



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 13th Sept 2018
The Cricketers, Cricketers Lane.
Warfield. RG42 6JT

Present: Simon Moore (Chair), Derick Mercer (Secretary), David Jukes, Ian Hudson (Membership), Mark Foxwell, Fiona Clough, Brian Sewell & Peter Entwistle (Treasurer).

Apologies: Andy Parry.

1. Minutes of the Last Meeting (19th July) / Matters Arising

- The minutes had been circulated and were agreed as being correct.
- The minutes will be displayed on the club website.

Matters Arising

- Condition of Star Posts POC course. Update – Dan has now left Crown Estates and it was decided to let the new incumbent time to settle in before approaching.
Action; FC On hold
- After a recent incident with regarding Emit card transportation Brian is sourcing a suitable storage container. Update – Brian suggested a flight case with cardboard separators which will cost circa £100. The Committee agreed on the purchase and Brian will source. *Update – Brian has obtained a case at no cost.*
Action; Complete
- Mark volunteered to contact St Andrews to see if there is any interest in offering them coaching at our Saturday events. Update – Mark said that he has contacted St Andrews and is awaiting a reply. Simon said that depending on the response and numbers we would provide a Juniors tent at events. Mark said that he has followed up on this and is awaiting a reply. *Update – Brian talked to Kirsty at the Bramshill event and they are struggling gathering peoples interest in Orienteering this year.*
Action; MF Ongoing
- Prize giving for last years Youth League is still to be held. *Update – Simon will contact Kirsty for prizegiving dates.*
Action; SM Ongoing
- Fiona to email Club members details of the vacant roles for JK2019 that still need filling. Update – Simon said that SCOA still need volunteers and that the SCOA Chair would also like someone to co-ordinate the volunteers. Simon said that he would email out to Club members the details of the posts that require filling. Update – Simon has asked for a volunteer co-ordinator and is awaiting a reply. *Update – Toni Whittle has volunteered co-ordinate the Club volunteers and has commenced communication with members.*
Action; Complete
- Simon said he would email out to Club members for volunteers for planned Club events to fill in the numerous gaps. Update – Simon has asked for officials and is awaiting replies. *Update – Ongoing.*
Action; SM Ongoing
- Ian said that his 1st Aid course has expired and is now looking at suitable refresher courses. Update – Fiona has arranged her course for the end of May. Ian is awaiting feedback from Fiona as to the suitability of the course. Mark has still to arrange his course. Update – Fiona has now completed her course, Mark is arranging dates. Fiona asked if the Club would benefit from purchasing a de-fib machine. A discussion took place on the benefits and costs including 1st aid kits. (the Club has 3 kits and some of the equipment may now be out of date. For 1st aid cover at events Brian suggested asking if any members were 1st aid at work qualified. Simon said he would ask. *Update – Ian has booked his course for the 25th Sept. MF 1st Aid? Sue has volunteered who has a FAW qualification. Brian will formally inform Ian and Simon will request other Club members for volunteers.*
Action; SM, IH & MF Ongoing

- New Start Clock - Brian volunteered to follow up with Eric on the choices available and preference for the Club to purchase. Update – Eric has ordered the new clock, the supplier is awaiting parts. Update – Eric now has the new start clock. The longevity of the battery charge needs to be identified. *After a brief discussion it was thought wise to label the clock ‘ Charge before each Event’*
Action; DM
- GDPR Actions
 1. AP to check with the website server host for assurances over the security of the system.
Update – Ongoing
 2. New – Simon, said that Peters ‘events’ helpers information needs updating. *Ongoing*
 3. New – Simon said he is also updating the Data Privacy Policy. *Update – Simon has a template Policy and is merging/updating BKO’s Policy.*
Action; SM & AP Ongoing
- Brian to purchase 20 V5 Emit cards and 500 backup cards.
Action; BS - Ongoing
- Fiona asked David if he could advertise the Club Picnic in his next update.
Action; Complete
- Fiona to contact Sandmartins on carvery options for the AGM.
Action; FC
- Fiona agreed to complete a SAG form for JK2019 Day 3 and forward to Simon for submission.
Action; FC
- David will email asking if Jealots Park require payment of £40 for room hire.
Action; DJ
- Fiona & Simon volunteered to look at new tent options due to one of the Club tents falling apart.
Action; FC & SM
- Nigel Holt has asked if he could use the Ashbury Park map for his running club. David volunteered to liaise with Nigel as to the requirements.
Action; DJ

2. Chairman’s Update

2.1 Chair’s Update.

- The new O top have arrived and David asked how to order and Simon said to just email him with size details. Fiona about what to do with the old tops and after a brief discussion it was decided to add the topic as an agenda item for the next meeting so we can have Peter’s input. *Update – Agenda item at this meeting.*
Action; Complete

2.2 JK2019.

- Fiona – The Assembly field for Cold Ash has been identified with access from the south. The only problem is the final downhill section of track which is very rutted and muddy. The two options are tracking which would cost 6 -7K for which she is obtaining quotes (Ealing Estates may be able to help as well. Derick may have an alternative (AMCO) and is chasing them. Fiona asked if this item could be moved to the Events and Mapping section. *Update – Item moved to events & mapping. AMCO would not be able to help/provide a service.*
Action; Complete

2.3 AGM 2019

- Fiona led a discussion on the venues for next year’s AGM and the requirement to book early to guarantee a location. Fiona agreed to look into both locations for either the 8th or 22nd February 2019. Update –After a quick discussion on the pros and cons of the Downshire & Sandmartins it was decided to use the Downshire. *Update – Fiona has reserved the Downshire for the 8th Feb but will only supply a carvery for 30 and above. Due to numbers Fiona obtained prices for set menu’s (2 courses £22.50 & 3 courses £27.50 pp). Brian suggested contacting Sandmartins for the carvery option.*
Action; FC

2.4 GDPR

- GDPR – BOF have now produced guidance on GDPR for Clubs and Simon said that he would read through this and produce a plan on the actions that the Club will need to take to be compliant. Update – Simon led a lengthy discussion on what data the Club holds and actions that would need to be taken. This included, entrants for events, marketing lists, active and non-active member details, results information, sensitive data, entry forms & website security as some of the topics. Actions that come out the discussion are;
 1. IH to delete all inactive members from the database (126). *Update - Complete*
 2. AP to check with the website server host for assurances over the security of the system. *Update – Ongoing*
 3. New – Simon, said that Peters ‘events helpers information needs updating.
 4. New – Simon said he is also updating the Data Privacy Policy.

Action; SM & AP Ongoing

3. Membership

3.1 Numbers as of 13th Sept; 158 National members & 8 Local members and 1 group (St Andrews).

4. SCOA Report

- There has been no SCOA meeting, minutes can be found at <https://www.scoa-orienteering.org.uk/scoa-committee>
- The SCOA bulletins can be found at <http://www.scoa-orienteering.org.uk/scoa-bulletins>

5. Events and Mapping

5.1 Fixtures & Mapping – Table moved to Appendix 1

- The current plan for next years Concorde Chase is Long Valley North, arranged with SN. Roger Marr is prepared to map with the costs being shared with BAOC.

5.2 Results System - Hardware & Software

Brian gave the following updates;

- He is checking that the MTR4 is back from Alan Farringdon. *Update- The MTR4 is not back as yet and we still have the loan unit from AF.*

5.3 JK 2019

- Fiona updated the meeting that the JK2019 team are looking for Team leaders for each day and that she will complete the list/form for Day 3. From there we can identify how big the teams need to be and fill with volunteers.
- Simon mentioned the need for a SAG form and Fiona agreed to complete the form and forward to Simon for submission.

Action; FC

6. Treasurer’s Report

6.1 Peter had pre issued the report to the Committee with the following points made during the meeting;

- Clothing sales are up due to the new O Tops.
- He has not received an invoice for £40 for Jealots Park room hire. David will email asking if they require payment.

Action; DJ

- Peter also said that one of the Club tents is falling apart and Fiona & Simon volunteered to look at options.

Action; FC & SM

6.2 Old O Tops

- A discussion took place on what to do with the old tops. Sell at reduced prices, throw away/recycle, offer as prizes at the AGM. No conclusion was made and the matter will be decided at the next meeting.

7. Development Matters

7.1 No update.

8. Secretary's Report

8.1 Derick said the next years BOF returns are in and will be submitted by the due date at the end of October.

9. Publicity Report

9.1 Website.

Andy updated by email that there are no current issues with the website.

9.2 Newsletter.

David said that he has had a few articles for the next issue.

10. Coaching

- No update.

11. Youth League

11.1 League

- Nil this meeting.

11.2 BKO Juniors

- Nil this meeting.

12. Welfare

12.1 Welfare Report

- Simon reported that there have been no Welfare issues since the last meeting and that he is awaiting a review update from BOF.

13. Next Meeting

13.1 Date & Location of next meetings

15th November & 10th January - The Cricketers @ 1930

14. AOB

- Peter – said that Jillian Ullersperger had asked if she could hold a radio control event at Black Park on the same day as BKO's. – Yes.

- Nigel Holt has asked if he could use the Ashbury Park map for his running club. David volunteered to liaise with Nigel as to the requirements.

Action; DJ

Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
Sat 13th Oct	Swinley East	D	Permissions – Yes Mapping –	Organiser – Lynne Moore Planner – Simon Moore Risk Assessment Results -
Sun 18th Nov	Black Park	C	Permissions – Mapping –	Organiser – Annika & Doug Greenwood Planner – Simon Moore Controller - Results -
Sat 15th Dec	Burghfield	D	Permissions – Mapping –	Organiser – Planner – Richard Rae Risk Assessment Results -
Tue 1st Jan	Whiteknights Score Event		Permissions – Mapping –	Organiser – Planner – Risk Assessment Results –
Sat 12th Jan	Langley Park	D	Permissions – Mapping –	Organiser – Planner – Andrew Southwood Risk Assessment Results -
Sun 27th Jan	Long Valley North Concorde Chase	B	Permissions – Mapping –	Organiser – Simon Moore Planner – Mark Foxwell Results – Controller – Mark Thompson
Sat 16th Feb	Yateley Country Park	D	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
Sat 16th Mar	Swinley West	D	Permissions – Mapping –	Organiser – Colin Godbold Planner – Risk Assessment Results -
Sat 6th Apr	Buckleberry Common	D	Permissions – Mapping –	Organiser – Planner – Mark Saunders Risk Assessment Results -
Sun 21st April 2019	Cold Ash JK	A	JK – Long Distance Permissions – Yes, in principle. Mapping – Katy has obtained quotes	Organiser – Fiona Clough Planner – Katy Stubbs / Roger Thetford Controller – Results -
Sun 12th May	Rushall Woods	C	Permissions – N East will need permissions. Mapping – NE will need mapping.	Organiser – Planner – Steve Waite Controller - Results -
Sun 26th Jan 2020	Hawley Concorde Chase Southern Champs	A	Permissions – Mapping –	Organiser – Planner – Controller – Mike Edwards Results -

Notes;