



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 15th March 2018
The Cricketers, Cricketers Lane.
Warfield. RG42 6JT

Present: Simon Moore (Chair), Derick Mercer (Secretary), David Jukes, Ian Hudson (Membership), Mark Foxwell, Brian Sewell.

Apologies: Andy Parry (Fixtures), Fiona Clough & Peter Entwistle (Treasurer).

1. Minutes of the Last Meeting (18th Jan) / 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
- Peter to complete the bank paperwork for Simon to become a signatory. Simon now has the paperwork to take to Barclays. *Update – Simon has taken the paperwork to the bank but has heard nothing since. Peter will chase the bank for an update. Update – Peter has contacted the bank and they have mislaid some paperwork, this has been re submitted. Update – Simon confirmed that he is now authorised by the bank and is awaiting reader & PIN for online access. Update – Simon now has full access for approving payments.*
Action; Complete
- 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.*
Action; BS Ongoing
- Detail moved to 5.2 Hardware. *Update – Andy will purchase the printer. Update – Andy has purchased a printer and it is now operational.*
Action; Complete
- Andy will update the website to a new release of the platform over the summer period. *Update – Andy will advise when the upgrade has taken place.*
Action; AP 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.*
Action; MF Ongoing
- Simon volunteered to contact Denise and Ken to find out information on how the Youth League was started. *Update – Simon said that he could not find any useful information from the various people contacted.*
Action; Complete
- Prize giving for last years Youth League will be held at Snelsmore on the 9th December. *Update – St Andrews were not at the December event, date for prize giving TBC. Update – Simon said that he is now looking at the Rushall Woods event on the 21st April.*
Action; SM Ongoing
- Brian to contact Alan F to organise 40 controls, starts and finishes to be sent off 1st Jan '18 for re battery with the rest at a later date. Also to confirm Alan for the results & supply of controls for the Concorde Chase. *Update – Alan has been confirmed for the CC and Simon confirmed that the first set of controls has been sent off. Update – Brian said that as part of the agreed schedule the first set has now been received.*
Action; Complete

- Andy to put the expenses form onto the website. **Action; Complete**
- Fiona agreed to book the Downshire Golf Club on the 23rd February for the AGM. *Update – Fiona said that she has booked the venue (Downshire was unavailable so has now booked the Sand Martins Golf Club – Wokingham) and will email out to members the choices available. David volunteered to co-ordinate the responses. It was also agreed that the Club would subsidise the costs to make it £20 per adult & £10 for juniors.* **Action; Complete**
- David volunteered to help Eoin to ‘boost’ on Facebook the February event. **Action; Complete**
- Fiona to register an event with BOF for Sunday 30th Dec 2018 **Action; Complete**
- 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.* **Action; FC & SM**
- Simon to organise winning vouchers x 6 at £15 for the AGM. **Action; Complete**
- Fiona to ask BADO if the £23.10 profit from the Snelsmore Common event be split. *Update – Fiona has contacted BADO and they do not require a split of the money.* **Action; Complete**
- David to advertise the Committee meeting dates in his regular updates. **Action; Complete**
- David volunteered to arrange the engraving for the Derek Harding award, Simon will organise Jim’s Jug. **Action; Complete**
- Simon will send out the club jacket designs to the Committee for comment. *Update – Simon said that the jacket design has been confirmed and that the first order has been submitted and will hopefully be back before the JK, with the second order nearly ready to go.* **Action; Complete**
- Simon said he would email out to Club members for volunteers for planned Club events to fill in the numerous gaps. **Action; SM Ongoing**
- Ian said that his 1st Aid course has expired and is now looking at suitable refresher courses. **Action; IH**
- The National Trust at Cliveden – Simon volunteered to follow up with the site in their request for mapping to create a POC. **Action; SM**
- New Start Clock - Brian volunteered to follow up with Eric on the choices available and preference for the Club to purchase. **Action; Brian**
- 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. **Action; SM**
- Andy to obtain prices & models for a guillotine for producing loose leaf control descriptions and forward to the Chair & Treasurer for approval. **Action; AP**

2. Chairman’s Update

2.1 Chair’s Update.

- Simon said that it was unfortunate that the event at Burghfield had to be cancelled but participator safety had to take preference.
- The CSC went very well with the Club coming 4th out of seven for our best ever performance.
- Club liability insurance – The Employees liability covers the Club, and Simon said that other sports do ‘Day Insurance’ for individuals at events.

2.2 JK2019.

- Simon said that Controllers are in place but some key positions remain to be filled.

- Venues are now finalised.

2.3 AGM 2019

- This item was carried over to the next meeting

3. Membership

- 3.1 Numbers as of 15th March; 147 National members & 8 Local members and 1 group (St Andrews).

4. SCOA Report

- The SCOA meeting is being held tonight 15th March.
- The SCOA bulletins can be found at <http://www.scoa-orienteering.org.uk/scoa-bulletins>
- Simon also said that SCOA will be looking for a new Chair at the summer AGM.

5. Events and Mapping

- 5.1 Fixtures & Mapping – Table moved to Appendix 1

- David said that he has a list for his Summer Series around the Bracknell area where the focus will be on attracting new orienteers and keeping the events low key. Permissions are still to be obtained but being the Bracknell area this should not cause problems and he will go via Andy. He also said that he has started on the Jennets Park map. Simon asked about the parking and David said that the Community centre can be used PM but not AM. David will firm up the parking with dates for all the events TBC.
- Running through the upcoming events list Brian raised a concern that the Level C Black Park event on the 18th November would not attract enough numbers. Simon said that sometimes we just have to bite the bullet on events given the date slots available and the price of parking.

- 5.2 Results System - Hardware & Software

- Brian said that the 3 computers are now talking to each other after the recent problems we have been having. The fault seems to be one of the computers not recognising the server. He said that he is now happy that the system is robust.
- With the three computers it will now be possible to manage two queues at events – One for BOF members and one for newcomers which we will trial at the next event.
- He also said that Eric is sending off the next set of controls for re-battery which should take 5 weeks and be back by the end of April.
- Robin Bishop has made a request to borrow some controls for the 15th April and it was agreed that he could have them as long as they were returned to the Club by the 21st.
- Brian also said that we would need to buy another 20 Emit cards at some stage this year and that he has drawn up a spreadsheet detailing all cards and ages. He will add the controls to the sheet to aid management and tracking.
- Simon asked who has the MTR 4's, Brian said that Eric and he hold them.

- 5.3 Cliveden

- Ian – Has received an email from the National Trust at Cliveden, saying they are interested in having the site mapped as a permanent orienteering course and would we be able to help. After a short discussion on the area it was decided that we would follow this up. **Action Simon.**

6. Treasurer's Report

- 6.1 Peter was attending the SCOA meeting on the evening but had pre issued the report to the Committee and there were no comments.
- The need for a new start clock was raised and Brian volunteered to follow up with Eric on the choices available and preference for the Club to purchase. **Action; Brian**

7. Development Matters

- 7.1 Simon said that he is still looking for someone to join the Committee. He has spoken to some Club members, some who have shown interest but no progress as yet.

8. Secretary's Report

- 8.1 The Secretary had nothing to report.

9. Publicity Report

- 9.1 Website.

Andy was not at the meeting but had sent in an update for his actions. No issues with the website.

- 9.2 Newsletter.

David said that the current issue is ready for posting and there have been plenty of contributions. The next issue will be May.

- 9.3 50th Anniversary Activities.

- Nil for this meeting.

10. Coaching

- Mark said that he is putting together dates for training between the 11th April to the 8th or 15th of June and is co-ordinating with SN for dates. He has also asked Andy to obtain permissions for the areas.
- Mark also asked the Committee to confirm that there will be no charge for the training and this was agreed.
- Mark also said he would need a couple more planners and helpers for the Wednesday evenings but these would still also be able to run. Katy and Fiona have told him they would plan 3 each.

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.

13. Next Meeting

- 13.1 Date & Location of next meetings

17th May & 19th July - The Cricketers @ 1930

14. AOB

- Simon said that Martin has been looking at designs for new Club tops and it was decided that we would wait for ordering until the arrival of the new Club jackets before progressing. The cost of the tops would be £25 each which is cheaper than the current tops. Martin can go ahead once the new jackets have arrived and been scrutinised.
- 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. **Action; Simon**
- Simon informed the meeting that he has had a request from Phil Conway (BOF) to run a trial a face to face questionnaire at one of our events. This would be run by BOF and cover what makes people run, why, what they do etc. Simon has agreed to this.
- Simon said that he has received email from BOF reference the Nestle ‘‘Get People Active’’ 2-4-1 activity initiative. Volunteers on registration at events will need to know how to process the people taking up the promotion.
- Brian asked that we include a new comers tick box on entry forms so the Club can contact the about future events.
- Mark said that we had a request from Downsway school for help with an orienteering event and Simon said that we had no one to help and to point them to the Schools events.
- Andy has asked for approval to purchase a guillotine for producing loose leaf control descriptions. The Committee asked if Andy could obtain prices & models for approval by the Chair & Treasurer. **Action; Andy**

Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
Sat 21st April	Rushall Woods	D	Permissions – Yes Mapping –	Organiser – Simon Moore Planner – Stephen Waite Risk Assessment Results -
Sat 26th May	Bloom Wood	D	Permissions – Yes Mapping –	Organiser – Jane Courtier Planner – Simon Moore Risk Assessment Results -
Sun 17th June	Gt Hollands SEOUL	C	Permissions – Yes Map extension to include Jennetts Park. Mapping –	Organiser – Eoin Sharkey Planner – Martin Wilson Controller – Kieron Divine Results -
Sat 9th Sept	Bramshill	D	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
Sat 13th Oct	Swinley East	D	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
Sun 18th Nov	Black Park	C	Permissions – Mapping –	Organiser – Planner – Controller - Results -
Sat 15th Dec	Burghfield	D	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
Tue 1st Jan	Whiteknights	D	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results –
Sat 12th Jan	Langley Park	D	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -

Sun 27th Jan	Silchester Concorde Chase	B	Permissions – Mapping –	Organiser – Planner – 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 – Planner – Risk Assessment Results -
Sat 6th Apr	Buckleberry Common	D	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
Sun 21st April 2019	Cold Ash JK	A	JK – Long Distance Permissions – Yes, in principle. Mapping – Katy has obtained quotes	Organiser – Planner – Katy Stubbs / Roger Thetford Controller – Results -
Sun 12th May	Windsor & Eton	C	Permissions – Mapping –	Organiser – Planner – Controller - Results -
Sun 26th Jan 2020	Concorde Chase Southern Champs	A	Permissions – Hawley & Hornley Mapping –	Organiser – Planner – Controller – Mike Edwards Results -

Notes;

- David is producing a schedule for summer events which will include a Club BBQ date.