

Bendigo Orienteers Inc.
Committee Meeting Minutes.
Monday 11th February 2019 , 7.00 pm
168 MacKenzie St Bendigo

1. Acknowledgement of Country/ Traditional Custodians- Julie F

2. Attendance/ Apologies- Jenny B

Present: Julie Flynn (Chair) Lorraine Leversha (Treasurer) Jenny Ball (Minutes)
Jacqui Knee, Alison Radford, Peter Searle, Neil Barr, Jim Russell, Mark Hennessy

Apologies: Anne and Geoff Robinson, Andrew Wallace, Nigel McGuckian.

3. Secretary Report- Jenny B

- Correspondence from:
Consumer affairs – Annual statement notification
Active Activities- completion of listing
Carl Dalheim- Nominations for OA Annual awards
Chelsea Mullavey- re- fee proposal.
- Minutes of the meeting held on the 11th January were presented and approved. (moved by Jenny, seconded by Julie)

4. Treasurer's report- Lorraine

- General ledger and balance sheet were presented and approved.
(moved by Lorraine, seconded by Alison)
- With a new committee signatories need to be changed. Nigel and Lorraine will continue. Julie will be added and Louise will be removed.
- The OV fee increase proposal was discussed. We need to continue to think about the proposed fee change and the implications for our club.
- The option for card payments as well as cash payments for local events was discussed.

Action: Add Julie as a signatory and remove Louise. Lorraine/ Julie

Action: Investigate the purchase of mobile phones and the use of Square for credit card payments. This will be reported at the next meeting.
Lorraine

5. Club Committee jobs- Julie

- Last year a document outlining ongoing responsibilities in orienteering club administration was produced by Andrew W. The document outlines responsibilities in 16 areas. These are: Eventor admin, Bendigo Orienteers website, webpages and club email addresses, Treasurer,

Equipment, consumables and external services, Secretary, President, Events, Mapping, Correspondence, Member welfare, Policies, resources, Community, Environment, Indigenous Heritage and Continuous improvement.

- The first 6 sections had tasks prioritised and members were allocated to these roles. Not all tasks will be able to be done with current resources. The President position for example has not been filled at this stage.
- Julie will liaise with Katherine M in the Eventor admin role. Louise H will be approached to see if she is happy to continue website tasks. Andrew W has already prepared an events roster which he is updating. Lorraine will fulfil the treasurer role. Peter S will be responsible for monitoring equipment. Jenny will take on the role as secretary.
- Next meeting we will continue to prioritise and allocate tasks.

Action: Check to see if Louise is willing to continue her role in maintaining the website. Julie

6. New mapping standards- Neil

- Neil presented a paper and two examples of maps that he has been working on to pass IOM standards. The guidelines are very detailed. The rule file used by CheckOMap contains over 7000 rules. As a result mapping has become an enormous, time consuming challenge.
- There are only 4-5 maps in Australia that are compliant.
- The Fiddlers Green map that Neil has worked on complies with IOMS 17. It is therefore suitable to be used for world ranking events rather than just local events.

7. Australian Championships Carnival 2021- Mark

- Mark gave a power point presentation about the possible involvement of Bendigo Orienteers in the Australian Championships in 2021.
- Organising a national carnival could maximise overall participation, offer safe enjoyable experiences and generate a legacy for the future at both local and state levels.
- Maps that could be used include the recently completed Fiddler's Green which is of the approved standard. Other maps could include Korong, Kooyoora, Wedderburn, Tarrengower, Rosalind Park, Braemar College, Hanging Rock, Myers Creek, St Justs and Royal George.
- Committee members are urged to talk to other members about organising a 2021 carnival.

Action: Develop a draft proposal for Bendigo Orienteers involvement in the 2021 National Carnival. Neil/Mark

8. Club events: Julie

- The event permit update and organisation of tasks to be completed for the start of the season will be deferred until the next meeting.

9. Committee meeting schedule/chair/venue for 2019 – Julie F

- The sports focus meeting rooms are available for meetings at no cost because we are members. The rooms are available on the first Monday of the month.
- Members of the committee agreed that 7.30 is a suitable time to start our meetings.
- A motion was passed that we hold our committee meetings on the first Monday of the month at 7.30 at Sports focus. Moved Peter S. Seconded Jacqui.
- In the absence of a president discussion was held about who would chair the meetings. This role may be shared.

Action: Confirm meeting dates and times with sports focus and the arrangement for key pick up and lock up. Jenny

Next meeting will be held on March 4th at 7.30 at Sports Focus.

Bendigo Orienteers
ACTION LIST Updated February 2019

New 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

Current Items

Date added	Item	Actioner
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.