

**East Midlands Orienteering Association Executive Committee Meeting – 17 January 2022**

Item No	Description	Action																																								
	<b>Present:</b> Trudy Crosby (LOG), Mike Gardner (DVO), John Hurley (DVO), Ranald Macdonald (DVO), David Olivant (NOC), Pauline Olivant (NOC), Chris Phillips (LEI), Iain Phillips (LEI), Ant Squire (NOC), Ursula Williamson (LEI), John Woodall (NOC), and Paul Young (DVO) .																																									
	Held via Zoom.																																									
1.	<b>Apologies for Absence:</b> Ann-Marie Duckworth (DVO) & Hilary Palmer (NOC)																																									
2.	<b>Approval of Minutes of Meeting on 15<sup>th</sup> November 2021</b> – The minutes of the November meeting were approved. Approved: John Woodall Seconded: John Hurley																																									
3.	<b>Website version of minutes</b> – Changes to remove figures provided in grants were to be removed. The minutes of the November meeting were accepted for promotion to the EMOA website. Approved: John Woodall Seconded: John Hurley	<b>Mike Gardner</b> to inform webmaster.																																								
4.	<b>Actions Outstanding from previous minutes (not covered elsewhere)</b> a) There were no actions outstanding.																																									
5.	<p><b>Financial Secretary’s Report</b></p> <p>Summary of transactions since last meeting:</p> <p><b>Income</b></p> <p>Membership - £332 for 2022 renewals during November ( senior 76, family 17, and junior 3). A further £605 (senior 108, family 45, and junior 1) are due to EMOA for December renewals, and £140 is due up to 16 January.</p> <p>Currently lapsed membership by club is as below</p> <table border="1" data-bbox="275 1082 1133 1385"> <thead> <tr> <th>Club</th> <th>Family</th> <th>Junior</th> <th>Senior</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr> <td>BAOC</td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>DVO</td> <td>7</td> <td>2</td> <td>30</td> <td>39</td> </tr> <tr> <td>LEI</td> <td>5</td> <td>3</td> <td>18</td> <td>26</td> </tr> <tr> <td>LOG</td> <td>1</td> <td></td> <td>10</td> <td>11</td> </tr> <tr> <td>LUOC</td> <td></td> <td></td> <td>6</td> <td>6</td> </tr> <tr> <td>NOC</td> <td>1</td> <td>1</td> <td>20</td> <td>22</td> </tr> <tr> <td>RAFO</td> <td></td> <td></td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Club	Family	Junior	Senior	Grand Total	BAOC		1	2	3	DVO	7	2	30	39	LEI	5	3	18	26	LOG	1		10	11	LUOC			6	6	NOC	1	1	20	22	RAFO			1	1	
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<b>Grand Total</b>	<b>14</b>	<b>7</b>	<b>87</b>	<b>108</b>
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The good news is there has been more activity, which hopefully is a good sign.  
 Event Levies - a net £81 including income from Hardwick Park (DVO) and Outwoods (LEI), with refund for overpayment to NOC for Clifton in 2021. Levies are now due for Walesby Forest (NOC) and Melbourne (DVO)  
 - I will chase these up at end of January if not paid.

EMJOS Income / Fundraising - Payments of £323 received from participants for events at Longshaw, Hathersage and Hawkshead and an associated donation.

**Expenses**

EMJOS expenses - £105 petrol claim for Hawkshead event.

Trophies and certificates - £42 for EM Urban League Prizes.

Community Coaching Development - £22 mapping costs for the East Midlands region coaching event in the Lake District during late 2021.

Support for Talent – Monies provided in relation to x3 claims. Glover - Speyside, Squire - Not Stockholm, and Mather - British Talent.

Phone, post and web charges - £23 for the EMOA domain and web hosting. £5 HSBC bank charges – **Note:** that this is a new monthly charge introduced by HSBC and it not within the budget (Paul mentioned he may look at other banks going forward).

Hire of meeting rooms - Nil - Note that EMOA is still to settle the £90 due to for x3 hires of the Pace Room. I have queried the bank details provided by the Church and we await their response. JW has checked with Clare to make it clear we are happy to pay, but need bank details clarity. John has said Clare knows this, and will respond shortly.

As a budget Paul believes the accounts still feel pretty robust.

**Actions Update**

General thanks to all involved since last meeting in helping with the trials and tribulations of HSBC. It hasn't been quick, easy or unobtrusive.

**Paul** to provide HSBC with details they require to complete safeguarding / bank mandate set-up.

	<p>Update correspondence address - completed and all letters now coming to my home address. Safeguarding / Know Your Customer (KYC) Response to Bank - Ongoing - HSBC has requested further information. Deadline for the completion is end of this week. <b>Post meeting note from Paul</b> – CP info was provided. HSBC requesting further information on others. HSBC confirmed extension of 30 days for this.</p> <p>Mandate - Ongoing - Form populated for x4 members, awaiting confirmation from CP that he is comfortable with electronic identify searches being conducted. I expect next stage is for printing, signature capture and proof of identity. <b>Post meeting note from Paul</b> – CP confirmed he was OK with this. Note that the existing mandate is only x1 official required to enact a banking change, the new mandate moves this to x2 officials as agreed at last meeting. Talent policy - Ongoing - Mike and John shared really helpful historic info, I have prioritised the HSBC activity over this, so it hasn't moved forward. Primary User transfer - On hold - Not able to instigate until KYC and Mandate completed.</p> <p>As went through the materials to assist Paul, Mike Gardner spotted that while the EMOA constitution clearly defined the executive post as Financial Secretary, the Financial Procedures still talked about the role of Treasurer. Mike will recommend changes to the next AGM to correct this.</p>	<p><b>Mike Gardner</b> to ensure a proposal is put to next AGM to correct the Financial procedures section of the constitution.</p>
<p>6.</p>	<p><b>Development</b></p> <p><b>Controllers Course</b></p> <p>Ranald provided the names of those who had been on the Controllers course.</p> <p>Subject to them satisfactorily meeting the other requirements, which most of them will, and recommended that the following be appointed <b>EMOA Grade C Controllers</b>:</p> <ul style="list-style-type: none"> <li>• Steve Chafer (LEI)</li> <li>• Dave Chaffey (DVO)</li> <li>• Sal Chaffey (DVO)</li> <li>• Jane Kayley-Burgess (DVO)</li> <li>• Craig Lucas (LOG)</li> <li>• Chris Millard (DVO)</li> <li>• Ade Moseley (LOG)</li> <li>• Ant Squire (NOC)</li> </ul>	<p><b>Club reps</b> to ensure that the identified controllers have met the other requirements for being a controller</p> <p><b>Ranald Macdonald</b> to complete the application to get the controllers added to the BOF list.</p>

Ranald also recommended that the following be appointed an **EMOA Grade B Controller**:

- Iain Phillips

These recommendations follow the participants' attendance at the Training Session at Clifton on Wednesday 17th November and the outdoor session at either Hardwick Park on Sunday 28th November or Walesby Forest on Sunday 19th December.

Chris Phillips proposed that all were approved subject to confirmation from the clubs that the requirements had been met. The meeting agreed unanimously.

Ranald will arrange for the appropriate forms to be raised to get these folk appointed to the BOF list. The committee provided approval for all these controllers (based on clubs ensuring they have met all the requirements)

Ranald would like to congratulate them and wish them well in their future controlling activities, hoping they get as much satisfaction from it as I do.

Mike Gardner stated that the Planners had also attended the practical session(s). There is no formal need for any approval of the Planners, but all should now be able to plan for their clubs. The Planners who did attend were:

- Kim Buxton
- Ade Moseley
- Louise Orgill
- Robert Orgill
- Al Ferraro
- David Sissons
- Matthew Birkett
- Vic Knight
- Dave Turner

Mike had quite a few more names and has arranged for 2 x 2 hour Zoom sessions to run the course again, starting on 28<sup>th</sup> December. He has yet to arrange a practical session time.

	<p>Ranald had hoped to host an Event Officials Conference in the Spring, but time pressure has meant he has not had time to do so. It was agreed that a formal decision should be taken to move the conference to the Autumn (with October suggested as a possible time). That should also allow the event to be face-to-face.</p> <p>Ranald is drafting some articles for event officials which he hopes to share soon.</p>	
<b>7.</b>	<p><b>Coaching</b> Hilary provided the following update in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• Hilary has reminded EM coaches that they need to update their first aid and safeguarding training every 3 years and pointed them in the direction of courses which others have recommended.</li> <li>• Mention was made last meeting that there are Introduction to Coaching workshops available which any qualified, licensed coach can deliver to their club members. See: <a href="https://www.britishorienteering.org.uk/coaching">https://www.britishorienteering.org.uk/coaching</a>. Do not confuse these with British Orienteering Introduction to Orienteering online workshops which are for teachers.</li> <li>• Caroline Louth is tutoring a L2 Certificate in Coaching Orienteering in EA next month and I know of another course in the SC region for this year – neither of these are close but if a club has someone who would like to do the training I pass on the information.</li> </ul>	
<b>8.</b>	<p><b><u>EMJOS Summary January 2022</u></b></p> <p>Some of the squad members attended Hawkshead training which had around 30 juniors in total. The planned December training did not come to fruition, but January has started with training on Longshaw and then attendance at the SYO Blacka Moor event. The training was combined with the YHOA Junior Squad and the Northern Junior Talent Group.</p> <p>Going forward, plans are being arranged for sessions in Feb/March. Though at this stage not sure if these will be local or require some travel.</p> <p>The overarching JROS group planning Summer Camps and Tours is arranging 5 tours this year, which should provide good targets for squad members to aim towards.</p>	
<b>9.</b>	<p><b>Correspondence</b> There had been no new correspondence.</p>	
<b>10.</b>	<p><b>Fixtures</b></p>	

	<p>1. <b>EMOA League 2021</b> – Ursula has ordered trophies and printed certificates for the league and hopes to have the presentation of these at the Martinshaw event on Feb 20<sup>th</sup>.</p> <p>2. <b>EMOA Leagues 2022</b> – There are currently planned to be 13 events in the EM Forest League and 7 events in the Urban League in 2022.</p> <p>3. <b>Future Major Events</b></p> <ul style="list-style-type: none"> <li>i) <b>29 Jan 2022 – Pre-Midland Champs 2022</b> – DVO – Chatsworth.</li> <li>ii) <b>30 Jan 2022 – Midland Champs</b> – NOC – Sherwood Forest</li> <li>iii) <b>20 Mar 2022 – East Midlands Champs 2022</b> – DVO – Stanton Moor</li> <li>iv) <b>3 Jul 2022 - Yvette Baker Trophy Final 2022</b> – LEI – Irchester</li> <li>v) <b>8 Oct 2022 – British Schools Score Champs</b> – DVO – Shipley Park</li> <li>vi) <b>29 Jan 2023 – East Midlands Champs</b> – NOC</li> <li>vii) <b>Feb 12 / or Mar 12 2023 – Compass Sport Cup Heat</b> - LEI</li> <li>viii) <b>14 Oct 2023 – British Schools Score Champs</b> – LEI - TBD</li> <li>ix) <b>25 Feb 2024 – East Midlands Champs</b> - LOG</li> </ul> <p>4. <b>Future Possible Events – JK 2024</b> – Organisation is progressing well. The next major updates are likely to be towards the end of 2022, or early 2023.</p>	
<p>11.</p>	<p><b>Reports</b></p> <p>There are no formal reports. Pauline stated that the Orienteering Foundation report will be out shortly and can be included in the next EMEWS.</p> <p>There is now available the Orienteering Foundation Newcomer Retention Report which was sent to the chairs of all clubs. A copy of the report can be downloaded <a href="#">here</a>.</p>	
<p>12.</p>	<p><b>Sharing Best Practice</b></p> <p>1) Hilary Palmer had asked what EMOA clubs charge for <b>student entries</b>.</p> <ul style="list-style-type: none"> <li>a. LEI stated that they charge students a half-price entry fee at level C events, but at level D they can't do this as would mean they would run at a loss.</li> <li>b. LOG stated they had senior and junior rates with no specific student rates.</li> <li>c. NOC stated they allow students to enter for junior fee.</li> <li>d. DVO - John Hurley did not have answer on the evening but said would check. After the meeting John sent Mike the following: DVO are currently at registration charging students £4 for all courses - the same fee as juniors. Regarding ID, we have just taken people on trust. DVO are getting around 2-3 students per event.</li> </ul> <p>It was noted that it was important to encourage students, and often they have proved willing to help at events, and even put on events.</p>	

	<p>2) LOG – Trudy stated that LOG had run a series of Map Run events recently. They normally held the initial event on the Saturday , but left the course open for 2 weeks, and collated all the results together. At most events like this they had, in the past, had around 25 participants. However, for these events they were getting around 100. They had not charged for these events, and it had worked very well. The club are discussing how to take this forward.</p> <p>Paul Young commented that Map Run definitely has a place, as it is easy to set up and consume. He had even used it as part of a Mountain Bike event.</p> <p>Trudy mentioned that it had event brought people who were sliding out of the sport, back into it. Some of these folk had volunteered to plan a Map Run event and now are willing to organise other events.</p> <p>a. During discussions, it was felt that:</p> <ul style="list-style-type: none"> <li>i. events always work best with a printed map.</li> <li>ii. Questions were asked if there were any best practices written up on how to set up a Map Run event (user guides)</li> <li>iii. Although it is free to use the basic Map Run set up software, it was suggested that clubs might want to make a donation to the organisation that supports that software</li> </ul>	
<p><b>13.</b></p>	<p><b>EMEWS:</b> The next EMEWS is planned to be in early February.</p>	
<p><b>14.</b></p>	<p><b>Any Other Business:</b></p> <p>1) Hilary Palmer had asked club reps to remind their members that pre-entries for the age class courses close at Midnight on 23 January but later entries for the colour coded courses White to Blue will stay open until 11 am on the day of the event subject to map availability.</p>	<p><b>Club Reps</b> to remind members of the closing dates for Midland Champs entries.</p>
<p><b>15.</b></p>	<p><b>Dates and venues for future meetings:</b> The next committee meeting will take place on Monday April 4th and will use zoom starting at 7:30pm. We will discuss if want the following meeting to be zoom or in the Pace Room at that session.</p>	

Meeting closed at 8:46pm