



# Berkshire Orienteers

## Minutes of the Committee Meeting

7.30pm 18<sup>th</sup> Jan 2018  
The Cricketers, Cricketers Lane.  
Warfield. RG42 6JT

**Present:** Simon Moore (Chair), Derick Mercer (Secretary), David Jukes, Ian Hudson (Membership), Brian Burt, Mark Foxwell, Fiona Clough (Fixtures), Peter Entwistle (Treasurer), Andy Parry (Fixtures).

**Apologies:** Brian Sewell.

### 1. Minutes of the Last Meeting (23<sup>rd</sup> Nov 17) / 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**
- Peter to complete the bank paperwork for Simon to become a signatory. Simon now has the paperwork to take to Barclays. *Update – Simon has taken the paperwork to the bank but has heard nothing since. Peter will chase the bank for an update. Update – Peter has contacted the bank and they have mislaid some paperwork, this has been re submitted. Update – Simon confirmed that he is now authorised by the bank and is awaiting reader & PIN for online access.*  
**Action; PE Ongoing**
- After a recent incident with regarding Emit card transportation Brian is sourcing a suitable storage container.  
**Action; BS Ongoing**
- Detail moved to 5.2 Hardware. *Update – Andy will purchase the printer.*  
**Action; AP Ongoing**
- Andy volunteered to add the list of Club First Aiders to the website. *Update – The list of First Aiders is now on the website, although the list does need refreshing.*  
**Action; Complete**
- Andy will update the website to a new release of the platform over the summer period.  
**Action; AP Ongoing**
- 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.*  
**Action; MF Ongoing**
- Simon volunteered to contact Denise and Ken to find out information on how the Youth League was started.  
**Action; SM Ongoing**
- Prize giving for last years Youth League will be held at Snelsmore on the 9<sup>th</sup> December. *Update – St Andrews were not at the December event, date for prize giving TBC.*  
**Action; SM Ongoing**
- Fiona to chase mapping of Jennetts Park (Eric). David volunteered if Eric was unavailable. *Update – David has spoken to Eric and David will map the area.*  
**Action; Complete**
- The Club in conjunction with Phil Conway will create a Juniors section. Added as an agenda item for the next meeting.  
**Action; Complete**
- Brian to contact Alan F to organise 40 controls, starts and finishes to be sent off 1<sup>st</sup> Jan '18 for re battery with the rest at a later date. Also to confirm Alan for the results & supply of controls for the Concorde Chase. *Update – Alan has been confirmed for the CC and Simon confirmed that the first set of controls has been sent off.*

- Action; BS Ongoing**

  - Fiona to obtain the address for the Benyons donation of £67 for the Village Hall for Peter.  
*Update – Peter confirmed that this has been paid.*
- Action; Complete**

  - Simon to liaise with Phil Conway and John Methven to tie in with the schools events, youth league and Davis’s planned summer events. *Update – See section 11.2*
- Action; SM**

  - Andy to put the expenses form onto the website.
- Action; AP**

  - Fiona agreed to book the Downshire Golf Club on the 23<sup>rd</sup> February for the AGM. *Update – Fiona said that she has booked the venue (Downshire was unavailable so has now booked the Sand Martins Golf Club – Wokingham) and will email out to members the choices available. David volunteered to co-ordinate the responses. It was also agreed that the Club would subsidise the costs to make it £20 per adult & £10 for juniors.*
- Action; FC/DJ**

  - David volunteered to help Eoin to ‘boost’ on Facebook the February event.
- Action; DJ**

  - Fiona to register an event with BOF for Sunday 30<sup>th</sup> Dec 2018
- Action; FC**

  - Fiona to email Club members details of the vacant roles for JK2019 that still need filling.
- Action; FC**

  - Simon to organise winning vouchers x 6 at £15 for the AGM.
- Action; SM**

  - Fiona to ask BADO if the £23.10 profit from the Snelsmore Common event be split.
- Action; FC**

  - David to advertise the Committee meeting dates in his regular updates.
- Action; DJ**

  - David volunteered to arrange the engraving for the Derek Harding award, Simon will organise Jim’s Jug.
- Action; DJ & SM**

  - Simon will send out the club jacket designs to the Committee for comment.
- Action; SM**

  - Simon said he would email out to Club members for volunteers for planned Club events to fill in the numerous gaps.

**Action; SM**

## 2. Chairman’s Update

### 2.1 Chair’s Update.

- Simon informed the meeting that the New Years Eve event at Whitenights was very successful but the queuing was a problem due to being EOD only. Simon said that for future adhoc events where high numbers may be a possibility we would have pre entry on Fabian4. Numbers were also increased for the event with the ‘boosting’ on Facebook by Eoin with the help of TVOC at a cost of £22.50. (which included some Thames Valley Triathletes)  
A question was raised, should we ‘boost’ our Saturday events. It was agreed that we should and David volunteered to help Eoin for the February event.  
Fiona also asked should we register an event with BOF for Sunday 30<sup>th</sup> Dec 2018. It was agreed that we should.
- Actions; DJ & FC**

  - CSC – Martin has sent out an early email notifying members that our CSC heat will be on the 11<sup>th</sup> March near Crawley.
  - GDPR - Simon informed the meeting that we are now awaiting updated guidance from BOF.

### 2.2 JK2019.

- Simon said that there is a need to advertise the vacant roles for the event. Fiona said that she is currently finalising the SCOA minutes to update the roles and will then send out to members.
- Action; FC**

  - Venues are still being finalised, with the long distance still being at Cold Ash.

### 2.3 AGM & Prizes

- Simon asked if anyone was intending to stand down from their current role at the AGM. Brian Burt said he would be standing down. Simon thanked him for his efforts whilst being on the Committee.
- The AGM will commence at 1900 with the meal being set for 2015/2030.
- Nominated award winners were agreed and Simon will organise winning vouchers x 6 at £15

**Action; SM**

## 3. Membership

3.1 Numbers as of 18<sup>th</sup> Jan; 127 National members & 7 Local members.

## 4. SCOA Report

- The SCOA meeting was held on the 7<sup>th</sup> December.  
The SCOA bulletins can be found at <http://www.scoa-orienteeing.org.uk/scoa-bulletins>  
Phil Conway gave a similar presentation to the one given to the BKO Committee with an addition of post event analysis and a questionnaire on event expectation.

## 5. Events and Mapping

5.1 Fixtures & Mapping – Table moved to Appendix 1

- Andy informed the meeting that Gareth Griffiths has a concern that Swinley West is being over used but is unsure why. Andy is following up.
- Whilst running through the officials list for our planned events it is clear that there are numerous gaps which require to be filled. Simon said he would email out to Club members for volunteers.

**Action; SM**

5.2 Results System - Hardware & Software

- Fiona & Andy to research Type of A4 printers/paper (FC) and costs (AP) to replace the old Club printer. Andy sent the Committee details of various costings at the end of June, with new HP printers coming out in August he said he will review the new prices for the best option. He also volunteered to hold the new printer, obtain paper & take the old one from Eric. Fiona can get paper/copies from Colin Dickson at a set price as a back up. Update Andy has had some feedback. Purchase of an A3 printer is not cost effective. The options being buy an A4 printer, use Colin Dickson or use BML. Andy stated that an A4 laser jet would be very useful at events. Brian agreed and Simon suggested we buy an A4. Andy will send Simon the latest prices for approval. *Update – Andy will purchase the printer.*
- Brian was unavailable for the meeting and tendered his apologise.

## 6. Treasurer's Report

6.1 Peter had pre issued the report to the Committee with the following points being made on the night;

- The donations from the schools events will be re-put into schools/youth, events/programme.
- He asked if the £23.10 profit from the Snelsmore Common event be split with BADO. Fiona volunteered to find out.

**Action; FC**

## 7. Development Matters

7.1 Nil.

## **8. Secretary's Report**

8.1 The Secretary had nothing to report.

## **9. Publicity Report**

9.1 Website.

Simon said that he has had feedback that the website is not very user friendly for non Orienteers. I.e. Too much jargon and TFL's. The Committee will bear this in mind when adding to the website.

9.2 Newsletter.

David said that the January issue is out and that he plans to have an extra issue out before the AGM to celebrate the 50<sup>th</sup> Anniversary of the Club. He is contacting people for 'historical' information. There will be an issue in March as normal.

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

- Nil for this meeting.

## **10. Coaching**

- Mark said that he is putting together dates for training between the 11<sup>th</sup> April to the 8<sup>th</sup> or 15<sup>th</sup> of June and is co-ordinating with SN for dates.
- Mark also asked the Committee to confirm that there will be no charge for the training and this was agreed.

## **11. Youth League**

11.1 League

- A discussion took place on viability of the Youth League given that Secondary schools no longer have Orienteering as part of their curriculum. It was decided to focus on the schools that attend the schools series and this will be linked in to the action in matters arising, moving to this section at the next meeting.

11.2 BKO Juniors

- Simon to liaise with Phil Conway and John Methven to tie in with the schools events, youth league and David's planned summer events. Update – Simon said he would like to hold a BKO event soon after the schools final. To encourage participation, bring your parents along, coaching at the event with a Juniors tent. Fiona suggested issuing tokens at the final to encourage parents along to the event. Simon will tie in with Phil Conway for action.

## **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

15<sup>th</sup> March & 17<sup>th</sup> May - The Cricketers @ 1930

David asked if we advertise the dates of Committee meetings in case any members wish to attend/input. At present we do not advertise meeting dates & David volunteered to advertise the dates in his regular updates.

**Action; DJ**

#### 14. AOB

- David asked about the engraving of the Derek Harding & Jim's Jug award. David volunteered to arrange the engraving.

**Action; DJ**

- Simon said that he has been looking into Club jackets, design and cost (34euros + vat + delivery). He said he has a couple of designs and will send out to the Committee for comment. He also asked how do we order the tops; Stock or personal order. It was agreed that the Club only order on demand. The Committee also decided to subsidise the costs to members to £20.

**Action; SM**

#### Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
<b>Sun 28<sup>th</sup> January</b>	Star Posts 40 <sup>th</sup> Concorde Chase	<b>B</b>	Permissions - Yes Parking is an issue. Hockey Club & SHP Mapping – Katy	Organiser – Fiona Clough Planner – Stefan Stasiuk Controller – Terry Smith (SOC) Results – Alan Farrington
<b>Sat 17<sup>th</sup> February</b>	Swinley West	<b>D</b>	Permissions – In discussion Awaiting reply from Gareth Mapping –	Organiser – Peter Entwistle Planner – Brian Burt & Andy Parry Risk Assessment Results –
<b>Sat 3<sup>rd</sup> March</b>	Burgfield North	<b>D</b>	Permissions – Yes  Mapping –	Organiser – Planner – Richard Rae Risk Assessment – Results -
<b>Sat 21<sup>st</sup> April</b>	Rushall Woods	<b>D</b>	Permissions – Yes  Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sat 19<sup>th</sup> May FA Cup</b>	Bloom Wood	<b>D</b>	Permissions –  Mapping –	Organiser – Planner – Risk Assessment Results -
<b>Sun 17<sup>th</sup> June</b>	Gt Hollands SEOUL	<b>C</b>	Permissions – Yes Map extension to include Jennetts Park. Mapping –	Organiser – Planner – Martin Wilson Controller – Results -
<b>Jan 2019</b>	Pamber Forest/Silchester Concorde Chase		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 26<sup>th</sup> Jan 2020</b>	Concorde Chase Southern Champs	<b>A</b>	Permissions – Hawley & Hornley  Mapping –	Organiser – Planner – Controller – Results -

Notes;

- David is producing a schedule for summer events which will include a Club BBQ date.
- Andy will plan for the next season events to run from September.