

## Norfolk Orienteering Club Committee Meeting Wednesday 8<sup>th</sup> November at 7pm via Zoom

Present				
Johnath Ben Bet Neil Stoo	e (Fixtures) nan Gilbert (Mapping/Website) hell (Chair) arrived @ 19.17 ckham (Publicity) ul (Newsletter/Welfare)	LL JG BB NS JP	Tim Eden (Vice Chair) Karen Goldsworthy (Secretary) Paul Goldsworthy (Treasurer) Nicky Nicholls (Publicity) Glen Richardson (Club Captain) Michael Chopping (EAOA)	TE KG PG NN GR MC
Apolog	ies		Guests	
Daniel C	Cowley (SI Coordinator) Austin Mills (Membership Secretary)	DC JAM	None	
Item Ac	tions from this meeting			
5. 6.	<ul> <li>Cake stall EAJS at Sandringham – KG to c</li> <li>Hockham – This has had an update by Ph update.</li> </ul>		t years. JG to have a look to check if it needs further	JG JG
7a.	<ul> <li>JG has a lot of map files stored and LIDAR</li> </ul>		PC and would like to transfer to Google Drive. Drive does de but would cost £17 annually. All in agreement. JG/BB to	JG/BB
			ay to August, fortnightly break around end of July for Welsh 6	KG
7b.	<ul> <li>day. KG to send provisional program roun</li> <li>NOR AGM to be held at one of these eve</li> <li>Peter Woods coordinator for both days of</li> </ul>	nts, combin	e with a BBQ social. KG to confirm venue.	KG All
8.	day organisers, NOR have been asked to	<ul> <li>Peter Woods coordinator for both days of JHI with KG assisting him. Planners and Controllers in place, just need day organisers, NOR have been asked to source.</li> <li>3 controls were taken at Cawston, PG has begun the claims process, each unit has a value of approx. £140, 3</li> </ul>		
9.	<ul> <li>flags were also taken.</li> <li>Holt and Blickling – what happens if NT or NNDC shuts the woods on day of event due to high winds? KG to draft</li> </ul>			KG
10. 11.	<ul> <li>an action plan on how we notify competing</li> <li>NS look into a way we can provide refrest</li> </ul>	ments after		NS KG/DC
13.	<ul> <li>QR codes – can they go on maps or resulting</li> <li>2 schools have asked to be mapped Heth see how she can help.</li> </ul>		eak to DC ary and Coltishall Primary – JP agreed to get in touch and	JP All
13.	<ul> <li>Certificate folder in Secretary area on Go</li> </ul>	ogle Drive -	send KG copies of certifiactes to put in.	All

All committee members should do Introducing Safeguarding elearning, Organisers, Planners and Controllers need to have done Event Safety elearning or workshop. Once completed send certificates to KG so she can put in folder.
 Website – Jonas is happy to work with JG to look at revamping. JG to set JD as an admin.
 Constitution/Vision – carry forward to next meeting.
 Newsletter – articles to JP as soon as possible. Publication Nov/Dec

	Minutes	
Agenda Item	- 100tali	
1	Welcome, Introductions and Apologies	
	KG welcomed everyone to the meeting.	
	The meeting opened at 7pm and was quorate.	
2	Consideration of Apologies	
	Apologies were given by Jamie and Daniel	
3	Agree Minutes of September meeting	
	The minutes of the meeting of Wednesday 11th September 2023 were agreed as a true record of the meeting.	
4	Matters arising	
	Succession planning – carried forward.	
	Controllers course took place, NS attended.	
	Thetford map now being produced by Phil Halford.	
	EAOA banner missing.	
	Senior and Junior Champs have taken place.	
5	Correspondence	
	Email from SuffOC re event charges £4 non-member charge – discussion and have decided as a club to review	
	in 6 months.	
	BO – new levy structure and membership fees – review membership fee structure in 6 months in prep for AGM	
	Rhiannon Dack - Geography lead from Coltishall Primary School, asking for info about school's map.	
	BO – asking for details of life member, Replied AB, PB and SV	
	Broadland Country Park – asking how we were progressing with map. Replied awaiting other permissions.	
	Steve Nobbs change of email address - <u>nobbsstephen1@gmail.com</u>	
	Cake stall EAJS at Sandringham – KG to check	KG
6	Mapping	
	Phil Halford has agreed to map both Thetford and Sheringham Park	
	Hockham – This has had an update by Phil H in recent years. JG to have a look to check if it needs further	JG
	update.	
	Houghen will need to be remapped if we get all the permissions. Needs to be georeferenced. May be the	
	possibility of getting Broadland District Council to fund some of costs as they want a permanent course.	

	<ul> <li>JG has a lot of map files stored and LIDAR data on his PC and would like to transfer to Google Drive. Drive does not have enough storage and he would like to upgrade but would cost £17 annually. All in agreement. JG/BB to investigate.</li> </ul>	JG/BB
7a	Events Update	
	<ul> <li>Shoulham – back on track.</li> <li>Felbrigg Night – BB has permission sorted. PG planning, DC controlling</li> <li>Pretty Corner - progressing</li> <li>Bylaugh and Bawdeswell – Managed by FE. BB/NS in discussion with recreation team but uncertainaty on which team would give permission. It is in the same area as Shouldham and Bacton Woods. Lots of talking between different parties. Landowner Robert Gurney happy for us to use. Steve Nobbs to keep an eye on area to check that there is no major forestry work.</li> <li>Bawsey – going well, only concerns are carparking. Courses need to be planned to make best use of area.</li> <li>Thetford is now a UKUL event, progressing well. MC is the on the day controller.</li> <li>Hockham – Nov 2025 needs a planner.</li> <li>Beeston Regis – Dec 2025 needs an organiser.</li> <li>NT now have a new form that needs populating to gain permission. It is more suited to big events such as concerts. BB has just completed for Felbrigg and Sheringham Park, still waiting for outcome.</li> <li>Maprun/Street O Summer Series 2024 – to run from May to August, fortnightly break around end of July for Welsh 6 day. KG to send provisional program round to committee for people to sign up to dates.</li> <li>Maprun/Street O summer league to run with different categories. Aim to have all details in place by early Jan 2024 to enable publicity.</li> <li>NOR AGM to be held at one of these events, combine with a BBQ social. KG to confirm venue.</li> </ul>	KG KG
7b	Major events	
	<ul> <li>BB and KG have attended several Zoom meetings to discuss JHI and British Sprints.</li> <li>JHI – 12/13<sup>th</sup> October 2024</li> <li>In talks with Greshams for accommodation, still a few more questions to be answered.</li> <li>Peter Woods coordinator for both days with KG assisting him. Planners and Controllers in place, just need day organisers, NOR have been asked to source.</li> <li>BB is obtaining permission for Sheringham Park</li> <li>Phil Halford remapping.</li> <li>Greshams – might they reduce price if we provide them of a map of school?</li> <li>British Sprints – Relays at RAF Honington, Indiv at UEA. 30<sup>th</sup>/31<sup>st</sup> August 2025</li> <li>UEA has been embargoed for the next 2 years.</li> <li>Initial contact with UEA to seek permission. They have asked to speak to other universities who have held events.</li> <li>Discussions taking place on whether to use Bowthorpe for morning event and then campus in afternoon.</li> <li>Once area has been decided controller will visit to say if area is ok</li> <li>Meeting with members of EAOA being held monthly to discuss events.</li> </ul>	All

8	Finance	
	<ul> <li>Report sent prior to meeting.</li> <li>Last 3 events have made a small surplus.</li> <li>New battery purchased for SI</li> <li>3 controls were taken at Cawston, PG has begun the claims process, each unit has a value of approx. £140, 3 flags were also taken.</li> <li>Claims Form is now on google drive for anyone who needs to claim any expenses including mileage.</li> <li>Card machine – sometimes doesn't pick up signal so alternative process introduce. Slip in money box to give to competitor stating amount owed with clubs bank details, in till a sheet to record money owed which needs to be passed to PG so he can check payment has been made.</li> </ul>	
9	Feedback on events	
	<ul> <li>Mop up after events have been happening for a while now.</li> <li>Info has been recorded but not actioned, few points that have come from meeting. <ul> <li>Card reader battery – organiser needs to check on morning that it is charged.</li> <li>Blickling need to be remapped and georeferenced before used again.</li> <li>Cawston area to south west of current map can be added to map (open with thickets, depressions)</li> <li>Holt and Blickling – what happens if NT or NNDC shuts the woods on day of event due to high winds? KG to draft an action plan on how we notify competitors.</li> </ul> </li> <li>NS produced a survey for feedback for Cawston, QR code displayed at event and link then sent to all competitors after the event. 10 responses (1 NOR, 2 IND, 7 EAOA) <ul> <li>Main points, lack of toilet and the ability to have refreshments at events.</li> <li>NS to look into refreshments.</li> <li>KG – oversight, meant to send out email to competitors saying no loo at event due to land restrictions.</li> </ul> </li> </ul>	NS
10	Publicity	
	<ul> <li>Ryston Runners have been contacted re Shouldham event.</li> <li>NS has details of 18 running clubs he has/will be contacting.</li> <li>NN has talked him through MailChimp</li> <li>NS producing an easy adaptable poster to advertise events.</li> <li>Learning how to usefully use Instagram.</li> <li>Pushing events on Facebook.</li> <li>Other areas NS will be exploring is radio and TV – JHI and British sprints may be good events to use for these media types.</li> <li>QR codes – can they go on maps or results? KG to speak to DC</li> </ul>	KG/DC
11	Schools	
	<ul> <li>Schools event to be held on Wednesday 20th March at Waterloo Park.</li> <li>2 trophies – Acle Cluster and Norwich Schools</li> <li>2 schools have asked to be mapped Hethersett Primary and Coltishall Primary – JP agreed to get in touch and see how she can help.</li> </ul>	JP
12	EAOA Update	
	<ul><li>EAOA minutes sent prior to meeting.</li><li>Controllers, EAOA aware there is a problem.</li></ul>	

	<ul> <li>Postcodes of events need to be updated on BO events page so they appear on map.</li> <li>Planners course – there is a e-learning on BO website (£8) might be useful for Rini or anyone thinking of planning for a first time. MC is also hoping to run a course</li> <li>Next EAOA meeting 17th November</li> </ul>	
13	AOB  Contificante folder in Secretary, area and Consula Drive. and KC consider of contificantes to put in	All
	<ul> <li>Certificate folder in Secretary area on Google Drive – send KG copies of certificates to put in.</li> <li>All committee members should do Introducing Safeguarding eLearning, Organisers, Planners and Controllers</li> </ul>	All
	need to have done Event Safety eLearning or workshop. Once completed send certificates to KG so she can put in folder.	All
	<ul> <li>Schools term dates – in secretary folder</li> <li>Website – Jonas is happy to work with JG to look at revamping. JG to set JD as an admin.</li> <li>Constitution/Vision – carry forward to next meeting.</li> <li>CSC Final 11th/12th November – NOR is sending a team. Good luck.</li> </ul>	JG/JD
	<ul> <li>Christmas Meal – Wednesday 3<sup>rd</sup> January 2025</li> <li>Newsletter – articles to JP as soon as possible. Publication Nov/Dec</li> </ul>	All
	Dates & times of future meetings	
	Wednesday 10 <sup>th</sup> January 2024 @7pm Wednesday 13 <sup>th</sup> March 2024 @ 7pm Wednesday 8 <sup>th</sup> May 2024 @7pm Wednesday 10 <sup>th</sup> July 2024 @7pm Wednesday 11 <sup>th</sup> Sept 2024 @7pm Wednesday 13 <sup>th</sup> Nov 2024 @7pm	
	Meeting closed @ 21.17	