



## Berkshire Orienteers

### Minutes of the Committee Meeting

7.30pm 13<sup>th</sup> Sept 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 & Peter Entwistle (Treasurer).

**Apologies:** Andy Parry.

#### 1. Minutes of the Last Meeting (19<sup>th</sup> July) / 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**
- 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. *Update – Brian has obtained a case at no cost.*  
**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.*  
**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 Ongoing**
- 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. Update – Simon has asked for a volunteer co-ordinator and is awaiting a reply. *Update – Toni Whittle has volunteered co-ordinate the Club volunteers and has commenced communication with members.*  
**Action; 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.*  
**Action; SM Ongoing**
- Ian said that his 1<sup>st</sup> 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 1<sup>st</sup> aid kits. (the Club has 3 kits and some of the equipment may now be out of date. For 1<sup>st</sup> aid cover at events Brian suggested asking if any members were 1<sup>st</sup> aid at work qualified. Simon said he would ask. *Update – Ian has booked his course for the 25<sup>th</sup> Sept. MF 1<sup>st</sup> Aid? Sue has volunteered who has a FAW qualification. Brian will formally inform Ian and Simon will request other Club members for volunteers.*  
**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**

- 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.*

**Action; SM & AP Ongoing**

- Brian to purchase 20 V5 Emit cards and 500 backup cards. **Action; BS - Ongoing**
- Fiona asked David if he could advertise the Club Picnic in his next update. **Action; Complete**
- Fiona to contact Sandmartins on carvery options for the AGM. **Action; FC**

## 2. Chairman’s Update

### 2.1 Chair’s Update.

- The new O top have arrived and David asked how to order and Simon said to just email him with size details. Fiona about what to do with the old tops and after a brief discussion it was decided to add the topic as an agenda item for the next meeting so we can have Peter’s input. *Update – Agenda item at this meeting.*

**Action; Complete**

### 2.2 JK2019.

- Fiona – The Assembly field for Cold Ash has been identified with access from the south. The only problem is the final downhill section of track which is very rutted and muddy. The two options are tracking which would cost 6 -7K for which she is obtaining quotes (Ealing Estates may be able to help as well. Derick may have an alternative (AMCO) and is chasing them. Fiona asked if this item could be moved to the Events and Mapping section. *Update – Item moved to events & mapping. AMCO would not be able to help/provide a service.*

**Action; Complete**

### 2.3 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 8<sup>th</sup> or 22<sup>nd</sup> 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 8<sup>th</sup> 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**

### 2.4 GDPR

- 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. Update – Simon led a lengthy discussion on what data the Club holds and actions that would need to be taken. This included, entrants for events, marketing lists, active and non-active member details, results information, sensitive data, entry forms & website security as some of the topics. Actions that come out the discussion are;
  1. IH to delete all inactive members from the database (126). *Update - Complete*
  2. AP to check with the website server host for assurances over the security of the system. *Update – Ongoing*
  3. New – Simon, said that Peters ‘events helpers information needs updating.
  4. New – Simon said he is also updating the Data Privacy Policy.

### 3. Membership

3.1 Numbers as of 13<sup>th</sup> Sept; 158 National members & 8 Local members and 1 group (St Andrews).

### 4. SCOA Report

- There has been no SCOA meeting, 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

- Simon said that he is looking at Barroso with parking at Sandhurst for the 2019 Concorde Chase.

5.2 Results System - Hardware & Software

Brian gave the following updates;

- All the controls are now back having been re battered, although one does not flash.
- We have received the new start clock.
- He is checking that the MTR4 is back from Alan Farringdon. Katy has one and he asked if we had another?
- He is talking to Peter about obtaining another 20 Emit cards and which version to purchase, V5's or V6's. it was decided to buy V5's.

**Action; BS**

- He also asked if we can purchase back up cards which are £30 for 500 – Yes.

**Action; BS**

5.3 Cliveden

- The National Trust at Cliveden – Simon volunteered to follow up with the site in their request for mapping to create a POC. Update – Simon has been to scope out the area with site. He is holding ongoing conversation about the POC and if the Club could hold events on the area.  
*Update – Simon is going to re-engage with Cliveden as they have had to go to higher authority.*

### 6. Treasurer's Report

6.1 Peter had pre issued the report to the Committee but was unable to attend and had sent his apologies It was noted that the monies received for the Schools events was good.

### 7. Development Matters

7.1 No update.

### 8. Secretary's Report

8.1 No update.

### 9. Publicity Report

9.1 Website.

Andy reported no issues with the website.

9.2 Newsletter.

David said that July's issue will be out next week and that September's should be on time and is looking for articles.

9.3 50<sup>th</sup> Anniversary Activities.

- Fiona asked David if he could advertise the Club Picnic in his next update.

**Action; DJ**

## **10. Coaching**

- Mark said that the Spring/Summer training series went smoothly with a wide range of activities that were well received.

## **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

13<sup>th</sup> September & 15th - The Cricketers @ 1930

## **14. AOB**

- Simon – said that Katy has volunteered to run an Event Safety Workshop with the date TBC.

### Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
<b>Sat 11<sup>th</sup> Aug</b>	Birch Hill	<b>D</b>	Permissions – Mapping –	Organiser – Planner – Mark Saunders Risk Assessment Results -
<b>Sat 8<sup>th</sup> Sept</b>	Bramshill	<b>D</b>	Permissions – Yes, awaiting decision on paths. Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sat 13<sup>th</sup> Oct</b>	Swinley East	<b>D</b>	Permissions – Provisional Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sun 18<sup>th</sup> Nov</b>	Black Park	<b>C</b>	Permissions – Mapping –	Organiser – Planner – Simon Moore Controller - Results -
<b>Sat 15<sup>th</sup> Dec</b>	Burghfield	<b>D</b>	Permissions – Mapping –	Organiser – Planner – Richard Rae Risk Assessment Results -
<b>Tue 1<sup>st</sup> Jan</b>	Whiteknights Score Event		Permissions – Mapping –	Organiser – Planner – Risk Assessment Results –
<b>Sat 12<sup>th</sup> Jan</b>	Langley Park	<b>D</b>	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sun 27<sup>th</sup> Jan</b>	Barroso? Concorde Chase	<b>B</b>	Permissions – Mapping –	Organiser – Planner – Mark Foxwell Results – Controller – Mark Thompson
<b>Sat 16<sup>th</sup> Feb</b>	Yateley Country Park	<b>D</b>	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sat 16<sup>th</sup> Mar</b>	Swinley West	<b>D</b>	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sat 6<sup>th</sup> Apr</b>	Buckleberry Common	<b>D</b>	Permissions – Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sun 21<sup>st</sup> April 2019</b>	Cold Ash JK	<b>A</b>	JK – Long Distance Permissions – Yes, in principle. Mapping – Katy has obtained quotes	Organiser – Planner – Katy Stubbs / Roger Thetford Controller – Results -
<b>Sun 12<sup>th</sup> May</b>	Rushall Woods	<b>C</b>	Permissions – N East will need permissions. Mapping – NE will need mapping.	Organiser – Planner – Controller - Results -
<b>Sun 26<sup>th</sup></b>	Hawley	<b>A</b>	Permissions –	Organiser –

<b>Jan 2020</b>	Concorde Chase Southern Champs		Mapping –	Planner – Controller – Mike Edwards Results -
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