



# Norfolk Orienteering Club Committee Meeting Wednesday 13<sup>th</sup> July 2022 at 7pm via Zoom

Present			
Ben Bethell (Chair)	BB	Michael Chopping (Club Coach)	MC
Paul Goldsworthy (Treasurer)	PG	Tim Eden	TE
Liz Large (Fixtures)	LL	Jonas Diete	JD
Nicky Nicholls (Publicity)	NN	Julia Paul (Newsletter)	JP
Johnathan Gilbert (Mapping/Website)	JG	Karen Goldsworthy (Secretary for this meeting)	KG
Daniel Cowley (SI Coordinator)	DC		
Apologies		Guests	
Glen Richardson (Club Captain)	GR	None	
Jamie Austin Mills (Membership Secretary)	JA		
Item Actions from this meeting			
4. Position of secretary is still vacant – BB to approach a few named persons			BB
4. BB to add peoples names beside folder names on Google Drive			BB
4. Reports need to be added to Google Drive			ALL
4. Fixtures and Treasurer will be an agenda item at each meeting			Secretary
4. BB to add events folders to Google Drive			BB
5. LL to ask other club members to take on roles (planner/organiser)			LL
5. LL to approach Phil Halford, Paul Beckett and Clive/Sally Wilkinson to control a NOR event.			LL
5. JG agreed to map Dereham			JG
5. Sunday 12 <sup>th</sup> February 2023– Shouldham Warren – Compass Sport Cup – NOR to organise (Alan Bedder ?) need to approach EAOA for planner and controller as an EAOA event. BB to contact Peter Woods Chair of EAOA			BB
5. Houghen – will need a new map (JG to be asked) plus parking may be an issue.			JG/BB
5. JD will publicise these summer 2023 events to schools			JD
6. JD volunteered to look at areas that need updating and send to NN			JD
6. All to send photo to NN for Who's Who page			ALL
6. BB to speak to JG about website and updating it			BB
7. Wednesday 3 <sup>rd</sup> August – Club has been invited to have a stand at Oxborough Hall, Needs help. BB should be able to from 14:30			JP/BB
7. Club Nights – PG and BB to meet to sort out program			PG/BB
7. Compass Sport Cup preparation evening will be held on 12 <sup>th</sup> October – BB to let team know			BB/GR

## Minutes

Agenda Item	Detail	Action by
1	<b>Welcome, Introductions and Apologies</b>	
	BB welcomed everyone to the meeting. The meeting opened at 7.00 pm and was quorate.	
2	<b>Consideration of Apologies</b>	
	Apologies were given by GR and JA	
3	<b>Agree Minutes of May meeting and Review Actions</b>	
	Index of Maps and Inventory still outstanding EAOA were keen to appoint a Development Officer and will take the idea forward Club Mark – still outstanding - TE  <b>The minutes of the meeting 11.5.22 were agreed as a true record of the meeting.</b>	
4	<b>Committee Structure</b>	
	<p>Tim Eden was appointed as vice chair for 1 year to enable a smooth transfer of chairperson. Position of secretary is still vacant – <b>BB to approach a few named persons</b> Discussion on the way the committee will meet in the future, it was decided that:</p> <ul style="list-style-type: none"> <li>• There would be discussion groups formed and all committee members would be invited.</li> <li>• If a discussion group was formed after input from committee then they could make decisions that may impact on the running of the club. These groups must be quorate: quorate is 5 committee members</li> <li>• If a discussion group was formed just to discuss matters prior to a meeting then their findings would be brought to a committee meeting for all to make decision. There is no quorate requirements for these meetings</li> </ul> <p>It's important that all committee members are aware of meetings, discussions/decisions. BB has set up a Google Drive and has invited members to join. BB then talked the committee through the drive and the different areas. JG and GR have a copy login details for Drive BB has access to all folders. All committee members have read only access to all folders and have read/edit access to own folder. Send any useful documents to folder owner so they can make decision to add or not. <b>BB to add peoples names beside folder names on google drive</b> <b>Reports need to be added to Google Drive</b> <b>Fixtures and Treasurer will be an agenda item at each meeting</b> <b>It was agreed to keep some formality to meeting</b></p>	<p>BB</p> <p>BB ALL Secretary</p>

	<p><b>How do you know when items have gone into folders?</b> BB – You don't, you would have to send email to members or you can share by sending email directly from document on Google Drive.</p> <p><b>BB to add events folders to Google Drive – planners and organiser to have access to add relevant documents (Risk assessments, list of helpers, handout, accident forms, BOF levy forms etc</b></p> <p>Committee Meetings would be every 2 months starting in September the following month there would be a more formal club night where all club members would be invited to discuss club matters in a social setting.</p>	BB
5	<b>Fixtures</b>	
	<p>See fixtures document on google drive</p> <p>Discussion fitting committee into roles for future events.</p> <p><b>LL to ask other club members to take on roles</b></p> <p>New planners/organisers to work in tandem with more experienced club members.</p> <p>January 2023 – decision at last meeting not to hold an event.</p> <p>Ideally Liz would like to allocate a mapper to each event so they can do updates.</p> <p>2023 Urban – Dereham</p> <p>2024 Urban – Kings Lynn</p> <p><b>JG agreed to map Dereham</b></p> <p><b>LL to approach Phil Halford, Paul Beckett and Clive/Sally Wilkinson to control a NOR event.</b></p> <p><b>Sunday 12<sup>th</sup> February 2023 – Shouldham Warren – Compass Sport Cup – NOR to organise (Alan Bedder ?) need to approach EAOA for planner and controller as an EAOA event. BB to contact Peter Woods Chair of EAOA</b></p> <p><b>Summer Series 2023</b></p> <p><b>Schools League</b></p> <p>Schools event, midweek at Waterloo park, Paul Garton to organise.</p> <p>Followed by 3 Sunday events</p> <p>Variety of leagues – Key Stage winner, School winner, best female, best male.....</p> <p>Followed by 3 Sunday events for schools and club members</p> <p>Possible venues</p> <p>Catton Park (Relays) plus AGM</p> <p>Lionwood</p> <p>Eaton Park and surroundings</p> <p>Houghen – will need a new map (<b>JG</b>) plus parking may be an issue.</p> <p>JD will publicise these events to schools</p>	<p>LL</p> <p>JG</p> <p>LL</p> <p>BB</p> <p>JG</p> <p>JD</p>
6	<b>Website</b>	
	<p>Website needs updating</p> <p>JD volunteered to look at areas that need updating and send to NN</p> <p>All to send photo to NN for Who's Who page</p> <p>BB to speak to JG about website</p>	<p>JD</p> <p>ALL</p> <p>BB</p>
7	<b>AOB</b>	

	<b>Julia</b> – Wednesday 3 <sup>rd</sup> August – Club has been invited to have a stand at Oxborough Hall, Needs help. BB should be able to from 14:30 Club Nights – PG and BB to meet to sort out program Compass Sport Cup preparation evening will be held on 12th October, BB/GR to let team know.	<b>JP/BB</b>  <b>PG/BB</b> <b>BB/GR</b>
<b>8</b>	<b>Dates &amp; times of future meetings</b>	
	Wednesday 14 <sup>th</sup> September via Zoom @7pm – Committee Meeting Wednesday 12 <sup>th</sup> October 2022 @8pm – Social Meeting Wednesday 9 <sup>th</sup> November 2022 via Zoom @7pm – Committee Meeting Wednesday 14 <sup>th</sup> December 2022 @ 8pm – Social Meeting	
	<b>Meeting closed @ 21:15</b>	