

Minutes of NGOC Committee Meeting 8th December 2014

Present: Pat McLeod, Greg Best, Roger Coe, Carol Stewart, Gary Wakerley, Gill Stott, John Coleman, Caroline Craig, Simon Denman, John Fallows, Paul Taunton, Gill James, Hilary Nicholls.

1. **Welcome:** Gary welcomed Hilary to the committee, in the new position of Volunteer Coordinator
2. **Apologies:** None.
3. **Minutes of previous meeting:** Minutes of the 1st September meeting were accepted.
4. **Matters arising/Actions not completed or covered elsewhere:** None.
5. **Chairman's Report:** Gary is arranging for a basic controllers course to be run on 7th or 14th March 2015. There are three NGOC members interested so far, but it has not yet been advertised to more than a few people. We need to check that there will be central material for the course available in time, and that it will be a recognised course.
Action: Gary will check the above with British Orienteering and Arthur Vince and will then write something to go in the next Legend, advertising the course and asking for those interested to say which of the dates they could make.
6. **Secretary's report:**
 - (a) **Location details for events:** Caroline had contacted organisers of events up to September 2015, to ask for at least a "Signed from" location, to put on the website. She asked how the same details get uploaded to the British Orienteering website. Roger said that he does this and if Caroline tells him when a reasonable number have been added to our website he will upload them to the BritO website. This prompted a discussion about whether we still need both "Signed from" and "Forest entry". We could just use one ("Forest entry") as people have enough information available to pinpoint the location easily and British Orienteering only use one location. However, we can currently print fixtures lists in our fliers for new people because people can give a suitable "Signed from" location in advance. We can't expect organisers to have decided on their forest entry point up to 12 months in advance of their event. An alternative is to print "check the website for further details closer to the date of the event".
 - (b) **Archive:** Gill J asked whether anyone knew two early NGOC members, John Pedrette or George Payne. Nobody present knew them.
 - (c) **Securing controls:** Caroline's report stated that two SI boxes had been removed as her WNL event began, and only one had been recovered. She reported that she had since found the second one, in undergrowth near the first. The incident raised the question of security of our controls. It was suggested that we use thin cable ties to secure the boxes to the stakes when in vulnerable positions, but on further consideration it was decided that the risk was low enough not to be worth it. People normally just throw the whole control to one side.
7. **Treasurer's report:**
 - (a) **Levies for activities:** Carol had recently discovered that British Orienteering no longer impose a levy on "activities". That means we will not have to pay a levy on our Training sessions, which should be registered as activities not events. We therefore need to make sure they remain in the spirit of activities, for example by not publishing results.
 - (b) **Club tops:** Several more of the new batch of club tops had been sold. Gill S asked about the possibility of fleeces or hoodies, a bit like BOK and HOC have. They could work provided they're not too expensive. Simon suggested we get our website address printed on the backs of our next batch of tops.
 - (c) **Caddihoe Chase:** Carol had circulated a financial report on the Caddihoe Chase weekend. It showed that we made a good profit, partly down to a large number of late entries. A lesson to learn from it is that keeping entries open as late as possible means a better turnout. People are willing to pay a premium to still get an entry.
8. **Membership Secretary's report:**
 - (a) **Balcarras school:** The school had asked Simon whether we could give them maps for nearby POCs, for them to use for D of E. Greg pointed out that they can get these for free for Crickley Hill and Pittville, as those place are keen to get groups doing their POC.
Action: Simon will let the school know where to obtain the maps, and that they can be provided for free.
 - (b) **Meetup.com:** Simon had investigated this and discovered it costs \$10 per month to create a group. He suggested we try it out and create an event for Bixslade, then see how well it works. We can measure that, because people have to join a group to go to their Meetup event. We will try this for around 6 months and then assess whether to continue.

9. Events:

(a) National Star College: John C had been contacted by a lady at the college, who wanted a copy of the orienteering map. This was surprising, as Simon's contact there definitely has the map already. She was also concerned that there are some sensitive areas in the grounds, so John had reassured her that the planner of the event there will send them the courses to be checked. Finally, they want to charge us for the event, though they haven't suggested a price. When the National Trust charge, it is £25 per event, so John will suggest that.

Action: Simon will email John C with the name of his contact at National Star College.

Action: John will reply to his contact to say who at the college already has the map, but also to suggest a charge of £25 for the event.

(b) League events in towns: John C asked whether he needs to contact various people to obtain permissions for these events, as we have not held events in towns before (besides small summer evening events). Pat confirmed that this is the duty of the organisers of the events, because permissions in towns are more complex than in the forests and it depends on where the assembly and event will take place. Gill J and Gill S confirmed that relevant permissions were being sought for both the Ross and Newent events. Gill J also reminded us of the requirement that no unaccompanied under-16s cross roads, after Mike Hamilton had reiterated it (and the possible bad consequences) as a condition of our insurance.

(c) Training event organisers: We have no organisers for the next two training events (Cranham on 31st Jan and Crickley Hill on 28th Feb). Scott and Anders were suggested as people to ask for one of them, as they seem keen.

Action: Hilary will look for others in the nearby area to ask, and will tell Gill S the possibilities.

Action: Gill will then email them with a sweetener (e.g. X would be happy to help you).

(d) Triple Gloucester: Roger had circulated a report in advance. There were some further updates or discussions:

- Roger has a meeting with the Docks people next week.
- The junior courses will remain inside the docks area, where there are no roads to be crossed. Care should be taken to avoid any vehicle access to parking areas, when planning.
- There aren't many costs involved, so it is hoped to have fees similar to Galoppen fees, per day. An all-day discount needs to be arranged. Gary suggested looking at the fees for Springtime in Shropshire. It would be good to have lower fees than that. Roger is hoping to negotiate parking with Gloucester College, for the urban day, possibly for free. He will discuss costs and fees with Carol.
- The website should be up early in the new year.
- Roger asked for opinions on whether to use age classes or colour coded courses for Day 3. It was thought best to keep them the same as Day 1. Roger thinks there are no rules to mandate age classes for the SWOA Middle Distance championships, but will check, and will then talk to Pat and Fabian4 about how best to arrange entries (as age class courses on Fabian 4 was not straightforward). If we do not need to use age classes, we will publicise that we are using the colour coded courses associated for age classes, so people should ensure they enter the correct colour course. The mapping from Appendix B should be included in our entry details, to make this simple for people entering.
- The idea of advertising a number of nearby campsites was well received. It was noted that it is becoming quite common for events to do this.
- Parking for Days 1 and 2 look likely to be on forest tracks. Gill S reported that Andy had narrowed it down to two possible tracks for Day 1, bearing in mind how to make it easy for people to get out after the event. Gill's investigations of Hadnock Court for Day 2 didn't look like they were going to work, as unfortunately their fields were all full of potatoes.

(e) Mallards Pike League event: The Stotts are no longer able to organise this event, because they have volunteered to organise and plan at the Triple Gloucester, and that will take too much time. Gill had thought of asking the Ashtons whether they would like to take over, and will do this.

(f) Future Triple Gloucesters: Gary asked whether we should put a date in the diary for 2016 now. Roger added that BOK had asked about reviving the Triple O Severn, so that could be an alternative. It was decided to save the date in 2017, so that we could make the Triple Gloucester biannual.

Action: Roger will book the May Day Bank Holiday 2017 in the British Orienteering calendar, for a Triple Gloucester 2017.

(g) Warmup event before BOK Trot 2016: The BOK Trot 2016 will be held on 7th or 14th Feb, at Brierley. They have asked us whether we would be interested in putting on a warm-up event the day before. It was agreed that this is a good idea and it will be factored into the 2016 fixtures.

(h) SWOA Anniversary event: Caroline had circulated a message from SWOA asking whether clubs would be happy to put on a free "Come and Try It" event on the Sunday nearest SWOA's 50th Anniversary. Gary suggested using Ellwood

Football Club as a base and asking them to put on food, and using the area around Parkend. He would be happy to organise the event but would want a planner too. Gill noted that we have a Ninewells Training event scheduled for 21st Nov, so could put on the CATI event (on 15th Nov) instead of that.

Action: Gary will contact the football club to check whether we can hire it on that afternoon.

10. Mapping report:

(a) OCAD 11 Starter licenses: Pat noted that lots of us are needing to use OCAD at one time and suggested we buy a package of 5 starter licenses for OCAD 11. They don't have advanced features like LIDAR, but have everything most people need. The cost is £440 pounds. It was agreed to purchase the package.

(b) Gloucester and Cheltenham urban mapping: Pat would be happy to have help with some of his currently planned urban mapping, as he has a lot to do. He has almost finished Gloucester city centre and will then look at Robinswood. Other areas to do are the western part of the Hatherley map and possibly Pittville, both in Cheltenham. Hilary and Caroline will work on the Hatherley map.

Action: Pat will send the latest version of the Hatherley map to Hilary and Caroline

(c) OCAD Circle: Gill S mentioned that Chris Johnson of BOK has started an OCAD circle at his house in Bristol on a Thursday evening. He is also planning to arrange another OCAD training day.

11. Equipment Officer's report:

After further tent breakages, Pat had made some repairs, which required buying more spare parts.

12. Captain's report:

Greg intended to apply for Eastnor for our CompassSport Cup heat in 2015. He also updated the committee on the Galoppen preparations, remarking that it was coming on very well and that he was impressed with how well organised Roger Edwards was.

13. Legend Editor's report:

(a) Legend content: Gill asked whether there was anything else people thought should be in there. Hilary suggested a printed thank you to volunteers who helped at specific events, a suggestion which was well received. Later in the meeting, Roger observed that we used to officially welcome new members in Legend. We have to be careful with data protection here, but it was thought we could just give their name and general area (e.g. John Smith, Gloucester).

(b) Website and Facebook: Pat reported that Eddie had been looking at making Legend more readily accessible on the website, by having each article available separately. Gill also commented that Facebook was being used more, allowing people to comment on events or things they'd read in Legend.

(c) Level 2 Coaching course: Gill had spoken to Hilary Palmer and been told there is a Level 2 Coaching course in January, with a second session in March. The total cost, including lots of materials, is £405. The committee agreed that it would be worth it, for Gill to go. SWOA should be able to cover some of it.

Action: Gill will give Carol details of the course and Carol will then contact SWOA about what they could contribute, so that we know what is left to contribute.

(d) SWOC Junior Training event: Gill plans to go to their next training event, to see what it's like, and will offer to help any of our juniors who would like to go. SWOC do their training just before the associated event happening on the same day.

(e) SWJS Training Day: Roger reported that SWJS are holding a training day the day before our Galoppen. He wondered whether any of our juniors would be interested and could be included.

Action: Paul will pass the details of this to Gill, so that she can ask the juniors who may be interested.

13. Welfare report:

Gill had investigated the Active Gloucestershire grants for sports clubs working with young people. They are looking at 11-25 year olds, in particular those not in education or working, and vulnerable adults. There looked to be lots of hoops to jump through for not much return and it was decided this was not worth trying now.

14. Development Officer's Report:

Any items related to Development are covered in other sections.

15. SWOA Committee Feedback:

None.

Action: Caroline will send our feedback on the SWOA Anniversary weekend.

16. AOB:

(a) Club and Association Conference: Gill reported that Jenny Taylor from British Orienteering is very keen to come

down and speak to us. Gary commented that he had phoned her a while ago but had no response. This could have been due to their phone problems, in which case Jenny would not know that Gary had tried to contact her.

(b) Market segmentation research: A summary of this had been circulated before the meeting. It was looked at very briefly but time was running out so no conclusions were drawn.

(c) Member participation: Hilary had some ideas on how to encourage member participation, as part of her new role:

- She is going to write a personal email to each member, asking them what their skills are and whether they'd like to be contacted about different levels of courses (e.g. controlling, coaching). She will send this to the committee first, to check that it sounds suitable.
- Simon will include Hilary's name and role on the email to new members.
- Hilary will send her contact details to Pat, to be put on the "Getting Involved" section of the website.
- Anyone with spreadsheets of helpers from fairly recent events was asked to send them to Hilary, so that she can take details from them, such as who has helped with which aspects.
- Hilary suggested that when organising an event (such as a League event), we make an effort to ask someone who's not helped before, to help, rather than always rely on the same people. Then people will know that they are welcome to help, and that they needn't worry about being under qualified.
- Regarding volunteers for the Triple Gloucester, there will be an article in the January Legend, saying that Hilary will be in touch to ask people to help.

(d) Natural England levy: Greg reported that Natural England want to impose a levy for using the parts of Cranham managed by them. As an alternative, they would accept a number of us (around four people) attending a work party for a day. There was some confusion as to whether they had a right to charge us when they are not the landowners.

(e) National Trust charges: Pat explained that the National Trust in this region are proposing charging 10% of our takings as a levy. They want to trial this regionally, with a view to making it a national policy, at which point it will be for British Orienteering to negotiate.

(f) Website: Pat reported that Eddie has some ideas for our website, after looking at other websites. He suggested paying up to £40 for a Wordpress theme that gives us more flexibility, such as being able to include individual Legend articles on the website, rather than only as part of a larger PDF. This could be trialed on the Triple Gloucester website to start with.

(g) Facebook: John F asked why there are two Facebook pages. Caroline explained that she had created the "page", thinking that was the most appropriate thing, but that a group had later been added and that people seemed to prefer to post on the group rather than the page. The posts from the website (which also go onto Twitter) get posted to the Facebook page, but can't be set up to go to a group, which is partly why Caroline made a page rather than a group. Anyone can post to the page, though she thought other people's posts would appear less prominently than "official" posts and that was probably why the group was made and used instead. To post to the group, you must be a member, which requires an admin to accept your membership request, though this is usually fairly quick.

(h) Splitsbrowser: Greg commented that BOK are using the new version of Splitsbrowser, which is now working and doesn't have the Java problem. He asked whether we can use it too.

Action: John F will see if we can start using Splitsbrowser with our results.

17. Next Committee Meeting: Monday 9th February 2015 at 7:30pm at Oxstalls Campus.

The meeting closed at 9:55pm.