

Quantock Orienteers – Minutes of Committee Meeting

4 June 2018 at 67 Staplegrave Road, Taunton 19.15 start.

1.1 Attendees: Roger Craddock (Chairman), Rosie Wych, Judy Craddock, Steve Robertson, Bill Vigar, Jeff Pakes, Chris Hasler

2.1 Minutes of previous meeting approved

2.2 Matters arising

ACTION – Add insurance policy detail to website documentation – JP DONE

ACTION – Contact Angela Modica for detail of control sites and courses – RW DONE

ACTION – Confirm Club Champs date, mapping and venue – JC – DONE – HAM HILL 9 SEPTEMBER

ACTION – Email QO members to remind of necessity of using Fabian4 for pre- entry – JC DONE

ACTION – Contact Richard Sansbury to assess if his final MapRun activity could be linked with AGM – RW - DONE

ACTION – Request Summer Training Programme content from providers- **JC ONGOING**

ACTION - Produce an evaluation questionnaire for participants who attend summer training – RW DONE

ACTION – Update entry form disclaimer for events June onwards– RW DONE

ACTION – Raise issue of back up of archive material with PF Web – JP – DONE – EXTRA PAYMENT AGREED

ACTION - Circulate QOAD regular participants to assess viability **JC ONGOING**

ACTION – ALL COMMITTEE – research and report back to RW possible Club Night venues **ONGOING**

ACTION – Produce A6 cards to hand out to participants explaining need to join QO – **JC ONGOING**

ACTION – Contact BOF to clarify the position over buying in of services – SR DONE – BOF INSURANCE ADEQUATE

3.1 Finance report: see appendices documents prepared for AGM.

Committee agreed to recommend that membership fees remain the same for 2018/19:

	Junior	Senior
Club	2	8
Association	0	0
British Orienteering	3.30	10
Total Fees	5.30	18

The Club fee for families is limited to 12 regardless of how many family members there are.

Event Fees were also agreed:

2017 Rate		2018 Rate	
Members	Non members	Members	Non members
Adult	5	8	10
	Non comp. family	6	8
Family	10	14	16
Junior	2	3	4
Shadowed junior	4	5	6

Second run for a junior – one pound (map cost)

JOG fee also confirmed as one pound per map. RW queried if this covered cost of event. As expenses low this was felt to generally be the case and JC was unwilling to increase charge made.

ACTION – FIND AUDITOR FOR CLUB ACCOUNTS READY FOR AGM - RC

4.1 Past events:

- Summer training. Over 6 sessions attendance has ranged from 9-21 with an average of 15 per meeting. Due to the high cost involved it was agreed it will not continue in present format. Any further payment/fees for trainings will require committee discussion.

ACTION – USE EVALUATION FORM TO GAIN FEEDBACK ON SUMMER TRAINING -RW

ACTION – INFORM TESS STONE AND VIKKI PAGE – JC

ACTION – MEMBERSHIP SECRETARY TO PRODUCE/SEND STANDARD EMAIL TO EXPLAIN NECESSITY TO JOIN CLUB AFTER ATTENDING 3 SESSIONS – JR

- Galoppen/Yvette Baker – successful although disappointing Yvette Baker turnout. Thanks to AR for area mapping. Some concern from JP over parking on forest roads.
- QOFL 6 – RW repeated need for expertise of planner and controller to be sufficient to produce a suitable event and for timescale to be followed to avoid issues at the last minute.
- Club nights – poor attendance discussed earlier
- Millfield “JOG” – a busy and successful event on a lovely sunny day

4.2 Plans for future events:

- Dave Bullock to promote Ringwood junior event

ACTION – PASS INFORMATION ON RINGWOOD EVENT TO MATTHEW CARTER AT MILLFIELD –RC

- QO summer relay – exact plan still uncertain

ACTION - CONTACT PLANNER/CONTROLLER TO FINALISE EXACT STRUCTURE OF RELAY EVENT – JC

- Norton Camp schools event – 20 June – JC/RC organising
- Summer series – JP has responded to RS plans with helpful points
- Compass Sport final – team has been entered. Transport plan under way.
- Ray Toomer’s event 14 June is a closed private event.

ACTION – REGISTER RT EVENT WITH BOF – JC

- Plans for 2018/19 season – see appendices
- Galoppen for 2019/20 timing discussed and February 2020 agreed
- AGM – agenda on website. Some new committee members to be canvased: Karen Lewis. David Harrison, Ray Toomer, Robert Green, Pete Shirvington, Matthew Carter

ACTION – CONTACT POTENTIAL NEW MEMBERS FOR COMMITTEE - RC

5.1 Junior Orienteering Group: no summer sessions

5.2 Coaching/ Club Nights: previously discussed

6.1 Membership:

6.2 Club captain: CH to be pro-active in promoting club teams for summer relay series

7.1 Mapping & Mapping sub-Committee –see attached BV report.

7.2 Permissions – see report

7.3 POCs: no changes

7.4 Forestry commission – no further meetings TO DATE

8.1 Equipment Report – no report. Equipment/SI system now extensively updated.

8.2 Website - see report – payment for site update/improvement agreed

9 AOB

9.1/2 discussion continued on how to help planner/controller gain expertise in each role when they have limited experience. Use of a mentoring approach recognised and the need to give constructive help. SR willing to lead some training sessions for less experienced planners through evaluating courses but cannot start yet due to other commitments. As a starting point RW suggested that as both she, SR and several QO planners for 2018/9 are attending the Lakes 5 day event it would be a good opportunity to meet and review courses provided there.

9.3 RW has produced an agreed updated GDPR policy

9.4 9.4 QO parking responsibility at Middle Distance event – Roger Dickey has taken over the leadership and has met with the organiser. RW queried if volunteers would receive a reduced rate run as entering the event is very expensive.

ACTION – CONTACT MIDDLE DISTANCE ORGANISER OVER ENTRY DISCOUNT FOR PARKING VOLUNTEERS – RC

9.5 Doodle poll date of next meeting post AGM

10.40 Meeting closed

Permissions Report for 04.06.2018

Compass Sport Cup

All permissions had been obtained for this event to take place on 11.03.2018 but it had to be postponed (or cancelled) four days before that date because snow made the parking field and forest roads in the competition area unusable by vehicles.

An alternative date has been sought, using the same area.

A strong possibility is March 17th 2019.

However, all permissions will have to be checked again.

I assume that this should include checking whether or not the use certain forest roads as parking backups is likely to be allowed.

SWOA Relay Series Event. Fyne Court. Sunday 24.6.18

The date has been booked with the National Trust.

All required information has been given.

The movements of cows to a safe location will be requested.

SW Sprint Championships. Sunday. 19.8.18

Date booked with TDBC for the main Long Run Meadow area. Further information tom follow.

Event fully booked with SCC. For the Silk Mills Park and Ride Nature Reserve area

The planner is checking other urban areas that are also needed.

Club Champs and Anniversary Event. Willett Hill. Sunday 9.9.18

The date has been booked with the Forestry Commission.

The usual paperwork will be needed

New Area Investigations, etc.

Culm Davy. Blackdown Common.

Thanks to Rachel Bussell, permission in principle has been obtained from David Bartlett, the owner of most of Blackdown Common, to use this area (NW of the FC part of The Culm Davy area that we have been using for the last few years). See the ownership map also attached to the email.

However, it remains to be seen if he will charge us for using it and, if so, how much.

Could this be used for a Galoppen?

Haddon Hill

The open access area south of the dam is administered by the Exmoor National Park Authority and permission would probably be given for us to use that.

However, the areas to the east and west of that are owned privately and the manager has said that he cannot give permission.

Would the open access area alone be big enough for anything?.Would it be too far for a JOG?

Otterhead Lakes

Awaiting a reply from the management about this area but looking at the Otterhead Estate Trust Company web site makes me think that they will not let orienteering take place in the area.

The estate access rights and permissions are quite draconian with mention of "keeping to the paths".

The Spinney.

Awaiting a reply from the new Woodland Trust officer who has replaced Joe Middleton

Difficult to predict what the verdict will be.

Rexton Gorse

This is the area of the Crowcombe Heathfield map around Rexton Gorse House to the south of the road.

Without it, it is said that a blue course is not possible.

The house and land has been sold by the son of the previous owner in the last couple of weeks.

The new owners' name is known but I propose to let them settle in before calling.

The housekeeper who has been looking after the house since the previous owner died said that they have "big plans" for the place.

Bob Lloyd

Mapping Report

Again not much to report.

1/ The Blackborough map was revised for the QOFL.

2/ Am liaising with Robert G for the Wilmots Pool event.

3/ Have done a few revisions at the northern end of Culm Davy, in the expectation that we shall be able to use this for the next QOFL.

4/ There was a report in the County Gazette a couple of weeks ago about a file near Dead Woman's Ditch. I have not seen the extent of this but think it unlikely to result in many map changes, it may even make that part more runnable.

5/ Jim M have finished revising the OCAD version of Thurlbear.

6/ Have no information on any other OCAD maps.

Bill

Fixtures Report – subject to changes

Date	Event/Activity	Venue	Grid Ref	Planner	Organiser	Controller
16/06/2018	District Camp	Staplehill		Emma Cattell		
23/06/2018	Summer Relays	Fyne Court		Angela Modica	Judy Craddock	Richard Sansbury
27/06/2018	Year 4 "O"	Norton Manor Camp				
01/08/2018	Star Track	B&T maze				
19/08/2018	SW Sprint Champs	LRM + Taunton etc.		Gavin Clegg/ Andrew Page	Roger Craddock	Chris Kelsey
09/09/2018	Club Champs	Willett's Hill		Brian Pearson		
15/09/2018	JOG					
22/09/2018	JOG					
29/09/2018	JOG	Fyne Court+ WI				
07/10/2018	QOFL 1	Ashley Combe?		Pete Shirvington?	Team 1	
13/10/2018	JOG	Lydeard Hill		Karen Lewis		Bill Vigar
20/10/2018	JOG					
27/10/2018	JOG					
03/11/2018	JOG					
11/11/2018	QOFL 2	Wilmots Pool		Robert Green	Team 2	Andy Rimes
17/11/2018	JOG	Castle Neroche QOAD		Chris Philip		
24/11/2018	JOG					
02/12/2018	QOFL 3	Great Breach + Combe H		Matthew Carter	Team 3	Mike Crockett?
27/01/2019	QOFL 4	Culm Davy		Karen Lewis	Team 1	Bill Vigar
10/02/2019	QO Galoppen	Croydon Hill		Rosie Wych	Steve Robertson	Andy Reynolds
17/03/2019	CSC	The Slades		Steve Robertson	Richard Sansbury	Alan Simpson
14/04/2019	QOFL 5	C Neroche + Middle Room			Team 2	
12/05/2019	QOFL 6?	Cothelstone?/Lydeard Hill?			Team 3	

Quantock Orienteers – Sport England Grant 01/09/17 - 31/08/18

Grant Items	Amount	Expenditure	Remaining Balance	Comments
SIAC Dibbers	£ 1950.00	£ 1895.28	£ 54.72	30 dibbers purchased
Coaches Fees	1800.00	1800.00	0.00	Coaching payments Sept 1, 2017 - May 31, 2018, plus £50 from club funds.
Travel	300.00	268.14	31.86	
Facilities – Room Hire	1000.00	970.00	30.00	COACH hire Sept 1 - May 31.
Event Officials First Aid Training	200.00	200.00	0.00	£200 from SE grant plus £95 from club funds. Grant item – coach fees/expens
Garmin Watches	240.00	238.43	1.57	3 TomTom GPS watches / screen protectors/spare straps
GoPro camera	200.00	200.00	0.00	£200 from SE grant, plus £25.47 from club funds
OCAD Software	604.00	536.02	67.98	OCAD12 purchased by Jim Mallinson
Total	£ 6294.00	£ 6107.87	£ 186.13	

Income

Membership – steady flow of memberships – new and renewals, total £719, increase of £150 versus prior year

Events – steady income from QOFL's, QOAD's and JOG map sales means that, including subsidising JOG, there is a net surplus (£743)

Sport England – A SE grant of £6,294 was received to support increased participation and has been used mainly for Coaching and Equipment purchases – grant period is 12 months from September 1, 2017. The remaining balance (presently £186) will be reimbursed to Sport England in September 2018.

Other – Club funds were increased by £ 670 from the support given to the Norton Manor Camp day and Startrac.

Expenditure

The two main areas of expenditure in 2017/18 have been Equipment and Coaching/Development. Both areas have benefited significantly from the Sport England Grant contribution.

<u>Equipment</u>		<u>Sport England</u>	<u>Club Funds</u>	<u>Total</u>
<u>Items above (£200)</u>	SIAC Dibbers (x30)	£ 1,896	£ -	£ 1,896
	Refurbished laptops plus software (x2)	-	247	247
	Additional SI control boxes	-	392	392
	Power Inverters (for SI equipment)	-	210	210
	Additional SI stakes	-	278	278
	GPS watches (for coaching)	239	-	239
	GoPro camera	200	25	225
Other	Including third laptop, GPS mobile phones, etc.	-	1,084	1,084
	Total	£ 2,334	£ 2,298	£ 4,570
<u>Coaching / Development</u>				
	Hire of COACH facility June 2017 - end May 2018	£ 970	£ 91	£ 1,061
	Coaches Sessions	1,800	1,150	2,950
	Travel	268	0	268
	First Aid Courses	200	245	445
	Other	0	69	69
	Total	£ 3,238	£ 1,555	£ 4,793

Future Outlook

As expected the excess of income over expenditure from the QO Galoppen, incorporating the Yvette Baker trophy, resulted in 2017/18 events, net of all expenses including mapping and printing costs, generating a surplus on the year.

The increased event fees plus the re-scheduling of the CSC Regional Heat should ensure a positive event balance in the 2018-19 season.

As a result, it is recommended that membership fees and event entry fees are unchanged for 2018/19.

The net impact of the relatively high spending on Coaching and Equipment, only partially covered by the Sport England grant, has resulted in a reduction of club funds by £1,794 to £9,795.

Following computing hardware and SI equipment purchases in 2017/18 total equipment purchases are expected to be lower in 2018/19.

However, explicit decisions should be made on the use, or not, of remaining club funds on the following in 2018/19:

a) Coaching and Development:

- Frequency and Location of Coaching Sessions
- Payment (rates) to Coach(es)
- Use of COACH facility for Club Evenings and Coaching Sessions

b) Mapping:

- Software -- retaining OCAD12 or moving to OCAD 2018
- External assistance with:
 - Surveying
 - AutoCad to OCAD conversions.

Major Categories

	<u>Club</u>	<u>SE Grant</u>	<u>Total</u>
Membership / Grants / Misc.	£ 1,327	£ 6,294	£ 7,621
Events	743	596	297
Clothing / Equipment	2,687	2,334	5,021
Coaching/Development	1,363	1,238	4,601
	£ 1,980	£ 186	£ 1,794

Memo: Prior

QO Income and Expenditure Detail Fiscal June 2017 - 2018 (Draft 040618)

Income	Item	Club		Total	SE Grant	Total
		Main Acct.	Petty Cash			
	Membership	£ 719	£ 0	£ 719	£ 0	£ 719
	Events	2,286	2,663	4,949	0	4,949
	Clothing	105	115	220	0	220
	JOG	0	513	513	0	513
	QWO	0	0	0	0	0
	Grants/Misc.	771	133	904	6,294	7,198
	Coaching/Development	0	192	192	0	192
	Interest	<u>80</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>80</u>
	Total Income	£ 3,961	£ 3,616	£ 7,577	£ 6,294	£ 13,871
Expenditure	Membership / Misc.					
	Membership	£ 46	£ 0	£ 46	£ 0	£ 46
	Misc.	74	0	74	0	74
	Comm. Expenses	202	46	248	0	248
	Website	<u>8</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>8</u>
		£ 330	£ 46	£ 376	£ 0	£ 376
Events	Entries (Relays/Refunds)	£ 575	£ 0	£ 575	£ 0	£ 575
	Levies	1,539	0	1,539	0	1,539
	Expenses	928	300	1,228	0	1,228
	Maps & Mapping	<u>1,377</u>	<u>0</u>	<u>1,377</u>	<u>536</u>	<u>1,913</u>
		£ 4,419	£ 300	£ 4,719	£ 536	£ 5,255
Clothing / Equipment	Clothing	£ 671	£ 0	£ 671	£ 0	£ 671
	Equipment	<u>2,030</u>	<u>206</u>	<u>2,236</u>	<u>2,334</u>	<u>4,570</u>
		£ 2,701	£ 206	£ 2,907	£ 2,334	£ 5,241
Coaching/Development	Facility Hire	£ 91	£ 0	£ 91	£ 970	£ 1,061
	Staff	<u>1,395</u>	<u>69</u>	<u>1,464</u>	<u>2,268</u>	<u>3,732</u>
		£ 1,486	£ 69	£ 1,555	£ 3,238	£ 4,793
	Total Expenditure	£ 8,936	£ 621	£ 9,557	£ 6,108	£ 15,665
Year To Date Balance		£ 4,975	£ 2,995	£ 1,980	£ 186	£ 1,794

Major Categories

	Club	SE Grant	Total
Membership / Misc.	£ 1,327	£ 6,294	£ 7,621
Events (incl. JOG)	743	536	207
Clothing	451	0	451
Equipment	2,236	2,334	4,570
Coaching/Development	<u>1,363</u>	<u>3,238</u>	<u>4,601</u>
	£ 1,980	£ 186	£ 1,794



By: [Redacted]