

Bendigo Orienteers Inc.

Committee Meeting Agenda: Monday 4 March 2019

Venue: Sports Focus office, 14 Nolan St Bendigo

Time: 7:30pm – 9:30pm

Chair: Julie Flynn

Minutes: Jacqui, Nigel, Lorraine, Alison, Peter S

AGENDA:

- 1. Acknowledgement of Country / Traditional Custodians** Julie F. (1 mins)
- 2. Attendance / Apologies:** Jenny Ball
- 3. Secretary's report**

Minutes from February meeting. Alison moved the minutes were correct and seconded by Lorraine

Information from Sports Focus – an Olympic Forum. Inviting Bendigo O Club to come along. No interest in participating from the committee and therefore no action is required

Dahlia and arts asking us to formally participate in the family day on 17th March to run a sample orienteering activity. Lorraine will formally reply to say that BOV will not be able to provide an activity that day.

Progress on action list

Items from February action list:

- Signatory
 - Still to do - Add Julie as signatory and remove Louise H Lorraine/Julie
- Investigate use of credit card facilities at events
 - Lorraine investigated GoPos light. \$12/month for terminal. 1.9% for MC and Visa card and 25c for cheque or saving. No joining fee, cancelation cost of \$150. OK to be a club, just need to change people's name on merchant card as needed. So can accept a club rather than individual as required with PayPal (is 3.5%). Would like to use BOV BB account. Would need a smart phone to run the device.
 - There is value for the club to have a mobile phone – to use this device and also have a number for the DELWP rangers want to call event organisers on the day. Most maps have mobile coverage.

Motion: Nigel moves that we buy a mobile phone. Peter second this

Motion: Nigel moves that we take up the GoPos light. Peter second this

- Both actions are passed. If no one will do the action, then the action will not occur.

Action: Julie to talk to Katherine about including the credit card facilities at the event on Eventor

- Website
 - Louise is happy to continue to maintain the website

- National carnival
 - No further information about the carnival
 - Use of Sports Focus venue
 - Jenny organised SportsFocus venue
- Items from previous action list
- Deposit money into BB account
 - Lorraine has completed this

4. Treasurer's report

Lorraine L. (15 mins)

Lorraine presented the treasurers report.

Invoice outstanding is the PO box renewal. Unsure whose address is associate with the PO Box.

Action: Need to change the email address on PO Box form to the treasurer – Lorraine.

Lorraine moved the report is correct and seconded by Nigel

5. Report from OVic Council meeting

Julie & Lorraine

Club fees

The majority of the clubs supported raising the fees. Bendigo club was the only club that did not.

At the autumn series bush events, it is \$20/adult and \$12/junior. The summer mtbo is \$12/adult and \$6/child.

We need to increase fees immediately or wait until next year.

The new increase in levies will go up from 55% of profit from our events to 62% profit for events.

Decision required: consideration of raising the event entrance fees for this season, in line with other bush events, given that the fee increase proposed by OVic was passed by all other clubs.

The increase in levies will be an extra \$600 for the BOV, so will consider not putting the fees up.

Motion: The club absorbs the fees for this season. Nigel proposed and Alison seconds the motion and the committee supports.

Coach in residence

The Coach in residence program not run next year.

6. Club Committee jobs (continued from Feb meeting):

Julie F. (60 mins)

- **Vacant president position: recruitment & management strategies**
- **Prioritise tasks (Ongoing Responsibilities doc)**
- **Allocate high priority tasks**
- **Decide what cannot be done with current resources**

Task No	Role	Description	Person
1	Eventor	Katherine McMillan is Eventor administrator. She can do all tasks and asked for clarification on some. Action: Nigel to have administration access to Eventor as the member organiser.	Katherine McMillan
1e	Livelox	If the club has membership, all the BOV members can watch how all members participate in an event. Can link to it from Eventor, through the membership. Motion: Nigel proposes that we purchase an annual membership and review in a year. Peter seconds this and all agree. Action: Julie to ask Neil to find out how much the annual subscription for Livelox is	
2i	Facebook administrator	Jim doesn't want to continue as FB administrators. Claire Brownridge, Don C, Craig F, Chris and Louise are all listed as administrators Action: Check whether they still want to be involved and update	
3	Treasurer		Lorraine
4	Equipment		Peter S
5	Secretary	Other roles will include: 9. Correspondence	Jenny
8	Mapping		Neil
6	President	Still no one to fill the role Other roles to take on include: 7k. Organise EOY & AGM 13e. Address complains related to club activities	
7	Events officer	there is the possibility that this could be a position we employ someone	
7b	Events permits		Peter Forbes
7l	Organiser of relay teams		Darren E
7n	Organise high level events	Special appointment	
7a	Annual calendar	Small group contributes to this – Julie, Neil and Louise have access to updating the google docs spreadsheet	
10	Member welfare / services	Create new tasks: i. Welcome new members and provide information j. Information regarding purchasing SI sticks	Nigel
11	Policies		Committee
12	Resources		Committee
13	Community engagement	Schools	Jacqui
14	Environment		Nigel
15	Indigenous heritage		Nigel
16	Continuous improvement		Committee

Action: Julie to tidy up the list and put names to these

Action: Finding a new Club president – list of people who would consider being president

The role involves keeping track of the business and this takes the energy

7. Australian Championships Carnival 2021 (from Mark H's presentation) :

Decision required: does the committee support the idea of having the Aus Champs based in Bendigo in 2021? If so, what do we hope can be achieved for our club & orienteering?

Julie would like to talk to more of the members about this event, including Chris N who may be able to have a paid role.

The committee does not have a proposal from Mark and Neil yet.

OV need to make a decision soon regarding where the event will be held as there needs to be embargoes on the maps for 2 years.

Need to think about – what do we hope to be achieved for our club and orienteering locally?
Could there be some come and try events?

Go in with a few conditions – that there is an overall event manager and be clear about each of the events role or clubs end up with same task to show there is consistency across the clubs.

8. Club events (carried over from Feb meeting): **Julie F. (15 mins)**

Event permit update (Peter Forbes)

DELWP requires club safety plan on the website. Individual safety plan is on website.

The club safety plan needs to be updated and put on website – need an overall one

Have a club phone available for ranges to ring o the day

Permit available at the event

To call ranger one week before the event – to be done by Peter or organiser

Action: Update the course setter instructions to include all these arrangements (Neil?).

Tasks to be completed for start of season

None recorded

9. Other times

Monthly newsletter –

Peter proposed trialling a newsletter. The committee supported this. It will be a fantastic initiative.

Action: To send out before the meeting each week.

Primary school activities

Committee happy to support CNPS, Eppalock PS and Longlea Reserve for the primary school mapped to use.

Action: Jacqui to organise the mapping of Eppalock PS and Longlea Reserve and Castlemaine North Primary School when construction has finished.

10. Close of meeting and next meeting date:

Julie F. (1 min)

Monday 1 April, 7pm at the SportsFocus offices

Bendigo Orienteers
ACTION LIST Updated February 2019

New Items

Date Added	Item	Actioner
4 March 2019	Julie to talk to Katherine about including the credit card facilities at the event on Eventor	Julie
4 March 2019	Need to change the email address on PO Box form to the treasurer.	Lorraine
4 March 2019	Julie to ask Neil to find out how much the annual subscription for Livelox is	Julie / Neil
4 March 2019	Check whether Claire Brownridge, Don C, Craig F, Chris and Louise still want to be Facebook administrators?	Julie
4 March 2019	Julie to tidy up jobs list, including recording names against jobs and circulate	Julie
4 March 2019	Finding a new club president – put a list together of people who consider being president	Committee
4 March 2019	Nigel to have administrator access to Eventor as member organiser	Nigel
4 March 2019	Update the course setter instructions to include all the arrangements required by the DELWP permits	Neil?
4 March 2019	Send out newsletter prior to each meeting	Peter S
4 March 2019	Jacqui to organise the mapping of Eppalock PS, Longlea Reserve and possibly Castlemaine North Primary School when construction of new room finished	Jacqui

Current Items

Date added	Item	Actioner
11 February 2019	Add Julie as signatory and remove Louise H	Lorraine/Julie
11 February 2019	Investigate the purchase of mobile phones and the use of Square for credit card payments. This will be reported at the next meeting.	Lorraine
11 February 2019	Check to see if Louise is willing to continue her role in maintaining the website.	Julie
11 February 2019	Develop a draft proposal for Bendigo Orienteers involvement in the 2021 National Carnival.	Neil/Mark
11 February 2019	Confirm meeting dates and times with sports focus and the arrangement for key pick up and lock up.	Jenny
10 Sept 2018	Investigate depositing an additional \$8,000 into an existing fixed term deposit.	Lorraine
10 Sept 2018	Sign MOA between Bendigo Orienteers and Colin Walker.	Andrew
10 Sept 2018	Ask Nick B to be an administrator for the Bendigo Orienteers Facebook page.	Jacqui
10 Sept 2018	Update google page with information for course setters	Neil
10 Sept 2018	Have a sign made that says to park only on roads.	Julie

13 August 2018	Renew the Security certificate for the website.	Andrew/Louise
9 July 2018	Purchase more pumps for the water containers.	Julie Neil Peter G
12 March 2018	Collate resources for beginners	Jacqui Terry Julie
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
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

Completed items

Date added	Item	Actioner
11 January 2019	Bring drinks, salads, tablecloth and utensils to Fizz and Fowl/AGM. Bring trailer	Julie
11 January 2019	Supply chicken	Lorraine
11 January	Supply fruit platters	Jen
11 January	Put an article on the website to advertise the fizz and Fowl event and include mention of the AGM and subsequent elections.	Andrew
11 January	Email Peter Searle or Peter Galvin to see if they are available to be facilitators.	Andrew
11 January	Email all members of the Bendigo Orienteers prior to the AGM. Attach the AGM Agenda, Minutes of the previous AGM and SGM, Profit and Loss statement, Balance statement and Draft Child Safe Policy	Jen
10 Sept 2018	Organise the venue for the 2018 presentations.	Andrew
10 Sept 2018	Organise the orienteering activity to be held before the lunch and presentation.	Peter/Andrew
10 Sept 2018	Organise food and drink for the presentation lunch.	Jen
10 Sept 2018	Organise the return of trophies and engraving of 2018 trophies and medals.	Lorraine.