

Bendigo Orienteers Inc.
Committee Meeting Minutes.
Monday October 7th 5.00pm
Sports Focus Office, 14 Nolan Street Bendigo

1. Acknowledgement of Country/ Traditional Custodians- Julie

2. Attendance- Jenny

Present: Julie Flynn (chair), Jenny Ball (minutes) Lorraine Leversha (treasurer) Alison Radford, Peter Searle,

Apologies: Nigel McGuckian, Jacqui Knee.

3. Minutes of previous meeting- Jenny

Minutes of the meeting held on Monday 2nd September were approved (moved by Julie and seconded by Peter)

4. Secretary's report-Jenny

Correspondence received:

Sports Focus- September e-news
Club liquor licence
Responsible serving of alcohol
Aislinn Prendergast – October council meeting

Progress on Action List- all

- Lorraine contacted the Neylon family who organised the Mosquito Creek event to see if they knew where the phone used for card payments had been put after their event. It had been placed with the printer equipment. Because the phone was located there is no need to purchase a new one.
- Neil has purchased Condes version 10 for the Bendigo club. This will be sent to event organisers at the start of the 2020 season.
- Julie has emailed Craig F to request the use of park challenge phones for Livelox at bush events. Craig is going to check the capacity of the phones to see if they would be suitable.
- Julie is going to notify members of the change in person responsible for organising control collection when the draft calendar is sent out. As of next year the course setter on the day will be responsible for organising control collection.
- Jacqui is currently making notes on how to run a school fundraiser to make planning and running of events easier in the future.
- Julie has emailed Katherine about putting aggregate points for the bush classic series on Eventor and adding points for the organiser of an event.
- Julie has written an article for the next newsletter to encourage members to take a turn on the committee in 2020.

- Julie will talk with Andrew W re further communication with DELWP regarding the bike trail network.
- Julie is currently tidying up the jobs list including recording names against jobs to circulate
- Jacqui, Terry and Julie are currently updating a brochure for newcomers.
- Some policies have been put on the club website and Julie is going through others to be published.

5. Treasurer's report- Lorraine

General ledger and balance sheet were presented and approved (moved Lorraine, seconded Alison)

6. Portfolio reports

Equipment

Club Computer

- The club computer used on competition day is working better since Jim and Toph labelled the correct USB port to use. Sometimes the computer system fails which adds to the stress on organisers on the day. There are other systems that can be used. Wendy T has success with SI Droid which is available as an app and does not require a complex set-up. Another system is MEOS (made easy orienteering). These options can be explored over the Summer break.
Action: Check the equipment at the end of the season and locate control flags that are in better condition than those used at present. Peter
Action: Check the first aid box and replenish if needed. Peter

Phone

- The phone has been located and is working fine.

7. Club events-All

- Julie has sent part of the draft 2020 calendar of local events to Peter F. He will wait until the calendar is finalised before obtaining permits.
- OV has a meeting on October 18 when they will organise events for 2020. We will need to wait until after this meeting to finalise our calendar.

7. General Business-All

Water on courses policy- BGV and OV

- At a recent event at Kangaroo Crossing, the provision of water was insufficient leading to several competitors not finishing their courses and others becoming dehydrated. OV was to review the policy regarding water in February 2019. We also need to review our policy on the provision of water.

Action: Prepare an email to support the review of drinking water policy for the OV meeting on October 25th and express disappointment that current policy was not followed at the Kangaroo crossing event. Alison

Action: Amend the Bendigo Local event guidelines which refer to water placement. Julie

End of year presentations

- Presentations will be held at Victoria Hill. There is a good barbeque and toilets. Nigel will organise an orienteering activity. The club will supply meat, drinks and bread. People can bring a salad or dessert to share. There are no dishwashing facilities so people will be asked to bring their own plates, cups and cutlery to take home.

Action: Put an item in the newsletter for members to email **Jenny,** secretary@bendigo-orienteers.com.au if they are planning to attend the presentation. Peter

Action: Put a reminder in the newsletter and email trophy winners to return the trophies as soon as possible. Julie

Action: Finalise the 2020 calendar and enlarge to display at presentations for members to add their names as organisers or helpers. Julie

Trailer registration

Action: Check with Nigel re trailer registration due date. Lorraine.

Meeting closed at 6.30. Next meeting January 6th 5.00.

Bendigo Orienteers
ACTION LIST Updated October 2019

New Items

Date Added	Item	Actioner
7 October 2019	Check the equipment at the end of the season and locate control flags that are in better condition than those used at present.	Peter
7 October 2019	Check the first aid box and replenish if needed.	Peter
7 October 2019	Prepare an email to support the review of drinking water policy for the OV meeting on October 25 th and express disappointment that current policy was not followed at the Kangaroo crossing event.	Alison
7 October 2019	Amend the Bendigo Local event guidelines which refer to water placement.	Julie
7 October 2019	Put an item in the newsletter for members to email Jenny , secretary@bendigo-orienteers.com.au if they are planning to attend the presentation.	Peter
7 October 2019	Put a reminder in the newsletter and email trophy winners to return the trophies as soon as possible.	Julie
7 October 2019	Finalise the 2020 calendar and enlarge to display at presentations for members to add their names as organisers or helpers.	Julie
7 October 2019	Check with Nigel re trailer registration due date.	Lorraine

Current Items

Date added	Item	Actioner
2 Sept. 2019	Notify members of the change in person responsible for organising control collection when the draft calendar is sent out. Julie	Julie
5 August 2019	Make notes on how to run a school fundraiser event.	Jacqui
1 April 2019	Talk with Andrew W regarding further communication with DELWP. (re mountain bike tracks)	Julie
4 March 2019	Tidy up jobs list, including recording names against jobs and circulate	Julie
12 March 2018	Work on a new club brochure	Jacqui Terry Julie
12 March 2018	Prepare a document that is published on the website to let all members know the policies. Andrew to send a group	Andrew/Julie

	email to members who have been in the club long enough to bring to policies together	
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Completed items

Date added	Item	Actioner
2 Sept. 2019	Contact the Neylon family who organised the Mosquito Creek event to see if they know where the phone was last placed.	Lorraine
2 Sept. 2019	Locate the missing phone if possible and then test it again. If needed purchase a new phone. Lorraine	Lorraine
2 Sept. 2019	Purchase Condes Version 10 for the BGO Orienteering club. Neil.	Neil
2 Sept. 2019	Email Andrew and Craig to request the use of park challenge phones for Livelox.	Julie
5 August 2019	Email Katherine about aggregate points to be shown on Eventor.	Julie
5 August 2019	Write an article for the next newsletter to encourage members to take a turn on the committee in 2020.	Julie
5 August 2019	Ask Peter to put a request in the newsletter for tender to re-map Mosquito Creek.	Terry
5 August 2019	Email Neil to ask for a quote to map in Tarnagulla and ask if he would have us own the rights.	Jenny
5 August 2019	Put a note in the newsletter about the 3hr twilight event cancellation and the end of the year event.	Julie
5 August 2019	Develop an app that can keep the mobile phone used for card payments awake for a longer period.	Lorraine/Andrew L
5 August 2019	Liaise with Colin about replacing control 90	Julie
5 August 2019	Write an article about the school fundraiser program for the newsletter. Jacqui	Jacqui
1 April 2019	Show Katherine how to add points for the organiser of an event on Eventor.	Jim