

Quantock Orienteers – Minutes of Committee Meeting

18 May 2016 at 67 Staplegrove Road

1.0 Attendees: Roger Craddock (Treasurer), Rosie Wych (Secretary), Bill Vigar, Chris Hasler, Julia Robertson, Bob Lloyd (Chairman), Judy Craddock, Jeff Pakes. Apologies: Spencer Modica, Gavin Clegg (pre-meeting comments included in appendices – however it was found to be very difficult to include written comments in discussion and the chairman felt that comment should be made only by those physically present at meetings)

2.1 Approval of Minutes

2.2 Matters arising:

1. ACTION –clarify permissions for Orchard Portman - Bob DONE – but have learnt to confirm arrangements when event date set. Bob and Bill to review parking and usage of Young Wood
2. ACTION – circulate proposed fixture dates to surrounding clubs when appropriate – Julia - ONGOING
3. ACTION – Review organiser’s pack – To do for new website - ONGOING
4. ACTION - Bob- compose the chairmanship welcome email - ONGOING
5. ACTION – further training meeting to maintain competence using SI– Rosie/Andy ACTION – Training refresher date to be set near the start of the 2016/7 season
6. ACTION – CONFIRM DATE FOR Club Champs in September – FWP – see events section
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 – DONE - the money had actually gone into the deposit account
8. ACTION – Roger – include £120 in annual budget for SI licence – IN PROGRESS – noted for future treasurer action
9. ACTION – Chris – complete accident form, send to Bob and Roger to check before forwarding to BO – DONE – Chris however intends to enquire on any outcome by contacting BO
10. ACTION – inform Mr Rippingale that the incident has been reported to BO – Rosie – DONE
11. ACTION – review coaching for autumn term – Chris TO DO – with Judy when autumn JOG dates set
12. ACTION – Spencer – communicate with Nath and committee on website progress – NO PROGRESS
13. ACTION – Judy – email /write to members to ascertain numbers to receive hard copy – DONE - approx. 10 printed in house by Roger and sent out to those who responded positively to email. Approx.cost£1 including postage.
14. ACTION – Roger/Judy promote coaching activity during the summer - IN PROGRESS – Judy enlisted Ben Doherty to do 3 evening sessions in June 6-8pm.Jeff may assist. Roger to doodle poll for attendees and check tax implications as remuneration of £25 per session suggested and a charge of £5 for the series
15. ACTION – Spencer – contact BO to see if QO fixture details can be transferred directly from their database – UNKNOWN
16. ACTION -- Bob – Update POC list – IN PROGRESS – check utilization of BO POC section

Agenda was then adjusted to accommodate the early departure of Judy Activities (20.30)

5.0 Activities

5.1 Junior Orienteering Group – see appendix plus the overall season winners. No summer term events

5.2 Coaching – see Action 14 above plus Chris to query if Ben Doherty can run for QO in summer relays as he is already a member of SBOC. Chris commended Roger and Judy for their continued commitment to JOG. Rosie commended Chris for his work leading QO teams and the progress of the juniors to reach the Yvette Baker final on 3 July. Mini bus to be organised for transport

6.0 People

6.1 Membership – see appendix. Congratulations to Brian Fletcher on becoming a father

ACTION – ASK Rebecca O’Mahony to continue to offer First Aid training in the future - ROGER

Completion of volunteer survey – ACTION – forward link to Judy to circulate membership – ROSIE

Volunteer Report – see appendix

Discussion followed on the merits of removing the IT experts from the 3 team volunteer structure so that they could be allocated to cover the whole QOFL season adequately and avoid last minute problems. Clarification is needed on the responsibility for setting up each event as opposed to running SI on the day.

MOTION - Andy and Jeff to identify the SI co-ordinators for the whole QOFL season so that 2 are allocated to each event. PASSED

The 3 team system to continue with SI co-ordinators included who may also fill other volunteer roles according to availability and willingness

6.2 Club captain see appendix

3.0 Money

3.1 Finance report – see appendix for detail as far as 30 April
Steve Robertson hopefully to take over as Treasurer from 1 June

4.0 Events

4.1 Report on recent events – QOFL5, 6, Bridgwater Urban – see appendix

Extra events like the Bridgwater Urban need to be included on the calendar more promptly in future. Roger commented on the Bridgwater map being copyright of Gavin who charged £1 for each map used. The quality of the map was commended. As Bridgwater council gave a grant towards the map/event it was felt that they could be offered access to the tourist trail map as part of their activities provided for tourists and as a legacy of the event.

ACTION – Liaise with Bridgwater council to find out if they would like access to the tourist trail resources – GAVIN
Discussion followed over the need for appropriate publicity for QO regular and other events.

Provision of toilets at QOFLs is also variable. An extra meeting was suggested to have the time to discuss event structure and other major issues like communications which are difficult to cover in a lengthy normal committee meeting was suggested. This is to be the focus of the meeting set for early August.

ACTION – download organizers check sheet from website, include changes from the last meeting and forward to the committee for suggestions - ROSIE

4.2 Plans for future events – QOFLs – Julia has suggested dates which need some revision

ACTION – circulate revised QOFL dates including QOFL1 on 25th September – Julia - URGENT
QOADs next season – to be set once the JOG calendar completed – AWAITING QOFL FIXTURES
Southern Nights/Galoppen – event organisation – Suggested team:

Planner – Richard Sansbury

Controller – Roger Hargreaves

SN Organizer – Roger Craddock assisted by Chris and advised by Gavin

Galoppen – Rosie Wych

SI – Andy Rimes

This team has since been accepted by SWOA and will meet Thursday 26 May

ACTION – enlist Ted Heath to produce trophy for Short Green series winner – Roger

ACTION – return chairman's trophy – Bill

ACTION – query anniversary of club foundation

Long O – both days on Dartmoor. Mapping activities in progress. Devon have more responsibility as events on their area.

ACTION – Forward Long O event details to Julia – Rosie

Club Champs – set for afternoon of Saturday 10 September. Ray Toomer to plan – he is in receipt of event format.

ACTION – approach Mike Crocket and Roger Dickey to act as officials at Club Champs - Julia

7.0 Places

7.1 Mapping – progression planning for map ownership and updates – value of Simon Beck to update maps was accepted. Programme used by Dave Holmes to convert Bill's files needs identification

ACTION – contact Simon to pursue mapping activities – ROGER

ACTION – contact Richard to pass mapping detail needed for SN/Galoppen to Bill to facilitate updates - ROGER

7.2 Permissions – see appendix – all progressing satisfactorily

7.3 Permanent Courses – progress with Yeovil – unknown. Value of printed map packs (e.g. Vivary Park) questioned if they are available to download. Mark Maynard attempting to provide further packs for Vivary Park. Ed Reay has not continued to trim around the Long Run Meadow controls and another volunteer is needed to do this

ACTION – approach Vikki Page to ask if he husband could volunteer for LR Meadow, otherwise email membership to ask for volunteer – Roger

8.0 Equipment - Andy is gradually replacing the batteries in the SI boxes and looking at the walkie talkies which do not work, Will purchase replacement for lost box 150 and other equipment as deemed necessary up to £1000

9.0 Communications

9.1 Website – progress with Nath at VEU design – position unknown due to Spencer not being at meeting.

ACTION –email Spencer to clarify position with Nathan– Rosie

Committee strongly felt that a progress needs to be made. With Spencer’s acknowledgement contact to be made to Bryan Smith/Devon and Wessex to compare the functionality of their websites as an alternative. Jeff and Gavin to do this after contact from Spencer. Rosie has emailed Spencer appropriately.

9.2 Offer from Simon Beck – Gratefully received but felt he would be more valuably employed for his mapping skills. Roger is in communication with Simon accordingly

9.3 Future of Quonicle and weekly update- discussion deferred through lack of time for such an important issue

10.0 Any other business

10.1 Tightening up administration/paperwork/organisation of events/realisation that committee decisions need to be disseminated to relevant personnel – this has already been covered in the events section organizers pack item

10.2 Parking fees at events – proposal that fees paid to landowner equate to the actual number of cars was passed although there was great deliberation over who sets the parking charge at events which was not really concluded

10.3 Training workshop attendance – need for training for volunteers who have not attended

ACTION - produce list of members who need to complete ESW training in order to be able to suggest with Richard future dates – Jeff

10.4 Preparation for AGM

ACTION – once venue confirmed, produce agenda and ensure notice is put on website and emailed to members – Rosie

Meeting closed 11.30pm

Extra meeting to discuss major items not covered set for early August – date to be doodle polled by Bob and agenda produced

Signed

Chairman

Summary of ACTIONS

From previous meetings:

- 1. ACTION – circulate proposed fixture dates to surrounding clubs when appropriate – Julia - ONGOING**
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21. **ACTION –email Spencer to clarify position with Nathan– Rosie**
22. **ACTION - produce list of members who need to complete ESW training in order to be able to suggest with Richard future dates – Jeff**
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