Quantock Orienteers

Minutes for QO Committee Meeting

19.15 Tuesday 18th June at 67 Staplegrove Road, Taunton

|  |  |  |
| --- | --- | --- |
|  | Start **(1920)** In attendance: Elizabeth Treherne (Miffy), Ollie Rant, Sheila Braime, Richard Sansbury, Bill Vigar, Rosie Wych, Peter Shirvington, Roger Craddock, Judy Craddock, Andrew Hopkins, Steve Robertson and Karen Lewis. . Minutes from previous meeting formally approved. |  |
|  | Matters Arising –   * Andy will source and house an A3 printer. * Angela and Spencer will provide storage of the QO equipment. Spencer has repaired the door and fitted a combination lock. Angela has accepted honorary membership of QO. We agreed the fee of £20/month and Steve will contact them for their bank details and set up the payment. The equipment will be moved over the summer and the Fieldhouses have agreed to help with the move and so has Miffy. |  |
|  | Events and Activities (**1935**) Past events:  * JOGs. See note from Ray attached. * Spunches 1 and 2 - not quite the numbers wanted. Most runners saw it on North Curry Matters page. Ollie wants to attract more runners from outside the club. Andy (Spunch founder) will want a fee towards the Spunch franchise. * Yvette Baker we came second beating Cornwall but we did not qualify. * 2 by 2 relay. The event was well organised and the committee would like to thank all those that were involved in putting the event on and helping on the day.  Plans for future events:JOGS. Flow chart for future organisation. See note from Ray attached. The gaps in the JOG calendar need to filled with training. Vicki will offer a series of training events. Participants will need to sign up and pay for all events. Perhaps use POCs. Invite Jackie Hallet perhaps for future senior training, but it was agreed that we would only offer junior training this year and leave seniors a year. |  |
| 3 | JOG Maps (for planners) Sheila enquired about who are the map custodians. Steve has a map inventory. The planner should contact Jim Mallinson first. If not held by Jim, then the next point of contact is Bill. Jim holds all masters. The inventory will be put on Dropbox. The process of obtaining maps needs to be made as easy as possible.JOG Advertising. Who holds email lists – Alasdair has lists – JOG membership with permissions. Ray suggested a bulk email package which would be GDPR compliant with tags to enable people to bulk email. Spunch could then make use of it. At present email lists are not data protected. Alasdair’s system is single user and a multi user system would be ideal.Event Status. Is there a policy with regards who has access to the event status document. It is a shared database and anybody with the link can access it and update is. Richard will distribute this. Richard will share with Sheila and Ray for JOG purposes.JOG Results processing spreadsheet. Jeff has done this and is willing to do this still. Richard will ask Jeff if he could move his result processing onto the GDrive. There will possibly be 10 JOGs over a season.  * QOFLs. New dates and venues. See Richard’s email. * Street series. Who has rights to Maprun – only Alasdair. Others need access to the admin rights for Maprun. Richard will talk to Alasdair. This is needed to tighten up on event safety and will mean that a live check can be made. * Croeso 2024 – Karen will set up a WhatsApp group comprising all those that are entered in the hope that we will have a social during the week. * Spunch – 3 more to come all organised. * POCs. Need people to take responsibility. Fyne Court is in hand. Needs someone to take over Vivary Park and Huish Woods. Sheila agreed to have a look at POCs. Steve is still working on Ramscombe. He is going to talk direct to the post maker. * Quantock Challenge – Alasdair is going to do it again this summer. * Club Champs. Ramscombe will be good enough for the Club Champs. * RaceSignup. Claire Bennett knows what is going on. Richard will ask Claire to remove the question about Covid. * Compass Sport Cup at the end of February. Karen agreed to be the organiser. * Dartmoor Challenge. Andy has completed this and it is open and remain open throughout the summer. |  |
| 4 | Places **(2100)**  Mapping & Mapping sub-Committee.  There are 6 members – Bill, Andy, Steve, Brian, Jim Mallinson and Jim Nicholls. For the Urban event in Bridgwater, are we able to the use the college for parking. Map custodian list will be put on the Dropbox. Circulate/update and then upload. Wind Down map needs looking at following extensive forestry work. Andrew will share existing map with Sara to see if it would be impacted. Permissions.Positive meeting in May. Kings Cliff is no go. Orchard Portman a no go and Castle Neroche is part of the re-wilding programme and so is not looking good. Larger venue applications can be put in further in advance. Dates and fixtures are as far in advance as possible. Willmotts Pool car park is to have work done. Compass Sports Cup at Croydon Hill – draft map, Risk Assessment in early. Would we get permission for Deer Park. This will affect what re-map Steve undertakes.  FE. Next meeting – no meeting planned as yet. | *Bill*  *Andrew* |
| 5 | Marketing and Communications **(2115)** Website. Junior section. Phil has emailed a letter of complaint. It is not up to Phil to write content. It is up to the members / organisers etc. to submit content to him for publishing. The committee recognises what Phil has done and how hard he works and we value what he is doing. The recent updates to the site were behind the scenes maintenance.Advertising of events. Needs somebody to push events. We need to actively find a person to take on this. Shared data resources (event status, results processing. RAs). – Already covered above. |  |
| 6 | People **(2130)** Membership. Same as before. See membership report from Miffy. Vicki is still not a member and nor is Jana Truby. Judy will catch up with Neil at Parkrun and ask about QO membership. It is important that the club safeguarding/welfare officer is a member. As a result of the BOF insurance issue. Jeff would be asked to notify Miffy if a non-member had done 2 events so that Miffy could make contact with them. Email lists. Club policy. Carried forward to next meeting. Club Captain – Pete had already left the meeting – so no discussion on this occasion. Team leaders – Ray is standing down as team leader. We do not have a  third team leader at this time.  Post Roger and Judy prep.  Safeguarding. BOF info. Richard updated the policy. However, the policy needs further looking at following advice from Steve. There has to be clear reporting guidance and the steps to follow. Who do members contact or go to in the event of a concern.  Safety Policy. Updated by Richard and accepted by the committee. | *Miffy*  *Pete*  *Richard* |
| 7 | Equipment **(2150)** Equipment – Storage. Movement. Drying and maintenance. Angela has agreed to look after equipment. Printers and map printing. Brian Pearson has agreed to give the printer a home and do printing. Ollie is willing to home a printer and help with printing but not at last minute.  SI Timing licence – needs renewal. £640 basic and £325 extra for an extended licence to help deal with complicated scoring structures. Committee agreed SI timing licence to be renewed. The complicated format events – snooker o, reds and blues etc – committee agreed the extra cost if Andy thinks this is worthwhile. |  |
| 8 | Money (**2210**) Finance report. See financial report. FE don’t know yet what they aregoing to charge. Charge for JOGs agreed £3 in advance and £4 for entryon the day.2/2 relays as a result of the map costs and levies made a loss.QOFL make about £300 each with an average of 90 attendees. Spunch /Maprun no additional costs so good return.Fee increase – Fees are at present QOFLS £10, SWOL £12, Compass Sport £14 and the BOF membership fees £8. Keep it the same and perhaps put a suggestion at AGM. Year end accounts accepted by the Committee.. | *Steve* |
| 9 | Any other business (2225) AGM. Thursday 12th September 7 pm as a teams meeting. At AGM – committee agreed to mention that we keep membership fee the same. Look at attaching to a JOG or another event? Club Champs 9th November |  |

Email from Richard Sansbury –

Dear committee + JOG leaders  
  
One of the things I'd hope we can agree at the committee meeting on Tuesday are some updates to a couple of policies. My proposed updates are attached with changes tracked.  
  
Two changes to our Safety policy: I'd like to delete the Covid-19 section, as this no longer feels relevant. Also I have updated Annex A to match the latest British Orienteering rules.  
  
One change to our Safeguarding policy: I have updated the photography section. The web page currently states that a couple of points are yet to be ratified by the committee, which is a bit unsatisfactory. It turns out these points all relate to photography. I have reviewed British  
Orienteering guidance and compared this to what we currently do, and feel we could cut some text from our policy.   
  
Also as announced last meeting I would like to update our risk assessment guidance including our templates. I have drafted the changes and I'm looking for a to volunteer to check these before we launch. , Risk Assessments, BOF/QO Membership detail)?