

**Bendigo Orienteers Inc.
Committee Meeting Minutes.
Monday September 2nd 5.00pm
Sports Focus Office, 14 Nolan Street Bendigo**

1. Acknowledgement of Country/ Traditional Custodians- Julie

2. Attendance

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

Apologies: Nigel McGuckian, Jacqui Knee.

3. Secretary's report-Jenny

Correspondence received:

Sports Focus- August e-news

Update of details request

Aislinn Prendergast – July council meeting minutes

Andie Downing- Gem club expo

Jim Russell- Bank transfer

- Insurance for non- members who volunteer.

Neil- items for Sept meeting

Rob Fell- Primary school champs

Minutes of the meeting held on Monday 5th August were approved (moved by Jenny and seconded by Lorraine)

Progress on Action List- all

- Jacqui is currently making notes on how to run a school fundraiser to make planning and running of events easier in the future.
- Julie will email Katherine about putting aggregate points for the bush classic series on Eventor.
- Julie will write an article for the next newsletter to encourage members to take a turn on the committee in 2020.
- Jacqui has written an article about the school fundraiser program. It was published in the last newsletter.
- Julie emailed members to advise that the 3hr score event for this year would be cancelled as no-one had offered to organise the event. The email also contained information about the end of year presentation event at Victoria Hill on November 30th.
- Jenny emailed Neil to ask if he could provide a quote for the mapping of Tarnagulla. This area could be used in the future. Neil's reply was discussed later in the meeting.
- Terry asked Peter to put a request in the newsletter for tender to re-map Mosquito Creek. This was discussed later in the meeting.
- 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.
- The phone that was used for card payments was used successfully at the Mosquito Creek event however it has gone missing since the event.
Action : Contact the Neylon family who organised the Mosquito Creek event to see if they know where the phone was last placed. Lorraine.

4. Treasurer's report- Lorraine

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

5. Portfolio reports

Members- Nigel

- We now have 102 members.

Equipment

Club Computer

- Organisers have had issues with the club computer over the last few weeks. Jim and Toph had a look at it and discovered that it had a faulty USB port. They replaced a connection and clearly labelled ACER on the port to be used when setting up for an event.

Phone

- As mentioned earlier the phone for making payments has disappeared. Prior to the event at Mosquito Creek, the phone was not suitable as it went to sleep and then needed to be reconnected. According to Toph we need a better phone.

Action: Locate the missing phone if possible and then test it again. If needed purchase a new phone. Lorraine

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Upgrading Condes

- Neil suggested that the club need to upgrade Condes. There are new standards for mapping that we will transfer over to. Neil is happy to organise the purchase which allows for 30 licences. It will cost about \$305. Major new features including multiple routes, phi loops, CMYK colours for printing, 64 bit version. More listed here- <https://condes.net/about/features-in-condes-10/>

Motion A motion was put forward that Neil purchase Condes Version 10 for the BGO Orienteering club. Moved Jim, seconded Lorraine. Carried.

Action: Purchase Condes Version 10 for the BGO Orienteering club. Neil.

GPS use for LiveloX

- It would be great if members could upload their courses on LiveloX. It was suggested that we loan out phones to competitors so they can have a go at putting their routes on LiveloX.

Action : Email Andrew and Craig to request the use of park challenge phones for Livelox. Julie

6. Club events

- The draft for 2020 local events was presented and discussed.

7. General Business

Control Collection

- Discussion was held on the organising of control collection on event day following a suggestion from Neil. At the moment the person who is organising the event on the following week is responsible for organising collection. This means that course setters have to commit to attending events on two consecutive weeks. The organiser on the day has several helpers now so they are free to organise control collection and it is easier with the trailer rather than loading all the gear into a car boot. The organiser on the day also has knowledge on the best routes for collecting.
- **Motion:** From next year the organiser on the day will have the responsibility for organising the collection of controls. Moved Neil, Seconded Jim. Carried.
Action: Notify members of the change in person responsible for organising control collection when the draft calendar is sent out. Julie

Mapping

- It was suggested that we wait until Lidar is available for Mosquito Creek before re-mapping it. If anyone puts in a tender following the item in the newsletter about re-mapping they will be encouraged to wait. Sugarloaf could be an alternative.
- We will wait to see how the map of Tarnagulla turns out before deciding whether or not we purchase it from Neil.
- There are new standards in mapping which are quite complex. New maps don't have to be compliant for local events unless they are used for world class events. If we are commissioning any new maps we will have to decide if we want them to be ISOM17 compliant.
- Neil has been doing a lot of behind the scenes work exploring the conversion of maps and using these tools such as the email submission site CheckOMap. If the club is interested he can come along with a show and tell experience.
- Jim has mapped the Eppalock primary School.
Motion: Jim to be paid \$100 for his work in mapping Eppalock Primary. Moved Peter, seconded Alison. Carried.

Insurance

- There are two types of insurance covering participation in orienteering. They are Public Liability and Personal injury. Both members and non-members are covered by insurance if there is a record of their involvement at an event.

Mount Tarrengower

- Peter has 2,000 copies of the Mount Tarrengower map in his loft. These could be made into notepads.
Motion: Maps of Mount Tarrengower to be sliced, gummed and made into note pads for a small cost and provided to club members. Moved Peter, Seconded Jim Carried.
Meeting closed at 6.30. Next meeting October 7th

Bendigo Orienteers
ACTION LIST Updated September 2019

New 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
2 Sept. 2019	Notify members of the change in person responsible for organising control collection when the draft calendar is sent out. Julie	Julie

Current Items

Date added	Item	Actioner
5 August 2019	Make notes on how to run a school fundraiser event.	Jacqui
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
1 April 2019	Show Katherine how to add points for the organiser of an event on Eventor.	Jim
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 email to members who have been in the club long enough to bring to policies together	Andrew/Julie

Completed items

Date added	Item	Actioner
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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
8 th July 2019	Email juniors in the Secondary school team to congratulate them and offer monetary support.	Jenny
8 th July 2019	Obtain access to Google docs to update WWC and First Aid	Julie and Alison
8 th July 2019	Email members to see if they have a preferred map to set courses on and also ask for three possible dates that would suit.	Julie
8 th July 2019	Bring the planning spreadsheet to the next few events to see if gaps can be filled.	Julie
8 th July 2019	Check the constitution to see if a non-member is able to assist at an event.	Julie
8 th July 2019	Send an email to Rob Fell to see if a non- member can assist at an event.	Jim
8 th July 2019	Ask Neil, Chris Creely, Richard or Toph if they would be able to map Eppalock Primary and Longlea Reserve.	Jacqui
8 th July , 2019	Ensure that the safety statement is displayed beside the computer on the entry table at school fundraiser events.	Jacqui
8 th July 2019	Arrange to meet with Harley during work hours.	Julie Jacqui and Peter G