

**Bendigo Orienteers Inc.
Committee meeting**

9 May 2016, 7:30pm
RMCG, 135 Mollison St, Bendigo

Present: Julie Flynn (chair), Peter Searle, Peter Forbes, Nigel McGuckian, Louise Hall (minutes), Heather Jones, Craig Feuerherdt, Jim Russell, Jacqui Knee, Alison Radford, Andrew Wallace, Jason Carter

Apologies: Peter Creely

Minutes from last meeting were accepted. Moved: Nigel McGuckian, seconded: Jim Russell

1. Action List (Business arising)

● **Mapping Policy** (Nigel McGuckian)

Discussion on Peter Forbes' draft policy. Mapping group is making good progress, but would also like input from Chris Creely, currently away.

● **Secondary Schools Championships** (Jason Carter)

Kids have been entered in event; we have 8 BGV club members, and 17 from Eaglehawk Secondary School. No other schools have entered a team.

● **Results processing** (Jim Russell)

The Club is currently very dependent on Jim to organise O-Lynx Touch setup and results. This is a job that needs to be shared around the club.

Last Saturday, a few people stayed after the event and watched as Jim set up the equipment, and showed how to do results at the end. There is a YouTube video available on Connecting up O-Lynx Touch, and Jim has written a tutorial. There are three steps involved:

1. set up file
2. equipment on the day
3. person on deck during the event

YouTube: <https://www.youtube.com/watch?v=rR55SxjTx5A>

Where to from here - we need group of 10 people to be rostered on during the year; maybe 3-4 to start with; these people can then train the next intake. Discussion on holding a mid-week results hands-on practice session. Action Item: Julie

● **Welcoming newcomers** (Julie Flynn)

Julie discussed having a group of (10?) people to be rostered on during the year to welcome newcomers and to act as a mentoring group. We have a stock of orange "helper" caps and a one-page basic instruction list. Terry Davidson has reviewed the newcomers box/information, and the Club brochure has been changed to reflect that the first event is free, then a 3-for-\$20 voucher is available for purchase.

Starter group to include Terry, Don Cherry, Jason Carter, Darren Eenjes, Nigel McGuckian. Still looking for more people to be recruited. We would only need one person per event. May need a current Working With Children check if shadowing a child (alone) around a course.

● **Archiving** (Louise Hall)

Charles Brownridge recently raised a concern that most of our current club information/records are stored in electronic format on the website, and that any future historian may have trouble accessing this data (especially in light of the mediawiki failure on our last website).

Charles has written an archiving policy, which states that electronic material should be backed up three times a year, and transferred to external media at the end of each calendar year - one copy to be kept with the minutes book, and one with the President. The Webmaster is to make the backups and the Secretary is to store them.

Nigel then raised the issue that we need to document the roles and responsibilities of each club position, and volunteered to do so. Action item: Nigel

Postscript: PDF archives are stored on the fileserver separate to any website software, ie, mediawiki or wordpress. So if the website fails for whatever reason, these archives will be unaffected. We still need to back up, however, as we can't rely on our server provider to maintain a current backup.

2. Secretary's report (Louise Hall)

- Letter from Sports Focus thanking us for our participation in the Eaglehawk Dahlia and Arts Festival. Thank you, Jason.
- Email from COGB asking if we would like to be involved in the Seniors Week activities 2-9 October. View from last year was that this was not viable.
- Email from Peta Whitford containing a copy of the funding agreement between Orienteering Victoria and Department of Health and Human Services. If anyone would like to see this, please contact the Secretary.

3. Treasurer's report (Andrew Wallace)

Andrew distributed a copy of the April General Ledger and Balance Sheet to the group. Event revenue is picking up, and he raised the question on whether we should open a new term deposit. Some discussion ensued over what the money is for, and what we could be doing with it.

Motion: that \$10,000 be transferred to a new term deposit. Moved: Louise Hall, seconded: Nigel McGuckian. Carried.

Treasurer's report accepted, moved: Andrew Wallace, seconded: Jason Carter

4. Events

● **Kooyoora SS Sunday 12 June** (Peter Searle)

Courses have been set, Andrew Cameron to put tapes out. There are two Start locations, to accommodate both shorter and longer courses in the good areas.

Peter S to meet with Rob Clark to get flyer etc into Eventor.

We may need to hire extra toilets for the picnic area; the bottom toilets are closed.

Craig has wording to put on the map regarding acknowledgement of country (Dja Dja Wurrung)

● **Dead Bullock Gully SS Sunday 7 Aug**

In progress: John Wilkinson, Peter Galvin, Colin Walker

● **Victorian Sprint Championships November**

We have been asked to host the Victorian Sprint Champs on Sunday 27 November, with a couple of extra events on Saturday 26 - the Saturday events will be the final two events in the Sprint Into Spring series. Request to use SI-Air. Our boxes are compatible, and Colin Price (AussieOGear) has up to 500 sticks for hire.

Sunday map choice:

1. Camp Hill (Rosalind Park) remapped to IOF standards 1:4000. Nigel to persuade COGB to allow us access to the park.
2. Virginia Hill (Eaglehawk)

- 3. La Trobe University
- 4. White Hills,

- **Womens promotional event** (Heather Jones)

AKA "Be In Control". To be held on Tuesday 31 May, 1:30pm, followed by coffee at Spring Gully. Heather would like a couple of women helpers out on course (Alison Radford, Jacqui Knee, thank you).

Will need 15 flags for the day (no controls)

- **Local events**

Volunteers still needed to set/organise 7 events.

Tea/coffee returning to local events - Judy Hill, Alison, Jacqui. Encourage people to bring picnic chairs and stay afterwards.

5. Space Racing update (Jacqui Knee)

Last week's event had 12-13 kids. Everything is now on Eventor, and the website is being actively updated. The group has contacted a number of schools, however only Eaglehawk PS responded.

We are learning that kids come with parents, so we need to target the parents. Should it stay school-based? We need a personal contact at the school for this to happen (eg, Craig at Camp Hill).

Nigel questioned whether it should be free, as it is essentially a promotional activity. We currently charge \$5 per event. Should we charge \$5 for membership, and let kids come to as many events as they like?

6. Equipment & facilities

- **SI equipment** (Colin Walker) – order is in with Sportident GmbH in Germany

- **Storage Shed** (Nigel/Julie)

Another look at the Mandurang site showed that it is not really suitable. The Quarry Hill site is perfect, and COGB advise that there are no obstacles with regard to leasing, etc. The land is public land with a long term lease to the golf club.

Suggested that we approach John Chellew to project manage.

- **Skills inventory** (Alison Radford)

Alison's Skills Inventory spreadsheet has been uploaded to the club's Google Drive, initially with edit access to everyone to update their own information. Unfortunately, only a few took advantage of this opportunity. Editing has now been shut down, and can only be done by users logging into the club's Gmail account directly.

This document is available to view from a link on the Archives page of the website: [Skills Inventory](#)

- **Uniforms** (Heather Jones)

Best price from Dirtyd is \$80, with a range of style options available. This is higher than the club paid last time we ordered (\$65). Agreed to keep the price to members at \$65, and to subsidise the difference. Heather to now contact members to place an order.

7. Alison's report: South Australia – what can we learn? (Alison Radford)

SA has a strong junior squad, running buses to events, etc. Many of the people who came through the squad are still active in the club(s). People like teacher Kay Haarsma also brought a lot of juniors in. At major events, each club has their own permanent job (starts, parking, etc), becoming very efficient. The SA state team (Southern Arrows) often put on events as a thank you for the support they receive. Strong social aspect, with tea and coffee, people checking on newcomers, debriefing afterwards.

Someone with environmental know-how - flora and fauna, rocks, aboriginal heritage, etc.
The club schedule is out early (Oct/Nov) for people to choose their preferred event/role - any holes in the roster get allocated with a shoulder-tap.

Emphasis on making sure that everyone gets involved

8. Planning meeting 1 May (Julie/Nigel)

Neil compiled everyone's comments and ideas into several areas: Why I enjoy orienteering; What could be improved; and What we might do about our issues.

We need to maintain a variety of different types of events. Course-setters Choice? How do we time events like Park Street Challenge to maximise flow into bush events (over summer after the sprint weekend?). Coaching days? Danger of over-commitment/burnout.

Where to next? Core group of Colin (fixture), Craig (PASC), and others.

Should start to map out 2017 at the July meeting.

Meeting closed 9:28pm

Next meeting: 13 June 2016, 7:30pm. RMCG office, 135 Mollison St, Bendigo. All welcome.

**Bendigo Orienteers
ACTION LIST**

New Items

Date Added	Item	Actioner
9-May-2016	Organise mid-week training session for O-Lynx Touch	Julie Flynn Jim Russell
9-May-2016	Document roles and responsibilities of each of the club office bearers, esp regarding time-dependent jobs.	Nigel McGuckian
9-May-2016	\$10,000 to be transferred to a new term deposit	Andrew Wallace

Current Items

Date Added	Item	Actioner
11-Apr-2016	Organise pre-pay credit card for club	Louise Hall
11-Apr-2016	Website updates: Skills Inventory , rules for Golden Sandshoe (on John's USB stick?)	Louise Hall
11-Apr-2016	Draft policy/procedures to handle Dja Dja Wurrung areas	Peter Forbes
11-Apr-2016	Newcomers plan of action/roster	Julie Flynn Terry Davidson Don Cherry
11-Apr-2016	Results processing documentation	Heather Jones (SIME) Jim Russell (O-lynx)
14-Mar-2016	First Aid course - get quote and availability	Louise Hall
14-Mar-2016	Trailer sale. Research possible sale prices	Nigel McGuckian
14-Mar-2016	Find and train up Eventor apprentice	club Jim Russell
14-Mar-2016	Extract PDF documents from dead mediawiki	Louise Hall
14-Mar-2016	Eventor widget for website	Louise Hall Craig Feuerherdt
22-Feb-2016	Participation records for Space Racing	Neil Barr
22-Feb-2016	Go Explore It project report	Peter Forbes, Craig

		Feuerherdt, Andrew Wallace
22-Feb-2016	Map version control through Eventor - investigation	Jim Russell
22-Feb-2016	Summary of permit issues with PV and DELWP	Colin Walker
22-Feb-2016	Mapping strategy and policy	Nigel McGuckian
22-Feb-2016	Space Racing	Nigel McGuckian, with AC, PC,JK
22-Feb-2016	Inventory of club assets	Nigel McGuckian
22-Feb-2016	Storage shed	Julie Flynn, Nigel McGuckian
22-Feb-2016	Club t-shirts, design options and supply.	Heather Jones Andrew Cameron
7-Feb-2016	SIM card from AMAYSIM	Louise Hall

Completed Items

Date Added	Item	Completed
11-Apr-2016	Contact and organise kids for the Secondary Schools O Champs in May.	Jason Carter