



## Berkshire Orienteers

### Minutes of the Committee Meeting

7.30pm 14<sup>th</sup> March '19  
The Cricketers, Cricketers Lane.  
Warfield. RG42 6JT

**Present:** Stefan Stasiuk (Chair), Derick Mercer (Secretary), David Jukes, Fiona Clough, Brian Sewell, Ian Hudson (Membership) & Peter Entwistle (Treasurer)

**Apologies:** Andy Parry, Simon Moore & Mark Foxwell.

#### 1. Minutes of the Last Meeting (10<sup>th</sup> Jan 2019) / 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 West has now left Crown Estates and it was decided to let the new incumbent time to settle in before approaching. *Update – Dan Steele has contacted Simon asking about the condition of the course. Simon informed him that BKO designed the course buy up to Crown Estates to look after the posts. Simon will feed back to Dan. Update – Simon has received an email from Dan Steele suggesting they will design courses and manage, technical input only from the Club. Update – Katy has updated the POC course, and the western part of the main map. Crown Estates will situate the posts.*

**Action; Ongoing**

- 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. *Update – Brian, our events have been clashing with other schools events & school holidays. Events dates should take this into account.*

**Action; MF Ongoing**

- 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. Update – Not going well at present. *Update – Officials are now being found, close the action.*

**Action; Complete**

- Ian said that his 1<sup>st</sup> 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 1<sup>st</sup> aid kits. (the Club has 3 kits and some of the equipment may now be out of date. For 1<sup>st</sup> aid cover at events Brian suggested asking if any members were 1<sup>st</sup> aid at work qualified. Simon said he would ask. Update – Ian has booked his course for the 25<sup>th</sup> Sept. MF 1<sup>st</sup> Aid? Sue has volunteered who has a FAW qualification. Brian will formally inform Ian and Simon will request other Club members for volunteers. Update – Mark has booked his course for this month. Fiona has also sourced another course provider for the next due dates. Update Mark still to complete the course. *Update – Mark Apols for the meeting. Ian, stated that we currently have 5 1<sup>st</sup> Aiders without Mark. Peter queried who is checking equipment OOD. Stefan asked if one of the 1<sup>st</sup> aiders would check the equipment. Ian volunteered to check the kit at the next Saturday event. Reduce the number of kits from 3 to two.*

**Action; MF/IH – Ongoing**

- GDPR Actions
    1. AP to check with the website server host for assurances over the security of the system. *Update – AP the website is compliant. Complete.*
    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. Update – Simon has drawn up a draft policy and distribute to the Committee for comments and then posting on the Club website. Update – Simon has now issued the draft for Committee comments to be returned by the 18<sup>th</sup> Jan ’19. *Update – Carried over to the next Committee meeting.*

**Action; SS/SM Ongoing**
  - Old O tops - Fiona will provide David with an ad for the next newsletter with sizes, prices on a first come first served. Update – Fiona has provided the sizes etc. and David will update for next newsletter and Fiona will take the tops to the AGM. *Update – Martin has emailed out requesting that the ‘old’ tops be donated to Africa to encourage purchase of the new kit. Proposal approved. Fiona will donate the kit to Cancer Research.*
- Action; FC**
- Katy has asked for finance to upgrade OCAD9 to OCAD2019. (circa £110). After some discussion it was decided that Peter would chase the Club requirements, licence usage, full financing etc.
- Action; PE**
- UKOL for CC 2020 which will involve a Saturday event. Fiona will email other Clubs to see if they would run with the Saturday event.
- Action; FC**
- David suggested merging/allocating other Clubs Saturday events as part of our Schools/Juniors league. (SN, TVOC) Fiona will email.
- Action; FC**

## 2. Chairman’s Update

### 2.1 Chair’s Update.

- Stefan has joined the meeting as Chair.
- Stefan said that unfortunately the Swinley East was planned & Organised but the CE’s booking regime has changed and no alternatives could be found. Fiona also explained that the CE’s price charging has also changed. (number of entrants & vehicles)

### 2.2 AGM 2019

- Fiona – Sand Martins has been booked for the 8<sup>th</sup> February as a carvery. Fiona will supply details to David for advertisement. Costing – Fiona will check with Sand Martins on prices and choices and co-ordinate with Peter and subsidies (up to £5 per head).

**Action; Complete**

### 2.3 GDPR

- Actions updated in matters arising.

## 3. Membership

- 3.1 Ian said that the Club numbers as of 14<sup>th</sup> March; 135 National members, 7 Local members and 1 group (St Andrews).

## 4. SCOA Report

- There has been no SCOA meeting during this period.
- 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

5.2 Results System - Hardware

Brian said that there was no update for this meeting.

5.3 JK 2019

- Fiona –All progressing well. Volunteers list being sorted to fill vacancies.
- Ian – Is still looking at volunteers for the 4 day period for Enquiries.

## 6. Treasurer's Report

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

- YTD net surplus of £36.56
- Stefan asked Peter if there were any major issues with the report. No big issues.
- **New Club Kit** – Prices proposed & confirmed O Tops = £25, Summer Jacket = £29, & Winter Jacket £49 for future deliveries, including delivery. Some O Tops have been purchased for stock (sizing). Martin has so far done the ordering but will be relinquishing the task. (Simon may have volunteered, if not David will take up the role)
- Peter – Katy has asked for finance to upgrade OCAD9 to OCAD2019. (circa £110). After some discussion it was decided that Peter would chase the Club requirements, licence usage, full financing etc.

**Action; PE**

## 7. Development Matters

7.1 No update.

## 8. Secretary's Report

8.1 All issues covered.

## 9. Publicity Report

9.1 Website.

No update.

9.2 Newsletter.

David informed the meeting that the Compass Sport award for front cover of the year went to BKO and the newsletter is again in the 'top 10' for Orienteering Clubs.

David said that March's newsletter been issued that that he is preparing May's edition and as always would welcome any articles.

## 10. Coaching

- No update for this meeting.

## 11. Youth League

11.1 League

- Nil this meeting.

#### 11.2 BKO Juniors

- Nil this meeting.

### **12. Welfare**

#### 12.1 Welfare Report

- No Welfare issues have been raised with the Committee since the last meeting.

### **13. Next Meeting**

#### 13.1 Date & Location of next meetings

16<sup>th</sup> May & 18<sup>th</sup> July - The Cricketers @ 1930.

### **14. AOB**

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## Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
<b>Sat 16<sup>th</sup> Mar</b>	Swinley West	<b>D</b>	Cancelled	Organiser – Colin Godbold Planner – Risk Assessment Results – Brian Sewell
<b>Sun 21<sup>st</sup> April 2019</b>	Cold Ash JK	<b>A</b>	JK – Long Distance  Permissions – Yes. Mapping – Roger Marr	Organiser – Fiona Clough Planner – Katy Stubbs / Roger Thetford Controller – Mike Forrest, Mark Foxwell Results - EMIT
<b>Sun 12<sup>th</sup> May</b>	Rushall Woods	<b>C</b>	Permissions – Mark F, N East will need permissions & Parking.  Mapping – Katy not available for mapping, <b>FC will co-ordinate with MF for permissions, mapping &amp; ISOM conversion.</b>	Organiser – Mark Foxwell Planner – Steve Waite Controller – Alan Kersley BADO Results – Brian Sewell
			David said he is trying to Organise 3 events over the summer in the Bracknell area.	
<b>Sun 6<sup>th</sup> Oct</b>	Buckleberry Common	<b>C</b>	Permissions – Yes  Mapping –	Organiser – Planner – Mark Saunders Controller – Results -
<b>Sun 17<sup>th</sup> Nov</b>	Black Park British Schools SCOA Event	<b>A</b>	Permissions – No  Mapping –	Organiser – Planner – Controller – Results – SCOA
<b>Sat 7<sup>th</sup> Dec</b>	Swinley West	<b>D</b>	Permissions – No  Mapping –	Organiser – Planner – Annika Greenwood Controller – RA Results -
<b>Sun 26<sup>th</sup> Jan 2020</b>	Long Valley North Concorde Chase Southern Champs	<b>A</b>	Permissions – Pending (Fiona) <b>Transferred from 2019</b> Mapping –  UKOL, also requires Saturday event?	Organiser – Planner – Mark Foxwell Controller – Mike Edwards Results -
<b>15<sup>th</sup> Feb 2020</b>	Star Posts		Permissions – No  Mapping –	Organiser – Planner – Stefan Stasiuk Controller – Results -
<b>Sun 31<sup>st</sup> Jan 2021</b>	Cold Ash Concorde Chase	<b>A</b>	Permissions –  Mapping –	Organiser – Planner – Controller – Results -

### Notes;

- Discussed the mapping proposals for David Peels quote (Peters email), approved.
- Brian said that the Yately map was out of date. Discussion for next meeting to use the newly trained mappers.
- UKOL for CC 2020 which will involve a Saturday event. Fiona will email other Clubs to see if they would run with the Saturday event. **Action FC**
- David suggested merging/allocating other Clubs Saturday events as part of our Schools/Juniors league. (SN, TVOC) Fiona will email. **Action; FC**