

## Buffalo Orienteering Club Board Meeting Minutes

January 5, 2018

Location: Rob's apartment

Present: Rob Reeves, Linc Blaisdell, Jackie Novkov, Rainee VanNatter, Jennifer Borowicz, Dave Cady, Phil Wolfling, Patty Lyons, Walt Lyons, Greg Hyatt

### **\*Action items in bold**

- The group enjoyed a pizza dinner and fellowship.
- Rob reviewed the action items from the 11/17/17 board meeting minutes.
  - Further discussion on the Ellicottville Adventure Run.
    - Linc detailed his conversation with Dave Levine regarding taking on a bigger role with course design and control location vetting. **Linc to follow up with Dave and confirm.**
    - **Phil to submit the DEC meet report for 2017 along with the permit application for the 2018.**
    - Dave provided a detailed revenue statement that eliminates the need for the standard meet report form for this event.
    - Jackie discussed the need for 35 controls this year.
    - Linc agreed to serve as meet director in 2018, coordinating all volunteers. **He expressed a desire to find an assistant meet director to take over the food service operation.**
  - Phil corrected a note from the minutes regarding the Sardinia meet. Katy Carrier helped out with course design, not control placement.
  - **Phil to arrange with Linc to store and inventory the Club gear over the winter.**
  - **Phil reported that the route cause analysis of the grill malfunction is ongoing.**
  - Jennifer reported that Map Hike control #7 at Knox Farm has been replaced.
- 2018 Schedule
  - Patty suggested eliminating the Sprague Brook trail run due to low attendance and submitted date preferences for Knox Farm and Chestnut Ridge.
  - Patty volunteered to serve as assistant meet director for the Sardinia meet and will help with control placement.
  - Rob reported that Henry Davis volunteered to serve as meet director for Chestnut Ridge.
  - **Rob to update the draft schedule at [https://docs.google.com/spreadsheets/d/1WjC-49ODy9ghjC9s1lw7V11xc6KCufE\\_coQMe8zlx8g/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1WjC-49ODy9ghjC9s1lw7V11xc6KCufE_coQMe8zlx8g/edit?usp=sharing)**
  - **Rob to follow up with OUSA regarding possible National Event certification for the Hunter's Creek meet.** Open question as to how many and what type of courses to offer.
  - **Phil to submit permit applications, insurance certificates and shelter reservations to the land managing agencies for all events.**
- Old Business
  - Website
    - Greg detailed the plan to use the "Upwork" platform to hire a freelance web professional to migrate our website to a new domain hosting service. There is a

lack of confidence with the anti-virus and malware protocols of our current service with GoDaddy. The board approved a maximum of \$250 for the server migration work and an additional \$500 for further site improvements this year, including but not limited to creating an online membership form and meet registration and payment system.

- Jennifer prepared a report comparing the Club's results with the Meetup group in 2017 versus 2016. Points of information included: cost, members, site visits, event participation. The board approved continuing our participation in 2018 at a cost of \$15 per month.
- Mapping
  - Dave reported that the Hunter's Creek update will be finished in the spring. As much of the updated map as possible will be provided to Patty for use with the 2018 Map Hike.
  - Dave updated the Chestnut Ridge map in the areas that sustained tornado damage at no cost to the Club.
  - Dave contacted Brue Morrison from WNY Maritime Charter School and brokered an agreement to evenly split the projected \$800 cost of a new map at Cazenovia Park in South Buffalo. Work to begin in the spring.
- Treasury
  - Dave reported a bank account balance of \$17,314 as of the end of November.
  - Dave wrote a letter soliciting donations to replenish the fund used to pay Club meet fees for Maritime students. Rob and Jennifer published via website, email and social media.
- Nominating Committee
  - Greg discussed an idea to change the Club bylaws to add officer positions of Vice President and/or Recording Secretary. The board decided to table the proposal.
  - The group discussed the efficacy of recruiting future board members who are willing to serve for a term as President.
  - Rainee expressed a desire to leave the board at the end of the term due to time constraints.
  - **Greg, Linc and Jennifer to contact the current board members not present and potential new board members.**
- Camp Scouthaven permanent course
  - **Phil to contact the land manager to determine the scope and location.**
- New Business
  - Meet report analysis
    - Rob compiled the 2017 meet reports and results lists to track starts, total attendance, revenue and expenses and distributed the updated spreadsheet to the group.
    - **Rob to update the Club meet report form to capture all of the information needed by OUSA and the Club treasurer.**
  - Map Hikes
    - **Rob to compile the 2017 results after the season ends in February.**

- **2018 Course design to be completed over the winter.**
  - Knox Farm—Jennifer, Nancy Buck
  - Sprague Brook—Jackie, Doug
  - Chestnut Ridge—Phil
  - Emery—Walt, Patty
  - Hunter’s Creek—Walt, Patty
  - Sardinia—Katy Carrier
- Annual meeting
  - Shelter reservation has been submitted.
  - **Jackie volunteered to create the orienteering activity for the event. Dave to help with control placement.**
  - **Dave to prepare annual financial summary.**
  - **Rob to prepare “State of the Club” address.**
  - **Help with food prep and Map Hike sales is needed.**
- 2018 OUSA charter
  - Phil detailed the 2018 charter fee of \$1137.
    - 488 starts @ \$1.50
    - Recharter fee \$20
    - 110 memberships (with family memberships counted as 2) @ \$3.50
- **Next meeting 2/23 at Jackie’s house.**