

Minutes - Bendigo Orienteers Committee Meeting May 11th 2015, 7:30pm - La Trobe Athletics Complex:

Present: Richard Goonan (chair), Andrew Wallace, Terry Davidson, Charles Brownridge, Jim Russell, Heather Jones, Ben Goonan

Apologies: Darren Eenjes

Minutes of the previous meeting (April 2015) accepted mvd CB, sec BG, carried.

Business Arising:

Committee and General Meeting arrangements 2015:

The following committee members/roles were endorsed.

Richard Goonan (President/ fill in Secretary), Jim Russell (Vice President), Andrew Wallace (Treasurer), Heather Jones (committee), Terry Davidson (committee), Darren Eenjes (committee), Charles Brownridge (committee), Ben Goonan (committee). Two ex-officio committee members are also available as required by the committee, Daryl Fleay and Peter Searle.

Motion: New committee members and roles be endorsed mvd RG, sec JR, carried.

Committee meeting schedule:

Monthly committee meetings will be scheduled for the second Monday of the month at 7:30pm.

Review Policy and Procedures:

Safety Management Sub-committee (Phil Robertson, Richard Goonan) will review and update the clubs emergency response plans. Club members will be invited to join/assist. To be completed ASAP, draft to be provided for comment.

Communication: following discussion at the March meeting, emails addressing club business should be recorded as club correspondence. To achieve this committee members can 'cc' their emails (in and out) to the secretary. While simple thankyou and confirmation messages are not required, in most cases correspondence will relate to club business and should be recorded, particularly if other organisations are involved. Individual club members acting on behalf of the club have a responsibility to provide a record of their correspondence. Incoming messages to club email addresses can be redirected to both the recipient and the secretary, outgoing emails from private computers will need to be 'cc' to the secretary. A summary of monthly correspondence will be presented with the correspondence report.

Motion: As far as practical all email communication representing the conduct of Bendigo Orienteers business undertaken by committee members, positions of responsibility, and where required general club members, will be recorded by the club secretary, a summary will be available at monthly committee meetings, mvd RG, sec CB, carried.

Minutes:

An interim trial using an audio recorder to record meetings has been successful, two minutes (March/April) have been prepared using this method. Committee members will have opportunity to make corrections to the minutes prior to each monthly meeting.

Correspondence:

Refer to list of correspondence attached:

Items discussed:

CoGB letter (Anne Marie Roberts) re: senior's week activity in Rosalind Park. Council to provide further info closer to the event.

Jeff Sharp email re: listing events on Playz Website. Some local events could be listed as a trial, with a specific contact person for pre-event registration.

Sports Focus email re: Club details update form to be returned, overdue.

Financial Report:

Refer to financial statements attached. Motion: Treasurers report be accepted, mvd AW, sec HJ, carried.

Updating signatories:

Account signatories will be updated with three current committee members. One of these signatories will be assigned a security token for use with electronic transactions.

Heather Jones (signatory, electronic banking token), and Charles Brownridge (signatory) were nominated by the committee to replace existing signatories.

Invoice payment processes:

The practicality of presenting invoices at monthly meetings (with the financial report) to allow opportunity for viewing by the committee before payment, was discussed. It was suggested that some routine invoices could be nominated for immediate payment to reduce accumulation of unpaid invoices to a manageable level, unnecessarily holding invoices was seen as undesirable. To be considered further.

Administrative equipment:

Paper, printer cartridge re-fill/replacement, and mobile phone credit is required for use by the president/secretary.

Motion: The president/secretary will be reimbursed for purchase of office supplies as required for use managing club business, mvd HJ, sec CB, carried.

General Business:



Two issues were discussed, 1) un-paid membership and 2) unauthorised access to Yorkshire Hill (map on DOMA).

1) Membership has now been paid.

Note: Bendigo Orienteers membership policy as per Eventor arrangement membership is due from November and lapses on 28th February of the new year.

2) Prohibited access to Yorkshire Hill map and DOMA file.

Motion: [REDACTED] will be contacted on Wednesday 13th May (by the club president) and asked to remove the map from his DOMA account immediately, if not removed by Thursday 14th May a formal letter will be sent, mvd CB, sec AW, carried.

A further question was not fully resolved: Given this is a restricted area and high value club asset, how was [REDACTED] able to access the digital map file for use on Condes?

Loan Proposal:

At the April meeting, Chris Naunton outlined a proposal for a loan/equipment leasing agreement (\$12,000) from club funds to support his GPS tracking business development (refer to attached document).

Decision: Before making further consideration, legal advice will be sought regarding issues around pecuniary profit to determine if the proposal is legitimate.

Following legal advice a special committee meeting will be called to specifically consider a decision and process to proceed before putting a motion to a general meeting for final approval.

Club Computer/Tablet:

Purchase of a computer for use with results was discussed at the April meeting. Motion: Suitable hardware be reviewed and consider for purchase, mvd PS, sec DC, carried.

Decision: A new tablet is not currently required, the clubs existing tablet will be satisfactory. Motion: A quote for laptop and case to the value of \$2500 be obtained by RG, mvd CB, sec HJ, carried.

Local event entry process:

A replacement result computer may not be available for local event on May 23rd.

Decision: A temporary alternative will be required for upcoming events when Jim (result computer) is away until the club computer is available. Approach Colin Walker to use the SIME result system if required.

Further changes to the entry/results process were not discussed, requires further consideration.

Bendigo Primary Schools event:

The event has been arranged for October 16th at Koolamut Scout Camp, on the Norfolk Hero map.

Weekly e-Bulletin:

Decision: No immediate replacement will be sought. Following further consultation with members (e.g. via member survey) seek assistance from members to continue the e-bulletin in the future, using a format that is considered practical/user-friendly.

Missing SI sticks/cards:

Decision: JR to follow up sticks with people involved.

1. 4406802, 'someone'
2. 1000752, what schools event was this used at?
3. 1601477, Kristy Stockx and Julie Misson.
4. 1000799, Greg Baxter. Wasn't to be found after the Vic Champs weekend.

International Internship: No discussion.

Club Trailer-refit: No discussion

Permit Application: No discussion

Budget Guidelines: No discussion

Member Survey: No discussion

Equipment Audit and Register: No discussion

New Equipment: No discussion

Key Role Descriptions: No discussion

Club phone number: No discussion

Purchase of used SI sticks: No discussion

Digital Asset/Data Management Strategy: No discussion

Storage facility: No discussion

Reports: No discussion

Go-Explore It:

'Go Explore It' is starting to move from its infancy into being able to be introduced to some schools.

We have a logo and are in the process of having an informational website created. Eventually this will enable GEI participants to register and manage their participation.

Jenny Ball and Joanne Cherry have created a curriculum program for grades 5 & 6. This will enable teachers to undertake exercises in the classroom after the physical activity.

Two events have been run at Big Hill Primary school and they are now keen to attend the Bendigo primary school championships. Spring Gully, Camp Hill and Eaglehawk primary schools are also interested for later term 2 and term 3.

Chris Naunton started mapping Heathcote and the two primary schools. This area will be the first test, and used to measure success of the next phase of the GEI concept by having students engage their family and friends. The ultimate aim of GEI is to funnel participants into our local orienteering program from Space Racing through to bush events.

The key to our approach is having ready-made steps so the students can develop their orienteering experience in bite size pieces while engaging their families. There are many exciting features which can be introduced to expand the educational outcomes such as including historical elements through Terry Davidson's association with the Historic Society. These ideas will be explored and introduced once we have suitable base maps and technology in place.

Mapping:

Chris Creely - Current mapping project is the Mandurang Pony Club for Space Racing and possibly a sprint event at some stage. More work finalising details still needed, but it's not too far from being finished. No mapping projects planned following this.

Neil Bar - A first draft of Camp Hill is completed. The next task involves carefully rechecking everything and redrawing to enhance legibility. Nothing else commissioned by the club is underway at present.

Chris Naunton - Heathcote mapping started. Overall, slower than first thought due to the amount of work involved and other commitments. Two school maps have been produced, final presentation to be completed. The whole town map has still got a fair bit of work required e.g. forest and park areas have a bit to go. North part of town is close to being done. South part of town has got a bit to go e.g. need to manually work out a lot of the property boundaries as the import of data didn't bring them up, and the forest area also requires more work. May require assistance to complete.

Black Crow Nominations:

Apparently two experienced orienteers volunteered to set up the pre-start clock for a recent major event, and assured the event organiser it would be ok. The time was set and both parties conferred it was correct, apparently as a finishing touch a slight adjustment of a few seconds was also made. The start clock looked spectacular ticking away loudly, ready for action, when it was realised (by someone else, sometime later i.e. the event controller) that the time was set 6 minutes late (not early)! Woops,

Meeting closed: 11:15pm