



# Quantock Orienteers

## Minutes for QO Committee Meeting

19.30 Wednesday 24<sup>th</sup> August 2022 67 Staplegrove Road, Taunton

<b>1</b>	<b>Start (1930)</b> <b>1.1</b> In attendance – Alasdair, Karen, Roger, Judy, Phil, Pete, Adam Fieldhouse, Andrew Hopkins, Oliver Rant (via Zoom). Steve joined late at 2045.  <b>1.2</b> Minutes from the previous meeting were approved.	<i>Karen</i>
<b>2</b>	<b>Matters Arising</b> <b>2.1</b> Matters arising from previous meeting: <ul style="list-style-type: none"><li>• 20:45 hrs - Mapping Courses – Steve has had further thought. Not do a questionnaire but a different approach. Those individuals that have shown an interest and a want to do mapping would benefit from some assistance / insight and would need to be provided with the tools to do the job. OCAD teams licence would cover at least two users at any one time and can be transferred as required to different users – cost £500 - £600. Use on a regular basis would be needed in order to retain the skills. We should consider holding an intermediate course for those that have already show some skills. Updating of existing maps can then be done by these people. Master to be retained by Jim Mallinson and updates to be passed to him.</li><li>• Andrew requirements raised at last meeting –all been actioned.</li><li>• Advertising of events earlier – this should be possible with permissions taking less time now.</li><li>• JOG email campaign - not with attachment. Judy will send Alasdair what she wants and Alasdair will email.</li><li>• Communications process developed - this referred to Phil needing information earlier - organisers, planners and controllers to info to Phil as soon as possible.</li></ul>	
<b>3</b>	<b>Money (2100)</b> <b>3.1</b> Finance report. See financial report produced by Steve.  <b>3.2</b> Confirmation of fee increases. QOFL £9 / £3, Regional events £11 / £4 and national events £13 / £5. Club Champs £5 / £2. As per email chain – fees to be as above unless there is a need to cover further costs (map printing / parking etc)	<i>Steve</i>
<b>4</b>	<b>Places (1945)</b> <b>4.1</b> Mapping & Mapping sub-Committee. Bill not really involved anymore as all maps have been passed to Andy to be transferred into the new OCAD format. Bill has original versions as a fall back position. Bill believes that need volunteers to survey rather than mapping rather than over burden the planners. Maps are getting out of date.  <b>4.2</b> Permissions – all permissions in with the exception of Broomfield Hill and Netherclay. Andrew has to submit application, all controls, risk assessment and public liability and as long as he get these in within the time frames, all is on track.  <b>4.3</b> feedback from FE meeting – meeting with FE was virtual. There is a charge of £115 for each JOG and is looking like we will be stuck with this position at present. Next meeting with FE in half term. Do not seem to be insisting on the photos before and after at present.	<i>Bill</i>  <i>Andrew</i>

<p><b>5</b></p>	<p><b>Marketing and Communications (2000)</b></p> <p><b>5.1</b> Website development – Phil has taken over and all seems to be working well. He does need to get contributions from participants for website articles. He will work on asking at events</p> <p><b>5.2</b> Advertising of Events – Facebook can be hit and miss. Poster to be put up at Longrun meadow and other prominent places. SASP website advertising of JOG does not bring a response. Suggestions gleaned – running clubs, Quantock challenge article for the Gazette, BBC Somerset / Radio interview, Schools, Come and try event, bring a friend discount.</p> <p><b>5.3</b> Chatsite. / email campaigns / social media - all going well and generally have a good read rate and response rate.</p>	<p><i>Phil</i></p>
<p><b>6</b></p>	<p><b>People (2100)</b></p> <p><b>6.1</b> Membership – See membership report from Judy. Email from BOF with regards NEW members joining now – expiry 31<sup>st</sup> Dec 2023. Membership Terms and Conditions.</p> <p><b>6.2</b> Volunteer Report. Jeff has done a new version. - Welcome pack done – set up and new members will receive this and Alasdair will develop a version for members that renew.</p> <p><b>6.3</b> Club Captain – relays were a non starter. Need to think about Compass Sport, JK and Yvette Baker for next year and how we can get the interest up.</p> <p><b>6.4</b> Committee – All existing committee members are happy to continue. Alasdair wants to think about his replacement ready for the end of his term. I will need to submit the BOF club officials list – make sure that Andrew is included.</p>	<p><i>Judy</i></p> <p>?</p> <p><i>Pete</i></p>
<p><b>7</b></p>	<p><b>Equipment (2130)</b></p> <p><b>7.1</b> Equipment report –</p> <ul style="list-style-type: none"> <li>- New printer purchased – not purchased yet. Roger doesn't want to be responsible for printing other than for JOG. Bill is happy to print for QOFLs (he has paper and ink available). It was agreed from January 2023, we will outsource the printing for all events QOFLs and above. A printer would need to be pre-booked. The planner would need to provide the printer with the Purple Pen file and OCAD map at least three weeks before the event. Proof would need to be agreed and final file and numbers given to the printer 10 days before. Look at increasing the QOFL fees in the new year to £10 adult and £3 child.</li> <li>- SI batteries checked – yes changed as necessary.</li> </ul>	<p><i>Judy</i></p>

<p><b>8</b></p>	<p><b>Events and Activities (2200)</b></p> <p><b>8.1 Past events:</b></p> <ul style="list-style-type: none"> <li>- Quantock Challenge – popular and going very well.</li> </ul> <p><b>8.2 Plans for future events:</b></p> <ul style="list-style-type: none"> <li>• JOGs – see fixtures list</li> <li>• Arrangements for Club Champs – agreed as per email – need to remind members to sign up.</li> <li>• Social, AGM &amp; Presentations following Club Champs – as per email. Need to get a reminder out to members as deposit for buffet has to be in.</li> <li>• QOFLs – venues decided / controller for Triscombe option (b)</li> <li>• Street Series – Thursday evenings – Alasdair with do 1, Oliver 1, Ray 1, Robin volunteered to do Wiveliscombe and Phil will do Bishops Hull.</li> <li>• Junior Development – Phil volunteering to be a junior development officer. He will kick start a badge scheme / coaching sessions and incentives.</li> <li>• Events in 2023 (UKUL/SEOUL and Regional) - Alasdair looking at the UKUL for next year. Oliver has volunteered to plan Taunton – we would need a controller from another club. Phil suggested a Devon/QO relay at Knighthayes against each other with a picnic.</li> </ul> <p><b>8.3 Future Major Events / SWOA –</b> We need to consider a national or major event so that we can make the most of the new Ramscombe map. Perhaps look at the National Schools event. Independent Level C event in Autumn 2023.</p> <p><b>8.4 RaceSignup –</b> Alasdair has it sorted. However, Alasdair has suggested that there needs to be a back up person to assist with Racesignup.</p>	<p><i>Phil</i></p>
<p><b>9</b></p>	<p><b>Any other business (22.45)</b></p> <p><b>9.1 DBS checks.</b> Phil has enhanced DBS check which is updated annually. BOF charge £12.60 for this enhanced check. When applying, you have to give a clear reason for getting a DBS check – coaching etc.</p> <p><b>9.2 Map Printing –</b> covered above.</p> <p><b>9.3 Find your way project 2 / Somerset Moves / Wellbeing Clinic.</b> Alasdair to find out above ‘find your way’ – what is involved and how much funding is available. Hinkley Point is still a source of funds and we perhaps to need to tap this source further. Somerset Moves is about getting children out and moving – Phil is going to go get in touch. SASP initiatives launch event – Phil is going to go and display the QO banner and do some networking.</p> <p><b>9.4 AGM Minutes -</b> Can committee make sure that they get reports to Alasdair within plenty of time.</p> <p><b>9.5 Doodle poll for next meeting –</b> suggested mid to end November for next meeting.</p> <p><b>9.6</b> Steve has suggested that we put the finance at the end and the more important elements of the meeting at the start. That way we have more time to discuss orienteering events. Perhaps we can clear up matters arising (by email) before the following meeting. Also suggested that we have list of the events before the meeting – annotated at what point each event is at and this would cut down on time at committee meeting.</p>	<p><i>Karen</i></p>