

MINUTES OF COMMITTEE MEETING

1. Attended by: Sue Bett (Chair), Tony Painter (Sec), Dawn Williamson (Development), Sarah Francis (Treasurer), Paul Fox (Team Captain), Steve Peacock (Events), Mark Howell (Publicity Officer), Alan Wallis (member).

2. Apologies for absence

Ian Komor

3. Actions arising from Committee Meetings dated 2 June 2015 and informal meeting on 26th August 2015

a. (2/6/15 para 4) Events: all actions closed

b. (2/6/15 para 4) Safety Workshop. Held successfully. It was noted that SOC are planning a Safety workshop. TBN.

c. (2/6/15 Para 9) 50th anniversary article. Still current. **Action Mark/Steve.**

d. (2/6/15 Para 10). BOF Insurance and cover of Scout Groups and casual attendees. It was noted that according to BOF rules, non-BOF attendees at events are only covered for the first three events and thereafter need to make their own arrangements. Such groups and individuals should be encouraged to join BOF. **Action: Sue to draft appropriate wording for the JL map reverse**

e. (2/6/15 Para 11) Pictures of Juniors and parental consent. Still outstanding. BOF policy is emerging and hopefully will be covered by the forthcoming "O-Safe" policy statement. **Action: Sue to monitor and report.**

4. Actions arising from AGM (relevant extracts from AGM in italics)

a. (Para 3) *The committee to ensure that minutes and dates of meetings be notified via the website without delay.* This was discussed and resolved that Chair and Sec would agree future meeting dates and publish on the Club website. Minutes will also be placed promptly. **Action: Tony/Sue**

b. (Para 5) *Cheque signing has hitherto required two signatures, however with the possibility of on-line payments safeguards need to be maintained and the process transparent. There was a brief discussion of the need for 2 signatures for minor payments. The issue was placed with the Committee for action.* It was resolved that the present system of 2 signatures was sufficiently workable for all levels of expenditure. Calvin had subsequently asked for consideration of petty cash for opportunity purchases. The committee discussed this and it was agreed that provided that receipts and an accompanying note are left in the cash box at events then it is acceptable to take small amounts of cash at events to match expenses. This will enable Sarah to keep a full account of club expenditure. **Action: Sue to speak with Calvin**

c. (Para 10) *Alan Wallis introduced a discussion on the effectiveness of internal Club communications. It was apparent that email traffic was unreliable and some members were not receiving all emails. Alan had raised this repeatedly over the last two years with the committee and requested updates and status reports. The issue was placed with the Committee for action.*

Alan was present at the meeting and the issue was discussed at length. The following points emerged:

- A trial of a system which has been recommended – Mailchimp has been attempted, with test emails transmitted to the committee. Gill is working on suitable templates to enable the process, but it should be noted that Mailchimp is primarily a vehicle for meeting notification and not a message system and is not highly intuitive. None the less, it may have benefits. **Action: Gill to retry the committee test.**

- A mechanism needs to be in place to enable someone who unsubscribes to resubscribe and regain authority for entry. **Action: It was suggested that Evan Cairns had some professional understanding of this and should be consulted.**
- It is difficult to analyse the pattern of emails bounces. Some are bounced regularly and this may be a factor of using work emails, with more stringent protections. Some providers will automatically bounce data considered by their criteria to be SPAM. A 100% system may not be practicable.
- Paul suggested that it may be prohibitively expensive to provide a “guaranteed” delivery, when secondary systems such as message boards might convey timely information (eg event cancellations) and the website may be open to modification with, for example, an action flash banner heading. This led to a discussion of the use of the website and a facility for exclusive access by members only or “allowed accessors” which could be independently updated by permitted individuals (for example forthcoming event details, requests for helpers). **Action: Committee to discuss with Steve McKinley**
- Any solution has to be intuitive, straightforward and preferably operable on smart phones. **Action: Sue to speak with Steve Mac and John Darley who is believed to have expert knowledge of applications.**
- An external consultant could be engaged if expertise does not reside within the club.
- Alan pointed out that there was also an obligation on members who believed they were not receiving full information to check and improve their own systems, for example by adding reliable SN email addresses to their contact lists. This would effect a two-way improvement.

5. Events

a. Steve reported that:

- The Alice Holt JL event was successful, with 160 runners. It was noted that the Army event, rearranged at short notice at the same venue on the Wednesday before had caused some confusion (eg similar control sites).
- Wisley JL. Event successful, with 212 entries, although car parking was inadequate, resulting in some diversions to other sites. There had been some feedback from Wisley management on this, although SN had complied fully with the permission criteria. **Action. Steve to liaise with Wisley management and maintain good relations.**
- Long Valley. In hand. Need for safety noted in case of wet weather.
- Hindhead. School car park believed OK, Organiser, Dave Chapman to recce.
- Ash. SN Trophy. Permits are in hand, including Ash South. Area being remapped, sharing cost with Army. It was considered that entry fees should be consistent with previous events (ie from £12, with reductions to encourage juniors, viz. £5 for juniors and £3 to SN/JL schools and clubs and adults on Y/O courses).
- Long Valley South. Club had been approached by GO with a proposal to tie in with a GO event on the following day. This might involve adding a full Blue or Short Brown course. Map needs updating to include new fenced area.
- Eagle House – in hand, no problems notified.
- Witley – early stages, needs a car park recce.
- Frensham Heights score venue. In hand, no problems notified.
- Goldsworth Urban – in hand.

b. Future Years programme.

There was likely to be increased use of Army Training areas by military units returning to UK. This may limit use of Army areas for orienteering.

A Level B event is needed for 2016. LV (N) is an option. Need to check for any embargo. Date TBD. **Action: Steve**

A request had been received from Royal Signals to use a SN civilian area for radio signals training. The committee felt that they should use Army areas. Whitmoor was suggested as a fall back option. **Action: Steve to liaise.**

Steve noted that events were becoming more complex and manpower-intensive to run and asked if the club were running too many events. The Saturday series have become more popular and at present there are on average 8 JL events and 3 others, including Urbans. After a discussion it was agreed that a major club should be running events with at least two open events per year. It was agreed to keep this under review.

6. Treasurer

Sarah reported that SN jackets had been ordered. The SI unit batteries have begun to fail and upgrade will be needed in a suitable window.

7. Mapping

 Nothing to report.

There was a general discussion on the management of map editions and a general feeling that a rigorous review of all map states and editions was advisable. Steve Peacock volunteered to help with this when time allowed.

8. Team Captain

Paul had called for CSC runners and notified the SN Champs at King's Garn Gutter by email. All was in hand.

9. Development

SN Junior Squad training has started and T-shirts are expected shortly. The aim is to encourage the squad to compete in Club events. There is a need to review the age profile with a view to increasing the numbers at all levels and encourage joining BOF and increasing the range of events entered.

10. Publicity

 NTR

11. Chair

 NTR

12. AOB

- Club returns. Tony to action and copy to Sarah/Sue

- Affiliation. Sarah questioned whether SN should continue to affiliate to SE, given the recent problems over team representation. We have paid affiliation to SE, though not yet acknowledged and have SE voting rights, which are not held at SCOA. After a discussion, the consensus was to remain with SE as the more representative area, rather than deliberately narrow the club profile.

- Christmas Dinner is set for Tuesday 15th Dec 2015. Tony will coordinate all details, including the raffle.

13. Date of Next Meeting

Wednesday 2nd Dec 2015

Tony Painter

SN Sec 26/10/15