



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 24th Nov '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, Ken Ricketts (Development) & Fiona Clough (Fixtures). Simon Moore attended the meeting as an observer.

Apologies:

Ian again kindly agreed to Chair the meeting.

1. Minutes of the Last Meeting (29th Sept '16) / Matters Arising

- The minutes had been circulated and were agreed with minor change for update required from the Treasurers section.
- 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. *Update – action moved to Treasurers section.*
Action: 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. *Update – Fiona informed the meeting that the storage is working fine.*
Action; Complete
- Ken to email Denise for Schools emails to garn interest for next seasons youth league. Update – Ken offered his apologies 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. *Update- Fiona stated that the schools are still participating at the events so it was decided to keep the league going.*
Action; 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; Complete
- Brian to purchase one more computer and a splits printer.
Action; Complete
- Submit and pay the BOF renewal by the 24th October '16
Action; Complete
- Peter to forward David with the BOF O Safe proposals for review for inclusion into the Club Constitution.
Action; Complete
- Ian to liaise with Fiona to advertise with SCOA & SN the availability of the surveying course.
Action; Complete
- Derick agreed to pull together a list of who has completed the Event Safety course.
Action; Complete

- Ian said that 7 BKO members attended the map surveying course. He asked if OCAD 12 put onto one of the results laptops for the use of Club mappers. All agreed.
Action; AP
- Fiona to obtain pricings for holding the AGM at the Downshire Golf course (24th February)
Action; FC
- Fiona to inform JK Co-ordinator that we will be keeping the Bloom Wood a Level D event.
Action; FC
- Derick to inform the SCOA Secretary that Peter will fulfil the role of BKO Rep at the SCOA meetings.
Action; DM
- Condition of Star Posts POC course.
Action; FC/IH

2. Chairman's Update

2.1 Chair's Update

There was no Chair update for this meeting.

3. Membership

- 3.1 Numbers as of 24th Nov; 158 National members, 7 Local and one group (St Andrews). There have been 17 renewals so far for next year.

4. SCOA Report

- 4.1 Fiona informed the Committee that there has been no SCOA meeting with the next one being held on the 1st December.
- 4.2 Fiona stated that SCOA & BOF have agreed wording of the additions to SCOA Constitution to include the O-Safe policy.

5. Events and Mapping

5.1 Fixtures & Mapping – Table moved to Appendix 1

- Bramshill - David stated that there had been positive feedback from most of those that attended the event.
- Bucklebury – There was a question on school numbers and attendees. Fiona will contact usual school attendees.
- Whiteknights – Fiona asked if schools could run. Ken said yes and the course results can be adjusted/configured for the Youth league.
- Bloom Wood – Fiona informed the meeting that the JK 2017 Co-ordinator had approached asking whether we would allow them to include our Saturday Bloom Wood event on 8th April to be publicised for inclusion with the pre-JK events to encourage people travelling to the South for the JK to come to the event. No numbers could be predicted. A discussion followed whether to upgrade the event to a level C and try to park in the field on the other side of the bridge but it was considered that it would probably be too wet to park there and running yet another level B/C event in the spring of 2017 would put too much pressure on volunteers. Action: Fiona to inform JK Co-ordinator.

Action; FC

5.2 Results System - Hardware & Software

Brian informed the meeting that running our first Level C results ran fairly smoothly with only slight problems.

5.3 OCAD Licenses & Laser Range Finders

- Ian said that 7 BKO members attended the map surveying course. He asked if OCAD 12 put onto one of the results laptops for the use of Club mappers. All agreed.
- A small discussion took place on the use and purchase of laser range finders and sighting compasses. There is a potential for the Club to purchase mapping equipment.

Action; AP

6. Treasurer's Report

- 6.1 Peter pre-circulated via email the updated accounts with the following comments made at the meeting;
- He asked for Committee approval for a 50:50 split of the surplus from the Greenham Common event with BADO. All approved.
 - The Club should have a small surplus for the year against budget.
 - Denise has had £375 donations from the schools competition and asked what the Club should use this for. The Club has enough equipment so various ideas were suggested – Put it back into the schools promotion, Support club Juniors travel, Ring fence for Junior use. It was agreed that the £375 should be reserved for future Junior support.

6.2 Saturday Event Entry Fees.

Peter had pre-circulated his proposal for increasing fees for Juniors from 1st January 2017. This proposal broke down the costs and showed that BKO has one of the lowest Junior entry fees for Clubs in our area and that we barely cover cost per head per Junior. The price increase proposed was for £0.50 and no increase for seniors – after a small discussion all agreed on the price increase.

6.3 Constitution Change & CASC.

As part of the process of including the constitutional changes required by the O-Safe policy Peter had reviewed the club constitution and found it to be very out of date. He therefore drafted a new constitution and circulated it shortly before the meeting. The suggested constitution would include the O-Safe policy, make it possible to become a CASC and overall be more fit for purpose and robust. Ian proposed that all the Committee review the draft in detail and make comments to enable a final version ready for AGM approval in February 17.

As part of the changes BKO would require a Club Welfare Officer. Fiona volunteered to research the requirements and approach a suitable candidate.

Action; ALL/FC

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;

After a discussion on the renewal and the viability of renewing Ken volunteered to produce a list of the Pros & Cons of carrying out the renewal criteria. The accreditation expired 6.03.16

Action; KR

8. Secretary's Report

8.1 Club Championship Prizes

After a discussion on the format, prizes and the way forward it was decided;

- Ø To present the Championship prizes at the AGM.
- Ø £15 for an Ultrasport voucher for each category. (x 5) Peter.
- Ø £5 for medals for each category. (x 5) Ken.

- Ø David also volunteered to calculate a handicap score for a handicap winner as per previous years.

Action; PE/KR/DJ

9. Publicity Report

9.1 Website.
David has created an event email list that people can subscribe to.

9.2 Newsletter.

David informed the meeting that November's newsletter is out, with the next issue being in January. Could he have any new material before Christmas, anyone on the recent Surveying Course as a good example.

10. Coaching

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

11. Youth League (Ken)

Ken informed the meeting that the Black Park (TVOC) event would be one of the Youth League counting events and that he would score it accordingly. He will also be similarly scoring the Whiteknights event.

12. Next Meeting

12.1 Date of next meetings
12th Jan '17 & 30th March (provisional)

12.2 Location of next meeting
The Cricketers @ 1930

13. AOB

13.1 AGM – Date, Location and Planning

After a quick discussion it was agreed to again hold the AGM at the Downshire Golf course in Bracknell. Fiona volunteered to enquire on prices.

Action; FC

13.2 Event Safety & First Aid

- Derick reminded everyone that from the 1st January all event officials will be required to have attended the Event Safety Course.
- Fiona informed the committee that there was a 2 day outdoor first aid course being run in the New Year by Don McKerrow from SLOW at a cost of £130 per person. Katy has booked to do it and it was discussed whether it should be advertised to club members and if so should we part fund any members wishing to do it. It was decided that we would not advertise it but Brian Burt expressed an interest in doing it. Funding of £100 per person was agreed. The decision to part fund £100 per person was based on the condition that they would be willing to perform the role of 1st Aider at events and therefore save the cost of hiring First Aiders in.

13.3 AOB Others

- Fiona suggested that we have thumbnail pictures of the Committee on the Website to enable members recognise ourselves.

- Fiona stated that we needed to have a nominated rep for the SCOA Committee. Peter volunteered to be the BKO rep with Fiona reserve if Peter was unable to attend. Derick to inform the SCOA Secretary.
Action; DM
- Fiona – Star Posts POC course - Crown Estates would like the Club to have more of an active role with the POC. Fiona said that she would review the condition of the course (as it is quite elderly now) and get back to them for the January Crown Estate User Group meeting. It was discussed who provided funding etc for this and it was left that Ian and Fiona (Ian being OIC of the POC's in BKO's areas) would discuss it with Eric before moving forwards with anything.
Action; FC/IH
- Ken stated that the SCOA considering an Inter Club Competition and it was agreed that this was a good idea.

Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
Sat 3 Dec	Bucklebury Common	D	Permissions – Y Mapping –	Organiser – Eoin Sharkey Planner – Andy Southwood & Mark Saunders (Asst) Controller - Eric Harper
Sat 31 Dec	Whiteknights	D	Permissions – Y Mapping – Eric Harper	Organiser – Terry Hosking Planner – Eric Harper Controller – Mark Foxwell
Sat 14 Jan	Langley Park	D	Permissions – Y SCOA Junior Squad Mapping –	Organiser – Planner – Thomas Howell & Eric Harper Controller – Eric Harper
Sun 29 Jan	Hawley & Hornley Concorde Chase	B	Permissions - Mapping – Roger Marr, joint funding with BAOC DIO now charging £1,800 flat fee per event.	Organiser – Fiona Clough & Eoin Sharkey Planner – Richard Rae Controller – Dave Chapman? (event safety)
Sat 18 Feb	Swinley East	D	Permissions – Yes Mapping –	Organiser – Planner – Stefan Stasiuk Controller -
Sun 12 Mar	Cold Ash CSC Heat	B	Permissions – Yes, in principle. Mapping – some issues	Organiser – Planner – Mark Foxwell Controller
Sat 8 Apr	Bloom Wood	D	Permissions – Mapping –	Organiser – Lynne Moore Planner – Simon Moore Controller -
Sun 21 May	Black Park	C	Permissions - Mapping – A Charmers	Organiser – Planner – Controller -
Sun 28 Jan	Star Posts Concorde Chase	B	Permissions - Parking is an issue. Mapping –	Organiser – Planner – Controller -
Sun 21 April 2019	Cold Ash JK	A	JK – Long Distance Permissions – Yes, in principle. Mapping –	Organiser – Planner – Katy Stubbs / Roger Thetford Controller -

Defence Infrastructure Organisation = DIO