



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 16th May '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), Mark Foxwell, Bo Oqvist, Simon Moore & Andy Parry.

Apologies:

1. Minutes of the Last Meeting (14th March 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. Update - Complete*
Action; Complete
- 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. Update – Closed from update last meeting.*
Action; Complete
- 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 (the Club has 3 kits and some of the equipment may now be out of date.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. Update Mark still to complete the course. *Update – Mark, apols for the meeting. Ian, stated that we currently have 5 1st Aiders without Mark. Peter queried who is checking equipment OOD. Stefan asked if one of the 1st 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. Update – Ian, kits updated. Mark has lapsed, complete.*
Action; Complete

- 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 18th Jan ’19. *Update – Carried over to the next Committee meeting. Update – David had some minor alterations to enable information to be included in the Club newsletter. Complete.*

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. Update – old tops have now gone.*

Action; Complete
- 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. Agenda item.

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. Update – Fiona is awaiting feedback from other Clubs if they are interested in running the Saturday event. *Update – see 5.4*

Action; FC
- David suggested merging/allocating other Clubs Saturday events as part of our Schools/Juniors league. (SN, TVOC) Fiona will email. *Update – SN & TVOC had nothing scheduled at the time of asking.*

Action; FC
- Juniors Club Top Award Scheme. Martin’s basic proposal was discussed at the meeting and it was decided for Derick to email out the proposal to the Committee for further reading for a decision to be made next meeting with Peter reviewing the costing’s.

Action; DM/PE
- BKO Juniors - Derick to ask John for an update for the meetings.

Action; DM
- Brian to price and obtain a new battery box which are now lighter and cost circa £300 off the shelf.

Action; BS
- Southern Champs 2019 – Running a Level A is a stretch too far for the Club at the moment and we could be looking at running our own results for the next Level B as a progression. Decision made to contact Mike Napier for the results system.

Action; BS
- Peter will consult with Katy & Eric and recommend the preferred option for the OCAD annual licence.

Action; PE

2. Chairman’s Update

2.1 Chair’s Update.

- Stefan welcomed Bo to the meeting to have a look at how the Committee operates with a view to joining the Committee as Events Secretary.
- Stefan said that he thanked everyone for all the effort they put in for the JK and the members who helped as well. **Congratulations to all the members who achieved good results and to the relay teams.**
- A Day 3 landowner complained about runners crossing his land with the Club not having permission. Stefan has communicated with him and assured him that his part of the area will be marked as out of bounds for all future events.
- CSC, congratulations to all for a very good Club performance and to Martin for organising a high quality team.

- Rushall Woods – Stefan has received an email thanking the Club for a very good event.
- Thanks to David for putting out the suggested dates for the summer series.

2.2 GDPR

- Actions updated in matters arising.

3. Membership

3.1 Ian said that the Club numbers as of 16th May; 138 National members, 7 Local members and 1 group (St Andrews).

4. SCOA Report

- There was a SCOA meeting on the 21st March
- SARUM who previously affiliated to BOF via SWOA and SCOA have now decided in future to affiliate only through SWOA.
- British Schools will now be held at Black Park.
- DIO land charges, BOF are in on-going discussions.
- SCOA's turn to hold the 2021 veterans home international, possible in conjunction with the November Classic.
- Simon asked if he should still be the Club rep for the SCOA meeting. Yes Stefan was happy with Simon continuing.
- 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 –

- Brian said he has updated software to release 3.98c (Nov 2017) and everything fine, BOF database updated after JK (May 19).
- MTR4 the battery has been replaced and is with Eric's Saturday kit.
- Andy asked if we could obtain a new battery box (UPS) as the current one does not last an event. New ones are a lot lighter and cost circa £300 off the shelf. Action Brian S
- The generator needs to be run more frequently and Brian said he would begin a monthly 'run' schedule.
- Southern Champs 2019 – Running a Level A is a stretch too far for the Club at the moment and we could be looking at running our own results for the next Level B as a progression. Decision made to contact Mike Napier for the results system. Action Brian S

5.3 Fixtures Secretary

- Bo Oqvist attended the meeting as a potential volunteer for the position of Fixtures Secretary. He said that he was willing to fill the post. He was proposed by Fiona Clough and Seconded by Brian Sewell.

5.4 CC/UKOL

- Fiona gave a quick update on the Southern Champs, Concorde Chase next year. It looks like Guildford Orienteers will run a forest event on the Saturday to make it a weekend of Orienteering. On-going planning is continuing.

6. Treasurer's Report

6.1 Peter issued the BKO year to date accounts report prior to the meeting, ran through the details with the following points made during the meeting;

- OCAD – We have one up to date single user copy of OCAD12. which is held by Eric (with a Backup copy on one of the Results PCs) . Katy only has access to a copy of OCAD9 which is a problem since she cannot access maps produced by professional mappers using the latest OCAD version. So she has asked the committee to provide a single user licence to the current OCAD version at £133 per year
- OCAD have now changed to an annual licence. £133 per year for a single user or £231 per year for a 2 user licence. This multi user licence enables several mappers to share the license moving access to and fro easily. Discussion took place on systems and the best way forward. I.E. 2 user licence or else a single user for Katy as we currently have only two active mappers. Peter will consult with Katy & Eric and recommend the preferred option. **Action Peter**

7. Development Matters

7.1 No update.

8. Secretary's Report

- 8.1 Katy holds the old 'flat' urban controls which were bought second hand and the batteries are now failing. Can she dispose of them and if the Council try to charge can the Club reimburse?
Brian volunteered to dispose of the controls.
- 8.2 Martins proposal for juniors Club Top Award Scheme. The basic proposal was discussed at the meeting and it was decided for Derick to email out Martins proposal to the Committee for further reading for a decision to be made next meeting. Action PE

9. Publicity Report

9.1 Website.

No update.

9.2 Newsletter.

David said that May's newsletter been issued that that he is preparing July's edition and as always would welcome any articles and will include the new Chairs article.

10. Coaching

- Mark apologised for not providing a summer training series this year.

11. Youth League

11.1 League

- Fiona – Running a youth league to include SN & TVOC events and will further research.

11.2 BKO Juniors

- Nil this meeting. Derick to ask John for an update for the meetings. **Action; DM**
- David suggested supporting Adam Methven for his selection training squad in Scotland as part of his Orienteering progression (LAGGANLIA). In principle the Committee are amicable in supporting a formal request.

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

18th July & 12th Sept - The Cricketers @ 1930.

14. AOB

- David ran through the issue with his latest newsletter and the wording of the JK results section. David said that he would send a full apology to Alan Farringdon and also offered his resignation from the Committee and as Editor of the newsletter. Due to his prior service to the Club his resignation was declined., but the apology would be sent.

Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
Late June			Permissions – Mapping -	Organiser – Planner – Risk Assessment Results – Brian Sewell
20th July	Jennetts Park		Permissions – Mapping -	Organiser – Planner – Risk Assessment Results -
10th August			Permissions – Mapping -	Organiser – Planner – Risk Assessment – Results –
			David said he is trying to Organise 3 events over the summer in the Bracknell area.	
Sun 6th Oct	Buckleberry Common	C	Permissions – Yes Mapping –	Organiser – Glynn Thomas Planner – Mark Saunders Controller – Results – Brian Sewell
Sat 19th Oct	Pending	D	Permissions – Mapping -	Organiser – Planner – Controller – Risk Assessment Results –
Sun 17th Nov	Black Park British Schools SCOA Event	A	Permissions – No Mapping –	Organiser – Planner – Controller – Results – SCOA
Sat 7th Dec	Swinley West	D	Permissions – No Mapping –	Organiser – Planner – Annika Greenwood Controller – RA Results -
Sun 26th Jan 2020	Long Valley North Concorde Chase Southern Champs	A	Permissions – Pending (Fiona) Transferred from 2019 Mapping – UKOL, also requires Saturday event?	Organiser – Planner – Mark Foxwell Controller – Mike Edwards Results -

15th Feb 2020	Star Posts		Permissions – No Mapping –	Organiser – Planner – Stefan Stasiuk Controller – Results -
Sun 31st Jan 2021	Cold Ash Concorde Chase	B	Permissions – Mapping –	Organiser – Planner – Controller – Results -

Notes;