**Minutes for SN COMMITTEE MEETING on Tuesday 28th November 2023 at 7.30pm**

1. **Attended by: Steve McKinley, Helen Le Page, Steve Peacock,** **Paul Fox, Debbie Robinson, Ross Maclagan**
2. **Apologies:**

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| **TO BE RESOLVED/CONTINUED FROM PREVIOUS MEETING** | **ACTION** |
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| 1. Woodlarks

 POCs * 1. – I have bought the markers for Woodlarks, but I think Nick the warden has had some family emergencies that they have been dealing with and the SNT have meant I have stalled – will renew in the new year but reach out this side of Christmas to Nick and Sarah
	2. Paul WS has made good contact at Southwood and are going to discuss finances with the council

POC at Wellesley? | No action needed. SMcK to update us as and when No action needed. |
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| **CHAIRMANS’ REPORT** | **ACTION** |
|  Email came through from BOF on increasing partnership with other bodies – not sure if we want to do this at the moment and who would do it – maybe we should look again at this in the new year because nothing will happen this side of ChristmasRoss appears to have done loads of work on the safety service, it  would be great to have a summary of the findings on that. For the record having the ambulance man on call yesterday for £350 (aka 50p per person) just took one huge job off my hands 😊 no need to find cover no need to really worry about it We had one lost dibber at SNT – the person was on orange- it was non SIAC dibber that belonged to GO, I will discuss with GO how we reimburse – however the question is should we ask the competitor to pay? He was very willing to do so – offered tel number and email, but should we write it off to the event as a loss?**DR has asked SCOA for a grant for 50 SIAC cards. £3,500. Debbie will be attending meeting next week where it will be discussed.** If I get a chance I will circulate a lessons learned from SNT ‘23Hard to let early helpers get away to run etc.  | **Postpone until Feb meeting. HLP to add to agenda****Who was the medical service we used? They were very good. Can we add to shared drive for further info.****SMcK will contact the competitor.****DR to keep us updated.****SMcK will update us soon.** **Finances not known as yet – SMck will circulate when settled.** |

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| **SECRETARYS’ REPORT** | **ACTION** |
| Nothing to report |  |

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| **TREASURERS’ REPORT** | **ACTION** |
| Nothing to report |  |

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| **EVENT SECRETARYS REPORT** | **ACTION** |
| **Southwood SS**63 adults and 32 juniors so numbers lower than we have seen recently. Have we over-used the area?**Puttenham night event**34 adults and 7 juniors. Great turn-out for a Wednesday evening!**SNT**All going smoothly. Map numbers perfectly balanced between giving people the run they want (or almost) and not wasting resourcesDue to travelers on the site we had been informed that the hut was out of action, but a last minute clean up/disinfect made it available for use.Thanks to Steve for sorting the start lists and saving the club some moneyVan has been hired in order to transport equipment**Wellesley**Steve Mac away and I need to leave early so possibly short of computer-savvy help. **Hogmoor**BML requested map numbers on 13th December but we have agreed to pick up so can give estimate numbers on 20th instead (thank goodness after Mapgate on SNT!)Bee Hive at Hogmoor has been hired for £75Parking may be "interesting" depending on how many sign up. I have limited to 300 entries, though we can use overflow parking Still need a location for 23rd March event**SE Fixtures and SCOA committee meetings**Notes and treasurer reports circulated. Nothing that needs attention at the moment**Christmas Dinner**68 guests all paid upThe Ely have yet to invoice the club for the moneyT-shirts ordered for planners / organisers. Unfortunately, they printed with the wrong colour so writing on the back is gold rather than yellow. They had printed all 23 T-shirts so rather than waste them, we have accepted them and they have given us a £100 credit on our account with them | **Paul Fox has agreed to take charge of computers at this event. Debbie to help set up.****Perhaps some more of us need to learn how to enter data etc.****Alan Wallis has agreed to be controller.****Merrist-£250 land fee? Eagle? Whitmoor? All maps would need updating. Needs some thought before the next meeting.** |

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| **DEVELOPMENT OFFICERS REPORT** |  |
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| **MAPPING OFFICERS REPORT** | **ACTION** |
| Nothing to report |  |

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| **TEAM CAPTAINS REPORT** | **ACTION** |
| **2023 Club Championships:** hosted at a VERY wet GO Heyshott & Ambersham Commons even on 29th October. Our 2023 champions are Tim Beale, Laura Barrett and Owen le Page. Congratulations to all who made it to the event, and home again! **2023 Compass Sport Cup Final:** after a few late withdrawals due to injury, illness and other personal reasons we had a slightly depleted team of 38 on the day. Total entry fee subsidy was £210. We finished 5th and were only a few good performances away from 4th. Given the strength of opposition on the day this was a very satisfactory result. Most will remember those steep muddy slopes for a while. **2023 Club Trophies/Awards:** all perpetual trophies have been successfully recalled and are with the engraver ahead of presentation at Christmas Dinner. **2024 Compass Sport Cup:** our club entry has been submitted with a first choice venue of SLOW Esher Commons event. Regional qualifiers all take place on Sunday 18th February. The final is in Lancashire  **New Training Officer:** I've made no progress in seeking a new officer while I've been focused on SN Trophy. I will put this higher up my agenda in December and advertise the role in January SNaggers if position is not filled via a direct approach before New Year. |  |

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| **AOB** | ACTION |
| It has been agreed that we will pay for Sarah’s 1st aid course.Mike and Jane have confirmed that the 1st aid kit is depleted and very out of date. It has been recommended that a new one is purchased to suit our needs. Ross has found a suitable one and shown it to Sarah who thinks is what we need. Mike is happy to look after the 1st aid kit along with the rest of the SS equipment. The following questions were discussed:re-usable ice packs. Although more environmentally friendly, not suitable for our needs as they will need looking after/cleaning and re-freezing/bringing to each event and will need to be kept chilled during the event.Likewise the idea of a stretcher – if someone needs that level of help off the course then surely paramedics/trained professionals should be called? If our 1st aid kit is used, should a log book be kept?SF, CL and LT all hold 1st aid qualifications, although we haven’t asked them other than Sarah if they would be prepared to be “on duty”. It was thought that SB and KB also hold appropriate qualifications.Thank you Ross for all your work researching 1st aid requirements. The following points were circulated for discussion:* **Ascertain who has a first aid qualification in the club.**
	+ What type (level) of qualification they have.
	+ Whether it is in date / expiry date.
	+ Whether they are willing to use their qualification (if appropriate to support SN events).
	+ Potentially encourage/sponsor some more members to conduct training to provide extra cover in the future (if required) - *considering 2 first aiders are supposed to be available at our events - as per the guidelines above (if we are going to allow the first aiders to go for a run).*
* **Create a tracker to manage the list of first aiders.**
	+ Decide who is going to be responsible for maintaining the First aid tracker. i.e. Lead/Head Coach **or** Head/Lead First Aider.
	+ What evidence is required - e.g. copy of first aid certificate.
	+ **Ensure BO are updated as above.**
* **Decide who is responsible for maintaining the first Aid Kit / can we order a replacement kit**
	+ i.e. checking it is in good order - pre/post events.  i.e. Lead/Head Coach **or** Head/Lead First Aider.
	+ Do we need to obtain a foldable stretcher - see BO recommendations (if we don't have one - I assume not)?
	+ [Lewis First Aid Kit - currently only £17.99 (Black Friday deal - 21% off)](https://www.amazon.co.uk/Lewis-Plast-Reliance-Medical-First-Aid/dp/B08L1YP3VB/ref%3Dsr_1_3_sspa?crid=265HOT8IASI5X&keywords=lewis+first+aid+kit&qid=1701114244&s=sports&sprefix=lewis+first+aid+kit%2Csports%2C90&sr=1-3-spons&sp_csd=d2lkZ2V0TmFtZT1zcF9hdGY&psc=1)
	+ Should we order some ice packs also as per BO recommendations?  [Amazon - First Aid Cold Pack options](https://www.amazon.co.uk/s?k=first+aid+ice+packs&i=sports&crid=AD2DAZ25E8RJ&sprefix=first+aid+ice+packs%2Csports%2C69&ref=nb_sb_noss_2)

**Should 1st aid be recorded? Do we need a 1st aider or just a kit?****Message to club-Do you have a 1st aid qualification? Are you willing to use it for the club? If so can you register it with BOF.** | **This has been done****Lewis 1st aid kit. £17.99****This has been purchased and is now with the SS kit in Mikes trailer.****We still need to seek clarification on this one.****Email to be composed to members asking them to register any suitable qualification with BOF and to inform us if they are happy to offer their services at events.****Ross has agreed to draft letter to club.** |
| Club committee vacanciesDevelopment officer – elected post. Do we need one now there is no club mark? Quite a daunting role which no one was interested in at the AGM. Are we fulfilling this role within the committee?Training officer – Still looking for someone. Need someone separate for junior trainingKatherine Bett still publicity-SMcK to check**Katherine Bett is struggling to find the time. Sarah Darley was asked and accepted. Possible a joint role?**Alan Wallis SEOA committee – **Alan has agreed to keep this role.**Welfare officer needs to be an elected post | **Has anyone has any success in filling the roles vacant?****PF to approach a member in regards to this.****Is held by Ian Komor. Make sure we invite him to attend the meetings. He used to when he was mapping officer and input from others would be welcome.** |
| It seems like some great progress is being made in working with BDHH can we just have a short update on how things are going, what courses we are looking to offer, what extra help might we need to provide because lots of new comers, what are the finances, what area are we running on, I’m sure others may have some questions.**SMck spoke to Jeremy as to how to combine entries. Main thing is to both call the courses by the same name. This way they will merge easily. We will have our 4 usual courses, but there will be some extra ones for the BDHH clientele. What do they want from their courses? Do they have to be buggy friendly? Can we merge them with our white/yellow/orange.****Give guidance to how long each course might take.****Financing of the event. Not looking to make money****How to limit numbers. 220 car park spaces also shared with the public. Racesignup will be closed on Sunday night as usual. Jeremy needs to do the same on his page.****How are they advertising the event?** |  |
| Christmas Raffle and quiz will take place at the SN Christmas dinner- remind everyone to bring £1For a bit of fun all the prizes for the raffle have been free – do we want to donate the raffle money to charity, and if so do we want to ask if any of our members would like to pick a charity?  | **The committee decided that any money made should be given to the Orienteering Foundation.** |
| Organisers course-Do we want to get a date in the diary for the New Year?Who would run it? | **Defer to next meeting. HLP to add to agenda** |
| Club development plan – are we going to keep seeking someone to create this? | **PF has given this some time and started to put together an outline.** |
| Trailer**-Mike has permission to spend what he needs to maintain and preserve the trailer.** |  |

**Date of next meeting: Tuesday 6th Feb 2024 7.30pm**

Helen Le Page

SN Sec