

**Bendigo Orienteers Inc.
Committee Meeting –Minutes
Monday 13th August, 7.30
RMCG, 135 Mollison Street, Bendigo.**

1 Welcome and apologies

Acknowledgement of the Dja Dja Wurrung as traditional land owners – Andrew

Present: Andrew Wallace (chair), Jen Ball (minutes), Lorraine Leversha (treasurer), Julie Flynn (vice president), Terry Davidson, Matthew Schepisi.

Apologies: Nigel McGuckian, Jacqui Knee, Wendy Taverna, Jim Russell, Peter Forbes.

2. Secretary's report (Jen)

- Sports Focus
- Emails were sent to Karina C, Michael L, Sophie T, Archie N, Serryn E, John and Caitlyn S re support for Australian Secondary School Championships.
- Replies have been received from Serryn, Michael, Sophie, Caitlyn and John who have accepted our offer of support. Karina replied saying that she is withdrawing from the championships for this year due to injury and other commitments.
- Minutes of the meeting held on the 9th July were presented and approved (moved Julie, seconded Lorraine)

3. Treasurer's report (Lorraine)

- General ledger and balance sheet were presented and approved. (moved by Lorraine, seconded by Jen)

4. Event report (Julie)

- Julie has updated the safety regulations. They will be printed and placed in the Newcomers tub as well as being displayed on the trailer. Incident Report forms will also be made available.
Action: Check on the OA website for a suitable Incident Report form which can be printed for use at our local events. Lorraine.
- Peter the Great map has been completed. Neil is currently working on the Fiddler's Green map.
- Neil has loaded 62 Bendigo club maps (bush and campus) onto a website which is part of Eventor. It is called OMap. The maps are all copyrighted. Orienteers can upload their tracks using Livelox. If a Livelox fee is paid by an individual then that person can view the tracks of other orienteers.
- Over the last month we have had successful events at Sedgwick North, Bird's Reef, Urban mining areas, One tree Hill, Pilchers Bridge and Blackjack gully. Thank you to all course setters and assistants. Neil will put a report about Ian's birthday event on the club website.
- Neil has prepared a report on the Urban mining event. It was based on O-Ringen which is the largest orienteering event in the world and consists of five races over 6 days. This year 5 maps were used over 2 days. Other maps could be used for a similar format next year.

- The twilight event at Ironstone hill will be organised by the Neylon family and Terry D will assist. The permit needs to be changed as the event will be held on Saturday evening instead of Friday.
- On the 19th August there is an event on the area previously known as Franklin Gorge. James Robertson is the event director. It would be great if Bendigo Orienteers could participate in an event organised by one of our younger members.
Action: Email Bendigo Club members to highlight the state event on Aug 19 and encourage participation. Julie

5. Action plan (Andrew)

- An email has been sent to the parents of our juniors who were selected in the Victorian secondary school team to participate in the Australian Schools championships offering our congratulations and support. Juniors will receive \$400 except for Sophie Taverna who will receive \$200 as she is also supported by CHOC who will also give her \$200.
- Peter G, Julie and Neil are currently sourcing pumps for our water containers.
- Julie has purchased yellow/green high vis vests to be printed for the course organiser and assistants to wear. Orange vests for the newcomer assistants can be found in the newcomer tub.
- Andrew has emailed David Jaffe with the proposal for our EOFY to be aligned to the calendar year with our AGM in early February.
- Andrew replied to David Jaffe providing feedback from the committee re coaches in residence.
- Louise H and Craig F were contacted for a more detailed explanation of what we can do to fix the problem with the website. The problem has been rectified.
- A letter of thanks has been sent to Colin for allowing the club to place a shed and host the trailer at the Woollen Mills. Julie has met with Colin regarding a MOA covering the use of the area and shed.
- Andrew has emailed members who usually tow the club trailer re-access code for the key safe.
- Julie has emailed the Child Safe document to Committee members to read over and provide feedback.
- The graphics for the signage on the trailer have been arranged and Nigel has obtained a quote for the sign to be painted.
- There has been no progress on the creation of a tab on the website for organising Bendigo events.
- There has been no progress on the creation of a document that will be published on the website to let all members know the policies.
- Jacqui, Terry and Julie are collating resources for beginners.
- Nigel is continuing to make sure that the club follows the MOU with the DDW and puts it into practice ie incorporating into event instructions.

Action: renew the Security Certificate for the website. Andrew/ Louise.

6. Site usage agreement with Bendigo Woollen Mills. (Julie)

- Julie has produced a draft MOA between the Bendigo Orienteers Inc and Colin Walker. It outlines the purpose and scope of the agreement, background, responsibilities of both parties and agreements as well as dispute resolution.
- The orienteering club agrees to pay an annual fee to Colin Walker for the use of the land on which the trailer is stored and the shed is built. This will be \$30 per month.

Action: Update the MOA draft between Bendigo Orienteers and Colin Walker (following feedback at the meeting) to be signed by Andrew W and Colin W. Actioner Julie.

7. Child Safe Standards (Julie)

- Julie presented the draft Child Safe Document to the committee and all were satisfied with the contents.

Motion: To accept the Child Safe Documents until it is voted on by members of the club at a later date. Moved Andrew. Seconded Lorraine.

8. Coaches in residence –Feb/March 2019 (Andrew)

- Andrew has received comments from David Jaffe. Coaches could be utilised in February /March. We need to have a plan in place before the end of September
- Andrew has emailed members re-accommodation but has not received any offers yet. David Jaffe would provide accommodation at Tylden if needed.
- OV does not support the use of coaches for mapping.
- The coaches could be used for planning or training of juniors.
- One suggestion is a Get set for orienteering series around the Castlemaine area which could suit people from clubs south of Bendigo as well.
- Mid Feb to Mid March would suit.

Action: To email David Jaffe with our suggestions from Aug 13 meeting re coaches in residence. Andrew.

9. Planning for 2019 fixture. (Julie)

- Julie has been working on a draft calendar which was presented to the committee.
- Bendigo orienteers are not organising a state series in 2019 but have several special events proposed. These include Bendigo ToDay in February, Night champs, Bendigo Classic Castlemaine series and BendigoO-ringen.

Action: Update the 2019 calendar and send to Peter Forbes to start obtaining permits and to Laurie Niven.

10. Pick My Project – Park and Street Challenge. (Julie)

- Andrew C. and Craig F. have submitted a project to Pick my Project. The funding (\$30,000) would go towards producing maps for a fortnightly park and street challenge. Our club is supporting their project. We have one month to vote.
- Coaches in residence could help if the project is successful.

Action1: Email Bendigo Orienteering members to encourage them to vote for the Park and Street challenge Pick my Project. Julie

Action2: Liaise with Craig to put the Park and Street Challenge project on the club Facebook page. Matthew

Action3: Put an article on the club website re voting for the Park and Street Challenge.
Andrew

11. Splits results on website. (Andrew)

- Split results on the website need to be fixed.
Motion: We pay a reasonable fee required to get the results section fixed. Moved Andrew
Seconded Julie.

Meeting closed 9.50

Next meeting Sept 10th

Bendigo Orienteers ACTION LIST - Updated August 2018

New Items

Date Added	Item	Actioner
13 August2018	Check on the OA website for a suitable Incident Report form which can be printed for use at our local events.	Lorraine
13 August2018	Email Bendigo Club members to highlight the state event on Aug 19 and encourage participation.	Julie
13 August2018	Renew the Security certificate for the website.	Andrew/Louise
13 August2018	Update the MOA draft between Bendigo Orienteers and Colin Walker (following feedback at the meeting) to be signed by Andrew W and Colin W. Actioner Julie.	Julie
13 August2018	Email David Jaffe with our suggestions from Aug 13 re coaches in residence.	Andrew
13 August2018	Update the 2019 calendar and send to Peter Forbes to start obtaining permits and to Laurie Niven.	Julie
13 August2018	Email Bendigo Orienteering members to encourage them to vote for the Park and Street challenge Pick my Project.	Julie
13 August2018	Liaise with Craig to put the Park and Street Challenge project on the club Facebook page.	Matthew
13 August2018	Put an article on the club website re voting for the Park and Street Challenge	Andrew

Current Items

Date added	Item	Actioner
12 Feb 2018	Create tab on the website for organising Bendigo events.	Neil/Louise
12 March 2018	Prepare a document that is published on the website to let all members know the policies. Andrew to send a group email to members who have been in the club long enough to bring to policies together	Andrew/Julie
12 March 2018	Collate resources for beginners	Jacqui
12 March 2018	Make sure the club follows the MOU with DDW and puts it into practice ie incorporate into event organising instructions.	Nigel McGuckian
9 July 2018	Purchase more pumps for the water containers.	Julie Neil Peter G

Completed items

Date added	Item	Actioner
14 May 2018	Email members about accessing and using the storage shed.	Andrew
14 May 2018	Write to OV to express concerns about training camps in February. Wait until after they have elected the new president and committee	Andrew/Julie
12 June 2018	Send a letter of thanks to Colin for allowing the club to place a shed and host the trailer at the Woollen Mills. Meet with Colin regarding a MOU covering the use of the area and shed.	Julie
12 June 2018	Email members who usually tow the clubs trailer re- access code for the key safe.	Andrew
12 June 2018	Email the Child Safe draft document to Committee members to read over the next month and provide feedback.	Julie
9 July 2018	Email parents to congratulate their son/ daughter or both on being selected in the Australian Schools Championships and to request preferred payment option and bank details if required.	Jen
9 July 2018	Purchase orange high visibility vests with Bendigo Orienteers printed on them for the Newcomers helper to wear. Purchase green/yellow high visibility vests for the organiser and assistant to wear for ease of identification.	Julie
9 July 2018	Email David Jaffe with the proposal for our EOFY to be aligned to calendar year with our AGM in early February.	Andrew
9 July 2018	Reply to David Jaffe providing feedback from the Committee meeting re coaches in residence.	Andrew
9 July 2018	Contact Louise Hall and Craig Feuerherdt for a more detailed explanation of what we can do to fix the problem with the website.	Andrew
9 July 2018	Obtain the necessary graphics and contact Jacqui Naunton to put the signs on the trailer.	Nigel