



TVOC Club Meeting Minutes: Tuesday 20th September 2022

Meeting held online at 7:30pm.

Present: Chris Poole (Chair), John Dalton (Secretary, Minutes), Neville Baker (Vice-Chair), Martin Ricketts (Treasurer), Jon Wheatcroft, Bob and Pattie Beresford, Andrew Chalmers, Janusz Holender, Colin Duckworth, Marie-Anne Fischer

Apologies for absence: Alun Jones, Richard Sharp, Nat Skidmore, Heidi Lloyd

1) Matters Arising from previous Club Meeting

a) First Aid Courses (Marie-Anne)

Marie-Anne continues to look for a course that she can attend. Marie-Anne continues to seek an appropriate course. **ACTION CLOSED.**

b) TVOC Tops

Tops have been ordered. But so far tops have not been ordered due to change of design. **ACTION CARRIED OVER**

c) Mileage allowance

The mileage allowance has been £0.25 per mile for many years. Is it time to consider increasing this, especially with the current price of fuel?

Martin reported that other clubs (SOC and Leicester for example) have higher rates. An increase to 35p per mile was proposed. This was **AGREED as of immediate effect.**

d) Request from John Farren to be granted access to the membership database (Marie-Anne). John F needs to be in touch with fellow mappers and Organisers as required.

It was **AGREED** at the *previous* meeting to give access to John to these data, **SUBJECT TO CONFIRMATION BY CHRIS POOLE** (Chair), as this is considered by the meeting to be a legitimate use of the data.

This confirmation was provided at *this* meeting by Chris Poole.

ACTION: John will share this confirmation with Marie-Anne so she is now able to share the requested data with John Farren

2) Arrangements for 2021-22 AGM (Dates, Dinner etc.)

It was **AGREED** that the fish and chips arrangements at Thame Barns worked reasonably well last year and should be repeated. People brought puddings themselves.

We will aim for the equivalent Saturday night as last year's Friday event: Provisionally, Saturday 10th December 2022 tbc.

Chris Poole confirmed that Thame Barnes have been booked for 10DEC21 and the cost of room hire has been paid by the Treasurer.

ACTION: Chris Poole will ask Sue Buxton if she would be happy to coordinate the fish and chips catering.

Chris asked whether Club Championship trophies should be purchased.

ACTION: Chris to ask Club Captain if they would be able to purchase winner trophies.



3) TVOC Membership fees for 2023

TVOC Membership Fees for 2023 are to be determined at this meeting. They are currently: £1 for an Adult, £2 for a family and F.O.C. for a junior. It was proposed at the previous meeting that membership fees should stay the same for 2023.

These 2023 Membership Fees were **AGREED**.

ACTIONS:

- Martin Ricketts to pay Club Membership fee
- John Dalton to complete Club Annual Return (inc. 2023 Membership Fees)

4) Computing (Alun Jones and John Dalton)

1. Risks

From the IT / Computing / Registration / Entries team perspective, we have conducted a Risk Assessment to look at possible problems that might arise at events from the following perspectives:

- What could possibly go wrong?
- What is the likelihood of it going wrong? What would the impact of it going wrong be?
- What can do to reduce the likelihood and/or the impact of that thing going wrong?

1. Laptops

The laptops are a source of risk at events if we have a major failure with them. The TVOC laptops are quite old now. The Master / Server laptop (TVOC4) is the most critical. In addition, the TVOC laptops all have older, mechanical hard disk drives which are often a point of failure. Modern laptops, with solid state drives are much more reliable and resistant to failure.

Janusz wondered if we should consider using a USB power supply to support power laptops. Is an issue about needing splits printers which are mains-connect. **ACTION:** John to share this suggestion with Alun to consider.

PROPOSAL 1:

That TVOC replace two laptops (the Master / Server laptop (TVOC4) and one other) immediately, and replace them both with laptops containing solid state drives.

Estimated cost: £900 (for two laptops)

THIS WAS AGREED

PROPOSAL 2:

That TVOC replace two other laptops over the next four years:

- 1 laptop for replacement over the next two years
- 1 laptop for replacement during the following two years

Estimated cost: £450 per laptop

THIS WAS AGREED

2. Safety Control to confirm all finishers

During an event, there may be a catastrophic failure of the laptops, database, software or power supply. If this were to occur, and this cannot be rectified quickly, there is a risk that we cannot safely account for all competitors who have started an event. Downloaded data might be lost that cannot be recovered under these circumstances. If this were to happen, a back-up method of finding out who has finished would be required to guarantee competitor safety.

PROPOSAL 3:

That a supervised Safety Control be implemented as **MANDATORY** after the Finish at **ALL** TVOC events using SI. This will include events where the Finish is in sight of (or even adjacent to) Download. The Safety Control should be hand-held by an official throughout the event. The Safety Control can always then be interrogated to confirm finishers independently of the main computing kit.

THIS WAS AGREED

3. Backup database during events onto large memory stick

During an event, best practice seems to be saving regular backups of the event database onto a memory stick. This makes it easier to recover from a system failure.



PROPOSAL 4: Purchase of a memory stick for regular event database backups during an event.

Estimated cost: £10

THIS WAS AGREED

Neville Baker mentioned that he had several spare, high capacity memory sticks available.

4. **FOR INFORMATION:** Accident or Illness **on the day** in critical team member(s)

An accident or illness **on the day** with a key team member may result in the necessity of cancellation of an event. For example, if the person bringing the kit is in some way incapacitated, the kit will not arrive at the event (e.g. motorway closure). It might be possible to send someone else to pick the kit up, but this cannot be guaranteed.

The meeting understood this, and acknowledged that this is true, too, of the Planner, and other key team members. Other than duplicating kit (impractical), no other actions were considered appropriate.

Jon W asked about the ability to email entrants to events quickly. John D mentioned that this was possible very quickly via the Fabian4 bulk email facility.

2. Rebattery of Hire SI Cards (already agreed that we will proceed with rebattery)

Alun proposed to rebattery the club's SI cards between November and February as outlined above.

THIS WAS AGREED

3. Entries Systems

ACTION: Chris proposed that we review TVOC's use of entries systems in case they integrate better with SI Tools and suit mobile phone usage better. **TO DISCUSS AT NEXT MEETING**

5) Recent Club Successes

None highlighted

6) Past Events

None other than Saturday Series and Summer Series.

7) Future Events:

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 1 FOR FULL DETAILS OF ALL EVENTS CURRENTLY PLANNED

8) Saturday Series (Neville Baker)

a) Coombe Hill, 1st October

Andrew Chalmers provided an update. All is OK for this event. Only 72 entries as of tonight. We won't get close to the limit of 65 cars. Controls off paths to be tagged. Rain expected Friday and Saturday, so this might impact where we can park. Some controls will be put out on Friday. The rest on Saturday.

b) Programme of Events

A programme of dates has been prepared by Neville. These are dates that don't clash with other TVOC events or major events.

Note that these dates may change:

2022

- 19NOV22. Chesham Bois tbc. Andrew Chalmers is in discussions with new Town Clark and Woodland Trust about permissions.

Andrew reported the following:



We do have permission from the council.

However... We have heard from the new area manager at the Woodland Trust. He has implied that he/they do not want us to go off path for the Chesham Bois event. Andrew has drafted a reply but a diplomatic phone call first might be more prudent as he might just not be familiar with the sport. Andrew has discussed this more widely with Bob (in relation to Penn) and others since.

ACTION: Andrew will email the contact at Woodland Trust, and suggest a face-to-face meeting (on site if necessary). Bob will attend if appropriate.

2023

The following dates are being proposed for Saturday Series events in 2023:

ACTION: Nev will now try to pencil locations in for each date. Neville felt that he didn't need help with this.

Date	Location
6 th May 2023	Tbc.
10 th June 2023	Tbc.
8 th July 2023	Tbc.
12 th August 2023	Tbc.
21 st October 2023	Tbc.

All Saturday Series dates committed to are in the British Orienteering fixtures list.

c) String Course and White Courses at Saturday Series

It was suggested that we stop planning White courses at least at Saturday Series events. This has already been the case on some events. They rarely have a big entry. The Yellow course is probably the obvious course for youngsters aged 7 or 8 who are old enough to start navigating courses on their own.

This new course could be called an "Adventure" or "Family Fun" course.

Such a course would be outside British Orienteering guidelines. Do we need to check what British Orienteering's standpoint might be? It was noted that there is nothing to stop parents taking children around Black TD5 courses today.

Heidi had considered the idea for Brill and decided it wasn't the best location to try it out.

ACTION TO BE DELETED FROM AGENDA

d) Task for Saturday Series Organisers

For University Parks, Ben was not clear about some of the tasks for putting on Saturday's event.

It was also noted that the Saturday Series Planner/Organiser information was out of date on two fronts:

- It does not refer to SI at all. At some point was Robin Bishop going to update the documentation with reference to the SI kit?
- It does not refer to the Helper's Spreadsheet used to identify which helpers are available. It is not made clear that the Planner/Organiser of Saturday Series events should set up a new sheet for their event and use it to ensure there are enough helpers.

ACTIONS:

- Nev to review the availability of the Saturday Series advice to Planners/Organisers via the TVOC web site.
- ACTION CARRIED OVER**
- Nev to ensure that the Saturday Series documentation is updated with respect to SI rather than EMIT, and the Helper spreadsheet
- ACTION:** John D offered to help with this. Chris Poole can help with SI information
- Nev to ensure that all relevant documents are accessed to future Saturday Series Planners/Organisers



9) Summer Series 2023 (Chris Poole)

No update

10) Oxford Street Series (OSS) (Robin Bishop)

No update

11) Mapping Topics

a) LiDAR

Jim wants to run a lecture session to assist the club with interpretation and use of the use of LiDAR. Jim has prepared a session for club members and mappers based on his experience with Wendover.

It has also been suggested (by Mark and Bob) that this could include other mapping topics such as Beacons of the Past LiDAR and how this should be used to create and update maps in OCAD.

ACTION CARRIED OVER: It was later decided that future meetings would stay on-line so alternatives would have to be considered.

- Bob would consider alternatives for the mapping group and other interested parties.
Bob had not progressed this yet.

b) Bradenham / Naphill

Bradenham / Naphill needs seriously updating. Can this be done over the winter? This could be done in alignment with the next event.

c) Dropbox location for map storage

The availability of the most recent TVOC maps in a Dropbox location to be centrally available as an archive or library was suggested.

d) Mapping Updates: Report from Bob Beresford

Deangarden – Julian has essentially completed the map. I have provided some advice on the latest BO symbol set and legibility checks.

Kingswood – Robin and Bob have met and discussed the update to create a new map – He now has the outline map and all the LiDAR data, and hopes to update in Oct/Nov. This area is available for a 2023 event.

Hambleden – Mark is expecting to make any updates in December

Gt Hampden – Mark/Bob will review in January assuming Access is OK

Brill – Mark plans to redo the map but hasn't started as yet.

Chesham Bois – Andrew has been having interesting discussions with the new person at Woodland Trust (use only the footpaths!). I have provided the document sent to WT after CC 2019 – Andrew will update you on latest position.

Mapping Meeting – no progress with this.

OCAD and Dropbox – Progress made with getting the mappers to use the Cloud Version – still some outstanding. Robin is now sorted out. Not sure how far Jim Prowting has got. Julian had one or two problems that OCAD sorted.

12) Officers Reports

a) Chairman:

- Thanks for everyone's hard work, as ever



b) Treasurer:

- Annual accounts are in order.
- Secretary will circulate a financial report from Treasurer (attached with these Minutes).
- Martin's report also contains a list of kit held by the club. Please review the list of any kit you old, and let Martin know if there are any changes.

c) Secretary:

- Nothing else to report

d) Captain:

- Nothing to report

13) SCOA Report (Jon Wheatcroft)

Nothing to add other than what was in last week's e-News.

14) Situations Vacant or Becoming Vacant

Role	Previous Holder	Comments
Team Leader, Registration and Results	Alun Jones	Still no progress on finding someone to take this post on. For now, the Registration team are agreeing amongst themselves who is taking a lead for the team for each event. No change.
Team Leader, Volunteer Pool		Neville and Marie-Anne are still considering this

15) Any Other Business

a) Confirm date of 2022 Club Championships

To be held at Long Valley on 13th November. Classes have been under discussion.

Super Junior	M12- Orange	W12- Orange
Junior	M14- Light Green	W14- Light Green
Intermediate	M16-18 Blue	W16-18 Green
Senior Open	Brown	Women's Open Blue
Veteran	M45+ Blue	W45+ Green
Super-Vet	M60+ Short Blue	W60+ Short Green
Ultra-Vet	M70+ Green	W70+ Short Green
Hyper-Vet	M80+ Short Green	W80+ Very Short Green

ACTION: Chris to contact organiser of the event out of courtesy



Date of next meeting:

Confirmed to be at **7:30pm** on Tuesday 15th November 2022.
This meeting location to be confirmed (on-line or Merry Bells)



APPENDIX 1: Future Events

(Changes and additions since the previous meeting are shown in red.)

2022

a) Wendover. Chiltern Challenge 2022 (Sunday 16 October 2022, Level C)

Organiser: Neville Baker (Alun / Chris covering on the day if Nev not available). **Planner:** Jm Prowting

Controller: Headley Calderbank HH. **Mapper:** Jim Prowting

Nev reported that all is fine for this event. No further red is needed for Nev as Organiser. He may not be available on the day.

b) Deangarden, Keep Hill and Wycombe Abbey School (Sunday 18DEC22, Regional, Level C?)

Organiser: Sue and Ian Buxton. **Planner:** Nat Skidmore. **Controller:** Freya Askham, SMOG. **Mapper:**

Julian Birkinshaw

Map:

Julian is making good progress with the remap of Deangarden and Keep Hill. Julian is also going to update the Wycombe Abbey school area next weekend – now school is finished. Julian has done some new mapping of the old Ski Slope and the scrublands beyond to the road in the east.

ACTIONS:

- Bob to send John D a PDF of the area so John D can clarify access with Chiltern Rangers
- John Dalton will inform Chiltern Rangers of the date of our event as a courtesy now that the date is confirmed.

ACTIONS COMPLETE. Chiltern Rangers informed and in agreement

Neville reported that this event appears to be under control.

Bob reported that this will be a forest map at 1:7,500 at the latest standards

UPDATE FROM NAT SKIDMORE

Julian kindly finished and shared the map with me last week - the first time I've ever seen any map of the combined area and first since Jegor's draft map. As such, I have a lot still to do, having only really ran and scouted ideas for legs previously on the ground. And I should be transparent, my life outside orienteering is completely consuming and hectic at the moment, so please manage expectation of a quick turnaround on a full set of courses imminently:-)

I'm feeling a bit concerned about punter enjoyment given the long thin shape of the area outside WAS, and the restricted options that affords. Mark has offered to have a look and critique/share ideas - I may ask Julian too as a courtesy for his mapping efforts. Some ideas I had in WAS will also no longer work (maintenance area has been marked OOB - will check with Julian why; and detail now around main block of building is too vague for some of the things I had in mind). But like I say, not trying to revisit the decision - just deliver a great event.

2023

Neville has produced a set of events and agreed these with Richard Sharp. See below for an up-to-date list of dates for events in 2023.

a) Chiltern Challenge 2023, Whiteleaf and Great Hampden (Sunday 26FEB23, National, Level B)

Organiser: Colin Duckworth. **Planner:** Roger Thetford with assistance from Ian Hylton. **Controller:** Gordon Parker, SLOW. **ALL APPROVED BY SCOA.**

ACTION: Nev to investigate whether an assistant Organiser would be of assistance

Mapper: Mark Thomson, Bob and Pattie Beresford

Map:

The whole map has been resurveyed for the event using the BotP LiDAR data. Significant time and effort had been spent to get the map completed in good time for the event. The map was now acceptable to the



Planner, but would need checking after the shooting season in Feb 2023. Some changes were noted for Whiteleaf after the Summer Series event. Map is otherwise fine.

Nev reported that he is in discussion with Princes Risborough school about parking. However, there is a limit on parking as there will be other activities on site that day (e.g. motorcycle training on the tennis court area). They can only offer about 130 car parking spaces. Nev is looking at whether other parking at the football field can be used on Kop Hill.

Neville felt that there was nothing that others could do to assist him.

A discussion was had about other potential car parking spaces around the town. Colin Duckworth and Neville shared thoughts about this.

Once car parking is agreed, we will arrange bussing to the event, potentially further into the area than normal to provide a different start location.

b) British Individual Championships, Saturday 25MAR23

It should be expected that TVOC helpers will be called on for this event.

c) Hambleden (British Relay Championships with SCOA, Sunday 26th March 2023.)

Organiser: Neville Baker. **Planners:** Mark Thompson and Peter Riches. **Controller:** Michael Chopping, RAFO. **Mapper:** Mark Thompson/John Farren.

We have landowner permission, with a contract in place with SCOA. John Dalton offered to do all the landowner liaison work.

Map:

Mark has done extensive background work to provide a new base map. Mark and John have done the mapping and the start/changeover/finish locations have now been agreed after an on-site meeting. Map very largely complete now, with some formatting only required at this stage. Access to Hambleden may be easier than normal this next shooting season. **Mark is expecting to make any updates in December**

Neville reported that there is not too much news on this event. Basic organisation is progressing smoothly.

ACTION: Nev offered to progress, particularly in relation to venues. Planners and Mappers need to have access the areas at least a year in advance.

d) Location **tbc.** (Sunday 7th May 2023, Regional/Level C.)

Organiser: **tbc.** **Planners:** **tbc.** **Controller:** **tbc.** **Mapper:** **tbc.**

Note that the British Middle and Sprint Championships are this weekend in Northern Ireland.

e) Abingdon **tbc.** (Sunday in June or July 2023 **tbc.**, Urban Regional/Level C.)

Organiser: **tbc.** **Planners:** **tbc.** **Controller:** **tbc.** **Mapper:** **tbc.**

Map:

f) Location **Abingdon.** (Sunday 24th September 2023, Urban Regional/Level C.)

Organiser: **tbc.** **Planners:** **tbc.** **Controller:** **tbc.** **Mapper:** **tbc.**

Map:

g) Location **tbc.** (Sunday 10th December 2023, Regional/Level C.)

Organiser: **tbc.** **Planners:** **tbc.** **Controller:** **tbc.** **Mapper:** **tbc.**

Map:

2024



h) Chiltern Challenge, Location **tbc.** (Sunday 10th March 2024, National/Level B.)
Organiser: **tbc.** **Planners:** **tbc.** **Controller:** **tbc.** **Mapper:** **tbc.**

Map:

i) Regional Event, Location **tbc.** (Sunday 19th May 2024, National/Level B.)
Organiser: **tbc.** **Planners:** **tbc.** **Controller:** **tbc.** **Mapper:** **tbc.**

Map:

TVOC Club meeting 20/9/22 Treasurer's report – revised 25/9/22

The accounts for the year just ended on 31st August are being prepared. They are likely to show a small deficit for the year, of about £260, a bit over 1% of turnover. We have however paid for 3 years Ocad at over £1k and about £1.3k (including £200 duty) for the anniversary bandanas.

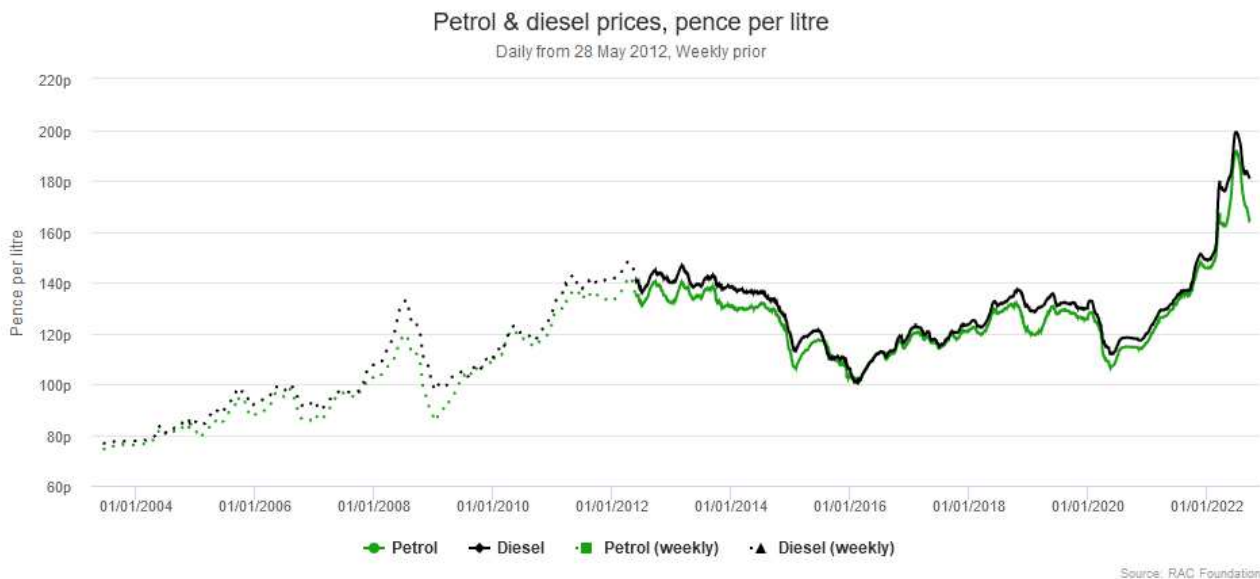
Saturday + summer series events income and exp.

Saturday series	Income	Exp.	surplus/def.
Penn November 27	£814.00	£642.25	£171.75
Bradenham Jan 15	£638.00	£691.55	-£53.55
Brill March 19	£906.50	£577.55	£328.95
Wittenham April 30	£571.50	£431.70	£139.80
OU Parks July 9	£438.00	£428.20	£9.80
Summer series, income net after other exp	£377.95	£228.00	£149.95

Payments made for loos for Wendover and Coombe Hill, plus the Thame Barns hire for the AGM.

Mileage Rate:

This has remained at 25p/mile since at least 2008, when fuel first reached £1/litre –



Although a lot of clubs follow the BOF rate, as far as I can tell looking online, there are some that don't. SOC for example pays the 'HMRC rate' of 45p/mile, which is the maximum rate companies are allowed to pay employees without part of it being regarded as income. LEI will pay up to 45p and asks for a form to be filled in showing anything not claimed as a donation, on which it claims Gift Aid - it is a Community Amateur Sports Club (CASC) – see [here](#) – as recently raised in connection with the Orienteering Foundation somewhere(?).

If your vehicle does 50 mpg that's about 11 m per litre, the cost of which is up say 77p to keep the arithmetic simple, i.e. 7p per mile. I don't think there's any requirement to keep to the BOF rate, **so I would like to propose that we increase it by 7p per mile, i.e. to 32p/mile.**

INSURANCE:

The insurer's year was changed to start on 1st September and we paid a pro-rata sum for the interval. I have just renewed as follows:

Equipment	£13,000.00	1.20%	£156.00
SI Equipment	£15,500.00	1.75%	£271.25
Portable Computers	£2,000.00	3.00%	<u>£60.00</u>
			£487.25
size discount		35.00%	-£170.54
			£316.71
Add tax		12.00%	£38.01
			£354.72
Policy charge			£25.00
Due to Richard Weston		Total	£379.72

Last year the cost was £339 but that included a Covid-related discount

And we are required to give the normal storage locations for which I have the current data - please take a look if you have or recently had any club kit and let me know of any changes etc. Thanks

	No.	Unit Cost	Value	Sect.tot	Stored by
General Equipment					
Cane controls and stakes	100	1.00	100.00		?
Tents	3	300.00	900.00		Alun Jones
	1	300.00	300.00		Simon Kippin
	1	300.00	300.00		J Thompson - C
	1	300.00	300.00		Neville Baker
First Aid & rescue equipment	1	100.00	100.00		
Banners (2 start, finish club)	4	100.00	400.00		?
Club 'sail' banners	3	150.00	450.00		
Control flags	125	4.50	562.50		?
Rolls of tape (red/wh, hazard)	2	15.00	30.00		?
Wolf WP2200 Generator	1	100.00	100.00		Alun Jones
Battery & inverter	2	120.00	240.00		Alun Jones
Start Clocks:					
Grayson Digital Quartz, call-up	1	280.00	280.00		J Wheatcroft
Westerstrand analogue	1	150.00	150.00		J Wheatcroft
Ted Finch clocks	3	300.00	900.00		J Wheatcroft
Road signs	1	100.00	100.00		Neville Baker
Fluorescent jackets	2	25.00	50.00		Neville Baker
Marshal's bibs	5	8.00	40.00		Neville Baker
Radio sets	4	40.00	160.00		Neville Baker
April 21 hi-vis bibs	10	5.00	50.00		Neville Baker
O-tops stock typical	15	25.00	375.00		Heidi Lloyd
Club jackets, expected stock	10	60.00	600.00		Heidi Lloyd
Ladies Trophy (Sept '22)	1	400.00	400.00		Ben Green
Mens Trophy (Sept '22)	1	200.00	200.00		Ben Green
Toilets hired, up to 6 @ £800 + vat	6	960.00	5,760.00		
total				12,847.50	
SI Equipment				15,257	Neville Baker

see separate sheet

Portable Computers

WINDOWS 10	5	200.00	1,000.00	Alun Jones
Mtech printer and paper	3	225.00	675.00	AJ
monitors for results display	2	100.00	200.00	AJ
500Gbyte memory for Lidar	1	62.00	62.00	R Beresford

Total computers etc **1,937.00**

I've added the 3 BSF9s to the SI kit:

SI kit

Item	Type	Number required	Unit cost	Cost £
Controls - Start, Finish, etc	BSF8-DB **	15	£96.00	£1,440.00
SI Master	BS8-DT	1	£148.57	£148.57
Controls	BSF8-DB	65	£96.00	£6,240.00
Semi-permanent Label (Station Code) for top of BSF Station		81	£0.74	£59.94
Plastic Holder for BS8 Station		77	£3.11	£239.47
BSM8-USB Mini Reader for Registration/Download		4	£97.14	£388.56
Purple Service/Off Key		2	£10.58	£21.16
Purple Clear Backup Key		2	£10.58	£21.16
Coupling sticks		1	£6.22	£6.22
non-Air dibbers v8		0	£29.00	£0.00
Air dibbers, with finger loop		100	£62.86	£6,286.00
carry-case		2	£45.48	£90.96
December 2021: 3 x BSF9 for Clear, Siac test, 108			£105.00	£315.00
TOTAL				£15,257.04

Martin Ricketts