

Minutes - Bendigo Orienteers Committee Meeting June 8th 2015, 7:30pm - La Trobe Athletics Complex:

7:35 Present: Richard Goonan (chair), Daryl Fleay, Heather Jones, Jim Russell, Ben Goonan, Andrew Wallace

Apologies: Peter Forbes

7:37 Minutes of the previous meeting (May 2015) accepted mvd JR, sec HJ, cd.

Business Arising:

7:39 Committee and General Meeting arrangements 2015: (confirm/advise)

Terry Davidson is not continuing on the committee, Peter Forbes is willing to take on a committee position to replace Terry. Motion: Peter Forbes be accepted as a new committee member mvd BG, sec DF, cd.

Consumer Affairs have been contacted to update the secretary's details, due to a delay in the implementation of their new online system the details will be updated asap, consumer affairs will notify the club when the system is ready.

7:41 Committee meeting schedule: (confirm/decision)

Committee meetings will be on the following dates: July 13th, August 10th, September 14th, October 12th, November 9th, and December 14th. Meetings will be at the La Trobe Athletics Complex, 7:30pm.

Motion: the monthly committee meeting schedule is confirmed for the remainder of 2015 mvd DF, sec HJ, cd.

Motion: scheduled monthly committee meetings will be up to 2hrs, with an optional 15 minute extension beyond 9:30pm if agreed by a vote, agenda items requiring further discussion may be scheduled for a special committee meeting. mvd HJ, sec BG, cd.

A special committee meeting may be scheduled for 15th/22nd/29th June to address deferred/additional agenda items. No decision, to be confirmed.

7:44 Access to Yorkshire Hill map: (discuss/decision)

When asked by RG about the source of the map file, [REDACTED] stated he got the map file from [REDACTED] who accessed the map file from [REDACTED].

Motion: Bendigo Orienteers will formally embargo the Yorkshire Hill map indefinitely to protect future access until another event can be arranged subject to permission, mvd DF, sec RG, cd.

7:50 Loan Proposal: (advise/discuss)

Legal advice received indicates the proposed financial arrangements fall outside the remit of a not-for-profit incorporated association. In this case the committee is unable to further consider the proposal.

Correspondence:

7:53 Refer to list of correspondence (internal/external): (discuss)

Incoming: Sedgwick Permit for 11 July has been issued.

Outgoing: Christopher Naunton re GPS proposal.

Financial Report:

8:00 Financial statements presented (refer to attached, discuss).

Motion: Treasurers report be accepted, mvd AW, sec JR, cd.

8:08 Financial management processes: (discuss/decision)

The practicality of passing accounts for payment at monthly committee meetings was discussed at the April meeting. It was noted that unnecessary delays should be avoided.

Motion: A financial management sub-committee be established to review current practices and reporting processes, with practical changes implemented where required mvd DF, sec BG, cd.

General Business:

8:17 OV International Internship: (discuss)

Two Bendigo families have contacted OV for hosting international orienteers through the OV scholarship program. The committee also discussed the opportunity for Bendigo Orienteers to run an independent program.

Decision – Seek interest from a club member to coordinate a Bendigo Orienteers program running independently to the OV scholarship.

8:25 Additional Club Computer: (discuss/decision)

Peter Creely purchased a computer for use by juniors, should the club offer Peter compensation (e.g. \$250) for this computer and encourage/make further use of it among juniors/members?

Motion: Peter Creely will be offered \$250 compensation in respect for his original purchase of the computer for use by junior club members and the computer will continue to be used for this purpose (also subject to the clubs future needs) mvd RG, sec BG, cd.

8:35 Future Storage Facility: (advise/discuss)

JR has continued to maintain the orienteering clubs involvement with the proposed Spring Gully Trail Head facility in partnership with Bendigo MTB club to include a future storage space for Bendigo Orienteers. JR has been in contact with Lincoln Fitzgerald from CoGB. Subject to further details, the committee support JR continuing to negotiate with the council on this proposal.

Motion: Secretary to write a letter to CoGB to formally express interest in a storage facility and involvement with the Spring Gully proposal mvd, HJ, sec, AW, cd.

8:45 Budget Guidelines: (discuss/decision)

The committee has no framework for assessing expenditure and allocating revenue to future projects. The financial management sub-committee may consider this in more detail.

Motion: the committee will undertake consultation with club members to assist preparation of a budget guideline. The budget guideline will be presented to club members for endorsement at an upcoming general meeting, mvd RG, sec DF, cd.

8:50 Member Survey: (refer attached info, discuss/decision)

The idea of combining a quiz and questionnaire was not considered favourably and the need for a clear purpose to the survey was highlighted. The overall potential for a survey to provide some useful information was identified. The use of an online survey format was suggested, and provides for ease of analysis. Some draft questions were considered to be unreasonable.

Meeting closed 9:00 pm

New Equipment: No discussion

General Club Meeting: No discussion

Additional information/notes to ongoing items:

Purchase of Results Computer:

Enquiries continuing, initial pricing for a touchscreen model was above allocated funds.

Review Policy and Procedures:

Safety management - a draft Emergency Response Plan is being prepared, and will be available for comment before the July committee meeting. A review of the club's Risk Management Plan would also be timely.

Missing SI sticks/cards:

1. 4406802, was given to 'someone' to try?
2. 1000752, was thrown accidentally into a dam by a school kid?
3. 1601477, Kristy Stockx and Julie Misson. They know they have it, and will return it to their next event
4. 1000799, was used at Mandurang 1, and Mandurang 2 by Greg Baxter

Club Trailer-refit:

Quote provided, Major Trailers \$411 (or less). Armstrong Trailers unable to do the work. A potential issue was identified with the length of drawbar (increased chance of jack-knife). Following further consultation with trailer manufacturer the proposed works will be ok.

Bendigo Primary Schools event:

Organiser – David Jones, entries have not been opened yet.

Deferred Items:

Key Role Descriptions:

Would it be useful for club members to have access to simple role descriptions for the types of things which our different 'roles of responsibility' undertake? This would also assist with the clear delegation of different tasks that are undertaken. We currently have an example with the Event Helpers info sheet, could this be expanded to cover/clarify other roles e.g. course setter/results?

What are all the different roles and what new roles may be useful for managing volunteer's assistance?

Club phone number:

Consider the feasibility/options for allocating a 'permanent' phone number as an emergency contact at local events. This will be addressed as par to the Safety Management Sub-committee, however is a temporary arrangement possible.

Local event entry process: (discuss)

Standardising the entry process for local events is required. Since the introduction of the O-Lynx touch program, confusion has arisen (on occasions) regarding the status of the manual result stubs.

O-Lynx touch and OE-2010 have been demonstrated to be an effective registration/results process, however continuing practical issues with equipment operation have prevented full implementation (e.g. without Jim/others conducting regular fixes on the go). Event entry and results process should be simple enough of ordinary members (event course setter/helper) to facilitate without assistance (i.e. prepare results program, set up equipment, and lodge compiled results).

Purchase of used SI sticks:

Consider purchasing used SI sticks from non-participating (past) members.

Equipment Audit and Register:

Because the club has no single storage space, club equipment may be stored (temporarily/permanently) in different locations. Following a recent event someone commented to the effect - I have a stack of those at my house we made several year ago for use at events. Would it be good to audit all club equipment and compile a register so we know who has what?

Digital Asset/Data Management Strategy:

Bendigo Orienteers own and use a variety of digital assets/data, however no consistent strategy is in place to guide how these are managed. Backup and security, inappropriate use, and copyright issues can arise where there is a lack of clear processes to guide asset/data management.

Archiving the clubs digital assets/data will be useful for any future update to the clubs history and is important for this reason alone. The archive may include both hardcopy storage and/or digital backups as appropriate.

Map printing for local events:

Some members have commented about the issue of map shortages at local events. Estimating map numbers is difficult due to the variability in participants per course from week to week, a logical strategy is required to address this issue. Event organisers can then be informed of the clubs preferred (standard) approach.

Reports:

Go-Explore It:

See attached report to VicHealth from the GEI group.

Mapping:

Black Crow Nominations: