



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 20th July 2023
The Cricketers, Cricketers Lane.
Warfield. RG42 6JT

Present: Simon Moore (Chair), Derick Mercer (Secretary), Peter Entwistle (Treasurer), Bo Oqvist, Brian Sewell, Mark Foxwell, Fiona Clough & Ian Hudson.

Apologies: Steve Waite, Eddie Walsh, John Methven.

1. Minutes of the Last Meeting (4th May '23)

- Correct.

Matters Arising –

- Central storage of master map files. Mark is going to investigate the storage and control of master maps onto website storage. Update – Mark is to contact Eric. Nov, has contacted Eric, ongoing. Mar – ongoing. May – Mark has been talking to Eric with a plan to upload to dropbox / onedrive no timescale as yet. Simon did say that we need a register of the status of each area to help with forward planning. Fiona said that this is already on the BKO website under Admin Area's for those that have access. *July – Mark is working with Eric where the files may go into the BKO website.*

Action; MF

- Brian volunteered to contact St Andrews to see if they would like some coaching from Mark & John to assist with completing their coaching course evidence. Updates – Brian has sent an email to Kirsty via mark that Coaching can be available but unfortunately has had no response. Nov, Brian is going to contact them direct to look at training in the Spring. Jan – awaiting reply from holidays. Mar, ongoing Brian will complete after the BOC's. May – Brian said that he will offer the training again. *July – Brian will try again next term as the school have now broken up for summer.*

Action; BS

- Mark will adjust the website to Junior events rather than league events from the website. Updates – Nov, Mar ongoing. May – Ongoing, *July Mark has changed the wording.*

Action; Complete

- Brian said that due to a recent email about permanent courses and a note should be placed on the website that BKO do not maintain the POC it is the landowners. Mark said that he would put a note on the website. Updates – Mar & May, ongoing. Simon said that he would take that on. *July – Simon said that he has now completed the note and it states to contact the relevant Council for the area.*

Action; Complete

- Find Your Way, Kay has now been promoted within BOF and they are now recruiting someone new. Hopefully John can obtain an update for the next meeting. Mark will send John our suggested target areas. May – awaiting replies. *July - Mark and John, Caroline Barcham now at BOF and he has spoken to her. Beat the Street with a launch in Reading during September. They have follow up meetings Simon asked if he wanted anyone else involve. Probably Trish & Eoin for Facebook promotion. Get the Reading started before moving to Slough. Seems very positive.*

Action; MF & JM

- OCAD licence 12, we have one spare licence that is not being used. It was agreed that the licence is uploaded. *July - Simon has installed on the Acer laptop, which is a separate licence, 2020 6.6*

2. Chairman's Update

2.1 Chair's Update.

- Bloom wood - any queries or complaints, none.
- Lower Earley – was a hot day and ran smoothly.
- New SI kit has arrived and will be used for Woosehill.
- Added another page on safeguarding to the BKO website in line with BOF guidance.
- Simon to confirm Chair update

3. Membership Secretary

- Ian gave the update that we currently have, National 110 members – 10 local – & 1 group St Andrews.

4. SCOA Report

- Fiona The SCAO AGM was held on the 1st June.
- AGM – SCOA does not have a Treasurer in place as the last one resigned mid-term.
- Liz Yeadon – SCOA Coaching rep asked that club coaches be reminded to keep their qualifications up to date on the BOF website. BOF Admin Officer needs to be informed by email.
- Katy Stubbs – Technical Officer – committees asked to identify/recruit potential Grade C Controllers and to consider suitable Grade C Controllers to move up to Grade B.
- Committee meeting – BOC/BRC final accounts, not yet finalised but it is clear that the surplus is likely to exceed the budget (possible result in SCOA getting one third of surplus so may be around £3K to SCOA).
- The Orienteering Foundation – keen to support a coaching day (financially – and underwrite any possible losses) in the South of England if SCOA or one of its clubs prepared to put it on.
- POC at Rushall Farm – bid approved. Funding up to £800 approved (if any more is needed then return to the committee) suggested we ensure that agreement regarding maintenance is established at the start.

5. Events & Mapping

5.1 Events

- The events schedule was discussed, the updated table is appendix A.
- Maprun – Mark said that he will be putting events on as part of the Find Your Way scheme and will look at putting one on in August, attendance then peters out after that.

5.2 Mapping

- This was discussed under events. -appendix A.

5.3 Results

- Brian sent out a set of pre questions to the meeting. He said that he has tested all the equipment, including it's interface with the colour results software. He has also downloaded SI Config + to the Master and one Slave laptop (this allows you to change SI equipment operating parameters).
- All controls are set to beacon mode (SIAC enabled) except the Start and Finish. Are we going to leave them set this way? **After discussion, we will initially go with a punching start and finish.**

- The default control sleep mode time is currently set to 4 hours after switch on is this enough (it does not reset with a SIAC in touch free mode)? **After discussion it was agreed to set the time to 12 hours, if they are switched off earlier then fine. It leaves more than enough margin of error for the timescales of an event.**
- The SI Master needs to be synchronised with a results computer just before the controls are synchronised. As the Controls drift at up to 4 seconds per week we need to agree how long before an event we are going to synch them? By whom? **After discussion the controls need to be synced within one or two days of the event, the start & finish controls to be synced on the day. Mark said that he would manage the issue of the synced controls and look after and hold them.**
- The Start, Finish, Clear, Check can be synchronised on the day of the event. I suggest by the results team? **Agreed, after training the results team. One extra service key required (Mark might have one?).**
- All controls need turning on including Start, Finish etc. who is going to do this? **Planner & control setters.**
- All controls need turning off (sleep mode) at the end of the event. Who will do this? **Planner.**
- We also need to ensure all hire SIAC's are turned off at the end of the event. Applies to competitors who did not punch the Finish. **SIAC switch off will be available at download.**
- We need to agree pricing for lost SIAC hire cards (cost £68.69 + delivery) and hire fees (Junior and Adult). **£72 for lost cards. £2 for seniors, free for juniors.**
- If we aim to offer our own results service for large events are the BKO and the results team happy to also support TVOC at their large events? **The committee are happy if the results team are. Brian will email out to the results team for their views.**
- At recent events we have had a few late entries after online entry closed. If we allow it should we charge a premium and if so how much? **Charge a £2 admin fee which can be waived by the Organiser.**
- Insurance cover for the new SI kit. Peter said that he has informed the insurers that the kit is covered at Brian's home. **Peter said that in preparation for an event the kit is insured to be at the officials residence.**
- How to handle results for the Concorde chase weekend? **Brian suggest we see if Eddie Speak would be available to run the results. This would give the BKO results team exposure and training with an experienced SI professional. Fiona has emailed him for a quote.**
- Note: Using colour software we need the SI mini readers to be configured differently to read SI cards for entry and download. **Brian to train results team how to do this.**
- Brian's current plan is to use the SI equipment with colour results software at Woosehill and Buclebury (train Steve Waite) level D, Black Park (Steve Waite in charge of results) and Star Posts level C. We then aim to switch, to SI Timing for events in January 2024 and beyond.
- Insurance cover for the new SI kit? **Peter said that he has informed the insurers and that the kit is covered at home. Peter also said that in preparation for an event the kit is insured at the officials residence.**

6. Treasurers Report

- Since the last committee meeting in May, the Income & Expenditure surplus has increased by £571 and now totals £2096.
- The Sportident equipment was purchased at the end of June for £10,871. Consequently the value of our Bank accounts & cash has been reduced substantially to £7,741 (at the end of 2022 it was £14,441)
- But the purchase does not directly affect the Year to date income figures for 2023
Our stock of Emit equipment has been written off in the accounts – there is no charge since the equipment is well over 5 years old and so is fully depreciated (gross Asset value was £5662 – to be confirmed with Brian Sewell). However, there will be a depreciation charge of approx. £1000 for the second 6 months.
- The other main changes since the last committee meeting are: INCOME: £777 in total
Bloom Woods Regional and YBT Heat event: £514 surplus Park Series: Lower Earley: £130 surplus.
- Park Series - Birch Hill estimate £81 (after £45 charge for Loos) Other £52
EXPENDITURE: £206 in total
Summer picnic £169
- Depreciation 2 months to end June on Emit, computers, printers, tents £37.
- NET SURPLUS May to July: £571
- Brian said that the reserve funds will be needed at sometime in the near future to replace the laptops and the new SI equipment will need battery replacements.

7. Development Matters

Action update in matters arising.

8. Secretary's Report

- No update for this meeting.

9. Publicity Report

- Website –
- Facebook –

10. Coaching Report

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11. Youth League/Juniors

No update fore this meeting

12. Welfare Report

- Simon said that he has updated the BKO website in line with BOF guidelines for Safeguarding.

13. Next Meeting –

- Thursday 21st September 0730 @ The Cricketers.

14. AOB

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Appendix A – Events Table

Date	Location	Level	Comments	Officials
Saturday 19th August 2023	Summer Parks series #3 Woosehill	D	Permissions – Parking: Bo to check with Katy on ideas. Katy says either part of Morrisons car park. Or the event field at the west side (managed by Wokingham council) Mapping –	Organiser – Lynne Moore Planner – Katy Stubbs with Ian Hudson as assistant Controller – Results - BKO result team

Sunday 22nd October 2023 (new date for postponed Nov-2022 event)	Black Park	C	<p>Permissions – to be sought again. Stefan?</p> <p>Parking</p> <p>Mapping – Needs proper update after forestry work during winter 2022/2023. Andrew Chalmers (TVOC) has agreed to do the mapping work.</p>	<p>Organiser – Simon Moore</p> <p>Planner – Jim Munday</p> <p>Controller – Helen Marsden (Fiona has asked)</p> <p>Results – BKO?</p>
Saturday 18th November 2023	Bucklebury Common	D	<p>Permissions –</p> <p>Parking:</p> <p>Mapping – Glyn proposed Y/O/LG/SB + score</p>	<p>Organiser – Toni and Eddie Whittle</p> <p>Planner – Glyn Thomas</p> <p>Controller –</p> <p>Results - BKO result team</p>
Saturday 16th December 2023	Night Orienteering Star Post	C	<p>Permissions – Crown Estate positive, but will not allow car access to forest when dark. Which makes at least Swinley East (and West) as no option. Star Post could work. We need to plan how to get equipment back in after event without vehicles.</p> <p>Parking- Possible to use the Lookout car park as evening event with no-one else around? Alternatively Coral Reef parking?</p> <p>Mapping –</p>	<p>Organiser –</p> <p>Planner -</p> <p>Controller –</p> <p>Results - BKO Results Team</p>
Saturday 27th January 2024	UK Urban League event Birch Hill	B	<p>Permissions –</p> <p>Parking</p> <p>Mapping –</p>	<p>Organiser –</p> <p>Planner – Martin Wilson to be asked?</p> <p>Controller –</p> <p>Results -</p>
Sunday 28th January 2024	Concorde Chase Barossa	B	<p>Permissions – Kay at Landmarc asked me to come back with application six month prior to event.</p> <p>Parking</p>	<p>Organiser –</p> <p>Planner –</p>

			Mapping – Current map looks ok according to Colin Dickson. But will check with Alan & Diana Leakey who are planning MLS event end of March if any need to update map. Roger Maher makes the updates.	Controller – Results -
Saturday 24th Feb 2024	Swinley West/Swinley Park	D	Permissions – Parking Mapping – Other - Clash with SN Sat event (we were first!)	Organiser – Bo Oqvist Planner – Controller – Results -
Sunday 24th March 2024	Rushall Woods	C	Permissions – Parking Mapping –	Organiser – Planner – Steve Waite Controller – Results -
Dec-24	Night Orienteering (Southern Night Champs 2024?) Star Post or Yateley Common	B	Permissions – Parking- Possible to use the Lookout car park as evening event with no-one else around? Mapping – Other: What are embargo rules? Asked Richard Sharp as SCOA.	Organiser – Planner – Controller – Results -
Sunday 26th January 2025	Concorde Chase Cold Ash	B	Permissions – Parking Mapping –	Organiser – Steve Waite Planner – Controller – Results -