for the summer relays (12 June- 17 July)

ACTION – Spencer – contact BO to see if QO fixture details can be transferred directly from their database

10.45 Meeting closed – Bob to doodle poll for date of next meeting mid-May

Actions from Meeting

1. ACTION –clarify permissions for Orchard Portman - Bob
2. ACTION – circulate proposed fixture dates to surrounding clubs when appropriate – Julia
3. ACTION – Review organiser’s pack – To do for new website
4. ACTION - Bob- compose the chairmanship welcome email
5. ACTION – further training meeting to maintain competence – Rosie/Andy
6. ACTION – CONFIRM DATE FOR Club Champs in September – FWP
7. ACTION – email SWOA treasurer Mark Locket – Rosie DONE – email link via SWOA failed. Gavin asked Mark at the SWOA meeting who said that the money was transferred in December
8. ACTION – Roger – include £120 in annual budget for SI licence
9. ACTION – Chris – complete accident form, send to Bob and Roger to check before forwarding to BO - DONE
10. ACTION – inform Mr Rippingale that the incident has been reported to BO – Rosie – DONE
11. ACTION – review coaching for autumn term – Chris
12. ACTION – Spencer – communicate with Nath and committee on website progress
13. ACTION – Judy – email /write to members to ascertain numbers to receive hard copy
14. ACTION – Roger/Judy promote coaching activity during the summer
15. ACTION – Spencer – contact BO to see if QO fixture details can be transferred directly from their database
16. ACTION -- Bob – Update POC list

Approved

..... Bob Lloyd (Chairman)

