



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 7th July '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 & Ken Ricketts (Development).

Apologies: Andrew Graham, Mark Foxwell.

Ian again kindly agreed to Chair the meeting.

1. Minutes of the Last Meeting (5th May '16) / 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

- 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. *Update – 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.*
Action: FC Ongoing
- Bramshill – now moved into the fixtures section.
Action: FC - Complete
- David will initiate permissions to hold a New Years Eve event at Whiteknights.
Action; DJ Ongoing
- Brian will check with AF why we are having problems with the readers. *Update – Brian, AF wants the readers back to see what the fault is.*
Action; BS Ongoing
- Ken to put discussion page on website for changing the Development Plan to a Policy and Action Plan ready for next meeting.
Action; KR Complete
- Fiona to take to SCOA proposal of the Club as to what financial support the Junior Squad would want. *Update – Fiona, has raised the topic with the Junior Squad Coach and they have said yes. Ian asked what event would be suitable? Fiona will arrange with the Coach as to which Saturday event they could help/run with.*
Action; FC Complete
- Saturday event to support the SCOA Junior Squad
Action; FC
- 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
- Upload previous minutes to website.
Action; DM/AP

- Ken to email Denise for Schools emails to garn interest for next seasons youth league.
Action; KR
- Ian to draw up an article for a BKO update ref the surveying & drawing courses available, prices, numbers and dates.
Action; IH/DJ

2. Chairman's Update

2.1 Chair's Update

There was no Chair update for this meeting.

3. Membership

3.1 Numbers as of 6th July; 148 National members, 7 Local and one group (St Andrews).

4. SCOA Report

4.1 There was a SCOA Meeting in June and Fiona gave an update from the SCOA Bulletin which can be found at www.scoa-orienteering.org.uk/scoa-bulletins

The SCOA AGM was held on the 2nd June with the Treasurer standing down so this position is currently vacant.

JK 2019

Event Co-ordinator required, volunteers please to chairman@scoa-orienteering.org.uk

Subject to permissions current locations are as follows.

Sprint	Fri 19 Apr	Rutherford Appleton Laboratories, Harwell
Middle	Sat 20 Apr	Windmill Hill (reserve area Minley)
Long	Sun 21 Apr	Cold Ash
Relay	Mon 22 Apr	Bradenham Woods

The Junior Squad have been doing well with some very good performances.

The SCOA Champs will take place at the SN level B event on 11 December at Long Valley. The Southern Champs will be held at SOC's November Classic on the 6th November.

A reminder that event officials (Organisers, Planners and Controllers) need to attend Event Safety and Welfare workshops before taking on those roles, ideally now but mandatory from Jan 2017.

5. Events and Mapping

5.1 Fixtures & Mapping – Table moved to Appendix 1

- Whiteknights now moved into fixtures.

Action; Complete

5.2 Results System - Hardware & Software Update from Brian.

- Brian said that he has now trained Peter, Andy & ken in the results system. Peter & Andy will be running the results for Lower Earley. Colin Godbold and mark Foxwell have also volunteered to be trained. He also said that the TVOC handbook is very good and has been useful.

Action; Complete

6. Treasurer's Report

- Peter circulated the updated accounts and ran through the current statement. Bloom Wood had a good turnout and therefore came out above budget. He said that numbers were down on the Parks events and a discussion took place as to the reasons. Spring and autumn wood events attract more numbers. It was decided to put the Summer Parks events as an agenda item for the next meeting to discuss if it is worth the time and effort for the Club to run these events.

7. Development Matters

- 7.1 Action Plan;
- Running own results system for a Level C. Training of the results team has commenced with the plan being to run our own results for the October event. (Night & Sunday).
 - Junior Squad event will be at the end of the winter season.

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 Derick informed the meeting that he was unable to upload previous meeting minutes due to 'file size'. Andy said that he would upload them.

Action; DM/AP

9. Publicity Report

- 9.1 Website.
- 9.2 Newsletter.
- David informed the meeting that July's newsletter has been issued and he would like reports / articles from the forthcoming Croeso.

10. Coaching

- Mark emailed the Committee a thorough training update as he was unable to attend the meeting.
- Details of summer evening training events and attendances, saying numbers are satisfactory but whether it is worth putting on Junior courses.
 - Training at Merthyr Mawr – Went well and as there were only six people participating was reduced to one day. Lesson learnt would be to have 3 organisers/planners, consider holding in the autumn when calendars may not be as busy, more advance notice and advertisement.

11. Youth League (Ken)

- Ken said that he will order the trophies for prize giving on the 17th Sept at Benyons Enclosure.
 - He also said that we may have to use some Level C's for counting events to make the numbers up. Ken will email Denise for emails to garn interest from schools.
- Action; KR**
- Fiona informed the meeting that BADO had been given funding for a maze course for Juniors and that we could use for 'Fun Days' in the local area. The question being was would this be something the Club would want to do?

12. Next Meeting

- 12.1 Date of next meetings
29th Sept & 24th Nov '16
- 12.2 Location of next meeting
The Cricketers @ 1930

13. AOB

- 13.1 POC Manager
- After a brief discussion on the requirements of the Club to have a POC manager for updating the BOF website Ian kindly volunteered.
- 13.2 Surveying / Mapping Courses
- Ian has asked Phil Batts (BAOC) about the courses and has the following information.;
- £50 pp 1 day course surveying & drawing @ Longmoor Camp
£60 pp 2 day course surveying & drawing plus OCAD
- The courses are for 12 people and there is a requirement to run a full course. Ian will put together a briefing of the courses for David to put into a BKO update to see how much interest we have. The course would be open to other Clubs to make numbers up. Costing for Club members would be supported to some extent. Course dates are flexible and we would be looking at early next year.

Action; IH / DJ

Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
Sat 9 July	Lower Earley	D	Permissions – Yes BKO Summer Series Results staff AP & PE	Organiser – Jane Courtier Planner – David Jukes Controller – Eric Harper
Sat 6 Aug	Lily Hill Park	D	Summer Picnic Permissions – Yes	Organiser – Mark Saunders Planner – Brian Burt Controller -
Sat 17 Sept	Benyons Enclosure	D	Permissions - Mapping –	Organiser – Planner – Controller -
Sat 15 Oct	Upper Star Posts	D	Permissions - Mapping –	Organiser – Planner – Controller -
Sat 29 Oct	Greenham Common	?	Joint with BADO night event. Permissions - Mapping –	Organiser – Fiona Planner – Bernie Fowler Controller – Eric Harper
Sat 3 Dec	Bucklebury Common	D	Permissions – Mapping –	Organiser – Planner – Controller -
Sat 31 Dec	Whiteknights	D	Permissions – David chasing Mapping –	Organiser – Planner – Controller -
Sat 14 Jan	Langley Park	D	Permissions – Mapping –	Organiser – Planner – Controller -
Sun 29 Jan	Hawley & Hornley Concorde Chase	B	Permissions - Mapping –	Organiser – Fiona Clough & Eoin Sharkey Planner – Richard Rae Controller – Jim Prowting
Sat 18 Feb	Swinley East	D	Permissions – Mapping –	Organiser – Planner – Controller -
Sun 12 Mar	Cold Ash CSC Heat	B	Permissions – Yes, in principle. Mapping –	Organiser – Planner – Mark Foxwell Controller
Sat 8 Apr	Bloom Wood	D	Permissions – Mapping –	Organiser – Planner – Controller -
Sun 21 May	Black Park	C	Permissions - Mapping –	Organiser – Planner – Controller -
Sun 21 April 2019	Cold Ash	A	JK – Long Distance Permissions – Yes, in principle. Mapping –	Organiser – Planner – Katy Stubbs / Roger Thetford Controller -