

## ESSEX STRAGGLERS ORIENTEERING SOCIETY

### MINUTES

V2 –

Committee Meeting Monday 3<sup>rd</sup> November 2014 held at 7.30pm at Grove Hill House, Grove Hill, Dedham

Present: Colin West (Chairman), John Russell (Vice Chairman), Perry Mole (Treasurer), Julie Laver (Development/Head Coach), John Collyer (Future Fixtures Secretary), Jenny Collyer (Club Captain), Eddie Banks (Current Fixtures Secretary), Geraldine Russell (Membership Secretary), Andrew Cordle (Webmaster) Kevin Machin (Mapping Officer) Lyn West (Welfare Officer) Chris Childs (Secretary).

No	Item	Action
<b>1.00</b>	<b>Apologies</b>	
1.01	Apologies for absence were received from Peter Warland (EAOA Representative).	
<b>2.00</b>	<b>Minutes of Meeting 9<sup>th</sup> September 2014</b>	
2.01	The Minutes of the Meeting 9 <sup>th</sup> September 2014 were approved by the Committee and signed by Colin West (Chairman) as a correct record.	
<b>3.00</b>	<b>Matters arising from the Previous Minutes</b>	
3.01	Matters arising from the previous Minutes are generally dealt with under their respective headings.	
<b>4.00</b>	<b>Minutes of Annual General Meeting 20<sup>th</sup> October 2014</b>	
4.01	The Minutes of the Annual General Meeting 20 <sup>th</sup> October 2014 were approved by the Committee for presentation to the Membership at the next AGM.	Chris
<b>5.00</b>	<b>Matters arising from the AGM Minutes</b>	
5.01	It was noted that the list of Club Officials appended to the Minutes omitted the Club Captain. With apologies to Jenny this matter is addressed and the revised list appended to these Minutes (A1).	
5.02	Head Coach is a separate role from Development/Schools Liaison Officer. Although Julie currently occupies both these roles this should be separated on the List of Officials (as appended). It is noted Julie is currently <u>Acting</u> Head Coach.	
5.03	The award for the most outstanding Junior had not been awarded although a candidate has been proposed.	
5.04	It was noted that no Club Championship Event had taken place so far this year. It was suggested the best result from the Compass Sport Cup should be used for this year's championship.	
5.05	No other matters arising from the AGM Minutes.	
<b>6.00</b>	<b>Correspondence</b>	
6.01	BOF have issued the Club Affiliation Fee Renewal Notice for 2015. This requires payment of the affiliation fee (£46.00), confirmation of Club membership fees and	

6.02	a full list of Club officials and was to be returned to BOF by 24 <sup>th</sup> October 2014. This was issued to BOF on 21 <sup>st</sup> October following the AGM.  The Secretary was in receipt of a copy of the invoice for hire of the Tiptree United Reformed Church hall for the AGM. A copy was passed to the Treasurer.	Perry
<b>7.00</b>	<b>Treasurer's Report</b>	
7.01	Perry Mole, the newly appointed Treasurer, has met with Nancy Powell Davies and is in receipt of all the necessary records and documents.	
7.02	It was noted The Broaks event had made over £200.00 and the first of the winter series events brought in £41.00.	
7.03	The Development grant of £2000.00 will be fully allocated.	Julie
7.04	The Club has recently purchased a new tent (PM 9.01).	
7.05	The Club has twice made £90.00 from cake sales to raise money for junior events. This has proved so popular the idea could be extended to other suitable events.	
7.06	The Treasurer will provide a copy of the current financial statement for appending to these Minutes (A2A and A2B)	Perry
7.07	Currently those entitled to sign cheques on behalf of the Club are John Collyer, Nancy Powell Davies, Jack Isbester, and Martin & Hilary Sellens. It was agreed that with the exception of John Collyer, these names should be removed and Perry Mole (Treasurer), and Colin West (Chairman) added. Perry would progress the necessary arrangements for a change in signatories and make enquiries regarding internet banking. It was agreed internet banking would only be used for payments if the system enforced with two signatories. SOS use Coop bank.	Perry
<b>8.00</b>	<b>Current Fixtures</b>	
8.01	Eddie Banks circulated the 2014 Events Summary which is updated to include the Winter mid week series as appended (A3).	
8.02	Now starting to sort out the permissions for Pods Wood. This is mostly Forestry Commission land but some other land owners are involved.	
8.03	Geraldine has obtained permission for Writtle but the information has been deleted from the computer. Kevin would check to see if he is in receipt of copies.	Kevin / Geraldine Eddie
8.04	All permissions are now in place for the Colchester Urban event.	
8.05	Some mapping revisions will be required for the future. The urban map has had to be corrected by Kevin to show the correct location for magnetic north which had been added to true north rather than subtracted.	Colin
8.06	The competitors will be wearing race numbers for the Urban Event. It was thought the Institute wanted a list of competitor names but bibs would be better for identifying them. Consideration to be given for sponsorship on the bibs. Go outdoors, Sports Direct and Intersport were suggested.	Andrew
8.07	There are two vehicular entrances to the Institute car park.	
8.08	John Russell has procured further orienteering signs which were easy to read and have a semi rigid backing. Andrew is also preparing a schedule of about 22 additional signs which will be required for the event. Consideration to be given to	Colin / Andrew

8.09	preparing our own signs. Kevin has a thin plastic sheet which can take a print but would need a backing. Colin may have some suitable material but it was thought such materials would not be very expensive and should be available from local plastic stockists. We can laminate up to A4 size.	Andrew
8.10	Consideration to be given to additional publicity via Facebook, Urban Orienteering or even local radio.	Chris
8.11	SOS are providing marshals for next week's Colchester Park Run to advertise the event and distribute flyers. Chris to draft A6 size flyers for agreement. 100 required. Park Runners would prominently be offered a £2.00 discount. A web site reference could also be included to draw attention to the mid week event.	Chris
8.12	Local running clubs could also be circulated.	Andrew
	The EA SI kit will be needed. The use of gripples to be considered for security of the boxes.	
<b>9.00</b>	<b>Future Fixtures</b>	
9.01	John C presented the SOS Event Planner for 2015 copy appended (A4).	
9.02	The Committee welcome the offer by SMOC to hold the EA Schools Championship in Northampton. It is accepted that this will involve some travel for SOS juniors but it is felt we could still generate sufficient enthusiasm. The only concern was whether there is enough junior interest in the SMOC region. If SMOC have any concerns about raising sufficient support SOS would be prepared to host the event at Hylands. Chris to advise Peter accordingly.	Chris / Peter
9.03	Kevin and Clive are planner and controller for the Writtle and Baddow Ridge events. Whilst there is some overlap Kevin is likely to be nominated as the Planner for Writtle and Clive for Baddow Ridge.	
9.04	HAVOC may provide a controller for High Woods.	John C
9.05	There has been considerable tree felling in Layer Wood and this needs remapping. It was thought there could also be a number of unmapped hollows or depressions hidden in the bracken undergrowth. It is hoped to combine Pods and Layer Woods for the January event. The event would start in Pods Wood with blue and possibly brown courses extending to Layer. John and Jenny would revisit the site and firm up proposals.	John C & Jenny
9.06	Chris undertook to do the New Year's Day event. This could be at Hilly Fields or Fordham. To be confirmed. This is a fun event, format to be decided. Kevin can provide the maps.	Chris
9.07	The Yvette Baker final is scheduled for 5 <sup>th</sup> July in Nottingham.	
<b>10.00</b>	<b>Mapping Report</b>	
10.01	SOS has 6 licenses for OCAD 10 which should all be retained by the club. Licences can simply be reallocated to another. Steven Cartwright has emailed Kevin and offered to return his OCAD 10 licence. Tom Edelsten has a copy and John C would discuss with him this weekend the possible return of the licence.	Kevin / John C
10.02	OCAD 11 is now available at an upgrade cost of 338 Euros per license. The upgrade is considered too expensive. Geo references are a big benefit and achievable with OCAD 10.	
	Geo Sky Mapping has been purchased by Kevin for about £40.00 and this is a	

10.03	useful tool for geo referencing. LIDAR data can be picked up for free but this does not cover all areas.	
10.04	Kevin is still giving consideration to an SOS mapping course. Peter Warland has reported EAOA are trying to gauge interest in a mapping course in the spring. Some SOS members are likely to be interested but would like dates to be confirmed. Chris to confirm to Peter.	Kevin / Peter
<b>11.00</b>	<b>Equipment and Club Kit</b>	
11.01	All SOS kit is in store. Julie has the first aid kit and will hand it to Sue and Simon for the next mid week event.	Julie
11.02	Signage all as discussed earlier.	
<b>12.00</b>	<b>Webmaster's Report</b>	
12.01	Minutes/constitution and contacts, updated on web site and results added.	
<b>13.00</b>	<b>Permanent Course Officer's Report</b>	
13.01	Alex is now Permanent Course Officer and will be looking at High woods in the next few weeks.	Alex
13.02	Eddie has a contacts file for permanent courses which would be useful and will hand over to Alex.	Eddie
13.03	Eddie reviewed Highlands Park when undertaking the role and reported a missing post which they undertook to replace.	
13.04	Colin would consider approaching Tourist Information with proposals for a Colchester Town Centre visitors orienteering map to identify local land marks.	Colin
<b>14.00</b>	<b>Development Committee</b>	
14.01	No meetings of the Development Committee since the last Committee Meeting.	
14.02	It was noted that Steve Partridge, Julie Edwards, Nancy and Julie Laver continue in their work with the 3 schools (St Andrews, Ramsey and Hedingham) and this support is showing results in competition and attendance. All 3 schools are entering the British Schools Championships.	
14.03	First aid qualifications run out in January. Julie will be investigating courses.	Julie
14.04	Peter and Nancy are proposing to attend the event safety course on 13 <sup>th</sup> November.	Peter / Nancy
<b>15.00</b>	<b>EAOA Report</b>	
15.01	Peter reported prior to the meeting:-	
15.02	EA Schools Championship as item 9.02	
15.03	Date for Grade C Controllers Course is on BOF web fixtures list. Venue is Santon Downham near Thetford.	
15.04	Mapping Course as item 10.04	

15.05	Event Safety Workshop as item 14.04	
<b>16.00</b>	<b>Membership Report</b>	
16.01	It should be possible to download SOS members emails from BOF web site rather than copy each email individually .	
<b>17.00</b>	<b>Any Other Business</b>	
	There are currently 36 entrants for the Compass Sport Trophy. The £14.00 entry includes a 'free' tee shirt.	
	The winter mid week street O' events have got off to a good start with John & Jenny's event at Sudbury and the results are on the web site. Sue & Simon's event next week is at Stanway. Chris would circulate a flyer to all SOS members in the next few days.	Chris
	It was suggested a donation be paid to the Woodland Trust in memory of Alan Milton former straggler and Club Secretary. Others could donate.	Colin
<b>18.00</b>	<b>Date of Next Meetings</b>	
18.01	Dates for SOS Committee Meetings are to be the Monday before the EAOA meetings which are held on a Friday. Dates to be circulated when known.	Peter / Chris
18.02	The next SOS Committee Meeting is to be held at 7.30pm in January at Chris & Pat's house:- 19 Hubert Road Lexden Colchester CO3 3SA, Tel 01206 574748	All

The Meeting closed at approximately 22.00 hrs

# Club Contact report



## Essex Stragglers Orienteering Society

Club Chair	Colin West	362262
Vice Chair	John Russell	415612
Club Secretary	Chris Childs	467191
Club Membership Secretary	Geraldine Russell	415611
Club Treasurer	Perry Mole	443411
Club Captain	Jenny Collyer	149292
Club Fixtures Secretary - Future	John Collyer	149291
Club Fixtures Secretary - Current	Eddie Banks	468491
Development/Schools Liaison	Julie Laver	453811
Head Coach (Acting)	Julie Laver	453811
Club Results Secretary	Andrew Cordle	249251
Club Publicity Officer	Rachel Barford	461841
Club Mapping Officer	Kevin Machin	141921
Club Equipment Officer	John Russell	415612
Club Webmaster	Andrew Cordle	249251
Club SI Co-ordinator		
EAOA Representative	Peter Warland	276991
Club Welfare Officer	Lyn West	362261
Junior Captain		

**ESSEX STRAGGLERS ORIENTEERING SOCIETY  
INCOME AND EXPENDITURE ACCOUNT**

Year to *3 November 2014*

<i>Previous year</i>			<b>This Year</b>			<b>Comment</b>
<i>Receipts</i>	<i>Payments</i>	<i>Net</i>	<b>Receipts</b>	<b>Payments</b>	<b>Net</b>	
£	£	£	£	£	£	
476	150	326	4	-	4	
5,210	2,806	2,404	634	434	200	
863	2,014	(1,151)	221	175	46	All Junior Competitions - split?
215	595	(380)	-	161	(161)	
38	1,658	(1,620)	-	-	-	Balance brought forward £1,928
	245	(245)		69	(69)	New club tent £69
	3,230	(3,230)		314	(314)	
400	214	186		-	-	
76		76	-		-	
11	393	(382)	1	46	(45)	
<u>7,287</u>	<u>11,304</u>	<u>(4,016)</u>	<u>860</u>	<u>1,199</u>	<u>(339)</u>	

<i>2013/14</i>	<b>CASH BALANCE</b>	<i>2014/15</i>
£		£
9,300	Balance b/f	5,284
<u>(4,016)</u>	Net receipts (payments)	<u>(339)</u>
<u>5,284</u>	Balance in hand	<u>4,945</u>

Stragglers Events - Year ended 31 August 2015

	Prior Year	Brooks 12/10/2014	Colchester Urban 22/11/2014	New Year Novelty 01/01/2015						Winter Night O	Summer Series	TOTAL
<b>Income</b>												
Entry Fees		634.00										634.00
Car Parking		a										-
Other		-										-
<b>Total</b>	-	<b>634.00</b>	-	-	-	-	-	-	-	-	-	<b>634.00</b>
<b>Expenditure</b>												
Brit O Levy		89.00										89.00
EAOA Levy & SI		94.60										94.60
Controller's expenses												-
Organiser's expenses		-										-
Planner's expenses												-
Land Access/Donation		50.00										50.00
Miscellaneous		-	**									-
Facilities/Car Park Hire		200.00										200.00
Equipment eg Toilets		-										-
Fabian 4 charge		-										-
String												-
<b>Total</b>	-	<b>433.60</b>	-	-	-	-	-	-	-	-	-	<b>433.60</b>
<b>PROFIT-LOSS</b>	<b>0.00</b>	<b>200.40</b>	-	-	-	-	-	-	-	-	-	<b>200.40</b>
		a Car parking charge included in entry fees, not notified separately										
		** £1,500 for map last year										



Essex Stragglers 2016 Event Summary		Permission							Officials				
Date	Venue Control card	Landowner	Event Type	Event Grade	Request Letter	Receipt Confirmed	Permission		Organiser	Planner	Controller	DCF Reg	Comments
							Verbal	Written					
12-Nov	Stanway	None	Street-O	D					Sivon & Susan Clapp			67851	
22-Nov	Colchester Urban St	Colchester BC	Urban	C	Yes	Yes	Yes	Yes	Andrew Condie	Colin West	Graham Louth	66380	Permissions now Complete RA sent
18/01/15	Pods Wood	Forestry Commission & Others	Colour coded	C					Nancy P-Davies	Jenny Collyer	John Collyer	67241	
28/01/15	Parsons Heath	NA	Mid-Week Street O	D					John LeSeve			67862	
25/02/15	TBD	NA	Mid-Week Street O	D					Julie & Alex Laver			67863	
22/03/15	Writtle Forest			C					Geraldine Russell	Kevin Machin ?	Clive Tant ?	67245	
25/03/15	Lexden	NA	Mid-Week Street O	D					David Lumby			67864	
22/04/15	TBD	NA	Mid-Week Street O	D					Lyn & Colin West			67885	
17/05/15	Hylands Park			C					Eddie Banks			67247	
14/06/15	High Woods			C						Alex Ware ?		67248	
12/07/15	Wivenhoe Park			C					Dave	Alex Ware ?		67248	
11/10/15	Baddow Ridge			C								67252	
29/11/15	Chalkney Wood			C						Kevin Machin ?	Clive Tant	67256	
Last updated 3 Nov 2014													

## SOS Event Planner 2015

Date	Venue	Organiser	Planner	Controller	Level
January 1 <sup>st</sup> .	?	?	?	n/a	D
	NYD Fun event				
January 18 <sup>th</sup> .	Pod's (Layer?)	Nancy P-Davies	Jenny Collyer	John Collyer	C
	CC+ESSOL				
March 22 <sup>nd</sup> .	Writtle Forest	Geraldine Russell	Kevin Machin ?	Clive Tant ?	C
	EAL				
May 17 <sup>th</sup> .	Hylands Park	Eddie Banks			C
	CC+ESSOL (EASC?)				
June 14 <sup>th</sup> .	High Woods		Alex Ware ?		C
	SOS Relays				
July 12 <sup>th</sup> .	Wivenhoe Park	Dave	Alex Ware ?		C
	CC+ESSOL				
October 11 <sup>th</sup> .	Baddow Ridge		Kevin Machin ?	Clive Tant	C
	CC+ESSOL				
November 11 <sup>th</sup> .	Chalkney Woods				C
	CC+ESSOL				