



## Berkshire Orienteers

### Minutes of the Committee Meeting

7.30pm 5<sup>th</sup> May '16  
The Cricketers, Cricketers Lane.  
Warfield. RG42 6JT

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

**Apologies:** Andrew Graham, Mark Foxwell & Ken Ricketts (Development).

Ian kindly agreed to Chair the meeting.

#### 1. Minutes of the Last Meeting (10<sup>th</sup> March) / Matters Arising

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

#### Matters Arising

- Mapping Courses – *Fiona has asked and had a reply back from Phil Batts who runs the Army courses. At present they are not specific about dates. Fiona is collating more info.* Update – Fiona informed the meeting that the courses are displayed on BAOC website. David agreed to put the dates of the courses into the BKO updates.

**Action: Complete**

- 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.*

**Action: PE, BS- Ongoing**

- Fiona to check on permissions and restrictions (SSSI) for Bramshill. Forestry Commission in principle yes. Need to progress parking & Natural England. Update – Fiona, no restrictions in principle, parking has been found (school), natural England to follow and the mapping will be offered to Katy. Update – *Fiona, awaiting a reply from the school, Katy has agreed to complete the mapping. Bramshill leads onto Heath Warren which could be included to make a larger area suitable for a level C or D, this will be included into the fixtures list.*

**Action: FC - Ongoing**

- Brian & Andy to resolve website hyperlinks not working.

**Action: BS/AP – Complete**

- Committee to review and comment on the proposed 2 day training event (discussions page).

**Action; ALL – Complete**

- Brian to email the results team for volunteers to run the timing system at our level C at Bloom Wood and give training if required. Update – *Alan Farrington will be doing the results for Bloom Wood. Brian has a list of volunteers for a results team and will be carrying out training.*

**Action; Complete**

- Fiona to find out how long Fabian4 keep/archive entries for insurance purposes. Update – *Fiona, Yes Fabian4 keep all the data but access to this would require a charge. The Committee agreed that if this was needed the Club would pay the charge.*

**Action; Complete**

- David will initiate permissions to hold a New Years Eve event at Whiteknights. **Action; DJ**
- Brian will check with AF why we are having problems with the readers. **Action; BS**
- Ken to put discussion page on website for changing the Development Plan to a Policy and Action Plan ready for next meeting. **Action; KR**
- Fiona to take to SCOA proposal of the Club as to what financial support the Junior Squad would want. **Action; FC**
- Identify storage for Risk Assessments & event documents on the Club website. **Action; FC/AP**

## 2. Chairman's Update

### 2.1 Chair's Update

There was no Chair update for this meeting.

## 3. Membership

- 3.1 Numbers as of 5<sup>th</sup> May; Those that have renewed this year 148 National members, 7 Local and one group (St Andrews).

## 4. SCOA Report

- 4.1 There has been no recent SCOA meeting.

## 5. Events and Mapping

### 5.1 Fixtures & Mapping

| Date        | Location                           | Level | Comments  | Officials  |
|-------------|------------------------------------|-------|---|--|
| Sun 22 May  | Bloom Wood                         | C     | Permissions - Yes<br>Mapping – Awaiting update (Stefan)             | Organiser – Colin Godbold<br>Planner – Stefan Stasiak<br>Controller – Pete Riches TVOC |
| Sat 18 June | Wildridings                        | D     | BKO Summer 'Come and try' series<br>Permissions - Yes               | Organiser – Peter Entwistle<br>Planner – Martin Wilson                                 |
| Sat 9 July  | Lower Earley                       | D     | BKO Summer Series<br><b>Results staff needed, BS cannot attend.</b> | Organiser –<br>Planner – David Jukes   |
| Wed 3 Aug   | Gt Hollands                        | D     | Great Hollands fun day<br>Permissions - Yes                         | Organiser –<br>Planner –   |
| Sat 6 Aug   | Lily Hill Park                     | D     | Summer Picnic   | Organiser -<br>Planner – Brian Burt  |
| Sun 23 Oct  | Cold Ash                           | C     | Permissions -<br>Mapping –  | Organiser –<br>Planner –<br>Controller -   |
| Sun 29 Jan  | Hawley & Hornley<br>Concorde Chase | B     | Permissions -<br>Mapping –  | Organiser –<br>Planner –<br>Controller -   |
| Sun 12 Mar  | Cold Ash<br>CSC Heat               | B     | Permissions – Yes, in principle.<br>Mapping –                       | Organiser –<br>Planner – Mark Foxwell<br>Controller                                    |
| Sun 21 May  | Black Park                         | C     | Permissions -<br>Mapping –  | Organiser –<br>Planner –<br>Controller -   |
| 2017        | Concorde Chase<br>Hawley & Hornley | B     | Permissions -<br>Mapping –  | Organiser –<br>Planner –<br>Controller -   |
| 2018        | Concorde Chase<br>Start Posts      | B     | Permissions -<br>Mapping –  | Organiser –<br>Planner –<br>Controller -   |

|                          |          |   |   |  |
|--------------------------|----------|---|---|--|
| <b>Sun 21 April 2019</b> | Cold Ash | A | JK – Long Distance<br>Permissions – Yes, in principle.<br>Mapping – | Organiser –<br>Planner –<br>Controller – |
|--------------------------|----------|---|---|--|

- *Clarification Update, Control descriptions for Saturday events.* The Club will provide control descriptions for Saturday events and they will be posted on the website by Thursday at the latest.
- Newly trained planners within the Club are Steve Waite, Eddie & Toni Whittle.
- David also suggested that Whiteknights as a possible venue for a New Years Day event. *Update – Fiona suggested that we hold the event on New Years Eve to coincide with other holiday period events. This was agreed but for it not to be a score event. David will initiate permissions.*

**Action; DJ**

#### 5.2 Results System - Hardware & Software Update from Brian.

- Brian said that a 3<sup>rd</sup> reader has been purchased although there are still some issues with reading. Brian will check with AF why this is occurring.

**Action; BS**

### 6. Treasurer's Report

- Peter circulated the updated accounts and ran through the current statement. The Club currently has a NET surplus of £1,000 but no money as yet has been spent on mapping. The fees for Hawley are being split with the Army and Katy will be mapping Bramshill.

### 7. Development Matters

#### 7.1 Ken ran through the development plan with the following points;

- Fiona is continuing to pull people into debriefs after events.
- Brian said that some of the items have been completed and could be removed. A discussion took place on changing the plan to a Policy and have a structured Action Plan. It was decided for Ken to put a discussion point onto the website for the Committee to comment on a new Policy / Plan for review prior to the next meeting.
- Fiona informed the meeting that BADO have held an event where the profits were donated to the SCOA Junior squad and that BKO should support the squad in a similar manner. It was decided that we would either make a donation or share a portion of the profits at a future event. Fiona will take this proposal to SCOA.

### 8. Secretary's Report

#### 8.1 Club Championship format.

This item is ongoing with further discussion planned for later in the year. – *Ongoing.*

#### 8.2 World orienteering Day 11<sup>th</sup> May '16 (Wed)

Denise has enough helpers for the St Andrews event.

**Action; Complete**

### 9. Publicity Report

#### 9.1 Website.

#### 9.2 Newsletter.

- David informed the meeting that May's issue is nearly ready for publication.

## **10. Coaching**

Mark emailed the Committee a training update as he was unable to attend the meeting.

- He confirmed that the training weekend on Merthyr Mawr in Wales was going ahead.
- The evening training is all OK although he does need a planner for Birch Hill in June.
- He is suggesting continuing training evenings in August and September then monthly once the nights have closed in.

## **11. Youth League (Ken)**

- Ken stated that numbers for this season have been better.
- Prizes will be awarded after completion of the Bloom Wood event, prize giving at the first event in September.
- He suggested dropping the Team award as St Andrews are the only team entry. All agreed. Derick suggested to transfer the award to the Schools event with Denise identifying whom should receive the award.

## **12. Next Meeting**

12.1 Date of next meetings

7<sup>th</sup> July & 29<sup>th</sup> Sept (provisional)

12.2 Location of next meeting

The Cricketers @ 1930 (July booked)

## **13. AOB**

- POC manager – carried over to the next meeting
- Peter – Asked for a 1<sup>st</sup> Aid Course at a cost of £25. Approved.
- David informed the meeting that 2018 will be the 50<sup>th</sup> year that the Club in one format or another has been running. Committee to think of ideas for celebration.
- Fiona asked if the event Risk Assessments could be stored on the website. Andy will sort out the best storage location for event documents. Action FC/AP