

**Minutes - Bendigo Orienteers Committee Meeting December 14<sup>th</sup> 2015, 7:30pm - La Trobe Athletics Complex:**

7:30. Present: Richard Goonan (chair), Charles Brownridge, Andrew Wallace, Peter Forbes, Ben Goonan

Apologies: Heather Jones, Jim Russell

7:33. Minutes of the previous meeting (November 2015) accepted, mvd CB, sec AW, cd.

**Business Arising:**

7:40. Trademark Sale (discuss)

A ballot was conducted on Friday 4<sup>th</sup> December to ascertain the committee's decision concerning the motions for sale of the 'Go Explore It' trademark. The motions were not passed.

Following further discussion, no alternative position was found, the committee decision (of the ballot 4<sup>th</sup> Dec), was affirmed.

Further dialogue with the 'Go Explore It' group was identified as a priority

8:39. New Splits-Printer and entry system (discuss/decision)

Recommendation to be discussed (document circulated Tuesday 8th).

Motions: mvd CB, sec PF.

i) The committee approves the purchase of suitable wireless splits printer and replacement touch screen computer. cd.

ii) The committee approves the sub-committee to investigate and purchase suitable label printer and power supply. Payment for the writing of a computer program to enable OE2010 to operate two printers is approved. cd.

iii) The committee approves the sub-committee to spend the remainder of the \$2500 allocated to the purchase of the club computer (perhaps \$800) and a further amount of up to \$1500. cd.

9:28. Policy development (discuss)

Notes from PF re Bendigo Orienteers Policy Framework discussed, suggested that a sub-committee be formed to work on policy development in 2016.

Meeting extended by 15 minutes:

**Financial Report:**

9:30. Financial statements presented, refer to general ledger and account balances for additional details, (discuss).

Accounts for payment:

Richard Goonan \$232.65 - Grocery's for general meetings and presentations event

Richard Goonan \$56.32 - Printing presentation event maps

Central Trophies and Gifts \$373.50 - Engraving and medallions

Stay in Control (Jim Russell) \$397.50 - Primary Schools event printing

Richard Goonan \$300.00 - Part completion of BSE Mapping (see quote provided for further details)  
CVOS \$66.50 – Lyell event printing  
K&L Gates \$385 – Trademark Registration (service fees)  
Stay in Control (Jim Russell) \$42.50 - One Tree Hill printing  
QH Golf Course \$200 – End of Year Event Hall Hire  
YMCA \$50 – Meeting Room hire  
Richard Goonan \$70 – Printer cartridge and paper ream (passed at April meeting, receipt to be provided)  
Heather Jones \$ 94.38 – Running top for Ian Johnston gift  
Heather Jones \$ 24.00 – Printing 'Bendigo Orienteers' on top  
Heather Jones \$ 35.99 – Transit bag for Ian Johnston gift

**Notes:**

Local event levies for 2015 have been completed by Peter Galvin, Aug-November payment \$1598.80 corrected as \$1727.60 (La Trobe sprint overlooked in original calculation). Local event income summary for 2015 circulated to committee with agenda. Preliminary profit and loss statement circulated to committee 23/11, updated summary of GEI to be circulated.

Invoice to C. Naunton (living it live) SI Stick Hire \$177 use at MTB event

Motion: Accounts passed for payment mvd PF, sec BG, cd.

Motion: Treasurers report be accepted, mvd CB, sec PF, cd.

**General Business:**

9:45. Space Racing 2016:

Club members will be contacted to seek further interest in organising SR for 2016 to be established as a sub-committee.

9:48. Committee Meeting Schedule:

January 4, 11, 18, 25 - to be decided.

February AGM, notice required one month prior.

Meeting closed 9:50

**Correspondence:** (not discussed)

Note: A full list of committee and secretary correspondence from RG for the October/November meeting to be tabled in lieu of previous meeting.

**Incoming:**

Lincoln Fitzgerald: re storage facilities, Lincoln replied to indicate a formal response to request is being developed by CoGB.

Sports Focus re: request for club details to be updated using online form, completed.

Dahlia and Arts Festival re: registrations open for stall/activity at Family Day 20<sup>th</sup> March at Canterbury Park Eaglehawk.

K & L Gates: re confirmation of trademark registration from Chris Round and certificate of registration from IP Australia.

Rob Edmonds: re updates completed for Mt Tarrengower map following use for the Maxi-3hr event, OCAD 10 map file to be provided to Neil Barr for future reference.

David Jones: re unavailable to organise the primary Schools Championships event next year (2016)

John Oliver: OA Merit badges now available, cost \$245, contact John to arrange postage.

Outgoing: Refer to printout (provided at meeting) for full details

**General Business:** (items not discussed)

OV Affiliation Fee increase: (noted)

Affiliation fees increased from \$100 to \$300 for large clubs (small clubs to remain at \$100). This has already been passed by OV.

Review Policy and Procedures: (discuss/decision)

Payments for mapping: Not discussed

To comply with the clubs legal requirements to manage potential 'conflicts of interest' it is important for club members (particularly committee members) undertaking mapping work to provide a quote prior to beginning the job. The committee may consider 'advertising' the work or seeking more than one quote if deemed necessary (e.g. jobs costing more than \$500 dollars), but at the very least, it is important that an agreed payment is disclosed prior to work commencing. If work cannot be completed to the specified quote, the committee should be informed and an appropriate solution agreed before final invoicing/payment. A quote for the BSE secondary collage map has been provided as an example.

Motion: Payment for mapping work undertaken by club members will require a quote to be submitted for consideration to be accepted prior to work commencing, the committee to be notified if the job is unable to be completed at the agreed and accepted value, any subsequent agreement to be recorded.

Headlights for hire at night events: (discuss)

Not discussed

See link [http://www.dx.com/p/t6-assault-crown-waterproof-xml-t6-3-mode-1200-lumen-white-led-bike-light-with-battery-pack-set-82508#.VmXz1\\_krKCg](http://www.dx.com/p/t6-assault-crown-waterproof-xml-t6-3-mode-1200-lumen-white-led-bike-light-with-battery-pack-set-82508#.VmXz1_krKCg) to find info on cheap headlights that could be provided for people to use at night events to encourage participation. Could be provided free or consider a \$5 hire fee to provide for future replacement. An affordable bright headlight may encourage people who don't want to make the investment in an expensive

light for just one or two event in the year? 20 lights approx. total cost \$1000 (about \$35 each plus postage, a pouch to carry battery also needed).

**Report/update ongoing items:**

Event Calendar 2016:

Calendar open for members to add their names as course setters and helpers, permission from other clubs re: use of Chewton Diggings, Wattle Gully, Mt Alexander and Kimbolton has been sought.

Permit application for early season events submitted (Parks Victoria) by Colin Walker 20/10/15, awaiting approval by Dja Dja Wurrung, further application required for remainder of the 2016 calendar to be submitted asap

Warwick Williams has requested to shift the twilight 3hr event to Friday to avoid clash with 'Sprint into Spring' events.

February Park Events:

Andrew and Craig have applied for \$5000 funding through OA participation grants, funding from the club may no longer be required

New managers – La Trobe Athletics Track

Contact Details: Craig Green (General Manager – Athletics Bendigo)  
E: [gm.athsbendigo@gmail.com](mailto:gm.athsbendigo@gmail.com) P: 0437 250 056

Key Role Descriptions: No further action

Defibrillator Grant: No further action

Club Phone: Phone has been collected and SIM will be activated for use in 2016

Equipment Audit and Register: Circulated, to be compiled

Club Trailer-refit: Following a clean-out and use of two box crates, storage space is adequate, no further action required.

**Additional Reports:**

Space Racing: No report

Go-Explore It:

Report from Julie Flynn following Heathcote trial posted on club website and Facebook pages

Mapping:

Bendigo South East – Quote provided, mapping almost complete.

Eaglehawk – No quote provided, Jim has asked Jason Carter to assist.

Black Crow Nominations: No report