



## TVOC Club Meeting Minutes

Held at 8:00pm on Tuesday 17<sup>th</sup> September 2019 at The Merry Bells, Wheatley

**Present:** Neville Baker (Chair), Martin Ricketts (Treasurer), Chris Poole (Vice Chair), Bob Beresford (Acting Secretary), Marie-Anne Fischer, Jon Wheatcroft, Robin Bishop, Heidi Lloyd

**Apologies for absence:** John Dalton, Yvonne Hodson, Alun Jones, Glynis Wheatcroft

### 1. Matters Arising from previous Club Meeting

a) Junior TVOC Representative

Joel Taylor is interested in taking over the role from Fiona Bunn and continues to give this further thought.

**ACTION CARRIED OVER:** John Dalton to keep in touch with Joel. No further update available

b) Information to be printed on TVOC maps

Suggestion that information about joining TVOC should be printed on event maps. Nat previously suggested we try this for the Saturday Series event after Hodgemoor.

**ACTION:** It would be nice to have if it fits on the map and Nat should try it for a Saturday Series. **(Post meeting note: Mike confirmed he did this for the Brookes map in August with a link and QR code for TVOC. He will forward the image to Richard Sharp for use at Wittenham)**

c) TVOC Membership Fees for 2020

The previous meeting had agreed that the proposed changes could take place and British Orienteering have made the requested changes with £1 for an adult; £2 for a family; juniors FOC. New membership for the balance of this year would then be £12 for seniors (with British Orienteering membership).

**ACTION:** Marie-Anne would check with John Dalton that the fees applied to 2020 going forward.

After a discussion about social members (their membership fee -£1 seems too little, eligibility to compete in TVOC Club Championships, and insurance cover), it was agreed that they should be called Associate members and could only be in this category if they were a BOF member elsewhere. It was agreed an Associate could compete in the Club Championships. No final decision was made on the subscription fee for Associates.

**ACTION:** Bob would ask John Dalton to check if this impacted the Constitution and if it needed ratifying at the AGM.

**(Post meeting note: The Constitution states 'Categories of membership of the club and subscriptions for each category of membership for the following year are to be fixed at a meeting of the club prior to any deadline for notification to British Orienteering'. This suggests that a normal meeting can decide on membership categories.)**

d) Waddesdon (Yvonne Hodson)

Yvonne (and her grandson) were thanked for providing a Naughty Numbers orienteering event at the Waddesdon Big Sports Day on Sunday 18th August. It was disappointing that no other TVOC members offered to help. About 70 'runs' were done and enjoyed by all and some flyers for the Thame event were handed out. Post event strawberries, cream and Pimms were enjoyed by the helpers!

Yvonne used the old EMIT kit before it was transferred elsewhere, and it was noted for the future that SI could also be used for this – but only with 'dibbing' due to the close proximity of controls.

e) Volunteering group to help encourage more volunteers.

It was agreed to postpone this until Communications were resolved – see later

f) Splitting Saturday Series Coordinator role.

It was agreed that the size of the events required more than one co-ordinator, and the following plan was agreed:

1. Series Co-ordinator – to sort out dates and overall programme - Nev offered to do this
2. Planning Co-ordinator/Mentor – to find event planners and encourage/mentor new planners
3. Event Co-ordinator/Mentor – to find event organisers and encourage/mentor new organisers

**ACTION:** Nev would ask Mark/Peter if they would do item 2 and Alun Jones if he would do item 3. The roles and responsibilities of each co-ordinator would need to be specified.



g) Communication with TVOC Members (Jon Wheatcroft)

Fears have been expressed that the Google group might not be reaching that many members, and not many new members were signing up to it. This might explain why we aren't getting new members to volunteer for events.

Currently we have the following means of communication:

1. Newsletter – T'Voice posted newsletter had ceased and a plan to use an electronic newsletter was not progressing as little or no input had been received by Chris.
2. Googlemail Group – As noted this did not reach all members and some of the subjects were of limited interest.
3. Facebook: **(Post meeting note: Mike Shires provided some clarity on this)**
  - Facebook Group (about 100 members) – this is different from the Facebook Page and includes mostly TVOC members but also some ex-TVOC members and others. This is rarely used. (Should we delete it or refocus it to another purpose e.g. volunteering?)
  - Facebook Page (currently about 2400 'likes' and followers) – this is managed by Mike Shires and is proving very useful, especially for new members and can be better than a website as it is more interactive, allowing comments and sharing with friends.
4. Website – the new website was up and running and well received, but news flow was limited. It is more a TVOC shop window for the public rather than members.
5. Mike Shire's monthly e-mails – interested people are invited and encouraged to come to our events.

These were all discussed, and the following plan was agreed:

1. Set up a new Mailchimp account and populate with all TVOC members. Any GDPR implications should be checked and 'unsubscribe' options made available.

**ACTION:** Nev and Marie-Anne would progress this, contacting Mike Shires and Alun Jones for advice.

2. Use the new Mailchimp account to issue an electronic newsletter at the earliest opportunity

**ACTION:** Alun Jones had offered to kick this off if Chris P could not do it. **(Post meeting note – Alun has made some suggestions already)**

3. The other means of communication would be left in place for now. **(Post meeting note: Mike Shires suggested we should include the Facebook Page as a key communication tool)**

## 2. Recent Club Successes

### JWOC and Fiona Bunn

**ACTION:** Neville has asked Fiona about a 'Fiona Bunn Trophy' and she is thinking about it. Nev would follow up with her.

### British Sprints at Loughborough University:

- John Thompson 1<sup>st</sup> in M80
- Fiona Bunn 2<sup>nd</sup> in W20
- Alun Jones 2<sup>nd</sup> in M65
- Nigel Bunn 3<sup>rd</sup> in M55
- Neville Baker 4<sup>th</sup> in M65

### British Middles at Chinley Churn (Peak District)

- Nigel Bunn 3<sup>rd</sup> in M55
- Bethany Kippin 4<sup>th</sup> in W20
- Jim Prowting 6<sup>th</sup> in M70

## 3. Arrangements for AGM to be held on Saturday 16th November 2019

It was thought Thame Barn would be a better size for the likely number of attendees.

**ACTION:** Nev would contact Sue Buxton to see if she would organise again. A new caterer would be needed as the normal one was not available on 16<sup>th</sup> November



#### 4. Past Events

a) Thame Urban Event (Sunday 1<sup>st</sup> September 2019. Urban, Level C, UKUL and SEOUL League event)  
A comprehensive post-event report was tabled by Jon and Glynis. It was agreed that this had been an excellent event, particularly as it was our first pre-entry SI event with many novice entrants. The key points from this report and other inputs were noted below:

1. The August date proved difficult to get/contact officials/volunteers, but we did get a good turnout
2. Pre-entry of groups was a problem, but this has been fixed by Alun Jones for future events
3. A few technical problems at download were being fixed by Robin Bishop.

**ACTION:** Robin Bishop to progress

4. EMC first aid were far easier to contact than AVR and St John's and we should use them in future. Alun Jones would make them the default in the Organisers checklist. EMC wanted to have one point of contact. But this would not be practical so we would tell them it need to be the specific organiser for the event

**ACTION:** Alun to add to Organisers notes. (Post meeting note: Complete)

**ACTION:** Chris Poole to ask Adam to inform EMC as he was dealing with them on Wendover

5. The meet and greet team needed a sample control and Peter Riches would keep this for them. There were 2 spare SI controls (Air on and Air off) which were not required and one would be reprogrammed for this use.

**ACTION:** Robin to re-programme, Peter Riches to collect. (Post meeting note: Alun suggested they are both reprogrammed as controls 166 and 167 with Peter getting 167)

6. There was a delay in getting the start boxes back to download to check for those still out on the course. The start team would note this.

**ACTION:** Jon to add to start team notes

7. The omnidirectional approach to the far finish had caused some problems with trying to use the safety check control. A taped run- in from the last control to the finish would solve this (Roger Thetford had commented this should be a standard approach). This needed to be included in the Planners notes for using SI Air

**ACTION:** Robin Bishop to progress SI Air notes for Planners.

8. Some more signs were needed which Jon would progress including 'SI Air Hire Collection', 'Bag Storage', and 'First Aid'.

**ACTION:** Jon to buy signs

9. Getting the maps to the start team in advance saved time, and this should be the norm, which Jon would note.

**ACTION:** Jon to add to start team notes

10. A couple of incidents occurred with competitors out on the course (one with a motorist and one running across a garden). This was noted.
11. Mike Shires had produced some excellent event specific posts on Facebook, and these should be added to the TVOC website with links from the event pages.

**ACTION:** Mike Shires to liaise with Steve Stone

12. Course 6/Red was recommended for families, but it needed text control descriptions, as well as pictorial ones. Planners should note this.

**ACTION:** Mark T to add to Planners notes.

13. We don't have enough SIAC cards for a big event and borrowed some from BOK and SO for Thame. Alun is building up a loan arrangement with those clubs that have them (SLOW, BOK, SO) and offering ours out at £2 per card used, which is the standard deal. They can be used for MTB and running races. Alun thought we didn't need to buy more cards, but Martin suggested we end the TVOC trade -in deal for old cards after our Wendover event and top up our SIAC cards back to 100, as we have enough funds.



**ACTION:** Martin to liaise with Alun to agree how many SIACS to buy after Wendover event. (**Post Meeting Note:** Alun said we have already closed the trade-in deal, and we should delay buying more cards as the batteries do deteriorate. We have options for SIAC card rental from other clubs)

14. It was agreed that this type of report should be produced for future big events.

**ACTION:** Alun Jones to add to organisers notes. (**Post Meeting Note:** Completed)

b) From Previous Meeting

- Emergency Radios: Nev had purchased some radios to try out.

Andrew Chalmers

- Waddesdon, February Half Term (16-24 February), National Trust  
John has formally sent the club's thanks to Andrew and Liz. This has been kindly acknowledged by Andrew.

## 5. Future Events: see <http://tinyurl.com/TVOC-plans>

**NOTE:** The meeting should now be reviewing newly appointed Planners and Controllers for Level C events. (Level B events are reviewed by SCOA).

**SEE APPENDIX FOR FULL DETAILS OF ALL EVENTS CURRENTLY PLANNED**

## 6. Saturday Series (Nat Skidmore)

- Waddesdon event Sunday 27<sup>th</sup> October

Alun noted that we could run out of SIACs as recycling would be slower if bussing was needed from the finish to download and Alun said we might need to borrow the SLOW ones. Chris noted he had the 60 RAFO SIACs which could be made available (see also Future Events section – Wendover).

**ACTION:** Alun to note and liaise with Chris. (**Post Meeting Note:** Alun said he has already lined up 50 SIACs from SLOW but will liaise with Chris about the RAFO ones - Chris has now confirmed he only had 39 SIACs. Mike Shires noted that Waddesdon have added the TVOC event page to their own Facebook page which may make it even more popular!).

## 7. Summer Series 2019 (Chris Poole)

Chris said this had been successful and a small profit made.

## 8. Oxford Street Series (Robin Bishop)

Robin said the 2019 events were complete and a profit made.

The 2020 events were planned to start on Thursday 3<sup>rd</sup> October.

**ACTION:** Robin to progress.

## 9. Other Mapping Topics

- Daniel was interested in mapping Westwood, near Little Chalfont. No update available.
- The availability of the most recent TVOC maps in a Dropbox location was suggested.

**ACTION:** Neville to raise with John Farren

**ACTION:** Robin to consider how this could be done as Dropbox had limited free storage

- Map scales: Peter Riches commented that Sweden were switching map scales to 1:7500 for Vets courses and 1:3000 for Urban Vets courses and could TVOC consider this approach as current scales made it difficult to see clearly.  
After some discussion about map clarity, over-mapping and legibility it was decided that our Urban maps should use the best available scale for map size and the courses required. Mappers and Planners should note this.



## 10. Officers Reports

- a) Chairman: Nothing to report
- b) Treasurer: Martin was working on the year end accounts
- c) Secretary: Nothing further to report
- d) Captain: A note had been issued to confirm the Club Championships would be at Bucklebury on 6<sup>th</sup> October
- e) Membership Secretary: Marie-Anne noted we have had 3 new members since the Thame event

## 11. Situations Vacant

| Role                                  | Previous Holder | Comments  |
|---------------------------------------|-----------------|---|
| Team Leader, Registration and Results | Alun Jones      | Still no progress on finding someone to take this post on - John Dalton to consider. For now, the EMIT/Registration team are agreeing amongst themselves who is taking a lead for the team for each event.  |
| Magazine Editor                       | Ian Buxton      | On a temporary basis (after August), Chris Poole offered to take on a caretaker role of this sort, focusing on on-line information. He proposes to use email and the web site to produce a regular flow of information to the site in summarised, digest form.  |
| Saturday Series                       | Nat Skidmore    | Nat would be pleased to be able to hand this role on now. It might make sense to split the role into 3 or 4 separate roles: <ul style="list-style-type: none"><li>• Diary coordination</li><li>• Land permissions</li><li>• Administration</li><li>• Mentoring Planner/Organisers</li></ul> <b>See item 1f) above</b> |

**ACTION:** All Situations Vacant to be reviewed at next meeting.

## 12. Any Other Business

- Heidi said she had been to the BKO organised Safety course, and it was noted all Organisers etc must have attended one
- Heidi wanted to get a TVOC e-mail (rather than her personal one) for the clothing sales. It was suggested we set up [clothing@tvoc.org.uk](mailto:clothing@tvoc.org.uk) on the web site.

**ACTION:** Heidi should contact Steve Stone to get this set up.

## 13. Date of next meeting:

- Next Club Meeting confirmed as 8pm on Tuesday 19th November 2019 at The Merry Bells, Wheatley.



## APPENDIX: Future Events

Changes and additions since the previous version of the Minutes are shown in red.

### 2019

a) Wendover (Sunday 10<sup>th</sup> November 2019, Level C)

**Organiser:** Adam Poole. **Planner:** Chris Poole. **Controller** Geoff Ellis, BOK. **Mapper:** Jim Prowting.  
**THESE WERE APPROVED BY TVOC IN A PREVIOUS MEETING**

Chris reported organisation was progressing well

- The main concern would be if the field was too wet to be used
- Alun Jones noted we might be on the limit for SIAC hire, but Chris said he had 60 RAFO SIACs available for use at the event if needed.

**ACTION:** Alun to note and liaise with Chris

- Chris (and Alun) highlighted budget concerns with free runs for helpers and a free meal voucher. It was agreed that there should be no meal vouchers at this event, and for future events it should be on a case by case basis.

**ACTION:** Chris to confirm this with Adam.

**(Post meeting note: Various other suggestions have been made e.g. 50% entry and voucher; voucher for non-running helpers; provide voucher and free run, irrespective of overheads, so we set the Gold Standard for others to follow. More discussion will be needed on this topic)**

#### Map:

Jim Prowting – the version without distinctive trees was being used

### 2020

b) Hambleden (British Nights, Saturday 22<sup>nd</sup> February 2020, Level A).

**Organiser:** John Dalton, **Planner:** Neville Baker, **Controller:** Alan Rosen (HH), **Mapper:** Mark Thompson and John Farren.

And

c) Hambleden (Chiltern Challenge, Sunday 23<sup>rd</sup> February 2020, Level B).

**Organiser:** John Dalton, **Planner:** Neville Baker, **Controller** Alan Rosen (HH), **Mapper:** Mark Thompson and John Farren.

Neville confirmed all officials have been authorised

#### General Comments

- Permission **AGREED** verbally. With possibility of camping / campervans. Land access fees agreed as acceptable to the meeting.
- Courses for both days almost fully planned
- Courses and control locations reviewed by Controller visit

#### Update from John Dalton:

- Budget for both events drafted and reviewed by Martin Ricketts. Thanks also to Alun Jones
- Draft flyer has been produced and is ready for publication.
- First Aid requested through EMC Medical Services (as at Thame)
- Toilets booked in principle
- Mike Shires is developing postcard-size promotional cards. Same copy to go in as CompassSport adverts in October and December editions
- CompassSport have agreed to run a competition based on an excerpt of the Hambleden map. Free entries to the winners. I have asked Mark T if he can provide an appropriate excerpt
- Plan is to start putting information on the TVOC web site after the Thame event
- Still waiting for feedback on Marquee and Generator supply

#### Map:

Hambleden mapping completed by Mark Thompson and John Farren pending final checks next year



Other comments:

- Estimate 350 entries for the Night Event, 500+ entries for the Chiltern Challenge
- Catering (Tom) and CompassPoint booked
- Camping / caravans / motorhomes allowed overnight

d) Wycombe Abbey, Keep Hill and Deangarden (Sunday 19<sup>th</sup> April 2020 confirmed., Level C, Yvette Baker Trophy?)

**Organiser:** tbc. **Planner:** Nat Skidmore. **Controller:** tbc. **Mapper:** Jegor

Permission has been obtained by Chiltern rangers to access Deangarden Woods. We thus have provisional permission to Keep Hill and Deangarden Woods together.

**ACTION:** Neville would ask Sue and Ian Buxton if they would organise the event as they were on site.

Failing that Alun Jones might step in to organise

**Map:**

Jegor has agreed to do the map during August, based on the specification provided by John and TVOC mappers. John is still waiting for feedback from Jegor on the map status. **(Post meeting note: Jegor is progressing the map with Keep Hill fieldwork done and Deangarden started.)**

e) Abingdon North Urban Event or Witney. (Sunday 27<sup>th</sup> September 2020, Level C, UKUL event tbc.)

**Organiser:** tbc. **Planner:** Neville. **Controller:** tbc. **Mapper:** tbc.

John Dalton has permission for the event from Witney Town Council, but there were a few remaining questions on access to some 'council' areas.

**ACTION:** John to note and liaise with Neville about our questions

**Map:** Martin Ricketts to map

Note : Fiona Bunn has been mapping Abingdon South and this may be an option also

**ACTION:** Neville to contact Fiona about the map status

f) November/December 2020 event, Shotover strongly proposed (November/December 2020, Level C)

**Organiser:** tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

**Map:**

**ACTION:** Neville to consider

**2021**

g) Options for an event on January 3<sup>rd</sup> 2021 would be considered after suggestions it might be a good 'end of Christmas/New Year holiday' event. Including moving the Shotover event from Nov/Dec 2020

**ACTION:** Neville to consider

h) Chiltern Challenge 2021 (Sunday 28<sup>th</sup> February, High Wycombe area)

**Organiser:** tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

Nettebed / Bix (preferred due to ease of parking)

Christmas Common as a possible alternative if parking is suitable

i) Level C forest event

**Organiser:** tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

j) Level C forest event

**Organiser:** tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.

k) Urban Event:

**Organiser:** tbc. **Planner:** tbc. **Controller:** tbc. **Mapper:** tbc.