

**Minutes of the Devon Orienteering Club Committee Meeting**  
**Payhembury Village Hall**  
**23<sup>rd</sup> January 2019**

**Present:** Bryan Smith (Chair), Rob Parkinson, Alan Simpson, Ruth & John Chesters, Tom McMurtrie, Roger Green, Helen Taylor, Damian Wilson, Andy Reynolds

**Apologies:** Nicholas Maxwell, Georgia Jones, Matt Atkins, Tom Lillicrap

**1) Minutes of the previous meeting**

**ACTION**

*Minutes of the previous meeting* (12/12/18) were agreed.

**2) Matters arising**

*VAT for car parking*– As NM was unable to attend this meeting, this item will be held over until next time. **NM**

*Club clothing* – BS reported that Philippa Bushell has agreed to take over the management of club clothing. RP will contact Philippa to discuss options for lightweight showerproof jackets. BS will write to thank Vivienne Maxwell for supporting the club over the years in this role. **RP**  
**BS**

*Membership update* - MA's update was tabled, and it was noted that membership is marginally up (160) compared to this time last year (147). MA is currently chasing members that have not yet renewed (around 50), and will shortly send out the full 2019 membership list to committee members, and an edited version to club members. **MA**

*Club diary* - RP will progress and circulate a draft prior to the next committee meeting **RP**

*Activities* - Discussion focussed on the potential for the use of iOrienteering, particularly during the summer months, perhaps as a development of the successful StreetO summer series 2018. It was agreed to investigate further, with possibly one or two events on a trial basis this summer. SP and DW reported that they plan to run the 'Introduction to Orienteering' coaching course at Haldon in April and September, subject to agreeing dates. It is also planned to run two or three half-day training events for club member. BS, Wilf and Eleanor Taylor are developing a programme for the over 55s with the FC at Haldon. **JC**  
**SP/DW**

*Risk assessor role* - The Risk Assessor's role at local events was discussed. It was agreed that there are benefits for the planner being supported by a second 'pair of eyes' and that the role description will be amended to reflect this good practice, added to the Event Organisers' Resources webpage. **BS/RP**

*Committee Responsibilities* – BS suggested that, in the interests of effective management, any individuals who were interested in - or had proposals for - the posts of Chairman, Secretary and Access Officer should contact Bryan or Rob at an early stage. After Easter, a note will go to all club members about the AGM and nominations for these vacant posts will also be invited. **BS/RP**  
**RP**

**3) Development Plan -**

*Club Identity with a particular focus on Club Mark* - AS introduced discussion on this item, which included two questions: a. What we need to do to maintain Club Mark and use to greatest effect; b. What additional actions are needed to deliver this priority item in our development plan. It was noted that BOF have approved our Clubmark status until 2020. The committee should discuss and confirm the annual review form, at some stage prior to 2020. **AS**

*Activities programme* – Organisers’ course - it was agreed this will be targeted at National events (former Level B), run by AS on 20<sup>th</sup> March. This course will be open to SWOA members. The post-race analysis session (RP) will take place in September, as part of the AGM programme. It was identified that we need more controllers, and that we should ask Roger Hargreaves to run a Regional Controllers course in the near future. It was agreed in principle that the club should run key courses every year: Planner (Regional), Controller (Regional), Organiser (Regional), Event Safety, First Aid. It was emphasised that SWOA have a role in the co-ordination of training courses at a regional level.

AS

RP

AS

#### **4) Fixtures**

TM updated the committee on fixture developments, and tabled the current fixture list. A few gaps remain. Once again, committee members were encouraged to view via the spreadsheet in Dropbox. Tom was thanked once again for his efforts in securing volunteers for our future events programme. TM noted that the Club is a net exporter of Controllers. Tom will seek an assistant to support Nicholas’ Caddihoe 2019 planning.

TM

*Recent events* - SP reported that the success of the Haldon night event created map supply issues, which were overcome by recycling maps from competitors who ran early. Similarly, the Christmas Novelty event was very popular, necessitating extra maps being printed courtesy of the FC. Helen and Adrian Taylor, and helpers were thanked for helping make this event such a success.

*Future events* - Following discussion it was agreed that the club would commit to the Caddihoe 2021, but not the British Nights. Phil Beale has provisionally agreed to take on the role of Equipment Officer for the JK2021

*Mapping group* - BS thanked the mapping group for their continued work, as summarised in the recent mapping group meeting notes from TL that were tabled for the meeting.

#### **5) Finance Report**

*Current financial position* – AR noted that the club’s finances are currently healthy, and that all our recent events have shown a surplus. A full report will be provided for the next meeting. It was emphasised that our agreed budget commits us to spend on equipment and mapping to support future events. It was agreed that the club needs to source a new registration tent (costing perhaps £400-£500) that is capable of withstanding windy conditions.

AR

RG/AS

*Grant to attend World Schools Championships* – Requests for funding from financial support for Flurry Grierson, Sam Johnson, Alastair Sharpland, Reuben Vasey, Oliver Fox and Jack Forrest to attend this event in summer 2019 was agreed at £100 each, subject to a subsequent report being provided. All were congratulated on their selection. AR will contact each applicant to confirm financial arrangements.

AR

#### **6) SWOA and BOF items**

No specific items were discussed. Note: we are still awaiting the outcome of the discussion regarding the format of the revised SW league/galoppen.

#### **7) AOB**

*Event fees* - Variations from the current fees were discussed, and it was agreed that we need a matrix to summarise the current fees for our events. It was agreed in principle that novice adults can be charged less if running yellow or orange courses.

RP

*Club President* - BS proposed that we invite Sir Harry Studholme (Chairman, Forestry Commission, and local landowner) to become our President. All agreed. **BS**

*Devon Countryside Access forum* - BS offered to put his name forward for this County-wide access role **BS**

*Dartmoor 10 letterbox request* - The club has been approached to help organise a Letterboxing event on the moor. Following a brief discussion, it was decided not to offer to support this event. **BS**

**Next Meeting:** Wednesday, 13<sup>th</sup> March 2019 at 7.30 p.m.

**Venue:** Clyst St George Village Hall, EX3 0RE

**Main item for discussion:** Volunteers and Officials with a focus on O Safe and Succession Planning

*Rob P is unable to attend this meeting. Please email me if you are willing to act as Secretary for the meeting. Thanks.*