

## MINUTES OF COMMITTEE MEETING on 6<sup>th</sup> June 2017

**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).

### 2. Apologies

Ian, Vanessa

### 3. Minutes from meeting on 6<sup>th</sup> April 2017

The minutes were approved.

### 3. Outstanding Actions from previous meetings

a. Para 2b. Junior Reps . There are no candidates at present. No further action.

b. Para 2c. Officials' Safety Training. A successful Safety Workshop was held on 16<sup>th</sup> May at West End which swept up most key officials. A further course was proposed for Autumn 2017 to cover other scheduled event officials who have not done the course. **Action:** Alan to confirm with Katy Stubbs those who are now qualified as a result of the course. Thanks to Sue and Alan for running the workshop.

### 4. Chairman's Report

a. Club Officers and vacancies. Alan has covered the Development role in SNaggers, pursued the two volunteers for the Development post and spoken to another interested member. There was a discussion on the importance of social media in publicising club events and issues. It was suggested that Sarah could take on this role. On mentoring newcomers it was suggested that an important first contact was at registration for events and a possible role for Dave Lane as first POC. **Actions:** Alan to discuss further with volunteers and confirm an incumbent. Alan to speak to Steve Mac on a possible Twitter account.

b. Land Issues and actions. This action is ongoing. BOF remains concerned at late cancellation of events, costs and unhelpful conditions. The Army Orienteering Assoc (AOA) has apparently negotiated reduced individual costs. There is also a wider issue of access to public open space (eg Park Run, which is currently free, but under pressure to charge). The club needs to be involved in any consultations to ensure free public access. Members should respond to the Govt consultation website. **Action:** all

c. Future events strategy. Alan had proposed a system for long term event scheduling and management. This was e-mailed to the Committee on 2<sup>nd</sup> April 2017. There was general agreement to the thrust of Alan's suggestions which included extending the JL series and making SN events more welcoming to newcomers and more challenging for the experienced, whilst noting that events depended on volunteers. Some of the suggestions are being built into the events programme. The proposals remain on the table as a possible future model. **Action: Ongoing. All to read, digest and respond.**

d. Regional Reports. Regional meetings were imminent. Alan will attend.

The constitution will need to be updated to be consistent with latest BOF guidelines and regulations. A form of wording was issued in Sept 2016 (with no time for circulation before the AGM) for inclusion in Club constitutions to bring them into line with BOF guidelines and regulations. The wording was issued to SN Committee on 22/9/2016. **Action** remains with Sec to ensure new wording for the Club Constitution is tabled in good time.

Steve Mac has offered to organise at JK 2019. This was warmly welcomed by the committee. It was noted that areas are subject to Landmarc jurisdiction and will need a Planner.

e. BOF "Xplore" initiative. Alan reported activity on the programme which is being sponsored by BOF through Local Authorities although no correspondence has been received at club level. It would be helpful for SN to liaise with LAs to publicise the club. **Action:** Alan

f. Training of Club Officials. There is a continuing need for Controllers within the club and the club pool is diminishing. Controllers have in the past tended to evolve based on experience and personal initiative, rather than through formal training programmes. **Action:** Alan to investigate whether courses exist to generate controllers. It was noted that SN events needed to be graded at a level to encourage and facilitate new controllers.

It was agreed that a Planning/Organising workshop should be held, provisionally in November 2017, with a possible more advanced follow-up for Organisers/Controllers. **Action:** Sec to note.

g. Club Website. Sue has liaised with Paul Frost, however there is still a need to clarify the mechanisms for two-way information flow. Gill has investigated Gaggle which seems more straightforward than Mailchimp. In the meantime, Gill is acting as the focus for sending emails around the club.

The membership needs to be informed that the website is now the prime information store and members are expected to consult the website rather than be provided with ad hoc information.

Various other mechanisms were discussed, including a weekly club email round-up.

**Action:** Paul and Gill to test Gaggle during the free trial period using the club committee pool as it seems the most promising way forward.

## **5. Events** Sue reported.

### a. Upcoming Events:

- Sun 20/8/17 - SN Urban: Planner and Organiser needed.
- Sat 16/9/17 – Merrist Wood: Planner and Organiser needed. Tony to do a recce to check currency and usability of map.
- 7/10/17 - Horsell: Planner and Organiser needed.
- 11/11/17 – SE Night Champs. Possible clash with MV. Sue to resolve
- 20/11/18 – Hindhead.

Sue reported that the events sec job is becoming more demanding and her time will be limited in future.

b. Pete Jones is mapping urban Frimley; possible event mid 2018. Provisional date 23<sup>rd</sup> June 2018, the day before the Southdowns Harvester.

## **6. Mapping**

a. Ian could not attend the meeting. He had provided a brief report on the various actions from previous minutes. In summary:

- Ian is in contact with BAOC and map exchange is taking place. Steve Mac is monitoring these maps before upload to the SN site. Alan queried which map was used for the recent Army event as the 2016 map was available.
- Use of maps by third parties: Suggestion from Steve Mac is that maps could be provided as JPG with a clear expiry date. This could allow use of the map by Purple Pen possibly with a sliding scale of charges of say, £15/£25/£30 for use up to 6,12 or 18 months. BAOC reaction uncertain.
- Steve Mac is reviewing maps for future events to flag up need to revise. Alan suggested that Ash was a possible candidate for update.
- The committee raised a number of queries on Ian's report, ie: what conditions would apply to other individuals or groups, eg voluntary groups who may not have funds and wished to use maps for formal or informal events. The committee agreed that voluntary organizations need not be charged so long as SN is absolved from any risks, permissions or other issues. "Commercial" requests should incur a cost. There should also be limitations on numbers of copies and time period.
- **Action:** Alan to talk to Ian to follow up detailed queries and agree a way ahead.

## 7. Treasurer Sarah reported

a. Income: the 2016 Badge event realized a profit of £3,000. The Urban generated £1100

b. Actions held over from previous meeting.

- Map reproduction costs range from 68-73p per A3 map depending on quantity. A4 costs 50-72p. It was recommended that BML should not be used for small run Training maps; Colin Dickson is cheaper.

- Event costs –v- income: All JL events made a profit (Frith is a special case). The average cost of a JL, taking into account land fees, maps, other expenses is about £500, hence current entry fees are sustainable.

There was a discussion of how best to encourage higher attendances from schools eg by passing SN information to schools to be circulated. The GO Schools O event on 26<sup>th</sup> June could also be used to publicise SN.

Other events: Level D event entry fees should be unchanged. Level C should be equivalent to JL as this hopefully would attract a higher attendance.

c. Expenses claims to Sarah by 30<sup>th</sup> June 2017.

## 8. Other officer Reports.

### Team Captain.

Paul reported wins for SN at JK (Junior relay) and British (Senior relay). Congratulations to all runners.

Other event results are on the website.

## 9. AGM

Sue is aiming to spread the events load as she has pressure of time. The club needs a dedicated Permissions rep.

Sue to solicit likely candidates. There is no indication of any other retirements.

SOUTHERN NAVIGATORS ORIENTEERING CLUB COMMITTEE MEETING

VENUE: 1, BYRON CLOSE, FLEET GU51 3XD

DATE: WEDNESDAY 6<sup>TH</sup> JUNE 2017

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Tony to request AGM reports in good time.

## **10. AOB**

Superstars has at least 73 entrants. This event had not reached some committee members via email. Needs to be placed on the website. Many thanks to Ross for organizing.

Mel raised the issue of Elite and representative funding in the light of and national and regional budget cuts. Various fund raising actions were mooted, including using income from events such as the JL to support the Junior squad. It was agreed that the issue affected all clubs and initiatives needed to be shared. Club policy has previously been to subsidise club members selected for squad representation by up to £200; this may need to be reviewed.

It was agreed that the response to the Elite request should be positive, but all clubs should be consulted.

The meeting ended at 1045pm.

**10. Date of next meeting: Provisionally the last Tuesday in July, provided urgent issues need to be raised.**

**AGM date has been set for Wed 20<sup>th</sup> Sept 2017 at West End Hall.**

Tony Painter, Sec SN

27 June 2017