



# Norfolk Orienteering Club Committee Meeting Wednesday 16<sup>th</sup> November 2022 at 7pm via Zoom

| Present  |    |   |  |
|--|----|---|--|
| Ben Bethell (Chair)  | BB | Michael Chopping (Club Coach)             | MC   |
| Liz Large (Fixtures)   | LL | Tim Eden (Vice Chair)                     | TE   |
| Nicky Nicholls (Publicity)   | NN | Karen Goldsworthy (Secretary)             | KG   |
| Johnathan Gilbert (Mapping/Website)  | JG | Glen Richardson (Club Captain)            | GR   |
| Jonas Diete (Schools)  | JD | Jamie Austin Mills (Membership Secretary) | JAM  |
| Julia Paul   | PP | Paul Goldsworthy                          | PG   |
| Apologies  |    | Guests                                    |  |
| Daniel Cowley (SI Coordinator)   | DC | None                                      |  |
| Item Actions from this meeting   |    |   |  |
| <p>5. 2024 venues have been populated need planners and controllers</p> <p>5. 2025 – need to start thinking about venues</p> <p>5. Timeline of events to be published</p> <p>5. Equipment request form to be completed</p> <p>5. Formatting of final details form</p> <p>5. Schools Event discussion – Schools Sub Committee to meet to discuss further</p> <p>5. Introduction of runner's course at events – subcommittee to discuss</p> <p>6. Finance Policy</p> <p>6. Event expenses overview</p> <p>8. Training Event @ Felbrigg - Mailchimp to be sent</p> <p>9. Ideas requested for club/committee forum</p> <p>10. Club Mark – still ongoing, Tim will talk to Clive and Sarah as have just completed online for other clubs.</p> <p>10. O Gear – BB will ask Matthew Bethell if he would like to take over the ordering/designing.</p> <p>10. Transgender Policy – BO have produced policy, all to be aware.</p> <p>10. Maps – Hevingham, Ben to seek permission to use from parish council.</p> <p>10. Mapping – Will approach David Peel and Phil Halford to give quotes to produce maps of 2/3 areas. Mapping to be discussed further at next meeting (Agenda item)</p> <p>10. Membership Fees – discuss at May meeting</p> |    |   | <p><b>Fixtures Sub</b></p> <p><b>Fixtures Sub</b></p> <p><b>LL</b></p> <p><b>KG</b></p> <p><b>JG</b></p> <p><b>JD, BB, GR</b></p> <p><b>JD, BB, GR and David V</b></p> <p><b>PG</b></p> <p><b>PG</b></p> <p><b>NN</b></p> <p><b>All</b></p> <p><b>TE</b></p> <p><b>BB</b></p> <p><b>ALL</b></p> <p><b>BB</b></p> <p><b>JG</b></p> <p><b>KG</b></p> |

## Minutes

| Agenda Item | Detail  | Action by  |
|-------------|---|--|
| <b>1</b>    | <b>Welcome, Introductions and Apologies</b>   |  |
|             | BB welcomed everyone to the meeting.<br>The meeting opened at 7pm and was quorate.  |  |
| <b>2</b>    | <b>Consideration of Apologies</b>   |  |
|             | Apologies were given by DC.   |  |
| <b>3</b>    | <b>Agree Minutes of September meeting</b>   |  |
|             | The minutes of the meeting on 12 <sup>th</sup> October 2022 were agreed as a true record of the meeting.  |  |
| <b>4</b>    | <b>Correspondence</b>   |  |
|             | <ul style="list-style-type: none"> <li>British Orienteering affiliation return completed</li> <li>British Orienteering stakeholders survey completed</li> </ul>   |  |
| <b>5</b>    | <b>Events Update</b>  |  |
|             | <p>Future Events</p> <ul style="list-style-type: none"> <li>Calendar populated for 2023 with Organisers and planners, controllers to follow</li> <li>2024 venues have been populated need planners and controllers</li> <li>2025 – need to start thinking about venues – fixtures sub committee to meet before xmas to discuss.</li> <li>Need to search the wider membership for planners/organisers (buddy up)</li> <li>Timeline of when to complete various stages still in progress. LL will circulate once a draft form.</li> <li>Equipment Checklist will be sorted in next few weeks</li> <li>Feedback meeting held after Felbrigg, very positive with lots of positive feedback, planner, organiser, fixtures secretary and secretary attended. Would like something similar after all events.</li> <li>As a club we need to have master copies of various documents so when publicising there is a consistency. These documents will all be saved in Masters folder on Google Drive.</li> <li>JG to format final details form where info will then be used to populate website/BO site/Facebook/SI entries</li> <li>Quote for toilets 1 Toilet £144, 2 toilets £240.</li> <li>Schools Event discussion – Schools Sub Committee to meet to discuss further</li> </ul> <p>How do we measure Success?</p> <ul style="list-style-type: none"> <li>More members. More members taking part at events? Members travelling?</li> <li>Discussion around the table</li> </ul> | <p><b>All<br/>Fixtures sub<br/>committee<br/>LL<br/>KG</b></p> <p><b>JG</b></p> <p><b>BB, JD, GR</b></p> |

|           |  |   |
|-----------|--|---|
|           | <ul style="list-style-type: none"> <li>Identified a need to feel that we all belong to a club</li> <li>Discussion on how this will be achieved – club kit, taking club flag and tent to large events, training, coaching, socials, car sharing, volunteering to help, mass start events</li> </ul> <p>XCO proposal – Introduction of runner's course at events</p> <ul style="list-style-type: none"> <li>Proposal to run a longer course that is aimed at runners with little navigation/path running.</li> <li>Equivalent to a long orange 5-10km</li> <li>Aimed at running club members who want more than just running on roads.</li> <li>Some areas do not suit this format.</li> <li>Put to vote and majority would like to progress the idea</li> <li>Sub Committee to discuss</li> </ul> | <b>GR, JD, BB and David Vinsen</b>                                  |
| <b>6</b>  | <b>Finances</b>  |   |
|           | <p>Treasurer went over the clubs finances</p> <p>Finance Policy</p> <ul style="list-style-type: none"> <li>Discussion over whether to have a policy</li> <li>Agreed to draft a finance policy</li> <li>This would include maximum spend details by an individual, who can spend and on what</li> </ul> <p>Club Event Fees</p> <ul style="list-style-type: none"> <li>These must be set to cover all expenses</li> <li>Toilets must be included in these figures as must officials expenses.</li> <li>Master sheet to be made</li> </ul>  | <p>PG</p> <p>PG</p>   |
| <b>7</b>  | <b>EAOA</b>  |   |
|           | <p>Discussion over what we feel we need from EAOA and what we need as a Club to give to them.</p> <ul style="list-style-type: none"> <li>Controllers – How can we get more?</li> <li>As a club we can control level C events, others need to approach EAOA controller, as early as possible. Need to find out early what their expenses expectations are to factor into event fees,</li> <li>BB should get emails directly from BO as well as them going to EAOA.</li> </ul>   |   |
| <b>8</b>  | <b>Club Training</b>   |   |
|           | <ul style="list-style-type: none"> <li>We will have 3 new club coaches</li> <li>Training Event on December 10<sup>th</sup> at Felbrigg, advertised on Facebook, Mailchimp to be sent.</li> </ul>   | <b>NN</b>   |
| <b>9</b>  | <b>Committee/Club Forum</b>  |   |
|           | <ul style="list-style-type: none"> <li>Committee was asked for ideas to be brought to next meet</li> </ul>   | <b>All</b>  |
| <b>10</b> | <b>AOB</b>   |   |
|           | <p>Club Mark – still ongoing, Tim will talk to Clive and Sarah as have just completed online for other clubs.</p> <p>O Gear – BB will ask Matthew Bethell if he would like to take over the ordering/designing.</p> <p>Transgender Policy – BO have produced policy, all to be aware.</p> <p>Maps – Hevingham, Ben to seek permission to use from parish council.</p>  | <p><b>TE</b></p> <p><b>BB</b></p> <p><b>BB</b></p> <p><b>JG</b></p> |

|  |  |                        |
|--|--|------------------------|
|  | Mapping – Will approach David Peel and Phil Halford to give quotes to produce maps of 2/3 areas. Mapping to be discussed further at next meeting (Agenda item)<br>Membership Fees – discuss at May meeting | <b>KG</b><br><b>KG</b> |
|  | <b>Dates &amp; times of future meetings</b>  |                        |
|  | Wednesday 21 <sup>st</sup> December 2022 @ 18:30 – Social Meeting<br>Wednesday 11th January 2023 @ 7pm Zoom<br>Wednesday 8th March 2023<br>Wednesday 10th May 2023   |                        |
|  | <b>Meeting closed @ 21:40</b>  |                        |