



## Berkshire Orienteers

### Minutes of the Committee Meeting

7.30pm 26<sup>th</sup> March '15  
Keamari, Ray Park Road.  
Maidenhead. SL6 8QX

**Present:** Fiona Clough (Fixtures), Peter Entwistle (Treasurer), David Jukes, Derick Mercer (Secretary), Ian Hudson (Membership), Ken Ricketts (Development), Brian Sewell, Andy Parry, Andrew Graham, Mark Foxwell.

**Apologies; All present.**

Derick welcomed all to the meeting and asked for a volunteer to Chair the meeting. Ian kindly agreed.

#### 1. Minutes of the Last Meeting (15<sup>th</sup> January '15) / Matters Arising

- The minutes had been circulated and were agreed.
- The minutes will be displayed on the club website.

#### Matters Arising

- Mapping Courses – DM to chase Katy.  
**Action: (DM) Ongoing**
- Purchasing a second laptop, one till printer, a 4 gang power socket, router, colour software and Microsoft Office software if required.  
**Action: (BS) Complete**
- FC & IH to attend 4 hour 1<sup>st</sup> Aid Course. Course cost circa £30 each.  
**Action: IH/FC Complete**
- Obtain car stickers in time for AGM. A decision was made to use the 25 year celebration motif.  
**Action: Complete**
- Ideas for Club's 25 year celebration. A discussion took place on date & location. Possibilities – 18<sup>th</sup> July after the Saturday event at South Hill Park for BBQ with the Club willing to supply £400 (Treasurer). FC to liaise / enquire with South Hill Park.  
**Action: All. FC**
- Generic Event Safety Documents onto the Club Website.  
**Action: AP Complete**
- FC to email Glen Wass ref his BOF membership.  
**Action: FC Complete**
- A Controller has now been found (Bernie Fowler BAOC) for the Great Hollands Urban event on the 30<sup>th</sup> May '15.  
**Action: KS Complete**
- Email SN to politely deny their request to use some of our areas as our areas are under as much pressure as theirs.  
**Action: FC Complete**
- Trial new software in parallel at an event & run solo at April's event.  
**Action: BS Complete**
- Find out shelf life of refurbished Emit cards. – Is the same as new cards which we are refurbishing in batches.  
**Action: BS Complete**
- Peter to produce proposal for price rise of £1 at the AGM.  
**Action: PE Complete**
- Display then Development plan on the Club's website.  
**Action: KR/AP Complete**
- Consider putting email updates onto the website. Decision to be made at the next meeting.  
Moved to web pages section of the agenda.  
**Action: All Complete**

- Circulate BOF Photographic Policy for discussion at next meeting. Carried over to the next meeting.  
**Action: FC Ongoing**
- AP will put together instructions on how to put event result onto the website.  
**Action: AP**
- BS to order 20 more emit cards.  
**Action: BS**
- PE to arrange for DM to become a Club signatory.  
**Action: PE**
- AG to produce an initial Club Organisers guide/plan for BKO events.  
**Action: AG**
- DJ to attend the next SCOA meeting to submit his discussion document and act as the BKO rep for that meeting.  
**Action: DJ**
- DJ/AP to upload his news updates onto the website.  
**Action: DJ/AP**
- FC to price full professional mapping and discuss feasibility with Eric.  
**Action: FC**
- PAT Testing of electrical equipment at Rushall Woods  
**Action: DM/BS**
- DM to co-ordinate helpers for the British Middle Champs.  
**Action: DM**

## 2. Chairman's Update

### 2.1 Chair's Update

There was no Chair update for this meeting.

## 3. Membership

- 3.1 Numbers; Those that have renewed so far this year 148 National members, 7 Local and one group (St Andrews).

## 4. SCOA Report

- 4.1 SCOA Report - FC had produced a report from the recent meeting held on the 19<sup>th</sup> March with the following main points;

- SCOA now need a new Chair & Coaching Officer.
- Ongoing discussions on the suitability of Southern trophies. Poor condition etc.
- New colour coded badges have been ordered.
- SOC hosting the Southern Champs for 2017
- BKO to hold SCOA Champs 2016 as a possibility if held at Barossa.
- Reminder of BOF rule that if the Controller of Level C's is from the same Club, approval is required from SCOA via the fixtures secretaries.
- JK 2019 – Only long distance area available in the region is Cold Ash.

4.2 SCOA League.

DJ had produced a discussion document prior to the meeting on proposed / suggestions on the current SCOA League.

David ran through the proposal and it was agreed that the Committee would read through & digest the document and supply David with any comments by the 16<sup>th</sup> April.

It was also agreed that David would put the discussion document to the SCOA Committee at their next meeting (18<sup>th</sup> June) if available. He would also be the BKO rep for that meeting. **DJ**

## 5. Events and Mapping

### 5.1 Fixtures & Mapping

Date	Location	Level	Comments	Officials
Sat 11 Apr 15	Rushall Woods	D	Permissions - Yes Mapping – Should not need updating.	Organiser – Jane Courtier Planner – Peter Wilson BS to run the results
Sat 2 May	Sandhurst	D	Permissions - Yes Mapping - Should not need updating.	Organiser – Glen & Di Planner – Richard Rae
Sat 30 May Level C	Great Hollands	C	Permissions – Yes Parking at Fujitsu confirmed. Will share weekend/advertising with TVOC for their Sunday Level C event. Mapping – Needs to be done. Who???	Organiser – F Clough, D Mercer Planner – Mark Foxwell Controller – Bernie Fowler
Sat 20 June	Wildridings	D	Permissions - Yes Mapping -	Organiser – Andy Parry Planner – Andy Parry
Sat 4 Jul	Ashenbury Park	D	Permissions - Yes Mapping -	Organiser – ?? Planner –David Jukes
Sat 18 July	Birch Hill	D	Permissions - Yes Mapping -	Organiser – Lynn Moore Planner – Simon Moore
Sat 19 Sept	Yately Country Park	D	Permissions - FC Mapping -	Organiser – Planner –
Sun 8 Nov Level C	Bucklebury Common	C	Permissions - FC Mapping -	Organiser – Peter Entwistle Planner – Andrew Graham Controller – Andy McGregor
Sat 28 Nov	Winter Sat Series	D	Permissions - FC Mapping -	Organiser – Planner –
Sat 12 Dec	Black Park	D	Permissions -Yes Mapping -	Organiser – Planner –
Sat 16 Jan	Snelsmore Common?	D	Permissions - FC Mapping -	Organiser – Planner –
Sun 31 Jan Level B	Barossa?	B	Permissions - FC Mapping -	Organiser – Planner – Mike Pemberton? Controller – Mark Thompson

- The Club has received a mail from SN requesting if they can use some of our areas for their use. It was decided that our areas are under pressure for use as well and that the request is denied. **FC to respond. – Complete.**

### 5.2 Results System - Hardware & Software Update from BS

- Brian will be running the results for the Sandhurst, May event.
- 2 computers will cover a Level C event and three would be required for a level B event.
- Volunteers will be required / trained in the use of the new equipment and software. This will be done during all future events.
- The results on the new systems are easy to load onto the Club website.
- AP will put together instructions on how to put the results onto the website. **AP**

## 6. Treasurer's Report

- Peter circulated updated accounts and went through the current statement.
- He went through the 2015 budget and figures were agreed. It was also agreed that BS can order 20 more emit cards. **BS**
- Peter also stated that Signatories were required now that Katy was no longer on the Committee. Derick volunteered. **PE**
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## 7. Development Matters

- 7.1 Ken distributed the Development Plan prior to the meeting, comments;
- Sect B 3 AP asked if the mapping course was for outside areas. IH said that the course is an OCAD course.
  - Sect B 2 DM asked who would now carry out the meet and greet duties at events. It was agreed that this requirement would go into an Organisers guide. AG volunteered to produce an initial Organisers Plan. **AG**

## 8. Secretary's Report

### 9. Publicity Report

#### 9.1 Website.

- Andy asked that if Committee members change their email accounts please let the webmaster know so he can update the BKO accounts. Andrew & Mark are now on the BKO Committee email distribution list.
- David asked where the CSP results could be viewed on the site. David volunteered to put his news updates onto the website. **DJ**

#### 9.2 Newsletter.

David informed the meeting that March's newsletter had been issued and that he needed material for the issue in May. Articles should include the upcoming JK & British Champs.

## 10. Coaching

### 11. Youth League (Ken)

- Ken informed the Committee that St Andrews were still the only school competing on a regular basis and that numbers had been low at recent events mainly due to school holidays.
- The GCSE pupils who run mainly 'have to be there' attitude. Mark made the point that any who do show some talent need to be encouraged towards to SCOA Junior squad.
- It was decided that the Committee would take away an action to come up with a plan on how the Club can improve the Junior League.

## 12. Next Meeting

#### 12.1 Date of next meeting

A provisional date for the next meeting of 14<sup>th</sup> May was agreed. (AG will not be able to attend)

#### 12.2 Location of next meeting

Andy suggested the Swann at Arborfield which has a roped off area and is a lot quieter the noisy experience the Committee had at the Crooked Billet.

Brian also suggested that Charvil Village Hall at £40 per meeting could be a possibility.

Ian put forward that the Swann is tried and then the suitability can be decided.

## 13. AOB

- FC – Who is going to be the BKO rep at the SCOA meetings? DJ will attend the next one, also to submit his league discussion document. Ian will attend the one after that. Andy may be available next.
- DM – Running out of maps at Saturday events is becoming a concern as we may put people off from attending events. Going forward it was decided to price professional printing of maps. FC to discuss with Eric numbers and feasibility. **FC**
- DM – PAT testing of equipment is required and will supply PAT tester for the Rushall Woods event. DM will co-ordinate with BS. **DM,BS**
- BS – Brian asked about BKO helpers for the British Middles to help with download/results. **DM/BS**