

Buffalo Orienteering Club Board Meeting Minutes

February 23, 2018

Location: Greg's house

Present: Rob Reeves, Greg Hyatt, Jennifer Borowicz, Phil Wolfling, Dave Cady, Rainee VanNatter, Henry Davis

***Action items in bold**

- The group enjoyed a pizza dinner and fellowship.
- Rob reviewed and approved the minutes from the 1/5/18 board meeting.
- 2018 Schedule
 - Rob reviewed the draft document at https://docs.google.com/spreadsheets/d/1WjC-49ODy9ghjC9s1lw7V11xc6KCufE_coQMe8zlx8g/edit?usp=sharing
 - **Registration volunteers needed for all events.**
 - **Assistant meet director needed for Sardinia, Ellicottville, Knox.**
 - **Meet director needed for Hunter's Creek.**
 - **Details need for Sprague Brook Intermediate training event.**
 - **Dave to send out list of electronics volunteers.**
 - **Jennifer to update website and send out email.**
 - Decision to switch the dates for the Hunters Creek and Sardinia meets.
 - Larger parking lot at Sardinia would be needed for planned Learn & Practice event and projected increased attendance if National Ranking Event designation is achieved.
 - **Rob to check with Katy Carrier and Rod Cameron to see if they would be available on the new dates.**
 - Sardinia meet, 6/9
 - Discussion on using online registration and a higher price structure (\$15/\$20/\$25).
 - **Phil to design course.**
 - **Phil to complete and submit National event application to OUSA.**
 - **Phil to be in charge of start area volunteers and map distribution.**
 - Permits & Reservations
 - Phil has submitted insurance, permit and reservation applications for all events. Confirmations not yet received in most cases.
 - **Phil to follow up with Knox Farm State Park staff.**
 - Ellicottville Adventure Run
 - The group reviewed Linc's volunteer status document.
 - Greg and Phil volunteered to help with control pickup. **Additional volunteers needed.**
 - Dave volunteered to take care of maps & cases.
 - Rob volunteered to help with food preparation and purchasing.
 - **Additional control location vetting and placement help needed.**
 - **Parking, awards and sign posting help needed.**
 - Annual Meeting

- **Dave to contact Jackie regarding setting up the orienteering activity.**
 - **Jennifer to send out an email and RSVP request.**
 - **Rob to compile 2017 Map Hike results.**
 - **Dave to prepare 2017 financial summary.**
 - **Rob to prepare “State of the Club” address.**
- Old Business
 - Website
 - Greg reported that the server migration project is complete at a cost of \$416.
 - **Online membership form improvements to be completed next.**
 - Online meet registration will be revisited before the 2019 season.
 - Mapping
 - Dave reported that the Hunter’s Creek update is nearly complete, with one additional visit needed.
 - The Cazenovia Park base map has been started. New map will include the golf course.
 - Greg discussed a proposal to map the Silo City property. Consensus that the area may not be large enough for a traditional orienteering event. **Dave to visit the area to confirm.**
 - No update from Phil on the Camp Scouthaven permanent course project.
 - Treasury
 - Dave reported that two donations have been received to the Maritime fund. Additional donations will be solicited. **Dave to send Jennifer a request to be included in the next email.**
 - Dave discussed succession planning for the Treasurer position. He would like to “retire” within two years and focus on other efforts. Greg offered that he might be interested and available at that time.
 - **Dave to research accounting software options to make the transition easier.**
 - Nominating Committee
 - **Greg, Linc and Jennifer will contact new board member prospects and have a nomination slate to present at the next board meeting.**
 - Potential board members include Pete Weber, Jennifer Grande, Nancy Buck, Rebecca Wightman, Bruce Morrison, Walt Lyons, Patty Lyons, Jackie Novkov, Doug Kennedy, Linc Blaisdell
 - Gear/Equipment
 - The group discussed selling the Club’s laser printer, as it is no longer needed. **Dave to discuss with Doug Kennedy.**
 - **Phil to diagnose and repair the Club propane grill before the annual meeting.**
 - **Phil to arrange with Linc to store the Club gear.**
 - Membership
 - **Rob to contact Jane Brennan about sending membership renewal postcards.**
 - Club t-shirts/jerseys
 - **Henry to research options and costs.**
 - Meet report form

- **Rob to update and distribute.**
 - Map Hikes
 - **Map hike leaders to provide Phil with completed courses.**
 - **Phil to print packets before the annual meeting.**
- New Business
 - OUSA Club Development Guide
 - Rob reviewed the document and encouraged the group to work on ways to make our Club more “welcoming.” **Rob to email link to the document to the group.**
 - OCAD software
 - Dave suggested that the board consider obtaining the new OCAD software when it becomes available later this year. An annual subscription fee of \$267 would grant the Club use of two licenses. **Dave to research further.**
- Next meeting set for Tuesday, March 27th at the Comfort Zone restaurant in Hamburg.
 - **Jennifer to confirm room availability.**