

Board Meeting Agenda Buffalo Orienteering Club

5/11/2022, 7:00 pm via zoom

Attendees: Lynne DePasquale, Dave Cady, Rod Cameron, Steve Daly, Phil Wolfling, Rob Reeves

Excused: Henry Davis

*Action items in bold

- The group reviewed the outstanding action items from the 3/11/2022 Board meeting minutes, with certain items still outstanding.
 - Jennifer Borowicz completed map hike submission page on the website
 - **Phil still to complete Map hike cost analysis document and share it with the Board**
 - **Henry still to set up time to visit Citizen's Bank with Rob to update checking account signers.** Some discussion was had over which Board members/Officers have authority to sign. **Rob intends to touch base with Henry on this item and confirm who can go with him to the Bank.**
 - Regarding the Chestnut Ridge permanent course kiosk rack card holder, Dave C. had provided a box to Phil but the box was unworkable. **Phil to research other options.**
 - Rob created Facebook events for the 2022 schedule to date.
 - Henry followed up with WNY Maritime Charter School regarding participating in 2022 Club events and an update was provided to the Board later in the meeting during discussion of "Old Business."
 - Prices have been raised to include the sales tax costs for the 2022 Map Hike kits to be sold on the Club website and by mail.
 - Rob compiled the 2021 Map Hike results and sent to Jennifer for posting on the web.
- Past Events Reports
 - Annual Meeting, 4/16
 - Rob reported that the annual meeting, which had been held virtually, overall went well, though attendance was down for the virtual meeting as compared to when it had been held in person pre-pandemic.
 - Cherry Blossom Challenge, 5/1
 - Dave C. reported that the event was a big success, with 102 people attending, many in groups, with roughly ~75 of the attendees new participants.
 - Additional details regarding the event:
 - Of the 49 starters that had pre-registered, there were 7 no-shows, so the event ended up with 42 starters (individuals and groups)
 - There was a little rain the day of the event but it largely held off
 - Dave commended the members who assisted with getting the new participants started as he appreciated the help given the amount of new participants.
 - Two participants took two dibblers home and **Dave has successfully recovered one of them but still needs to track down the other one but he has the contact info.**
 - Feedback that Dave received from new participants was very positive

- Synthetic map material used, which added about \$100 additional expense to map costs
 - **Rob to update the Meet Report template to align with online registration data.**
- Upcoming Events
 - Chestnut Ridge Meet, 5/15
 - Henry's update for meet, as read by Rob:
 - Courses are vetted and picking up maps from Dave C. by Friday
 - Some minor issues with online registration to date (people not paying, etc.) but nothing insurmountable
 - Learn and Practice to be held at 10am
 - Henry looking for volunteers for learn and practice (13 registrants at time of board meeting), and Lynne offered to assist if needed.
 - Emery Park Score-O, 6/4
 - **Rod to reach out regarding volunteer needs for putting out controls and picking up controls**
 - Not a Score-O event as had previously been reported
 - **Rod to reach out to Jennifer/Rob with a written description of the event so the website and Facebook event page can be updated**
 - Dave C. is scheduled to coordinate with Rod on the online registration process and has zoom meeting scheduled with him to go over it.
 - Knox Farm Meet, 6/18
 - Rob to assist Phil with online registration
 - Check in will start at 11am and will have the ability to take in a few walk-ins. Start will run between 11 and noon.
 - Some discussion was had regarding whether registration should start earlier or not, with Dave C. noting that registration is streamlined with some advance preparation by assigning dibbler numbers to registrants before the event. Rob proposed keeping all event starts and registration at 11am for consistency purposes and the Board tentatively agreed with this proposal.
 - Phil intends to set up 3 courses. **Phil to provide Jennifer with written description of the event for website.**
 - **Phil to follow up regarding potential volunteering needs.** Lynne offered to assist with electronics, if needed.
 - Per Dave, if you set up the registration as he had for Chestnut Ridge, check in is so fast so the check-in should correspond to the start.
 - Ellicottville Adventure Run, 8/20
 - No update provided; Greg Hyatt is working on this event
- Standing Committee Reports
 - Mapping
 - The Board discussed whether to map Franklin Gulf or Bond Lake.
 - Dave C. provided an overview of the issue, with the pros and cons of each location. Dave C. had previously shared with the Board assessments/comments by Club members regarding the two prospective locations.

- The Board identified the following pros and cons for each location.
 - Bond Lake
 - Pro
 - Good for beginners/introductory events, allowing for white/yellow/orange courses, possibly green per Phil
 - Located in Niagara County where there are very few events held by the Club, which may offer new opportunities for membership
 - Nearby Stonehaven campground (which has more interesting terrain) will be opened to the public in the near future and could be included in any map
 - Con
 - Very little interesting terrain and no white forest
 - Limited map hike capability, though some discussion was had whether it might be a map hike option regardless
 - Middle of park divided by lake/shooting range, which would need to be considered in course design
 - Franklin Gulf
 - Pro
 - Interesting/varied forested area and terrain
 - Candidate for map hike
 - Limited ability to get from north to south side of the park
 - Con
 - Some concerns raised about limited parking, especially when park is busy
 - Located in southern Erie county where many other events are held
 - Concern raised about the presence of lady slipper orchids off trail, which requires more investigation/inquiry

- Dave C. noted that there was no significant difference in price for mapping either location. Dave C. thought that if the Board selected one this year, it would be readily doable to map the other next year, but he noted that the Chestnut Ridge map was in desperate need of an update, which should also take priority.

- The Board having discussed the issue, the Board and officers present unanimously approved proceeding with mapping the Bond Lake location at this time and revisiting Franklin Gulf at some point in the future as follows.

Vote:

Phil : Bond lake

Lynne: Bond lake

Rod: Bond lake

Steve: Bond lake

Dave: Bond lake

Rob: Bond Lake

- Dave will send along a proposal via email for mapping Bond Lake.

- Finance
 - No update at this time
- Map Hikes
 - Phil provided an update regarding the map hikes and confirmed that Hyatt's & Gear have received their requested quantities.
 - Discussion on whether to use the synthetic map paper in 2023.
 - With respect to 2021 control pickup, Phil reported that Sprague Brook is done, with Chestnut Ridge/Emery still go.
 - Rob has reached out to winners of map hike and coordinated providing them with their respective prizes.
 - Rob reported that the Club still has a significant number of Allegany State Park maps to be sold. **Steve to reach out to the current business owners at the Park to discuss the prospect of selling the maps and will touch base with Rob to discuss details.**
- Website/Email
 - Some discussion on creating a new website on an easier to use platform. Rob and Jennifer to follow up. Lynne offered to join the effort when the time comes.
- Membership
 - Currently at 71 total members. Rob had shared the Google Sheet with board members before the meeting with information concerning current membership.
 - **Rob to set up a time with Lynne to train her on the membership coordinator duties.**
- Marketing
 - Lynne reported on the use of signs attached to controls at Chestnut Ridge and reported that the program has been a success to date, with person(s) having been observed scanning the QR codes on the signs. Henry plans to use them at

- the Chestnut Ridge event as well. The Board will continue to evaluate using these signs moving forward.
- Dave C. reported on how he provided flyers concerning the Club to the Erie County library system. The library system apparently circulated them to all branches within Erie County.
- Equipment
 - Dave C. reported on the status of the laptops and indicated that the Board may need to replace the two laptops the Club uses as one is really old and the other has no memory and cannot take Windows updates.
 - The Board discussed the need for one or two laptops, as well as the possibility of using a more affordable Chrome Book. It was agreed that nothing fancy is needed but needs to run Java and possibly other programs. **Lynne agreed to look into the needed specifications for the programs the Club uses and to explore potential options and report back.**
 - Dave C. reported that the use of a hot spot for instantaneous results has been very successful to date.
 - Phil noted for the Board the potential need to buy more map hike control plaques.
 - Old Business
 - Online Registration lessons learned
 - The Board passed on addressing this item at this meeting
 - WNY Maritime Charter School update
 - Henry (through Rob) reported that he had connected with Bruce Morrison, who had retired but may be returning to WNY Maritime Charter School, notwithstanding some health concerns. Bruce asked Henry whether the Club would consider assisting mentoring the cadets when he comes back by providing volunteer(s) to devote two mornings a month (July/August), for training exercises at Chestnut Ridge Park. Maritime would have a supervisor present but the volunteers would assist with briefing/de-briefing the cadets on orienteering.
 - The Board discussed the proposal, including potential club members who might have interest. Kate Carrier and Lynne were identified as possible options.
 - Lynne suggested that the Board consider preparing key talking points for future events like this.
 - 2023 Masters Championships
 - Dave C. reported on next year's masters championship but noted that there was not a lot new to report. Dave C. needs to connect with Rick from ROC on a timeline. Rochester has apparently proposed switching days for the event, with Day 1 at Letchworth and Day 2 at Sprague Brook, in light of the meet hotel/banquet. Dave C. was open to this but had not confirmed details with ROC.
 - Tax-Exempt Application status
 - No report. **Dave C. will follow up with the lawyer.**
 - Sales Tax payments status
 - The Board did not address this at the meeting, as Henry was not in attendance

- New Business
 - OCAD license renewal
 - The club owns two licenses, which are set to expire in the near future.
 - Cost to renew both programs for 3-years - \$679
 - Phil has 1 copy and uses it quite a lot
 - Rod has access to the other copy and is learning to do it

- A discussion was had about the renewal. Consensus reached to ask Dave to renew both licenses for three years.
 - Meet Check-In Procedures/Best Practices
 - **Dave C. to schedule a separate zoom call with meet directors, to include Henry/Doug/Jackie/Greg to go over this.**
- Set July board meeting date
 - Rob proposed the next Board meeting be in person, at an outdoor location. **Rob will work with Henry to identify an outdoor shelter and make it a lunch event and will report back once finalized.** The Board set the date for Sunday, July 10, during lunch time.