



Berkshire Orienteers

Minutes of the Committee Meeting

8.00pm 20th November '14
Crooked Billet, Wokingham
RG40 3BJ

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 (25th Sept) / 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 now chasing the details.
Action: (KS) Ongoing (ASAP)
- A decision was made to buy one more laptop at present and one USB reader.
Action: (BS) Ongoing
- The requirement for the Club to need a printer to produce A3 maps was discussed and a decision made to review the cost. Brian to Chase.
Action: (AP, BS) Ongoing
- FC & IH to attend 4 hour 1st Aid Course
Action: IH/FC
- Review & publicise 'Chairs' job description..
Action: All / DJ
- Additions to Newsletter; Request for assistance from TVOC at Worlds in Scotland '15.
Action: DJ
- Obtain car stickers in time for AGM.
Action: AP/FC
- Ideas for Club's 25 year celebration.
Action: All
- Email issues – investigate & resolve.
Action: AP
- BKO training Christmas function.
Action: FC
- Generic Event Safety Documents onto the Club Website.
Action: DR/AP

2. Chairman's Update

Katy gave out the 'Chair's' job description which was run through with corrections discussed. Job description to be reviewed and published in the Newsletter in preparation for a new Chair being voted in at the next AGM

2.1 Club Nights

A discussion took place about the day of the week Club nights would be held and the availability of Trainers. It was decided that Club nights would revert back to Wednesday evenings and Ian &

Fiona would attend a 4 hour 1st Aid Course to provide cover for training in the event a non qualified Coach can attend.

3. Membership

3.1 Numbers; 161 National members (6 new members), 9 Local and one group (St Andrews). Ian informed the meeting that all members can now renew their membership via BOF.

4. SCOA Report

4.1 SCOA Report

- There has been no SOCA meeting, although there will be an EGM to vote on Club levies at the beginning of December to enable the changes to be ongoing rather than for one year only.
- Ken has volunteered to be Controllers Assistant for the British Middle Distance Champs at Naphill (TVOC) on the 10th May '15.
- The Club has been asked by TVOC for assistance at the finish for the World Championships in Scotland '15. David to put a request in the Newsletter.

4.2 Badge Scheme

Ken distributed details of the SCOA badge scheme and that other Clubs do not promote the scheme that much. It was decided that the Club should push for the scheme to continue issuing badges at the next SCOA meeting.

5. Events and Mapping

5.1 Fixtures & Mapping

Date	Location	Club	Comments	Officials
Sat 20 Dec 14	Yateley Heath	BKO	Permissions - Yes Mapping -	Organiser – F Clough Planner – Andrew Graham
Sat 17 Jan 15	Burghfield North	BKO	Permissions - FC Mapping – Will need remapping. (KS/MF)	Organiser – Glen & Di Planner – Mark Foxwell
Sun 25 Jan 15 Level C	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 -	Organiser – Glen & Di Planner – Andrew Southwood
Sat 14 Mar 15	Swinley East	BKO	Permissions – Yes Mapping -	Organiser – Glen & Di Planner – Brian Burt
Sat 11 Apr 15	Rushall Woods	BKO	Permissions - FC Mapping -	Organiser – Glen & Di Planner – Peter Wilson
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 -	Organiser – F Clough Planner – Mark Foxwell Controller - ??
Sat 2 May	Sandhurst	BKO	Permissions - FC Mapping -	Organiser – Planner -
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 -

A discussion took place on where to hold the 2016 Concorde Chase, the options being Cold Ash, Barrossa, Hawley & Star Posts. The conclusion being Barrossa due to the availability of parking at Sandhurst (senior staff being orienteers).

5.2 Results System - Hardware & Software

- Brian has been reviewing the results software and will produce a table report of versions, costs and capabilities. The aim is to be able to run our own results for the event 30th May '15.
Action: Done
- Previous reports had short listed EResults Pro and Colour/mercs as the two best options both of which have been downloaded and bench marked and a proposal was made by Brian to the committee see attached.
- After presentation and discussion the committee agreed with the recommendation to use Colour/mercs as the results software and that we would implement the first phase of the proposal to buy Colour/mercs software, another computer, till printer and ancillaries budget cost £855 to £975.
- Brian to purchase the equipment and begin trials at level D events in the new year.

Action: (BS)

6. Treasurer's Report

- Peter circulated updated accounts and went through the figures with no adverse comments. The only extra outgoings will be the purchases for new/upgrading software & hardware.

7. Development Matters

- 7.1 Ken distributed the Development Plan and ran through the elements with the Committee. Ken will make updates as discussed.
The main additional points being obtaining car stickers and ideas for the Clubs 25 year celebration.

8. Secretary's Report

9. Publicity Report

- 9.1 Website.
Andy informed the meeting that the new website is currently being trialed with a target commencement date of the 1st January.
A short discussion took place on the problems the Committee have been having with emails over the recent months and Andy will investigate and resolve the problem.
- 9.2 Newsletter.
Katy to supply David with an article for inclusion in the newsletter – Action already covered in Matters Arising.
The copy date for the January issue is going to be just before Christmas.

10. Coaching (DR)

- Due to time restraints Dave gave a brief update that all his Coaching signs, notices etc are ready and will be in use for the event on the 20th December.

11. Youth League (Ken)

- Ken informed the meeting that 30 Juniors attended the September event although some would not count towards the League as their entry forms were not completed correctly. To target more juniors entering the Youth league DJ will put an updated article in the newsletter.

Action: Complete

12. Next Meeting

The date for the next meeting will be the 15th January 2015

13. AOB

- Brian informed the meeting that he has been running a few of our String Courses at events and thought that having the old pin punches was a little out of date and could we 'go' electronic. Answer / yes at future event String Course to use the electronic timings system.
- A question was raised as to whether we are holding a BKO Christmas function for those that normally attend training. FC volunteered to arrange.
- A question was raised – Can we have the generic Event Safety Documents onto the website. DR will forward to AP for inclusion on the Club Website.