

## Buffalo Orienteering Club Board Meeting Minutes

March 27, 2018

Location: Comfort Zone Café, Hamburg

Present: Rob Reeves, Jennifer Borowicz, Dave Cady, Phil Wolfling, Henry Davis, Patty Lyons, Walt Lyons, Greg Hyatt, Katy Carrier

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

- The group enjoyed a Dutch treat dinner and fellowship.
- Rob reviewed the 2/23/18 board meeting minutes.
  - An error was identified with the Sardinia meet date. **Rob to send a corrected version to Jennifer for posting on the website.**
- Rob reviewed the 2018 schedule document posted on Google Sheets at the following link:  
[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 detailed a request received from the ROC president for us to consider changing the dates of our Chestnut Ridge and Knox Farm meets to avoid conflicts with their meets on the same days. The group decided to keep our dates the same due to the fact that non-refundable shelter reservations and permit applications have already been made. **Rob to respond to ROC.**
  - Dave distributed the electronics volunteers schedule via email and Rob included the information on the meet schedule spreadsheet.
  - **Assistant meet directors needed for Sardinia and Knox Farm.**
  - Walt and Patty volunteered to serve as assistant meet directors and course designers for Hunter's Creek but may not be available on the day of the event. **Rob to recruit a meet director.**
  - Dave decided on a timeframe of 10:00am to 1:00pm for the intermediate training event to be held at Sprague Brook. The event will be free for Cub members. **Dave to provide Jennifer with a write-up on the topics to be covered for posting on the website.**
  - **Additional control vetting, placement and pick up help needed for the Ellicottville Adventure Run.**
- Upcoming Events
  - Annual Meeting, 4/14
    - Jennifer sent out an invitation email and created a Meetup event. Rob reported that only one RSVP has been received to date via email (from Katy). Greg, Dave, Walt, Patty and Phil said that they plan to attend. **Rob to create Facebook event.**
    - Phil agreed to serve as master of ceremonies in Rob's absence.
    - Jackie reported via email that she is working on the orienteering activity.
    - **Rob to compile the 2017 Map Hike results and get them to Phil. Phil to create mini certificates for the different completion levels.**
    - Jennifer volunteered to handle the 2018 Map Hike sales.
    - Katy volunteered to cook. **A volunteer is needed to purchase hot dogs, veggie burgers, rolls, buns and condiments.**
    - **Phil to transport Club equipment and supplies.**

- **Rob to create printed programs and get them to Phil.**
    - **Dave to prepare treasurer's report and mapping update.**
    - **Rob to prepare a State of the Club address and get it to Phil.**
    - **Greg to finalize the nominating slate and conduct the board and officer election.**
  - Cherry Blossom Challenge, 5/6
    - Dave reported that he will finalize volunteers in April.
    - The Cherry Blossom Festival has scheduled a cleanup of the Japanese Gardens on 4/21 from 10:00am to 12:00pm. **Dave to send Jennifer a write-up asking for volunteers from the Club to consider attending.**
  - Knox Farm Trail Run, 5/17
    - Greg and Dave volunteered to help with registration.
  - Chestnut Ridge Meet, 5/20
    - Henry reported that the courses are mainly set and that Steve Lakomy has volunteered to serve as assistant meet director.
    - **Registration volunteers needed. Henry to contact Linc to coordinate efforts between the learn & practice event and meet.**
  - Sardinia Meet, 6/9
    - **Phil to complete the National Meet application and submit to OUSA.**
    - **Rob to ask the OUSA contact about competition age classes.**
    - The group decided on a price structure for the proposed National Meet of \$10 for Club members and \$15 for non-members if registered online by 1am on 6/7. Fee of \$20 applies after that date and for walk-ins. Those who attend the learn & practice event do not need to register online and will still qualify for entry into the meet with their \$10 payment.
    - **Greg to set up online registration. Greg and Jennifer to create event webpage.**
- Map Hikes
  - **Final courses must be submitted to Phil by 4/9 for map printing.**
  - **Map kit stuffing help may be needed before the Annual Meeting.**
  - The group decided that 20 controls is sufficient for Emery Park.
  - Phil reported that the Maritime students have volunteered to pick up last year's controls at Chestnut Ridge.
  - Jackie reported via email that she is finishing up the Sprague Brook course.
  - Patty and Walt have nearly finished Hunter's Creek and will work on Emery next week.
  - Phil to work on Chestnut Ridge next week.
  - Katy reported that Sardinia is nearly complete.
  - Jennifer reported that Knox Farm is nearly complete.
- Website/Communications
  - Greg reported that the online membership form has been set up using an Upwork freelancer. An additional \$300 has been paid for this work and other site fixes. No further website work is anticipated this year.
    - **Jennifer to add the [membership@buffalo-orienteeing.org](mailto:membership@buffalo-orienteeing.org) email address to the distribution list for form submissions and forward the forms received so far to Jane Brennan.**

- **Jennifer to create Meetup events for all Club events.**
- **Rob to create Facebook events for all Club events.**
- Mapping
  - Dave reported that the Hunter's Creek update needs additional visits.
  - The Cazenovia Park map work has begun with the golf course area complete.
  - The group discussed potential future mapping areas.
    - Update to the Goat Island map for sprint events.
    - Urban areas such as a college campus, Silo City, outer harbor.
    - Lidar data to be available in the southern tier within the next year or two.
- Treasury
  - Greg volunteered to take over the Treasurer position from Dave in 2020. Discussion on transitioning to accounting software tabled until such time.
- Membership
  - Jane Brennan has mailed renewal postcards to those with expired Club memberships.
  - **Future goal to create an email reminder with link to renew online.**
  - **Updated membership list needed before the annual meeting. Volunteer needed to process renewal payments at the meeting.**
- Old Business
  - No update from Phil on the proposed Camp Scouthaven permanent course.
  - Nominating Committee
    - Greg reported that Nancy Buck declined an invitation to run for election to the board. Mark Wolfling was added to the lead list. **Greg to work with Linc and Jennifer to make additional phone calls from the list.**
  - Equipment
    - Phil to continue to store the Club gear until the annual meeting.
    - **Jennifer to include an email asking if any Club members are interested in the receiving the unused Club laser printer at no cost.**
    - No update on the grill repair. **Phil to test before the annual meeting.**
  - Henry reported on potential vendors and prices for Club jerseys. Prices range from \$30-\$70. **Henry to contact other Clubs for references. Final decision to be made at the next board meeting.**
  - No update on the meet report form corrections. **Rob to submit draft before the Delaware Park meet.**
  - Dave discussed the OCAD software subscription purchase. The cost for a three-year license is \$670. Two Club members would have access on two computers each. Dave would be purchasing his own copy. Phil and Jackie could have access to the Club copy. Discussion on purchasing from a US vendor and paying NY sales tax versus from the Swiss company and paying the online debit card transaction fee.
    - **Rob proposed authorizing Dave to make the purchase when he is ready. The proposal was seconded and approved unanimously.**
- New Business
  - Dave suggested that someone be recruited to create a Club Instagram account.
- **Next meeting set for Thursday, May 10<sup>th</sup>, 6:00pm at Dave's house.**