

Quantock Orienteers – Minutes of Committee Meeting

8 August 2016 at 67 Staplegrove Road

1.0 Attendees: Roger Craddock (Treasurer), Rosie Wych (Secretary), Bill Vigar, Chris Hasler, Julia Robertson (from 9pm), Bob Lloyd (Chairman), Judy Craddock, Jeff Pakes. Spencer Modica as resigned from the committee.

Apologies: Gavin Clegg, whose verbal resignation to the chairman was confirmed after the meeting

Priority Items:

- Website and communications. Jeff reported on the negotiations made by Spencer with Nathan over the redevelopment of the website and his research into other options. Nathan has given the existing site design a makeover but little else. The two other options under review are the PF designed one (used by DEVON OC) and utilising Mike Kite to produce the Wimborne style option. Jeff favours PF (Paul Frost?) design despite the expense (£2000plus £110 annually). Roger was concerned that the role of the Communications sub-committee was removed from this process. Rosie explained that as Spencer had not communicated his progress with the committee it was difficult to pursue this route. As the whole lengthy process is still not resolved it was concluded that Jeff would utilise the IT experience of Lee Gilham, Gavin and Adrian and report final recommendation to the committee by 22 August.

Gavin's weekly update was viewed as valuable but should be accessed by a wider audience and without an editor the QuOnicle remains dormant. A new website should facilitate the whole issue of lack of communication, promotion and publicity within the club.

Gavin had suggested that publicity officer should facilitate the whole issue of lack of communication, promotion and publicity within the club. Gavin had suggested a funded publicity position. This was rejected.

- Volunteer rewards – club jackets had been suggested by Gavin for all volunteers. This was felt to be excessive, but Roger as QWO organiser is to look into the costs involved as they may be appropriate to provide for main volunteer helpers for that event.

2.1 Approval of Minutes of previous meeting – done. These should be displayed on the QO website.

2.2 Matters arising:

- ACTION – circulate proposed fixture dates to surrounding clubs when appropriate – Julia - ONGOING
- ACTION – Review organiser's pack – To do for new website – DONE- Also to add Orienteering Course Planning Guidance document recommended by BO to the website
- ACTION - Bob- compose the chairmanship welcome email – DONE – but to be checked by Judy
- 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
- ACTION – CONFIRM DATE FOR Club Champs in September – DONE
- ACTION – review coaching for autumn term – Chris TO DO – with Judy when autumn JOG dates set
- ACTION – Spencer – communicate with Nathan and committee on website progress - SEE ABOVE
- ACTION – Spencer – contact BO to see if QO fixture details can be transferred directly from their database – UNKNOWN
- ACTION -- Bob – Update POC list – IN PROGRESS – check utilization of BO POC section ACTION – Jeff to check state of Vivary, Longrun Meadow and Ham Hill before adding to the BO database
- ACTION – ASK Rebecca O'Mahony to continue to offer First Aid training in the future – ROGER – DONE. Becca has also agreed to supply cover for QWO when a Risk Assessment is completed by Bob
- ACTION -Completion of volunteer survey - forward link to Judy to circulate membership – ROSIE - DONE
- ACTION – Liaise with Bridgwater council to find out if they would like access to the tourist trail resources – GAVIN - UNKNOWN
- ACTION – download organizers check sheet from website, include changes from the last meeting and forward to the committee for suggestions – ROSIE - DONE
- ACTION – enlist Ted Heath to produce trophy for Short Green series winner – Roger – DONE. QOFL trophies displayed and missing two identified.
- ACTION – return chairman's trophy – Bill - DONE
- ACTION – query anniversary of club foundation – ONGOING. Dave Livsey (DEVON OC) identified as likely source of information.
- ACTION – Forward Long O event details to Julia – Rosie - DONE
- ACTION – approach Mike Crocket and Roger Dickey to act as officials at Club Champs – Julia – DONE - and Julia to act as organiser

19. ACTION – contact Simon to pursue mapping activities – ROGER – ONGOING - ACTION – check progress on vegetation mapping for QWO. Simon has mapped Norton Manor Camp in OCAD. Cost (£200) has been shared with SASP
20. ACTION – contact Richard to pass mapping detail needed for SN/Galoppen to Bill to facilitate updates – ROGER - ONGOING
21. ACTION –email Spencer to clarify position with Nathan– Rosie – DONE – no reply – see above
22. ACTION - produce list of members who need to complete ESW training in order to be able to suggest with Richard future dates – Jeff – DONE/ONGOING
23. ACTION – once AGM venue confirmed, produce agenda and ensure notice is put on website and emailed to members – Rosie – SEE LATER DETAIL
24. ACTION – promote coaching in summer – Roger/Judy – DONE – this has continued – see report. ACTION – ROGER/JUDY – continue to negotiate with Tess Stone over continuation in autumn 2016. Payment of expenses to be covered by income from the activity.
25. ACTION – approach Vicki to ask husband to volunteer to brush-cut Longrun Meadow – Roger – DONE. Friends of Longrun Meadow have been asked to provide instruction.

3.0 Money

3.1 Finance report – see appendix for detail as far as 31 May to be presented at AGM. Norman Harvey has audited accounts. Membership fees to remain unchanged at Family £10, Senior £7 and Junior £2. Rosie suggested removal of dibber hire fee to QO club members – agreed. Website costs thought to be a suitable use of membership fee.

4.0 Events

Input from Brian Pearson was discussed. Decision made to use 3 events for league scoring, to continue with provision of a Short Green course at events and that the profile of the scoring league should be a regular feature on new website. Rosie to notify Brian and Tony Milroy.

QWO preparations under way with overall organisation by Roger. Separate meetings held for that purpose.

Club Champs/AGM – agenda and details produced – ACTION - Judy to email to all members as entries and ordering of buffet meal necessary, also to add to website. Club to fund £30 for teas and coffees at event.

As Spencer has resigned the committee has need of new members. So far Jeff Pakes has agreed and Steve Robertson. As the chairman and treasurer are stepping down those positions (but remaining on committee) need to be filled. Steve has agreed to nomination as Treasurer and Roger is considering Chairmanship.

Julia has outline plans for autumn events (see appendix). QOFL 1 manned. ACTION – Julia – email for officials for future events. Advise of expense payment available for officials. Liaise with Judy over JOGs and QOADs.

ACTION – Julia - check grid references for car parking at events.

5.0 Activities

5.1 Junior Orienteering Group – see appendix

5.2 Coaching – covered in earlier ACTIONS. See appendix

6.0 People

6.1 Membership – see appendix. Judy had researched membership numbers going back to 2009 to discover that they had gradually dropped until 2012 but now had risen the to their original level. There was some brief discussion on how to convert JOG attendance to QOFLS which will need research and consideration at future meetings,

6.2 Club captain – Chris reported on the enjoyable trip organised to the Yvette Baker finals

7.0 Places

7.1 Mapping - see appendix and Simon Beck ACTION

7.2 Permissions – see appendix – all progressing satisfactorily

8.0 Equipment – No report from Andy. New GPS and screen purchased on EBay, but the (fortunately very cheap) projector unsuitable. Mark Maynard has access to one for loan at QWO.

ACTION – Andy – source dibber hire for QWO as large number needed

9.0 AOB

9.1 New event registration form – BO recommended new form adopted by other club needs to be prepared ready for autumn events. Inclusion of medical detail necessary for safe treatment of competitors. ACTION – Rosie – Prepare event registration form and circulate for checking before adding to website.

9.1 Re-location of equipment shed – due to house move. No immediate alternative volunteered. Rosie to check access viability at new home location.

9.3 Bob proposed that it was appropriate for absent members to present written statements of fact that could be useful to the committee (and possibly not known to them) and/or a specific proposal for the committee to debate and probably to vote on at meetings. This was agreed.

ACTIONS:

1. ACTION – SI Training refresher date to be set near the start of the 2016 ROSIE/ANDY
2. ACTION-QWO organiser is to look into the costs involved as they may be appropriate to provide a reward garment for main volunteer helpers for that event - ROGER
3. ACTION – check with Simon Beck on progress on vegetation mapping for QWO –ROGER
4. ACTION – contact Richard to pass mapping detail needed for SN/Galoppen to Bill to facilitate updates – ROGER
5. ACTION – promote continuation of coaching activities into autumn – ROGER/JUDY
6. ACTION - suggest with Richard future dates for ESW workshops – JEFF
7. ACTION - JUDY to email to all members for Club Champs entries and ordering of buffet meal necessary, also to add to website.
8. ACTION – JULIA - check grid references and post codes for car parking at events.
9. ACTION – circulate proposed fixture dates to surrounding clubs when appropriate – JULIA.
10. ACTION – JULIA – email for officials for future events. Advise of expense payment available for officials. Liaise with Judy over JOGs and QOADs.
11. ACTION – ROSIE – contact Brian Pearson and Tony Milroy over decisions made
12. ACTION – JEFF -report final website recommendation to the committee by 22 August.
13. ACTION – ANDY – source dibber hire for QWO as large number needed
14. ACTION – ROSIE – Prepare event registration form and circulate for checking before adding to website.
15. ACTION – ROSIE – Add organisers and planners documents to new website
16. ACTION – JEFF – check PO courses on BO website
17. ACTION - JULIA – check organisation of Club Champs is complete (risk assessment, officials etc.)

Meeting closed 10.39pm.

Signed

Chairman

Appendices:

Mapping report for 08-08-16 meeting

Map for Club Champs (Sep 10th).

The basic map is complete except that the planner intends to provide a Yellow course. Details of this are not available yet.

Map for Triscombe (for QOFL1 Sept 25th).

No action but some revisions are expected.

Map for QO/Devon Long- O (Oct 8/9th)

This is largely finished, further small changes are expected as a result of controller's comments.

Map for Blackborough South (for QOFL2 Oct 16th).

Some revisions are ongoing.

Map for Southern Nights & Galoppen (Nov 26/27th).

No change. Simon Beck is said to be revising the state of the vegetation but I have had no details of this yet. A draft copy of both maps has been sent to the controller but there has been no comment as yet.
Map for Croydon Hill (for QOFL3 Dec 11th).

There was an offer from a club member to check this area but no information has been received yet.

Map of Twenty Acre Wood. (Likely to be needed for a QOFL4 Feb 19th)

The vegetation is in need of revision as brambles have extended their range considerably.

Bill