

## Ottawa Orienteering Club - Board of Director's Meeting

**Date: Tuesday, November 23, 2010**

**Location: Randy Kemp's**

In Attendance: Andrew Cornett, Bill Anderson, Jeff Teutsch, Steve Buchko, Eric Kemp, Stefan Bergstrom, Anne Teutsch, Randy Kemp, Eric Teutsch, Karen Tippett, Linda Connell, Bill Meldrum, Lynda Scrivens, Lorna Guttormson, Rorry Harding (via Skype).

- 1) Adoption of Agenda. Moved by Bill Anderson. Seconded by Linda Connell. Carried.
- 2) Adoption of previous minutes of March 24, 2010. Lorna questioned the comment about posting board meeting highlights on the web as this was not done, however, the full minutes had been posted. Suggestion was made to send out minutes early and approve via email and then post on web. Jeff Teutsch moved that the minutes be accepted as distributed. Seconded by Anne Teutsch. Carried.
- 3) Review of 2010 Orienteering Season:

### Participation Report - Andrew

- Preliminary report attached. Final to be complete for AGM.
- Length of season – April 18 to Nov 14.
- Report data lists number of starts not number of people.
- Rogaine lists number of teams, not number of people.
- Need to draw attention to, and thank all the volunteers that make these meets happen.
- 4 new maps this year: Pinheys, the Barens, NRC and Carp Hills
- Variety in events – 26 events - 8 B meets, 4 sprints, 3 summer solstice, 3 A meets, COCs, relays, farsta, rogaine, night O, adventure/bike O (15 teams), ski O, snowshoe O, training opportunities.

### Membership – Steve

- 210 members last year, 207 members this year. Usual non renewals and new members.
- 9 Lapsed members came back.
- 65 new members.
- Report attached - tracked as individual rather than family.
- Majority of new members sign up in the spring. We need to make it known to new fall participants that they can register in the fall and membership is good for fall and the next year.
- Steve manages emails – only one complaint received on # of emails received.
- Non members can self join on web to receive emails but they cannot send group emails.
- Jeff inquired if we have stats on membership age? Is the average age increasing or decreasing? Steve to generate this report and send tomorrow – report attached.
- Discussion on how to deal with members in arrears. Linda to come up with some recommendations on how to handle this issue in the future.

### Registration Report – Linda

- Registration went well all year.
- One major concern – at a meet, someone did not come in. Only three people left to handle situation and no procedure to follow.
- Anne and Linda discussed some safety items:
  - Hand-out at registration noting how/when to use whistle (three sharp blows) and 2:00 p.m. time limit.
  - Safety bearings MUST be put on map.

- All orienteerers must provide phone and license on form.
- MUST check in and download – run finish chute to SI tent/car.
- In case of emergency, the meet director has specific directions to follow - Isabelle's procedure from COCs can be adapted to B meets. Linda to contact Isabelle and ask if she is willing to do this.
- Phone #s in registration box (phone tree) to call for search support.

#### Publicity and Promotion Report – Jeff

- Jeff working on new logo. Suggestion made that an email go out to club members looking for willing artists to design new logo. Have some options available for the AGM.
- Have Display and comments cards
- Brochures put at Gatineau Park Visitor Center – they called to say they needed more.
- COC publicity did not generate new members in the fall.
- Key is to get people to come and try it – get them hooked!
- Business cards in addition to brochures – hand out when someone expresses interest.
- Generic business cards can be distributed with membership cards for club members to hand out.
- Non members could use the card for members rate at one meet.
- Jeff to work on it. List website only on card. Action item for spring meeting.
- Jeff introduced a proposal whereby he could work part time for the club for development, logos, branding, website, and programming. Something to think about it. Is there any money available for it? Trillium grant? Jeff to prepare a formal proposal. During budget discussions, can determine if club can include a paid administrative position.
- Is this something we want to do? Need job description. What does board think can be a part of this job? Bill Meldrum - Orienteering promoted in schools in the senior level. Can get a grant for that as it is exercise/school related. Schools may have funding too. Hamilton asked if we were interested in adventure kids running program – Randy to forward to Jeff so he can contact Mike about where he gets his funding and get job description of their coordinator.

#### Interim 2010 Financial Report - Karen

- \$40,000.00 but haven't paid COF (\$6K)
- Financial statements not yet done
- Frederic's report: \$3900 – \$2400 expenses = \$1500 net profit.
- A school in Hull wants to use his map.
- Frederic spent a lot of time generating map and requested extra mileage payment (446Km mileage request)
- Discussion on whether or not to change from 4 trips to 15 trips for larger venues/events or give Frederic an honorarium for the map and then we own the map.
- Discussion on whether to pay mappers. Sometimes yes, sometimes no. Bill A says he will charge when it is a big project. If money available – mappers will come. It was suggested that we must be careful who we pay and who we don't pay as we do not want to alienate any volunteers.
- Require board approval on which maps need updating. Club policy – rate, expectations, # hours.
- Orienteering Quebec - money for mapping. Adhoc committee responsible for mapping.
- Similar situation – create mapping committee – budget and assign projects.
- Move to accept his excess travel of \$89.00. Being compensated for generating a map, running event, and making \$1500.00 will cover all expenses associated and in future ask for approval in advance.
- Randy to ask for associated expenses – approve by email.
- Process to accept excess funding for extra expenses - submit in advance.
- Is current form okay to use for all meets, considering the imbalance between Rogaine, A meet and B meet?

#### COC Final Report – Lorna Guttormson

- Final \$s not yet determined. Profits largely due to sponsorship.
- Took a hit on junior fees as COF did not remove the levies for juniors (they had only approved that they should defer the question!)
- Suggestions from COC committee were distributed to the board (attached).
- In future we should be asking members for specific skills (as ticking boxes does not work).
- Lots of positive feedback regarding long course.

#### Winter Training Program for OOC Members – Stefan Bergstrom

- Run training 6:00 p.m. Wed nights. Frank Ryan Park. Program run by Francis Kawam. .
- Very good program and individualized. Program to run all winter.
- Sunday – long distance training, will try and do shortcuts so don't have to do full long distance

#### Candidate for 2010 Ottawa Sports Award for Orienteering

- Andrew Cornett put forth the motion to nominate Robbie Anderson. Seconded by Linda Connell. Carried.
- Deadline is just before Christmas. A short bio is required. Rorry Harding will take care of the submission.

#### 4) 2011 Orienteering Season:

##### B Meet Format/Structure (Anne)

- Need to keep people informed about safety, search and rescue.
- Something to hang from tent, visible while standing in line. Must not be too big. Bill suggested sending more emails to keep membership informed.
- Need 3 people recruiting for 1) meet directors/controllers 2) registration and 3) greeters.
- Discussion on ways not to overlap but Andrew advised he does his recruiting in advance and Lorna advised the greeters are all board members. Linda Connell got "new" volunteers from the COC volunteer pool.
- Lots of discussion on whether or not to have a printer at meets in case we run out of maps. SI guy would store/bring. Inkjet vs laser printer, or just bring blank maps?
- Ink jet with existing equipment \$200.00 Upside cost. Downside ink expensive and runs.
- Laser is pretty good, but needs a generator which is bulky to transport, therefore not a good option.
- A printer, scanner was suggested; could photo copy if run out of registration forms.
- Director would need to bring files on usb.
- SI guy to buy a printer.

##### Officials Training Session – Spring 2011 Bill A

- Sending out a request for attendance for level 2 and 3. Can do both on same weekend
- Stefan's Level 1 course from 2010 - once assignments done, then they did the written test.
- New testing available on line.

##### Ontario Championships – October 8, 9, 10, 2011

- Suggested Maps - Carp Ridge, COC Middle (at least one third of the COC middle map was not used). Sprint – Beaverbrook in Kanata (open area for maze).
- Wellness centre can be used again.
- Mlacak Center – Bill A has booked the hall (\$66.00/hour)
- March Highlands – great map but not a great staging point.
- Suggested Jeff, Eric and Robbie be course setters and supply a meet director for the other stuff.

- Good opportunity for the new level 2 & 3s. Use COC format: 3 course setters, 3 controllers and 1 meet director.
- Randy to ask Gord Hunter if he would be interested.
- Eric Teutsch volunteered to do SI
- Anne Teutsch volunteered to do registration.
- Start promoting - add link to our web site, attack point, World of O website.
- Apply for sanctioning (to be done by meet director)

5) 2014 NAOC Bid – Randy Kemp

- Discussion on when to hold meet - October or Summer?
- Hamilton – fall – get huge attendance.
- American's get huge numbers at their spring and fall events.
- Linda Connell moves to combine 2014 NOAC and Ontario Championships and they be held on Thanksgiving Weekend – 3 day event. Seconded by Anne Teutsch. Carried.
- After much discussion, location of meet to be determined later. Suggestions include: Bottom of Meech Valley (P16) - permission to map there but not great for summer. Carp Ridge – expanding the areas we have –permission to go west. Carp Ridge – south end, close to Carp Village. Foley Mountain (Westport). March Highlands.
- The possibility of co-meet directors was discussed. Anyone with suggestions, call Randy.
- NAOC 2014 is ours if we bid as GO are doing the COCs in 2013, so are not bidding.
- USA proposing the creation of a junior Shelstrom Cup – US vs. CAN juniors.
- Mapping Committee – Andrew Cornett, Bill Meldrum and Stefan Bergstrom.

6) Mapping update:

- Mlacak center needs to be updated.
- Gord Hunter to do Sprint map at Tunney's Pasture
- Lidar Park maps – can buy – more accurate contours.
- Sent to Lidar base map company in US and waiting for results.
- Baxter Conservation Map – new permanent novice and advanced course.
- Foley Mountain Conservation Area – building permanent courses – map only (no compass)
- Nakkertok map - enlarging – available for B meet next year

7) OQ Update

- Nothing has happened last year. Randy-VP, Michael McConnell-Pres, Bill Meldrum- OQ Rep. Last year not enough to have a quorum
- Loup Garou – Colin and Caroline
- Ramblers John Charlow and Dmitri.

8) OOC Candidates for OQ Board

- Vital that OQ remain a viable and active organization
- Current members – Ramblers, OOC and Loup Garou.
- OQ AGM – November 28, 2010.
- 2009 AGM will be held first, followed by a board meeting to receive the previous year's financial statements.
- 2010 AGM will be held after 2009 business is concluded and will include nominations for 2011 board.
- The members of the OOC board of directors agree to support the nominations of the following 4 OOC members to be on the OQ board (4 being the maximum number allowed from one club): Isabelle Robert, Frederic Bédard, Randy Kemp and Bill Meldrum.
- Anne Teutsch nominated Bill Meldrum to be the OOC club rep for OQ. Seconded by Andrew Cornett. Carried.

9) OOC AGM

- Planned date of Sunday, January 16<sup>th</sup> 4:00 – 9:00 p.m. Tanglewood Community Centre – Randy to book it. NOTE: Only January 23<sup>rd</sup> available. This has been booked. Same start time of 4:00.
- Burt Waslander to be approached for entertainment.
- A junior/senior slide show was mentioned.
- Proposed items for 2011 budget (meet fees and membership fees)
- Nomination Committee for BOD – Lorna

10) Other Business

- Ski O's – Nakkertok – Robbie Anderson? Would have to be in March as Nakkertok very busy with their own ski program.
- Stefan has maps for Fitzroy and Y Camp for anyone wishing to organize a Ski O there
- Bill Meldrum suggested the possibility of a Ski O in Gatineau Park
- Snowshoe O – Randy was going to ask Pierre Brossard if he would be interested in running one.

Meeting adjourned.

Minutes Prepared by Lynda Scrivens

Attachments:

2010 Preliminary Participation Report (excel document)

OOO membership statistics (.pdf )

Membership statistics by age (.pdf)

Suggestions from COC2010 Committee to OOC Board of Directors following COC2010 events

1. The search and rescue document distributed by Isabelle should become part of the meet director's guide and all meet directors should be asked to read this and follow these procedures should they have a possible missing person.
2. In future meets car pooling should be encouraged by charging for parking – especially if parking on private property.
3. We need to know more about the expertise of our members. This question should be added to the membership form – there may be members out there with expertise in media relations, art work, first aid, specific computer skills, etc. This may also give us information about companies they work for – which may be useful when looking for sponsors in the future.
4. OOC should follow up on the good media recognition we received and keep the media aware of orienteering.
5. OOC should consider bidding for the 2014 NAOC event. However, if they do this it should be done this year – fall 2010 – and plans should get well on their way this winter. Note also our report to the COF regarding the need for an early start, having all courses planned 12 months in advanced etc.
6. Should OOC run the 2014 NAOC event, it should take on full responsibility for all local meets to simplify logistics and standardize quality.
7. It was noted that the city is developing a policy framework to help organizers bring large events to the city. Should OOC run the 2014 NAOC event, we should check with the city on this and on the possibility of a grant through the economic development department.

