



Berkshire Orienteers

Minutes of the Committee Meeting

8.11pm 24th July '14
3 Kelburne Close, Winnersh,
RG41 5JG

Present: Katy Stubbs (Chair), Fiona Clough, Peter Entwistle (Treasurer), David Jukes, Derick Mercer (Secretary), Ian Hudson (Membership), Ken Ricketts (Development), Andy Parry (Fixtures), Brian Sewell.

Apologies; Dave Rogers (Coaching Officer)

Katy welcomed all to the meeting.

1. Minutes of the Last Meeting (15th May '14) / Matters Arising

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

Matters Arising

- 7. Development: Permanent O courses: David has still to check on the current status. Some progress has been made with the action still ongoing.
Action: (DJ) Ongoing
- The event at Rushall Woods went ahead with under 16's not being allowed to run the Blue or Brown courses due to road crossings.
Action: (KS) Complete
- 3.2 The actions for re-activating Reg Parker as a Local member & sending him the latest Club Newsletter have been completed.
- Mapping Courses – Katy is now chasing the details.
Action: (KS) Ongoing
- David has put an article into the latest newsletter asking for volunteers within the Club who have an interest in mapping.
Action: (DJ) Complete
- Tax Liabilities – The working group has yet to be formed.
Action: (KS,PE,FC) Outstanding
- Fiona now holds the stock of club kit and it was agreed that the discount would remain.
Action: (DJ/FC) Complete
- Coaching notice board still being progressed.
Action: (DR) Ongoing

2. Chairman's Update

Katy gave an update on the Berkshire Schools Competition with a huge thanks going to Denise & Eric. This year there were 6 heats and a final with Denise happy to carry on Organising for next years events. A thank you to all who volunteered which also helped circa £500 being donated to the Club.

Katy went to the Crown Estates user group meeting who are happy for orienteering in their areas, apart from designated no go times. The Club will not be allowed to park on the area (Star Posts) again due to a couple of complaints from the Look Out (although we caused no damage at all). They also have a grant to take out Rhododendrons, so the Crown Estates maps will change over the next couple of years. The 'Water Pipe' links works will be commencing which will affect areas as well.

- 2.1 Wednesday Club Nights
- Katy informed the Committee that she had talked to various Club members on the subject of the Wednesday winter Club nights. (Venue - cost, attendance, activities, night held & location). A discussion took place on these topics with the addition of rotating venues and the type of training at each evening which could encourage a better turnout. Katy agreed to produce a trial activity plan for the forthcoming winter.

Action: (KS)

3. Membership

- 3.1 Numbers; 151 National members, 9 Local and one group (St Andrews).

4. SCOA Report

- 4.1 The last SCOA meeting was the AGM where no Chair was elected. Fiona Clough (BKO) was elected as Secretary.
Katy has volunteered to hold Event Safety Courses for the region which will be held this year.

5. Events and Mapping

- 5.1 Fixtures – *Note; Locations & Officials have been updated since the meeting.*

Date	Location	Club	Comments	Officials
Sat 6 Sept 14	Swinley East	BKO	On the BOF website. No permissions as yet - AP	Organiser – Glen & Di Planner – Mike Pemberton
Sat 4 Oct 14	Benyons Enclosure	BKO	No permissions as yet - AP	Organiser – Glen & Di Planner – Mark Foxwell
Sun 26 Oct 14	Hawley	BKO	Permissions required – FC Re-mapping required - KS	Organiser – F Clough Planner – K Ricketts
Sat 13 Dec 14	Yateley Heath	BKO	Probably CS cup final at Long Valley so swap with Yateley Heath to be nearer. Or use Hawley on this date (good parking) and use Burghfield North on 1 Nov.	Organiser – Glen & Di Planner – Andrew Graham
Sat 17 Jan 15	Burghfield East	BKO	See 13 Dec	Organiser – Glen & Di Planner – Mark Foxwell
Sun 25 Jan 15	Concorde Chase – Cold Ash	BKO	DR Asked about permissions <i>previous meeting</i> . DR has asked for an assistant planner – AP volunteered. Awaiting confirmation on parking. Controller - KS	Organiser – A Wilkes Planner – D Rogers Asst Planner – A Parry Controller – Roger Thetford
Sat 14 Feb 15	Langley Park	BKO	.	Organiser – Glen & Di Planner – Andrew Southwood
Sat 14 Mar 15	Swinley West	BKO		Organiser – Glen & Di Planner – Brian Burt
Sat 11 Apr 15	Rushall Woods	BKO		Organiser – Glen & Di Planner – Peter Wilson

It was also with regret that Andy informed the meeting of his decision to stand down as Fixtures Secretary with immediate effect, but would continue running the Club website. After some discussion Andy agreed to remain on the Committee.
Fiona volunteered to take over in the short term, Andy to supply Fiona with all the relevant data and information.

Action: (AP)

- 5.2 Mapping Issues

- 5.3 Results System - Hardware & Software

- Brian produced his written update on equipment & software and ran through it with the Committee. We now have our own new equipment which has been trialled at our Level D events and is very positive going forward.
Software preferred is Mercs which would also require Microsoft Office. Andy volunteered to check MS prices.

Action: (AP)

A decision was made to buy one more laptop at present and one USB reader.

Action: (BS)

The requirement for the Club to need a printer to produce A3 maps was discussed and a decision made to have one priced.

Action: (AP)

6. Treasurer's Report

Peter circulated updated accounts and went through the figures with no adverse comments.

7. Development Matters

- 7.1 Due to time constraints and members having different version of the Development Plan it was agreed to leave the update until the next meeting.

8. Secretary's Report

There is no update for this meeting.

9. Publicity Report

- 9.1 Website.
Domain name BKO.ORG has been renewed by Tim Booth (as in previous years), however the website needs to be moved before the Concorde Chase next year, to avoid the bandwidth limits that are currently in place. Action Andy to move the site and then change the BKO.ORG domain registration to the new server.

Action: (AP)

- 9.2 Newsletter.
David asked if all articles could be submitted for the next issue which is due Sept '14. Andrew Graham is going to produce a report from the upcoming Lakes 5 Days.

- 9.3 Other.
Ian now has the Club A3 laminator if anyone requires any signage producing.

10. Coaching (DR)

- Dave forwarded an email update in his absence.

11. Youth League (Ken)

Ken informed the Committee that we will be using the SCOA League event in October as a Youth league event.

12. Next Meeting

The date for the next meeting will be the 25th September 2014

13. AOB

Brian asked as to what happens to the entry forms from events. Katy replied that these have to be kept for 5 years due to insurance purposes which came as a surprise to most of the Committee. The conversation then also included Risk Assessments and timescales. It became apparent that these issues require publicising and an archive strategy established.

Action: (All) for next meeting