

**Bendigo Orienteers Inc.  
Committee meeting**

Monday 6 February 2017, 7:30pm  
RMCG, 135 Mollison St, Bendigo

Present: Julie Flynn (chair), Louise Hall (minutes), Andrew Cameron, Peter Creely, Colin Walker, Jason Carter, Alison Radford, Nigel McGuckian

Apologies: Andrew Wallace, Peter Forbes, Jacqui Knee

**Secretary's Report** (Louise Hall)

- Action List update (see attached)

**Treasurer's Report**

- *deferred*

**Discussion about Committee principles**

- Start and finish meetings on time
- Accept decisions of the committee
- All committee members to take on some roles / responsibilities and try to involve other club members in the operations of the club
- Acknowledge the efforts of all club members
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Things we want to do:

- Newcomers recruitment/info/pack to be sent to all new members – Nigel to follow up
- Events download (from spreadsheet/eventor) as calendar file – Jason to contact Craig for advice
- Hard copies of calendar – Colin to get printed, add magnets

**Club roles and responsibilities**

- separate sheet completed (see attached)
- Committee members agreed on individual roles

**Schedule of 2017 Meetings**

2<sup>nd</sup> Monday of each month:

13 March  
10 April  
8 May  
12 June  
10 July  
14 August  
11 September  
9 October

13 November

11 December

### **Event Planning**

- Vic relays: Andrew Cameron has agreed to be team manager for the event on Sunday 5<sup>th</sup> March, Darebin parkland. We want as many teams as possible to participate. Andrew to send out email urging people to renew memberships
- Event permits: Parks Victoria fees for 2017 are excessive. Nigel, Colin, Julie to discuss with our contacts at Parks Vic
- 2017 calendar still needs course setters and helpers. Peter Searle has offered to set a 40<sup>th</sup> anniversary event later in the year
- Julie/Neil to write “rules” for training and short format events
- Middle distance champs 2018 – Jim needs official club support

### **General Business**

- OV Strategy Day – all committee are members invited to attend this on Saturday 25 February 3pm – 5:30pm for discussion on how to stimulate bush orienteering in Victoria. Consider what support we can seek from OV.
- Support for members who are selected for JWOC and WOC teams. Last year we neglected to discuss this at committee level and Leon Keely missed out on support. Motion: The club will support members who are selected in the WOC or JWOC teams with a financial contribution. Moved: Nigel McGuckian, seconded: Jason Carter
- We have an athlete from Denmark coming over to Victoria for 6 months, staying with the Camerons for a month in September. Available for coaching, training, 3-days a week. What is the best way of using him? Committee member to consider what he can do to support the club.

Meeting closed 9pm.

- Further informal discussion about the need for a development coordinator; Andrew Cameron agreed to take on this role and recruit other key members to support this work.

**Bendigo Orienteers  
ACTION LIST**

*New Items*

<b>Date Added</b>	<b>Item</b>	<b>Actioner</b>
6-Feb-2017	Shed – Nigel , Peter C to meet on site and map out area	Nigel McGuckian Peter Creely
6-Feb-2017	Newcomers recruitment/info/pack to be sent to all new members	Nigel McGuckian
6-Feb-2017	Events download (from spreadsheet/eventor) as calendar file	Jason Carter
6-Feb-2017	Hard copies of calendar, printing, magnets	Colin Walker
6-Feb-2017	Discussion around junior development	Andrew Cameron Peter Creely
6-Feb-2017	Rules for training and short-format events	Julie/Neil

*Current Items*

<b>Date Added</b>	<b>Item</b>	<b>Actioner</b>
23-Jan-2017	Remove metal PASC stakes from control sites (safety hazard)	Andrew/Louis Cameron
11-Apr-2016	Website updates: * rules for Golden Sandshoe (on John's USB stick?) * extract PDF documents from dead mediawiki	Louise Hall
11-Apr-2016	Mapping: * Strategy and policy * Draft policy/procedures to handle Dja Dja Wurrung areas	Nigel McGuckian Peter Forbes
14-Mar-2016	Trailer sale	Jason Carter
22-Feb-2016	Storage shed	Julie Flynn Nigel McGuckian

*Completed Items*

<b>Date Added</b>	<b>Item</b>	<b>Completed</b>
23-Jan-2017	Add link to map archive from website; remove coursesetting docs from fileserver and link to map archive	Louise Hall

## Informal roles

<b>Position</b>	<b>Role description</b>	<b>Member name 2017</b>
President	Keeping an eye on everything, liaising with state association,	Julie Flynn
Vice President	Helping the President	Nigel McGuckian
Secretary	Correspondence/ minutes	Louise Hall
Treasurer	Managing income and expenditure and reporting	Andrew Wallace
Committee member	Decision making &	Peter Forbes
Committee member	Decision making & Events planner	Colin Walker
Committee member	Decision making & Equipment manager	Jason Carter
Committee member	Decision making & Communications	Peter Creely
Committee member	Decision making & Junior development coordinator	Andrew Cameron
Committee member	Decision making & Social coordinator	Jacqui Knee
Committee member	Decision making &	Alison Radford
Member coordinator	Makes contact with members, gathers info on how they would like to be involved in the club	Nigel McGuckian
Welcoming Newcomers	Organise a roster of people who welcome and assist newcomers at local events	Julie Flynn
Mapping committee (Chair)	Chairing a small mapping committee to develop policy and recommend action to the BO committee	Nigel McGuckian
Mapping technical advice	Providing advice on mapping to the committee	Neil Barr
Technical coordinator	Support club members to learn how to set up files and computer for events	

Uniforms	Order and distribution of uniforms	Heather Jones
Junior development coordinator	Keep track of juniors, support their individual skills development, etc	Andrew Cameron
Social coordinator	Update tea/coffee equipment in trailer, organize one social event each year	Jacqui Knee / Judy Hill / Alison Radford
Events planning	Prepare calendar of events and obtain permits from Parks and DELWP	Colin Walker
Eventor management (local)	Make sure event information is updated, assist organisers to do this.	Andrew Wallace
Equipment	Maintain equipment and .....	Jason Carter
Orienteering Victoria	Liaise with OV	President & Neil Barr
Orienteering Australia	Liaise with OA	Craig Feuerherdt
Communications		Don Cherry / Peter Creely
Web master / facebook	Maintain web site	Louise Hall
Computers IT	Organise set up of computers for events	Pool of people...
Park Street orienteering	Manage Park Street events	Craig Feuerherdt / Andrew Cameron
Building a shed!!!		Nigel McGuckian/ Colin Walker
<b>General roles</b>	<b>Many members take these roles throughout the year</b>	
Course setter		
Event organiser		
Event assistant – entries/ results		
Event controller		