



# Berkshire Orienteers

## Minutes of the Committee Meeting

7.30pm 29<sup>th</sup> Sept '16  
The Cricketers, Cricketers Lane.  
Warfield. RG42 6JT

**Present:** Derick Mercer (Secretary), Brian Sewell, David Jukes, Ian Hudson (Membership), Andy Parry, Peter Entwistle (Treasurer), Brian Burt & Mark Foxwell.

**Apologies:** Andrew Graham, Ken Ricketts (Development) & Fiona Clough (Fixtures).

Andrew Graham has tendered his resignation from the Committee due to recent house move and the new travel distances involved. The Committee thank Andrew for his efforts during his time on the Committee.

Ian again kindly agreed to Chair the meeting.

### 1. Minutes of the Last Meeting (7<sup>th</sup> July '16) / Matters Arising

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

#### Matters Arising

- BKO Event Handbook – Andy has already set up Event guides on the website including an Organisers Guide for Saturday events, the details will require ongoing updates and additional pages as lessons are learnt. Entry forms are to be finalized. PE & BS. First trial has taken place; School age is to be taken off. Peter has completed the draft entry form and had a query on the cost for colour and break point for print runs. Fiona to chase. *Update – Fiona has obtained prices from BML and it was decided that the price difference for colour against black and white £14 for a 1,000 was not too great and to go for the colour option. Entry form to be forwarded to Andy for inclusion on the website. Fiona to order the 1,000 colour forms*  
**Action: FC /PE Ongoing**
- David will initiate permissions to hold a New Years Eve event at Whiteknights. *David has initiated permissions request and is awaiting a reply.*  
**Action; DJ Complete**
- Brian will check with AF why we are having problems with the readers. Brian, AF wants the readers back to see what the fault is. *Update – Brian has had no emit failures during the summer and feels the failures are down to cold weather affecting the batteries and will monitor the cards over the coming months.*  
**Action; BS Complete**
- Saturday event to support the SCOA Junior Squad. *Update – Fiona has been in contact with the Junior squad and they would like to support our event at Langley Park on the 14<sup>th</sup> January with training for the squad after the event where they would also collect in the controls. Brian asked if they would want results from our system. After a brief discussion it was agreed that they do not normally have this and would use their own readers for any timings required.*  
**Action; FC Complete**
- Identify storage for Risk Assessments & event documents on the Club website. *Update – Fiona showed examples of what is required to be stored. Andy stated that he can store the information and that a note as such would need to go into the Organisers notes.*  
**Action; AP Ongoing**
- Upload previous minutes to website.  
**Action; DM/AP Complete**
- Ken to email Denise for Schools emails to gain interest for next seasons youth league. *Update – Ken offered his apologise for the meeting. Brian did state that Orienteering is no longer part of the GCSE curriculum and we may not have many schools participating in the future.*  
**Action; KR Ongoing**

- Ian to draw up an article for a BKO update ref the surveying & drawing courses available, prices, numbers and dates. *Update – Ian has advertised and arranged the course for the 12<sup>th</sup> Nov '16 and has currently 6 BKO members enrolled.*  
**Action; IH/DJ Complete**
- Andy volunteered to communicate and discuss with SN the management of the Bramshill event and the printing of maps with BML Brian to organise the hire of extra emit cards.  
**Action; AP/BS**
- Brian to purchase one more computer and a splits printer.  
**Action; BS**
- Committee to review the Clubmark renewal criteria for discussion at the next meeting – Pros and Cons of renewing. See 7.2  
**Action; ALL**
- Submit and pay the BOF renewal by the 24<sup>th</sup> October '16  
**Action; ALL**
- Peter to forward David with the BOF O Safe proposals for review for inclusion into the Club Constitution.  
**Action; PE/DJ/DM**
- Ian to liaise with Fiona to advertise with SCOA & SN the availability of the surveying course.  
**Action; IH / FC**
- Derick agreed to pull together a list of who has completed the Event Safety course.  
**Action; DM**

## 2. Chairman's Update

### 2.1 Chair's Update

There was no Chair update for this meeting.

## 3. Membership

- 3.1 Numbers as of 29<sup>th</sup> Sept; 156 National members, 7 Local and one group (St Andrews).

## 4. SCOA Report

- 4.1 Fiona has offered her apologise for the meeting and there is no SCOA update.
- 4.2 BOF O-Safe policy – No SCOA update, see comments in 8.2 for BKO.

## 5. Events and Mapping

### 5.1 Fixtures & Mapping – Table moved to Appendix 1

- The Bramshill event was discussed, with SN participating and concerns over the running (attaching their SI's to the emit stakes, results) and numbers they would be bringing. To avoid over complication and planning it was decided that we would only use our system and results. Andy volunteered to communicate and discuss with SN and organise printing through BML. Brian to organise the hire of extra emit cards. David also stated that registration and start times will need to be extended from our normal Saturday events to accommodate the extra numbers.  
**Action; AP/BS**
- Brian had general queries on the Greenham Common weekend event and these will be sorted between himself and the Organisers.

### 5.2 Results System - Hardware & Software

Brian stated that he needed one more computer and a splits printer as previously approved to enable the Club to run Level C events. This was approved and will be required for the Bramshill event.

**Action; BS**

## 6. Treasurer's Report

- Peter circulated the updated accounts and ran through the current statement.  
Income –  
The Saturday events are not doing very well financially.  
The Bloom Wood event was popular and made a good income.  
Expenditure –  
Is in line with budget would probably end with a deficit of around £1k for the year.
- CASC Model Clauses:  
Since the club constitution must be changed to incorporate BOF's O-Safe requirements, this is a good opportunity to incorporate additional but minor changes to allow the club to become a Community Amateur Sports Club (CASC) if we so decide at a later date. See Item 8.2 on Constitution changes.

## 7. Development Matters

- 7.1 Action Plan;  
Ken distributed the action plan prior to the meeting and there were no comments.
- 7.2 Clubmark renewal;  
The Committee ran through the Clubmark renewal criteria that Ken had forwarded and it was agreed that the criteria needs reviewing by the Committee for discussion at the next meeting.  
**Action; ALL**

## 8. Secretary's Report

- 8.1 Club Championship format.  
After a small discussion on the ideology of the Club Championships and past winners it was decided for a one year trial period to run;
- Ø Men – Blue
  - Ø Women – Green
  - Ø Juniors – TBC by Ken
- 8.2 BOF Renewal.
- Derick informed the meeting that the BOF renewal had been received, the forms completed and awaiting submission by the 24<sup>th</sup> October.  
**Action; DM/PE**
  - Peter also stated that as part of the renewal process there is a requirement to have the Constitution up to date or updated at the next AGM to ensure alignment with Safeguarding as listed in [Appendix B of O-Safe](#) page. 28. It was decided to draw up a sub group to help the review the changes required ready for the AGM. David, Derick and Peter volunteered to be the sub group with the initial action being for Peter to forward David with the BOF proposals.  
**Action; PE/DJ/DM**

## 9. Publicity Report

- 9.1 Website.
- 9.2 Newsletter.

David informed the meeting that September's newsletter has been issued and that November's issue would be out in early November after the Greenham Common weekend.

## 10. Coaching

Mark informed the Committee that no training is now planned until next year.

## 11. Youth League (Ken)

No update on the Youth League.

## 12. Next Meeting

12.1 Date of next meetings

24<sup>th</sup> Nov '16 & 12<sup>th</sup> Jan '17

12.2 Location of next meeting

The Cricketers @ 1930

## 13. AOB

13.1 Surveying / Mapping Courses

- Ian informed the meeting that 6 BKO members had volunteered to attend the surveying course (max 12) and that Phil had advertised it within BAOC. Mark suggested that we also advertise it within SCOA to ensure the numbers are filled. Ian agreed to liaise with Fiona and to include SN.
- A quick discussion took place on the rebate the Club would offer to BKO members and it was agreed to charge BKO members £20 each.

**Action; IH / FC**

13.2 David raised concern that Club members who hold official positions at events are required to have completed the Safety Course from January 2017. Derick agreed to pull together a list of who has completed the course.

**Action; DM**

13.3 Mark suggested that the Club holds another one of our events as a Level C urban as a SEOUL event in the future.

## Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
<b>Sat 15 Oct</b>	Bramshill & SN	<b>D</b>	Permissions - Y Mapping – New map by Katy	Organiser – Jane Courtier Planner – Andy Parry Controller – Eric Harper
<b>Sat 29 Oct</b> <b>Sun 30 Oct</b>	Greenham Common	<b>C</b>	Joint with BADO night event. Permissions - Y Mapping – Alan Kersley, updating.	Organiser – Fiona C/ Peter E Planner – Bernie Fowler Controller – Eric Harper
<b>Sat 3 Dec</b>	Bucklebury Common	<b>D</b>	Permissions – Y Mapping –	Organiser – Eoin Sharkey Planner – Andy Southwood & Mark Saunders (Asst) Controller - Eric Harper
<b>Sat 31 Dec</b>	Whiteknights	<b>D</b>	Permissions – David chasing Mapping –	Organiser – Terry Hosking Planner – Eric Harper Controller -
<b>Sat 14 Jan</b>	Langley Park	<b>D</b>	Permissions – Y Mapping –	Organiser – Planner – Controller -
<b>Sun 29 Jan</b>	Hawley & Hornley Concorde Chase	<b>B</b>	Permissions - Mapping – DIO now charging £1,800 flat fee per event.	Organiser – Fiona Clough & Eoin Sharkey Planner – Richard Rae Controller – Jim Prowting
<b>Sat 18 Feb</b>	Swinley East	<b>D</b>	Permissions – Mapping –	Organiser – Planner – Stefan Stasiuk Controller -
<b>Sun 12 Mar</b>	Cold Ash CSC Heat	<b>B</b>	Permissions – Yes, in principle. Mapping –	Organiser – Planner – Mark Foxwell Controller
<b>Sat 8 Apr</b>	Bloom Wood	<b>D</b>	Permissions – Mapping –	Organiser – Lynne Moore Planner – Simon Moore Controller -
<b>Sun 21 May</b>	Black Park	<b>C</b>	Permissions - Mapping –	Organiser – Planner – Controller -
<b>Sun 28 Jan</b>	Star Posts Concorde Chase	<b>B</b>	Permissions - Mapping –	Organiser – Planner – Controller -
<b>Sun 21 April 2019</b>	Cold Ash JK	<b>A</b>	JK – Long Distance Permissions – Yes, in principle. Mapping –	Organiser – Planner – Katy Stubbs / Roger Thetford Controller -

Defence Infrastructure Organisation = DIO