

## MINUTES OF SN COMMITTEE MEETING on Tues 10<sup>th</sup> April 2018

**1. Attended by:** Alan Wallis (Chair), Tony Painter (Sec), Sue Bett (Events), Paul Fox (Team Captain), Mark Howell (Publicity), Sarah Francis (Treasurer), Mel Slade (Welfare Officer).

### 2. Apologies

Ian

**3. Minutes.** The minutes of the meeting on 7<sup>th</sup> Feb 2017 were approved.

### 4. Actions arising.

- a. Development post.** Sue tabled the latest Development Plan, dated 2015/16. **Action: all to review and comment.**
- b. Phil Conway's briefing and follow-up.** Still live. **Action: Alan to respond.**
- c. OCAD conversion.** See also item 8 below. Alan has consulted widely. It appears that symbol conversion is relatively straightforward and conversion of next year's programme could proceed, when the programme is finalized. JL events could accept a more limited level of conversion.
- d. Constitution.** Alan has considered and consulted. This was discussed and it was agreed that a "Code of Conduct" would be the preferred approach. **Action remains with Alan to draft in good time for circulation before the AGM.**
- e. Land Access.** This subject has aroused much correspondence from other clubs, notably SARUM, who share similar problems. Alan has responded. BO is due to discuss at a Board meeting in March and the club will keep a watching brief. Various means of minimizing event costs were discussed, including options to hold "informal" events. [the possible need to assist Laurence Townley in organizing Junior Squad training was discussed in this context. Colin Swallow is believed to have volunteered].
- f. Course Planning Meeting.** A successful meeting was held, with over 20 attending. A list of prospective planners has been compiled as a result. The possibility of encouraging Juniors to plan was suggested. **Action. Sue to note.**
- g. Army Inter-Corps Champs.** The Army requirements for inclusion and venue have been noted and a hopeful response provided, depending on car parking and numbers. A provisional response was provided on 1<sup>st</sup> March 2018.
- h. Court Moor correspondence.** Sue has responded to Court Moor, but without reply.
- i. Scouts' requests for map of Blackdown.** Sue has responded, pointing out the NT issues and age of map, safety requirements etc. and suggesting alternative locations.
- j. Blackdown, NT issues/ access and parking.** **Action: Sue to maintain links with NT to resolve.**
- k. Accounts** – see Treasurer's Report below.
- l. Paying levy payments/responsibility for this.** In hand.
- m. BML invoice query.** Resolved.
- n. Mapping Management Policy.** Still live. (Alan)
- o. Land access/volunteers.** **Action: Alan to compile and issue an up-to-date list.**
- p. Life members policy on issuing SNaggers.** **Action: Tony to check with Lucy.**
- q. Website.** Past meeting minutes. **Actions: 1. Tony to collate and pass to Alan for inclusion in website.**  
**2. Sue to carry out a general review and update of events. 3. There is a need to identify content managers responsible for maintaining elements of the website. Action: Alan to consider and recommend.**

**5. Chair's Report.** Alan reported

Alan has maintained Regional links and attended as many meetings as possible.

### Regional issues:

#### SEOA.

- GDPR is a live issue, ongoing at Regional and club level.

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- Insurance. There is lack of clarity in BO rules, notably wrt individual who take part in events knowingly who are not insured. An option may be to charge individuals an additional fee to cover insurance, proceeds to go the BO. Action lies with BO/SE to resolve.
  - Attracting members. HH produce handouts to be issued at similar events (eg Park Run) and arrange suitable informal events on set dates. It was suggested that Park Runs could be furnished with suitable publicity, possibly citing the Prize giving score event as an introduction. **Action – all to consider, Park Run participants to check the PR Face Book page, consider inclusion in PR newsletter.**

## 6. Events. Sue reported

- Prize giving event - all arrangements in hand.
- Summer Training is programmed
- Events are being publicised with BO as required
- Urban event. A Saturday afternoon is preferred, date agreed as 23<sup>rd</sup> June 2018
- S. Champs. Options for parking (including schools and in-town car parks) are being investigated. Possible involvement with SLOW was discussed, with income sharing arrangement of helpers are forthcoming.
- Level C event. Wellington College map needs updating. **Action: Sue to discuss a date with Ross and to identify a mapper.** This event could also support a SC league event.
- SCOA need volunteers for JK sprints. However, the club is reluctant to help on 4 days. It was felt that duties should be spread around other SC clubs. **Action: Alan to check SCOA minutes and determine way ahead.**

## 7. Treasurer Sarah reported

- All accounts are up-to-date.
- [Action 4 k above] An analysis of JL finances show that no event made a loss, profits ranging from £20 to £200, depending on variables of maps, land and levy. **Action: Sarah to compare map costs per event** (some events appear to have been over stocked for the number of runners (eg Horsell).
- The levy may be increased in 2018/19.
- It was considered that there was no reason to increase membership fees whilst events were making profits (due largely to the use of non-MOD land)
- **Action: Sarah was asked to provide an information spreadsheet listing costs -v- events.**

## 8. Mapping

Alan issued a summary of the OCAD issues which met with useful and constructive responses. These covered the preferred version of OCAD to be held and by whom, the life expectancy of OCAD 9, updating capabilities across different OCAD versions, symbol conversion.

This remains a live and evolving issue. It was resolved that the club should closely monitor developments and expert advice provided in order to develop a policy. **Action: Alan to pursue.**

## 9. Team Captain Paul reported

- The club did not qualify for the CSC – due to distance and team availability problems. The 2019 CSC round is more convenient for SN and should result in a better attendance.
- The SN presence at the event was low key compared with some other clubs with clear meeting point and focus. This should be considered for future events.
- On the date of the CSC final SN now has an available weekend and could arrange a low level club event/social. **Action- all to consider for next committee meeting.**
- JK relays - successful, with 8 teams and 3 podiums, including 1<sup>st</sup> Women's short.
- British relays on 20/5/18. 5 teams entered at date of meeting.
- Harvester call imminent

**10. Other Officer Reports** NTR

**11. GDPR**

GDPR correspondence from BO had had a limited circulation. New data protection laws in effect from 20/5/18 will affect all clubs and organisations. This will require a Club policy. In the meantime SN will comply with BO policy as it emerges.

**Action: Tony to distribute the GDPR correspondence to the rest of the committee for information and comment asap. This should include any known stores of personal data and recommendations as to their management.**

It was noted that the club would need to consider Club-specific issues and exceptions to the BO guidelines, particularly in protecting and managing data relating to non-BO members. BOF data is required to be on the public-facing part of the website.

**12. Date of next meeting**

**Tuesday 5<sup>th</sup> June (venue TBC). A further pre-AGM meeting will be required in August 2018.**

Tony Painter

SN Sec

5 May 2018