

**Minutes of the Devon Orienteering Club AGM  
Friday 27<sup>th</sup> October 2023**

<p><b>Present:</b> Adrian Taylor (Chair), Helen Taylor, Andy Reynolds, Karen Baker, Phil Beale, Paul Bloch, Dawn Williamson, Roger Green, Jill Green, Beth Woodley, Ky Aizawa, El Taylor, Wilf Taylor, Bryan Smith, Martin Yeo, Jemma Davie, Robin Carter, Carol Pearce, John Pearce, Robert Forster, Ian Thomas</p>	Action
<p><b>1. Apologies:</b> Nicholas Maxwell, Alison Reynolds, Matt Atkins, Damian Wilson, Tom Lillicrap, John Chester, Ruth Chesters, Ben Chesters, Lisa Hatchard, Mike Wimpenny, Toria Wimpenny</p>	
<p><b>2. Minutes and matters arising from previous AGM 8 Oct 22:</b> No amendments or comments made.</p>	
<p><b>3. Chairman's Report:</b></p> <ul style="list-style-type: none"> <li>• The full chairman's report is on the Club's OneDrive&gt;Minutes of Meetings&gt;AGM&gt;AGM 2023. Summary below:</li> <li>• <b>Thankyou:</b> Thank you to all the Committee members and those who hold non-committee roles within the Club.</li> <li>• <b>Summary of achievements and areas for improvement:</b> Attached as Appendix 1 to these minutes.</li> <li>• <b>Volunteers:</b> The Club would not exist without volunteers, both behind the scenes and at events. It is encouraging two new volunteers have come forward to take on the roles of Treasurer (Robert Forster) and POC Coordinator (Phil Headford). Thank you to Nicholas Maxwell and Bryan Smith respectively for their hard work as they step down from these roles. Matt Atkins is thanked for taking on the role of Development lead, having recently stepped down from producing the Club newsletter, which has now been taken on by Beth Woodley. The Club is still keen to identify any willing volunteers for the following roles: Publicity; Volunteer &amp; Training coordinator; Timing and download team members.</li> <li>• <b>Membership:</b> See point 4 (Membership report).</li> <li>• <b>Events:</b> A full programme of winter league events are in place for 2023-24. Devon have also taken ownership of the prestigious 2-day Caddihoe event, with planning fully underway for the next Caddihoe taking place at Braunton Burrows in Sep 24. All these events need volunteers, so anyone willing to donate a couple of hours would be warmly welcomed.</li> <li>• <b>Finances and fees:</b> See point 5 (Treasurer's report).</li> <li>• <b>Future:</b> It is hoped Devon can encourage new novices into becoming regular participants, increase numbers of volunteers from our membership, support the training of officials (organisers, planners and controllers), re-build the junior development and promote the sport within Devon.</li> <li>• <b>Remembering:</b> Arthur Boyt, Erik Peckett and Mike Steward sadly passed away this year; all will be fondly remembered for their achievements and contribution to Devon OC and wider orienteering community.</li> </ul>	
<p><b>4. Membership Secretary Report:</b></p> <ul style="list-style-type: none"> <li>• The full membership report is on the Club's OneDrive&gt;Minutes of Meetings&gt;AGM&gt;AGM 2023.</li> <li>• <b>Numbers:</b> Whilst still not at 2019 pre-COVID levels (total members 208), membership numbers have increased by 19 from last year (total members 164). Despite a big effort to attract new members, it would seem most of the 19 'new' members are either previous members returning to the sport or people moving to Devon and changing clubs. Junior numbers are declining.</li> <li>• <b>Fees:</b> Remaining the same as last year. BOF: Senior £15, Junior £5. Devon: Senior £1, Junior £0. BOF have also introduced two additional categories of membership: Young Adult (ages 21-25) with a fee of £10 and Family category (2 seniors + 1or more juniors) with a fee of £35.</li> <li>• <b>Welcome email:</b> Upon notification from BOF of new members, an email is sent to each new member asking if they wish to receive the newsletter, and asking a few questions to identify previous orienteering experience, or volunteer experience, such as organising or planning events.</li> <li>• <b>OROX:</b> One of the new members this year is part of the university, but as a single person, it is not enough to re-establish OROX.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>BOF ranking points:</b> Phil raised an observation, with the recent number of Level C events within Devon and at neighbouring clubs, it would appear that only 97 people are registering BOF points at events, despite having 164 'on the books'. The discrepancy between numbers could be partially accounted for as juniors do not attract ranking points, some new members may not yet have done a level C event, some events do not have sufficient people running the courses to award BOF ranking points.</li> </ul>	
<p><b>5. Treasurer's Report:</b></p> <ul style="list-style-type: none"> <li>• The full Treasurer's Report, Event Summary document and Accounts for 2022/23 are on the Club's OneDrive&gt;Minutes of Meetings&gt;AGM&gt;AGM 2023. The annual accounts have been independently examined and verified by Mark Lockett, who is satisfied the statement of receipts, payments and balance of funds are consistent with the underlying accounting records and explanations given.</li> <li>• <b>Overview:</b> The bank balance has decreased by £4336. Whilst our income has increased from last year (2023: £10,109 v 2022: £7,792), we have also had increased expenditure. Whilst the deficit appears large this year, it counteracts the significant surplus (of £5,371) from last year's accounts.</li> <li>• <b>Income:</b> Main income this year was from 15 normal events (winter league, MapRuns) plus Caddihoe 2022, which on its own generated almost the same amount again (£9,055).</li> <li>• <b>Expenditure:</b> This can mainly be attributed to mapping (with many areas having not been updated since pre-COVID or areas suffering from large storm damage); a new website; upgrading SI equipment; new club kit and various grants for those club members selected to represent England.</li> <li>• <b>Total funds:</b> The total amount held in the Club bank account is £12,074 (as at 31 Jul 23).</li> <li>• <b>Future:</b> In light of the introduction by BOF of the extra levy payable on non-members to events, the future committee will need to consider event fees for 2024. <b>Action:</b> Karen is requested to add this to the next committee meeting agenda for discussion.</li> <li>• <b>Thank you:</b> Nicholas is thanked for all his hard work throughout his tenure as the Club Treasurer over the last 4 years.</li> </ul>	KB
<p><b>6. Membership fees and levies for 2023:</b></p> <ul style="list-style-type: none"> <li>• This was discussed at an extraordinary committee meeting held on Mon 25 Sep 23. The text below is a direct extract from those minutes.</li> <li>• <b>Proposal:</b> Currently annual membership fees for Devon Orienteering Club are £1 for seniors and £0 for juniors. It is proposed to keep membership fees the same for the forthcoming year.</li> <li>• <b>Discussion:</b> It was briefly discussed whether to have a separate membership fee for families in light of the recent BOF AGM decisions, but given our membership fees are so low, the general consensus was not to have a separate family rate.</li> <li>• <b>Outcome:</b> All in attendance agreed to keep membership fees for Devon Orienteering Club the same for the forthcoming year; £1 for seniors, £0 for juniors.</li> </ul>	
<p><b>7. Election of Officers and Committee members:</b></p> <ul style="list-style-type: none"> <li>• Full table of Committee members including newly elected members can be seen at Appendix 2 of these minutes.</li> <li>• <b>Treasurer:</b> Robert Forster is the nomination to replace Nicholas Maxwell. Nominated by Karen Baker. Seconded by Helen Taylor. <b>All agreed.</b></li> <li>• <b>POC Coordinator:</b> Phil Headford is the nomination to replace Bryan Smith. Nominated by Bryan Smith. Seconded by Ky Aizawa. <b>All agreed.</b> On handing over this role, Bryan wished to thank John Pearce for his significant input over the years, not just with the mapping for the POC's, but ensuring the courses are correct and available to access via the Go Orienteering website.</li> <li>• <b>Development Lead:</b> Matt Atkins has volunteered to step into this vacant role. Nominated by El Taylor. Seconded by Robin Carter. <b>All agreed.</b></li> <li>• <b>Vacant posts:</b> There are still vacant posts open for any volunteers including Junior Rep, OROX and Publicity Lead. If any Club member wishes to volunteer for any of these roles, please do speak to any committee member.</li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Vote of thanks:</b> John Pearce wished to record a vote of thanks for all those who take on committee roles.</li> </ul>	
<p><b>8. Amendments to the Constitution:</b></p> <ul style="list-style-type: none"> <li>• The Constitution with proposed amendments was emailed to all committee members prior to the AGM. The following amendments to the Constitution are proposed: <ul style="list-style-type: none"> <li>○ Management: Para 3.B.(ii) Seven Elected Members; <del>one of whom shall represent the junior members</del> (delete the wording in blue font)</li> <li>○ Membership and Subscriptions: Para 5.B.(i) INDIVIDUAL: Senior – an individual who is 21 years old or over or other such age as determined by British Orienteering who has paid the appropriate fee through the Club (including the new BOF category of young adults aged 21-25 years). Add the wording in blue font.</li> <li>○ Membership and Subscriptions: Para 5.B.(ii) GROUP: A group (eg. School, Youth Club, Family). Add the word in blue font.</li> </ul> </li> <li>• <b>All agreed.</b></li> </ul>	
<p><b>9. AOB:</b></p> <ul style="list-style-type: none"> <li>• <b>Relays:</b> Robin raised two observations regarding relays. She requested clarification about which relays the Club Captain should be involved with organising teams for (Compass Sport Cup, JK relays, British Champs Relays); and whether the Club or individuals should pay for relay entries. Last year the Club covered the costs for the Compass Sport Cup entries, but not the JK relays. <b>Action:</b> Karen is requested to add this to the next committee meeting agenda for discussion.</li> <li>• <b>Compass Sport Cup:</b> Robin reminded us the heat for the Compass Sport Cup 2024 will take place at Moors Valley Country Park near Wimbourne on 18 Feb 24, so she will be looking for willing competitors to make up relay teams.</li> <li>• <b>Coaching reflections and the way forward:</b> Although Damian was unable to make the AGM, he sent an email with his reflections on the coaching that has taken place this year and wished to record this on the minutes. <i>'This year we trialled some taster orienteering days at Haldon for newcomers to the sport, along with a linked series of Saturday introductory activities that offered more structure to learning the basics. Overall, these worked well, attracting nearly 70 people to the initial taster, some of which attended the next event at Ashclyst. But they take a very significant time to plan and organise, with a substantial volunteer requirement, for what will inevitably be a low entrainment rate into the club. I suggest that we do something similar next spring. The tasters can be readily repeated, whilst we can ease back on trying to put on more focused learning activities for improvers in favour of the much easier to organise use of the permanent marker posts and courses. We also need a more concerted effort to link such introductory activities to the events that we are organising, with refresher activities available at those events beforehand. Again, to do this successfully requires volunteer resource, and we need to get the right balance between putting on good events and developing the club through its activities.'</i></li> <li>• <b>Update on Lypstone Royal Marine camp:</b> The military have contacted Devon OC and asked if we could provide an orienteering map for Woodbury Common. John Pearce is happy to undertake the mapping for the Royal Marines and would like to formally request permission as Devon OC hold the copyright for the Woodbury Common orienteering maps. In return, they have given permission for John Pearce to map Lypstone Camp, both for their use and potentially for use by Devon OC for future events although this is yet TBC. <b>Decision:</b> All agreed for John to map Woodbury Common for the Royal Marines.</li> </ul>	KB
<p><b>10. Chairperson's Awards:</b></p> <ul style="list-style-type: none"> <li>• Devon League 2022/23 certificates: Thank you to Jemma Davie for compiling the league results and producing the certificates. The certificates were presented to those who attended the AGM. Well done to all winners. The remainder will be distributed at forthcoming events.</li> </ul>	

<ul style="list-style-type: none"> <li>• Tom Chester’s Junior Trophy for ‘an outstanding contribution as a junior or group of juniors, recognising that juniors may also be presented with any other award’: Awarded to Will Thomas for planning the Parke score event, which was his first time planning an event.</li> <li>• Haytor Award for ‘scaling the heights in terms of achievement’: Awarded to Ben Chesters for representing England at the Veteran Home Internationals.</li> <li>• EPIC trophy for ‘going above and beyond in supporting the Club’: Awarded to Phil Beale for being so proactive, conscientious, and dedicated in arranging all the Club’s fixtures and his support to other members who are organising / planning events.</li> <li>• Chairman’s trophy for ‘significant contribution’: Awarded to Nicholas Maxwell for his invaluable input, experience, and support that he brought to the Club for many years and continues to do so including his recent 4-year tenure as Club Treasurer.</li> </ul>	
<p><b>Next Committee Meeting:</b> Monday 27 November 2023 at 1900hrs via Zoom. Any Club member is welcome to attend any committee meetings. Please contact the Club Secretary (Karen Baker) if you would like to attend and I will send you a link to the meeting.</p>	

**Year in Review 2022-23: Summary of achievements and areas for improvement**

Achievements	Things to improve
<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Increased membership numbers this year.</li> <li>• Welcome letter contains more information, such as, benefits of being a member.</li> </ul>	<p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Will request further detail in welcome letter, such as, identifying experience and if any orienteering qualifications held.</li> <li>• Introduce new members to Beth and Robin via email.</li> </ul>
<p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• We have many excellent areas attractive to Devon members and neighbouring club members alike.</li> <li>• We are able to put on a full programme of monthly events from September to July, interspersed with less formal activities between.</li> <li>• Current focus is on Devon League events from Sept to March or April, with less formal events during spring and early summer.</li> </ul>	<p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• Do we have the right mix of event types? At present we are not having any relays, nights or club champs, although some may like these and occasionally ask.</li> <li>• At present we do not have a publicity officer to help promote better attendance at events. With all the other organiser tasks, this would be a help to have it as a dedicated role.</li> <li>• Care is needed to not overload members taking on roles as officials, simply by trying to put on more events and activities. Is a wider variety preferable?</li> </ul>
<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• We have gathered together a good number of club members who are keen and willing to help deliver activities and coaching sessions.</li> <li>• We are now putting on activities and coaching sessions e.g. Haldon Coaching Sessions and MapRun's etc, in addition to our usual events.</li> <li>• We managed to recruit some new members at the Haldon coaching.</li> </ul>	<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• At Nun's Cross (first league event after summer) we had a couple of the Haldon recruits. It will be interesting to see over the next few events how many become regular attendees. Retaining new people and turning them into regular orienteers is still an ongoing issue.</li> <li>• Numbers at the Haldon sessions gradually dropped as the weeks went on. Are we giving people what they want or what we think they should have? If we repeat exactly the same we are likely to get the same result. Do we try a different approach?</li> <li>• If coaching is to be an enduring aim then getting more club members qualified as coaches would be desirable.</li> </ul>
<p><b>Coaching:</b></p> <ul style="list-style-type: none"> <li>• Beginners activity / taster session very successful.</li> </ul>	<p><b>Coaching:</b></p> <ul style="list-style-type: none"> <li>• Ideally we would have more frequent (every two weeks) low level activities to encourage newcomers, although it is acknowledged this is quite a volunteer-heavy approach.</li> <li>• A 'coaching corner' on the website could be introduced and use it to link to coaching info already on BOF and other club websites.</li> <li>• Could tie in an hour's coaching session prior to each league event at the same location if circumstances and location permitted.</li> </ul>

<p><b>Volunteering:</b></p> <ul style="list-style-type: none"> <li>• On the face of it we have a lot of very well-trained club members with a wealth of experience.</li> <li>• We usually manage to get a good take up of volunteer roles at events, although it is frequently the same people coming forward each time.</li> <li>• Our friendly volunteer teams enjoy getting involved, working together and meeting each other, so other members would benefit from taking the step to join in too and become more involved.</li> </ul>	<p><b>Volunteering:</b></p> <ul style="list-style-type: none"> <li>• A number of our skilled members are becoming less active but are willing to pass on their skills if asked. We should make sure we use this knowledge and experience.</li> <li>• Many of our members hold skills in several disciplines, but we cannot expect to ask them to take a lead role at every event, so more people need training.</li> <li>• We should have a dedicated training officer to focus on a training programme for officials and recruitment to fill gaps where others are reducing their input.</li> </ul>
<p><b>Club Identity:</b></p> <ul style="list-style-type: none"> <li>• The Xmas meal last year was a success, and is likely to be repeated again this year.</li> <li>• The tea tent after events has been reinvigorated.</li> <li>• Social activities following MapRuns and coaching in Haldon has encouraged club ethos.</li> </ul>	<p><b>Club Identity:</b></p> <ul style="list-style-type: none"> <li>• There is scope to put on a wider range of social activities, although we must be conscious of people's budgets.</li> <li>• Increase the range of club clothing on offer, such as jackets to wear after events so club members can still be identified as Devon members.</li> </ul>
<p><b>Mapping:</b></p> <ul style="list-style-type: none"> <li>• Fixtures/Access/Mapping team meetings are taking place to regularly review areas we use and the changing conditions imposed by landowners affecting their use.</li> <li>• Our forward planning is looking at new areas, and updating some that have fallen into disuse.</li> <li>• Ky Aizawa has recently taken on the Mapping Lead role which, given time, should be better than it being secondary to the Fixtures role.</li> </ul>	<p><b>Mapping:</b></p> <ul style="list-style-type: none"> <li>• Look at training some more club mappers and providing opportunities for them to get involved.</li> <li>• Establish more contacts and use of external mappers where necessary.</li> <li>• Set a budget for likely costs for future mapping in conjunction with our proposed events planner.</li> <li>• Include mapper's comments after events as well as organiser and planner comments.</li> </ul>
<p><b>Previous Chairmen's Reflections:</b></p> <ul style="list-style-type: none"> <li>• Good sense of "a club", lot of people of mixed ages and experience working hard to make the club a success, with a good atmosphere at events and activities.</li> <li>• Good at event forward planning (mapping, access, fixtures, officials).</li> <li>• Noteworthy exemplars of things working well (and there are others!) e.g. <ul style="list-style-type: none"> <li>○ Timing (Martin's background work and team structure)</li> <li>○ Training (The commitment by a range people to the Haldon activity sessions)</li> <li>○ Maprun (the work Matt has done and picked up by others including Steve P)</li> </ul> </li> </ul>	<p><b>Previous Chairmen's Reflections:</b></p> <ul style="list-style-type: none"> <li>• Junior engagement and development is very limited, showing how critical it is to have one committed individual (or a few families working together) taking this forward.</li> <li>• With notable exceptions, it remains challenging to turn: <ul style="list-style-type: none"> <li>○ Orienteering interest into</li> <li>○ Devon membership into</li> <li>○ Club commitment</li> </ul> </li> <li>• Still scratching the surface re structured medium to long term training programme for officials. (Controllers, Planners, Organisers, Mappers, Event Safety Workshops etc) <ul style="list-style-type: none"> <li>○ Do we, or does SWOA, need a training co-ordinator?</li> </ul> </li> <li>• It would be good to put on more events in West Devon and perhaps tie in with Kerno to share officials roles (organisers, planners, controllers and mappers).</li> </ul>

**Appendix 2 to  
Minutes of Devon OC AGM  
Dated 27 Oct 23**

**Devon OC Committee 2023 – 27<sup>th</sup> October 2023**

<b>Appointment</b>	<b>Post</b>	<b>Current Incumbent</b>	<b>Comments</b>	<b>Proposed</b>
Officer*	Chairman	Adrian Taylor	Appointed in Oct 22*	
Officer*	Secretary	Karen Baker	Appointed in Sep 21*	
Officer*	Treasurer	Robert Forster	Appointed in Oct 23*	
Officer*	Club Captain	Robin Carter	Appointed in Oct 22*	
Elected Member	SI Lead / SI Training	Martin Yeo		
Elected Member	Safeguarding & Volunteer CoOrd	Helen Taylor		
Elected Member	Club Coach	Damian Wilson		
Elected Member	Fixtures	Phil Beale	Appointed in Jan 21	
Elected Member	Juniors Rep	Vacant	Nominations invited	
Elected Member	Communications / Newsletter	Beth Woodley	Appointed in Jul 23	
Elected Member	Mapping Group CoOrd	Ky Aizawa	Appointed in Aug 23	
Co-opted Member	Access	Bryan Smith		
Co-opted Member	Membership	Dawn Williamson		
Co-opted Member	Permanent O courses	Phil Headford	Appointed in Oct 23	
Co-opted Member	Development Officer	Matt Atkins	Appointed in Oct 23	
Co-opted Member	OROX	Vacant	Nominations invited	
Co-opted Member	Map Archivist	Roger Green		
Co-opted Member	Publicity	Vacant	Nominations invited	

\* Point 3. D. of the Devon OC Constitution dated September 2017 states 'No officer shall serve for more than three consecutive years in the same capacity'.

**Additional non-committee roles:**

Devon League: Jemma Davie  
 Club Clothing: Phillipa Bushell  
 Website Administrator Lead: Andy Reynolds  
 Social Secretary: Beth Woodley