



Norfolk Orienteering Club Committee Meeting

Wednesday 8th November at 7pm via Zoom

Present			
Liz Large (Fixtures)	LL	Tim Eden (Vice Chair)	TE
Johnathan Gilbert (Mapping/Website)	JG	Karen Goldsworthy (Secretary)	KG
Ben Bethell (Chair) arrived @ 19.17	BB	Paul Goldsworthy (Treasurer)	PG
Neil Stockham (Publicity)	NS	Nicky Nicholls (Publicity)	NN
Julia Paul (Newsletter/Welfare)	JP	Glen Richardson (Club Captain)	GR
		Michael Chopping (EAOA)	MC
Apologies		Guests	
Daniel Cowley (SI Coordinator)	DC	None	
Jamie Austin Mills (Membership Secretary)	JAM		
Item Actions from this meeting			
5.	• Cake stall EAJS at Sandringham – KG to check		KG
6.	• Hockham – This has had an update by Phil H in recent years. JG to have a look to check if it needs further update.		JG
7a.	• 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.		JG/BB
	• 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.		KG
7b.	• NOR AGM to be held at one of these events, combine with a BBQ social. KG to confirm venue.		KG
	• 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.		All
8.	• 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.		PG
9.	• 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.		KG
10.	• NS look into a way we can provide refreshments after an event.		NS
11.	• QR codes – can they go on maps or results? KG to speak to DC		KG/DC
13.	• 2 schools have asked to be mapped Hethersett Primary and Coltishall Primary – JP agreed to get in touch and see how she can help.		JP
	• Certificate folder in Secretary area on Google Drive – send KG copies of certificates to put in.		All

	<ul style="list-style-type: none"> 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 	All JG/JD All All
Minutes		
Agenda Item	Detail	Action by
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 11 th September 2023 were agreed as a true record of the meeting.	
4	Matters arising	
	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> 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 - nobbsstephen1@gmail.com Cake stall EAJs at Sandringham – KG to check 	KG
6	Mapping	
	<ul style="list-style-type: none"> 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 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. 	JG

8	Finance	
	<ul style="list-style-type: none"> • Report sent prior to meeting. • Last 3 events have made a small surplus. • New battery purchased for SI • 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. • Claims Form is now on google drive for anyone who needs to claim any expenses including mileage. • 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. 	PG
9	Feedback on events	
	<ul style="list-style-type: none"> • Mop up after events have been happening for a while now. • Info has been recorded but not actioned, few points that have come from meeting. <ul style="list-style-type: none"> - Card reader battery – organiser needs to check on morning that it is charged. - Blickling need to be remapped and georeferenced before used again. - Cawston area to south west of current map can be added to map (open with thickets, depressions) - 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. • 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 style="list-style-type: none"> - Main points, lack of toilet and the ability to have refreshments at events. - NS to look into refreshments. - KG – oversight, meant to send out email to competitors saying no loo at event due to land restrictions. 	NS
10	Publicity	
	<ul style="list-style-type: none"> • Ryston Runners have been contacted re Shouldham event. • NS has details of 18 running clubs he has/will be contacting. • NN has talked him through MailChimp • NS producing an easy adaptable poster to advertise events. • Learning how to usefully use Instagram. • Pushing events on Facebook. • Other areas NS will be exploring is radio and TV – JHI and British sprints may be good events to use for these media types. • QR codes – can they go on maps or results? KG to speak to DC 	KG/DC
11	Schools	
	<ul style="list-style-type: none"> • Schools event to be held on Wednesday 20th March at Waterloo Park. • 2 trophies – Acle Cluster and Norwich Schools • 2 schools have asked to be mapped Hethersett Primary and Coltishall Primary – JP agreed to get in touch and see how she can help. 	JP
12	EAOA Update	
	<ul style="list-style-type: none"> • EAOA minutes sent prior to meeting. • Controllers, EAOA aware there is a problem. 	

	<ul style="list-style-type: none"> • Postcodes of events need to be updated on BO events page so they appear on map. • 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 • Next EAOA meeting 17th November 	
13	AOB	
	<ul style="list-style-type: none"> • Certificate folder in Secretary area on Google Drive – send KG copies of certificates to put in. • 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. • Schools term dates – in secretary 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. • CSC Final 11th/12th November – NOR is sending a team. Good luck. • Christmas Meal – Wednesday 3rd January 2025 • Newsletter – articles to JP as soon as possible. Publication Nov/Dec 	<p>All</p> <p>All</p> <p>JG/JD</p> <p>All</p>
	Dates & times of future meetings	
	<p>Wednesday 10th January 2024 @7pm</p> <p>Wednesday 13th March 2024 @ 7pm</p> <p>Wednesday 8th May 2024 @7pm</p> <p>Wednesday 10th July 2024 @7pm</p> <p>Wednesday 11th Sept 2024 @7pm</p> <p>Wednesday 13th Nov 2024 @7pm</p>	
	Meeting closed @ 21.17	