



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 15th January '15
Keamari, Ray Park Road.
Maidenhead. SL6 8QX

Present: Katy Stubbs (Chair), Fiona Clough (Fixtures), Peter Entwistle (Treasurer), David Jukes, Derick Mercer (Secretary), Ian Hudson (Membership), Ken Ricketts (Development), Brian Sewell, Dave Rogers (Coaching Officer), Andy Parry.

Apologies; All present.

Katy welcomed all to the meeting.

1. Minutes of the Last Meeting (20th Nov '14) / Matters Arising

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

Matters Arising

- Mapping Courses – Katy is going to ask again.
Action: (KS) Ongoing (ASAP)
- Purchasing a second laptop, one till printer, a 4 gang power socket, router, colour software and Microsoft Office software if required.
Action: (BS) Ongoing
- FC & IH to attend 4 hour 1st Aid Course. Course cost circa £30 each.
Action: IH/FC Ongoing
- Obtain car stickers in time for AGM. A decision was made to use the 25 year celebration motif.
Action: DJ/FC
- Ideas for Club's 25 year celebration. A discussion took place on date & location. Possibilities – 15th July. Southill Park for BBQ with the Club willing to supply £400 (Treasurer)
Action: All. Ongoing
- Generic Event Safety Documents onto the Club Website.
Action: AP Ongoing
- FC to email Glen Wass ref his BOF membership.
Action: FC
- A Controller is required for the Great Hollands Urban event on the 30th May '15.
Action: KS
- Email SN to politely deny their request to use some of our areas as our areas are under as much pressure as theirs.
Action: FC
- Trial new software in parallel at an event & run solo at April's event.
Action: BS
- Find out shelf life of refurbished Emit cards.
Action: BS

- Peter to produce proposal for price rise of £1 at the AGM.

Action: PE

- Display then Development plan on the Club's website.

Action: KR/AP

- Consider putting email updates onto the website. Decision to be made at the next meeting.

Action: All

- Circulate BOF Photographic Policy for discussion at next meeting.

Action: FC

2. Chairman's Update

2.1 Chair's Update

There was no Chair update for this meeting.

2.2 AGM

The date & venue has been booked by DJ who will be sending out details in the near future.

2.3 AGM Awards

The Committee discussed this years awards for presentation at the AGM and decided on the winners.

3. Membership

- 3.1 Numbers; Those that have renewed so far this year 114 National members, 4 Local and one group (St Andrews). It is anticipated that many of those that have not renewed will do so for the Concorde Chase.

4. SCOA Report

- 4.1 SCOA Report - FC had produced a report from the recent meeting held on the 4th December with the following main points;

- An EGM was held prior to the meeting to carry on with the current levy charges. Levels A, B & C events 45p per senior and 1/3 junior (rounded down). There are no longer any levies on Level D events.
- The matter of insurance both public liability and the three time rule for non-members and also that of employer's liability insurance for volunteers was discussed. Apparently we do not need to have employer's liability insurance for volunteers unless they are paid over £6K p/a. The three times rule for non-members is apparently accepted by the insurers as being very difficult to enforce as non-members could go to a number of different events run by different clubs and that there is no expectation that they would refuse to cover any claim for that reason.
- There was some discussion that the policy regarding taking photographs at events should be included in the final details (i.e. anyone taking pictures should register their details at Enqs/Registration) but this awaits clarification from BOF.

This was also discussed in depth at this meeting. Katy stated that the BOF policy was in the Major Events Handbook. To be discussed at the next meeting. **FC to circulate policy.**

- The JK returns to SCOA in 2019 – Hambledon cannot be used, as it has been booked for the 2020 British Night Champs and Southern Champs.
- I raised the issue of the colour-coded badges (as requested by Ken). Everyone is keen to keep them. Jerry Newcombe is going to do a stock check across the region, possibly swap some around so you are issuing the same design and order some new ones.

5. Events and Mapping

5.1 Fixtures & Mapping

Date	Location	Club	Comments	Officials
Sat 17 Jan 15	Burghfield North	BKO	Permissions - Yes Mapping – Katy has updated.	Organiser – Glen & Di Planner –Mark Foxwell
Sun 25 Jan 15 Level B	Concorde Chase – Cold Ash	BKO	Permissions - Yes Parking has been confirmed. Mapping – Minor adjustments.	Organiser – A Wilkes Planner – D Rogers Asst Planner – A Parry Controller – Roger Thetford
Sat 14 Feb 15	Langley Park	BKO	Permissions – Yes Bucks CC £75 flat fee per year. Mapping – Andrew Southwood has updated.	Organiser – Glen & Di Planner –Andrew Southwood
Sat 14 Mar 15	Swinley East	BKO	Permissions – Yes Mapping – KS to check.	Organiser – Glen & Di Planner – Brian Burt
Sat 11 Apr 15	Rushall Woods	BKO	Permissions - FC Mapping – Should not need updating.	Organiser – ??? Planner – Peter Wilson BS to run the results
Sat 2 May	Sandhurst	BKO	Permissions - FC Mapping - Should not need updating.	Organiser – Glen & Di Planner -
Sat 30 May Level C	Great Hollands	BKO	Permissions – Yes Parking at Fujitsu confirmed. Will share weekend/advertising with TVOC for their Sunday Level C event. Mapping – Needs to be done. Who???	Organiser – F Clough, D Mercer Planner – Mark Foxwell Controller – KS to chase
Sat 20 June	Easthampstead & Wildridings	BKO	Permissions - FC Mapping -	Organiser – Planner -
Sat 4 Jul	Ashenbury Park	BKO	Permissions - FC Mapping -	Organiser – Planner -
Sat 18 July	Birch Hill	BKO	Permissions - FC Mapping -	Organiser – Planner -

- The Club has received a mail from SN requesting if they can use some of our areas for their use. It was decided that our areas are under pressure for use as well and that the request is denied. **FC to respond.**
- Katy has produced a draft training plan for the Spring / Summer which runs in conjunction with some SN training evenings as usual and one with TVOC at Bloom Wood.
- Fiona also gave an update on possible future SCOA fixture requirements 2017 onwards. No conclusions were reached but of note is the fact that the JK will be back in the Region in 2019.
- Fiona has also been looking at new areas that the Club may be able to use and this will be an ongoing activity.

5.2 Results System - Hardware & Software Update from BS

- Trialing of the new software is going well. ‘Colour’ instructions are being pulled together and tested. The production of results will be much easier and quicker. He is going to run parallel at an event to run solo during the April event.

6. Treasurer’s Report

- Peter circulated updated accounts and went through the figures. Also approved extra hardware; Black reader, one more laptop which will make three and a MTR dongle reader.
- Emit card refurbishment cost and shelf life was discussed for our failing cards. Shelf life to be found so a decision can be made as to refurbish or buy new. **BS**

- The mapping budget and costs were discussed. See mapping course action which may reduce fees.
- BS broached the topic of membership fee rises for the upcoming AGM. After some discussion on ours and other Clubs fees it was put to the vote and decided to propose an increase of £1 for seniors with effect from 1st January 2016. (8 Yes, 1 No, 1 Abstained). - **PE**

7. Development Matters

- 7.1 Ken distributed the Development Plan prior to the meeting with minor comments being made. It was decided to have the plan on the Club's website – **AP / KR**

8. Secretary's Report

9. Publicity Report

9.1 Website.

- Andy informed the meeting that the new website has been moved to the new server with no band width limit. The cost of which is £40 – same price as the previous server.
- Andy suggested that we put David's email updates onto the website. After a small discussion it was decided to take this away for consideration at the next meeting. - **ALL**

9.2 Newsletter.

David informed the meeting that the newsletter is now out and the number of Facebook 'likes' is up by 7 to 97 total likes which is very encouraging.

10. Coaching (DR)

- Dave told the meeting that the Coaching Board has had its first outing and was well received.

11. Youth League (Ken)

- Ken gave a brief update that Youth League numbers were down at the last event mainly due to the Christmas holiday period.

12. Next Meeting

A provisional date for the next meeting was agreed at for the 26th March 2015 TBC on completion of the AGM.

13. AOB

- During the meeting it became apparent that Glen Wass is required to be a BOF member if he is Organising Saturday events. **FC to email Glen.**
- Brian asked we could ensure that prices at events on documentation all match up. i.e. website, posters and forms.