



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 15th Nov 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, Andy Parry & Peter Entwistle (Treasurer)

Apologies:

1. Minutes of the Last Meeting (13th Sept) / 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. *Update – Dan 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.*

Action; FC re-activated

- 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 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. *Update – Not going well at present.*

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 (the Club has 3 kits and some of the equipment may now be out of date.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. *Update – Mark has booked his course for this month. Fiona has also sourced another course provider for the next due dates.*

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 Complete

- 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. *Update – Simon has drawn up a draft policy and distribute to the Committee for comments and then posting on the Club website.*
Action; SM & AP Ongoing
- Brian to purchase 20 V5 Emit cards and 500 backup cards. *Update – EMIT cards are on order, received the backup cards. Peter queried the price to be charged £46-51*
Action; BS - Ongoing
- Fiona to contact Sandmartins on carvery options for the AGM. *Update – Fiona has booked Sandmartins for the AGM and Peter has paid the deposit.*
Action; FC - Complete
- Fiona agreed to complete a SAG form for JK2019 Day 3 and forward to Simon for submission.
Action; FC - Complete
- David will email asking if Jealots Park require payment of £40 for room hire. *Update – David has emailed and is awaiting a reply.*
Action; DJ
- Fiona & Simon volunteered to look at new tent options due to one of the Club tents falling apart. *Update – Simon said he has repaired the tent with new fixtures.*
Action; FC & SM - Complete
- Nigel Holt has asked if he could use the Ashenbury Park map for his running club. David volunteered to liaise with Nigel as to the requirements. *Update – David said that he emailed Nigel and the matter was sorted, the run has been completed successfully.*
Action; DJ – Complete
- Club Championship - A discussion took place on the format of the classes and it was decided to use the same format as last year. The event chosen is the SCOA event in the New Forest on the 13th Jan. David said he would advertise in his next update.
Action; DJ
- Updating maps to the new ISOM standards. It was agreed by the Committee to approach Katy with circa forthcoming 5 months events to quote for and update
Action; DM
- Old O tops - Fiona will provide David with an ad for the next newsletter with sizes, prices on a first come first served.
Action; FC

2. Chairman’s Update

2.1 Chair’s Update.

- The only event was Swinley East which went well.

2.2 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 - Complete

2.3 GDPR

- Actions updated in matters arising.

3. Membership

- ### 3.1 Numbers as of 15th Nov; 160 National members & 8 Local members and 1 group (St Andrews).

4. SCOA Report

- Fiona ran through 20th Sept meeting, the main bullet points being;
- JK2019 – Arrangements progressing well.
- There are 5 SCOA League events this season.
- Yes, we would help/co host BADO if Greenham Common is used for the schools championships.
- Minutes can be found at <https://www.scoa-orienteeing.org.uk/scoa-committee>
- The SCOA bulletins can be found at <http://www.scoa-orienteeing.org.uk/scoa-bulletins>

5. Events and Mapping

5.1 Fixtures & Mapping – Table moved to Appendix 1

- Simon - By BOF all maps need to be updated to the ISOM 2017 new standards as from 1st Jan 2019. Put into fixtures table to ensure all maps are updated. Katy has indicated this would take over an hours work for each map. Derick added ISOM question into the fixtures table to ensure the maps are captured. It was agreed by the Committee to approach Katy with circa forthcoming 5 months events to quote for and update.

Action; DM items marked new ISOM

- Simon – Katy has run an Event Safety course, 7 attended, 6 BKO members.

5.2 Results System - Hardware & Software

- Brian had the following update;
- He is checking that the MTR4 is back from Alan Farrington. Update- The MTR4 is not back as yet and we still have the loan unit from AF. *Update – Brian is still chasing.*
- Simon – Alan F has asked if he can trial the touch free EMIT system at Jan '19's Concorde Chase. Yes and Alan to run the results. Discussion took place on using the CC to trial JK staff, teams & equipment.

5.3 JK 2019

- Fiona – *Update - Meeting held at Katy's on the 8th Sept the main action being completing the Team Leaders list for each day. Fiona said she has contacted Clubs members and most positions are now filled (considering some senior members have additional roles as part of the JK programme) BKO outstanding roles are Finish Team & Day Equipment Team Leaders are the only roles left to fill which is good progress. The next JK meeting is this Saturday.*

6. Treasurer's Report

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

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

Action; FC & SM Complete

- He asked if there were any Q's on the accounts to date. No Q's
- Peter had also issued the draft budget for next year. Extra expenditure for the JK relays due to being held on MOD land.

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. *Update – Discussion took place on the remaining tops and sweatops. It was decided that Fiona would provide David with an ad for the next newsletter with sizes, prices on a first come first served.*

7. Development Matters

7.1 No update.

8. Secretary's Report

8.1 Derick said the next years BOF returns have been completed.

9. Publicity Report

9.1 Website.

Andy said he has a link on the GDPR status of our website and he has also requested a copy of the "GDPR compliant data processor agreement" which covers eUKhosts agreement with us under GDPR. <https://www.eukhost.com/blog/webhosting/gdpr-agreement-and-faq/>

9.2 Newsletter.

David said that the Novembers newsletter has been completed and that the next will be January's and issued in the New Year.

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.

13. Next Meeting

13.1 Date & Location of next meetings

10th January & 14th March - The Cricketers @ 1930.

14. AOB

- David – Asked if we are holding a Club Championship? He suggested holding it over until 13th Jan at the SCOA event in the New Forest. A discussion took place on the format of the classes and it was decided to use the same format as last year. David will advertise in his next update.

Action; DJ

Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
Sun 18th Nov	Black Park	C	Permissions – Yes Mapping –	Organiser – Annika & Doug Greenwood Planner – Simon Moore Controller – Neville Baker Results - Brian
Sat 15th Dec	Burghfield	D	Permissions – Ongoing Mapping –	Organiser – Jane Courtier Planner – Richard Rae Risk Assessment Results - Brian
Tue 1st Jan	Whiteknights Score Event		Permissions – Use Fabian4 Mapping –	Organiser – Planner – Risk Assessment Results –
Sat 12th Jan	Langley Park	D	Permissions – Mapping – new ISOM?	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 – new ISOM, Eric has agreed.	Organiser – Planner – Risk Assessment Results -
Sat 16th Mar	Swinley West	D	Permissions – Mapping – new ISOM?	Organiser – Colin Godbold Planner – Risk Assessment Results -
Sat 6th Apr	Buckleberry Common	D	Permissions – Mapping – new ISOM, should have been done.	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 & new ISOM?	Organiser – Planner – Steve Waite Controller - Results -
Sun 26th Jan 2020	Hawley Concorde Chase Southern Champs	A	Permissions – Mapping – Being mapped as back up area for 2019 JK.	Organiser – Planner – Controller – Mike Edwards Results -
Sun 31st Jan 2021	Cold Ash Concorde Chase	A	Permissions – Mapping –	Organiser – Planner – Controller – Results -

Notes;