



## Berkshire Orienteers

### Minutes of the Committee Meeting

7.30pm 14<sup>th</sup> May '15  
The Cricketers, Cricketers Lane.  
Warfield. RG42 6JT

**Present:** Fiona Clough (Fixtures), Peter Entwistle (Treasurer), David Jukes, Derick Mercer (Secretary), Ian Hudson (Membership), Ken Ricketts (Development), Brian Sewell, Andy Parry, Mark Foxwell.

**Apologies;** Andrew Graham.

Fiona kindly agreed to Chair the meeting.

#### 1. Minutes of the Last Meeting (26<sup>th</sup> March '15) / Matters Arising

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

Matters Arising

**Congratulations** to **Katy Stubbs** who was awarded the Silva Award at the BOF AGM during this year's JK.

- Mapping Courses – Derick to chase Katy.  
**Action: (DM) Ongoing**
- Club 25 year celebration (18<sup>th</sup> July '15 – South Hill Park. David to advertise the event with names of those wishing to attend to be forwarded to Derick.  
**Action: All. DJ / DM**
- A small discussion took place on BOF Photographic Policy that had been circulated; the conclusion was that David would prepare a BKO draft policy for the next meeting. Also raised was the idea that event officials could wear 'tabards'. Thought to be given for the next meeting.  
**Action: DJ**
- AP will put together instructions on how to put event result onto the website.  
**Action: Complete**
- BS to order 20 more emit cards.  
**Action: Complete**
- Peter is currently awaiting forms from the bank for Derick to become a Club signatory.  
**Action: PE/Ongoing**
- AG to produce an initial Club Organisers guide/plan for BKO events. Carried over to next meeting.  
**Action: AG/Ongoing**
- DJ to attend the next SCOA meeting (June) to submit his discussion document and act as the BKO rep for that meeting.  
**Action: Complete**
- DJ/AP to upload his news updates onto the website.  
**Action: DJ/AP**
- Fiona is now in discussion with Eric into full professional printing for all our events.  
**Action: FC**
- PAT Testing of electrical equipment at Rushall Woods  
**Action: Complete**
- DM to co-ordinate helpers for the British Middle Champs.  
**Action: Complete**
- Raise discussion page on the BKO website for Committee decisions.  
**Action: AP**
- Fiona to check on permissions and restrictions (SSSI) for Bramshill.  
**Action: FC**
- Complete, sign and submit BOF non-disclosure agreement for use of the BOF database.  
**Action: BS/DM**

- Brian to send Peter a list of equipment still required to run a level C event results system.  
**Action: BS**
- Increase BKO insurance.  
**Action: PE**
- Advertise within the newsletter if anyone is interested in individual coaching sessions at Saturday events, names to Ian.  
**Action: DJ**
- Obtain prizes and award pupils for the Youth League results.  
**Action: KR/IH/FC**
- Ken to ask if St Andrews School would take part in the Compass Sport Cup.  
**Action: KR**
- Fiona to ask Katy if she wants to be on the Committee email list.  
**Action: FC**

## 2. Chairman's Update

### 2.1 Chair's Update

There was no Chair update for this meeting.

### 2.2 Committee Decisions

In view of the Committee not having a Chair this year the topic of how the Committee can reach decisions without being snowed under by a continuous email trail was raised by Fiona. Having already looked into this Andy said that a discussions page/forum could be introduced onto the website for the Committees use with only one email sent out. Andy is looking at implementing this and how it would work. **AP**

## 3. Membership

- 3.1 Numbers; Those that have renewed so far this year 149 National members, 7 Local and one group (St Andrews).

## 4. SCOA Report

- 4.1 There has been no SCOA meeting since the last BKO meeting. Although Fiona informed the meeting that a number of the SCOA Committee would be retiring and that new members to fill these posts would be required.

- Chairman – Alun Jones.
- Coaching – Dave Rogers.
- Junior Squad – Craig Blackford.

## 5. Events and Mapping

### 5.1 Fixtures & Mapping

Date	Location	Level	Comments	Officials
Sat 30 May Level C	Great Hollands	C	Permissions – Yes Parking at Fujitsu confirmed. Will share weekend/advertising with TVOC for their Sunday Level C event. Mapping - Katy	Organiser – F Clough, D Mercer Planner – Mark Foxwell Controller – Bernie Fowler
Sat 20 June	Wildridings	D	Permissions – Yes  Mapping – Katy (Gt Hollands)	Organiser – Andy Parry  Planner – Andy Parry
Sat 4 Jul	Ashenbury Park	D	Permissions - Yes  Mapping – ?	Organiser – Nigel Holt  Planner –David Jukes
Sat 18 July	Birch Hill	D	Permissions - Yes  Mapping – Katy (Gt Hollands)	Organiser – Lynn Moore  Planner – Simon Moore

<b>Sat 19 Sept</b>	Yately Country Park	D	Permissions - Yes Mapping - ?	Organiser – ? Planner – ?
<b>Sun 8 Nov Level C</b>	Bucklebury Common	C	Permissions - Yes Mapping – Needs to be done (Katy?)	Organiser – Peter Entwistle Planner – Andrew Graham Controller – Andy McGregor
<b>Sat 28 Nov</b>	Black Park	D	Permissions - Yes Mapping – Completed recently	Organiser – ? Planner – ?
<b>Sat 16 Jan</b>	Snelsmore Common	D	Permissions - <b>FC</b> Mapping – Needs doing (BADO)	Organiser – ? Planner – Tony Ludford (BADO)
<b>Sun 31 Jan Level B</b>	Barossa Concorde Chase	B	Permissions - <b>FC</b> Mapping – Needs updating (Katy?)	Organiser – ? Planner – Mike Pemberton & Pete Wilson Controller – Mark Thompson (TVOC)

- Bramshill – David informed the meeting that Bramshill is now capable of holding an event. The area could have elements of SSSI though, Fiona to check on permissions and restrictions. **FC**

## 5.2 Results System - Hardware & Software Update from Brian.

- Now used the new system for a couple of events and the software has run smoothly with the results being uploaded quickly.
- The BKO emit hire cards are on the database. There are 129 emit cards held by the club and Brian has drawn up a list of the cards with manufacturer / purchase date for future renewal.
- Brian has asked permission to use the BOF database on the BKO computers to aid with running events. This would entail the signing of a Non-Disclosure Agreement for data protection of the information. Brian to sign & Derick as the BKO Officer. This led onto a discussion on Organisers and a 'group' of results team and how big this team would be. Brian stated that the team would need to be kept small (4 – 5) and would be signed onto the agreement. **BS/DM**
- The aim is to run our own results system and team for the Level C event on the 8<sup>th</sup> November at Buckleberry Common. Brian to send Peter a full list of the equipment that is still required for us to run the results for a level C event. **BS**
- AP will put together instructions on how to put the results onto the website. **AP**

## 5.3 25 year Celebration. 18<sup>th</sup> July '15 – South Hill Park

- Fiona informed the meeting that South Hill Park would charge £20 per person for a BBQ (not including drinks) which was deemed to be too expensive. The alternative would be to hold a Picnic on the lawn after the Saturday event. Food and beverages (including alcohol is allowed). Some discussion took place on menu and event timings. It was agreed that the food and drink would be sourced from Costco to a cost of £300. Numbers will be required and David will advertise with names being forwarded to the Secretary. **DJ/DM**
- The discussion on the event timings was decided that the Orienteering event would run from 1030 – 1200. The Picnic would be 1300 – 1500.

## 6. Treasurer's Report

- Peter circulated updated accounts and went through the current statement.
- A surplus ahead of budget due to no mapping costs so far.
- The value of BKO equipment is increasing £15k emit equipment, £700 laptops. Peter is proposing increasing the BKO insurance to protect added value and ensure the Club is fully covered for our events. **PE**

## 7. Development Matters

- ### 7.1
- Ken distributed the Development Plan prior to the meeting, comments;
  - Sect A7 (Meet & Greet at events). To be added to the 'Organisers' list of tasks to be allocated at events. See action for **AG**

- Ian – raised the topic of individual mentoring and do we need to ask for an expression of interest for doing the coaching and who would like to be coached. David will put in the newsletter asking if anyone is interested in individual coaching at Saturday events. **DJ**

## 8. Secretary's Report

## 9. Publicity Report

### 9.1 Website.

- Andy informed the meeting that the new website is progressing and that the Committee now has access to upload to the site, which some members are now using.
- The 'Event Guide' is progressing.

### 9.2 Newsletter.

David informed the meeting that the next newsletter would be available for the Ashenbury event on the 4<sup>th</sup> July and could he have any articles for inclusion by the 25<sup>th</sup> June.

## 10. Coaching

### 11. Youth League (Ken)

- Ken informed the meeting that only 3 people completed 4 events during this year's league and that we should be able to hold 8 events next season with the current programme.
- Prizes will be required for the three pupils and would someone volunteer to award the prizes (Ken to purchase). Ian & Fiona volunteered to award the prizes. **KR/IH/FC**
- It was also asked if St Andrews School would be willing to take part in the Compass Sport Cup. **KR**

## 12. Next Meeting

### 12.1 Date of next meeting

30<sup>th</sup> July '15

### 12.2 Location of next meeting

The Cricketers @ 1930

## 13. AOB

- AP – Was there any objection of giving Katy the ability to email 'All Members' for training purposes. There was no objection.
- Should Katy be on the Committee email list? Fiona to ask if she wants to be on the email list. **FC**
- BS – Asked if we need to buy Tabards to be worn by helpers at events. Eric should have some.
- BS – Eric has asked about a new printer. The Club will purchase a laser jet when the old one no longer functions.
- AP – volunteered to become Assistant Fixtures.