

Board Meeting Minutes – July 10, 2022

Chestnut Ridge Park, Shelter #10

Board/Officer Attendees: Rod Cameron, Phil Wolfling, Henry Davis, Lynne DePasquale, Dave Cady, Steve Daly, Rob Reeves

Member Attendees: Katy Carrier, Laura Cameron, Dave Reeves, Tom Whightman, Peter Webber, Simon Wolfling, Rebecca Wightman, Greg Hyatt, Mary Ann Bald, Bruce Morrison

Previous Meeting Minutes

The Board reviewed and approved the 5/11/2022 board meeting minutes

The Board also reviewed prior action items:

- Checking account - Henry needs someone on checking account to accompany him to bank (Phil, Linc, or Dave). **Henry to coordinate with Phil and Rob**
- Cherry Blossom Challenge – Dave C. has lost contact with the individual who absconded with a dibler and will not be able to recover it.
- Bond Lake Mapping – **Phil still to contact Niagara County.** Dave C. has circulated a proposal to Rob for mapping Bond Lake.
- Membership – **Rob to set up a time with Lynne to train her on membership coordinator duties.**
- Equipment – Lynne reported on her efforts to identify new laptops for the Club and will **circulate a proposal to the Board for consideration in the near future.**
- Meet-check procedures/best practices – the Board has elected to not move forward with scheduling a formal meeting with meet directors to go over check-in procedures.

Past Events

Chestnut Ridge Meet, 5/15 - Henry Davis

- Henry reported that this was a very successful event
- He noted that there was a learning curve on online registration but he likes the way it works
- 30-40 attendees for the learn and practice event
 - During this discussion, Rob noted that there is a demand for training in orienteering in the Buffalo community that the club is not currently meeting, based on various inquiries he had received

Emery Park Score-O, 6/4 - Rod Cameron

- Rod reported that we had 30 attendees and turnout was slightly disappointing
- He reported that there were several competing events occurring at Emery Park the day of the event, including a disc golf tournament at the same time, there was tails and trails, etc.

Knox Farm Meet, 6/18 - Phil Wolfling

- Phil reported that there were significant technical challenges that needed to be overcome during the event.
 - He reported that the red box for the downloads got reprogramed and it affected the results
 - He recommended that we need to ensure that the redboxes are synced.
- Phil also reported that the Boy Scouts Group did not do the “start” control, which required that their times had to be adjusted (with some guesswork) on the back end by Phil.
- Lynne reported that, from a marketing perspective, the location of the start tent near the parking lot attracted a lot of passersby, including interest from the NFTA Parks Adventure Bus Program

Upcoming Events

Ellicottville Adventure Run, 8/20 - Greg Hyatt

- Greg reported that he designed the course for the first time and was nearly all done with vetting. He would be putting controls out near the event and was good with volunteers for now. He could still use volunteers to pick up controls after.
- Greg reported that he was considering hosting a party the day of the event, with details to follow.
- Registrations had not yet started
- Greg reported that the target audience for this event are members who are very intense about orienteering events and who travel outside of Buffalo for events.
- Greg requested Jennifer's assistance with sending out emails to previous attendees of the event, emailing club members (with a note how this course differs from other events).
- Greg noted that they will need to design new maps in the future because of the logging occurring in the area

Fall events

- Rob provided an update for meet directors on certain logistical items for the Fall events:
 - Rob has updated the meet report form to align with the registration categories used in our online registration system. **Meet directors need to submit completed meet reports.**
 - Rob reported that Scout leaders will need to coordinate with meet directors to work out registration for their groups
 - Mentors will be assigned to each meet director (Rob and Dave previously served as mentors)
 - **Dave will work with Peter and Rob will work with Lynne**
 - Snacks/refreshments
 - Phil has water bottles that he can pass along to the Fall events directors.
 - Apples/bananas can be picked up by meet director
 - Bruce Morrison noted that there are cases of produce that end up in the garbage at the Maritime Exchange that might be able to be used. He recommended that meet directors reach out to him a week or so before an event and he would see whether they could assist.

Sprague Brook Meet, 9/10 - Peter Weber

- Phil to assist Peter with course design
- Peter Weber will try to book a shelter online
- Website has not yet been updated for this event
- Dave Cady to assist Peter with online registration

Sardinia Score-O, 10/8 - Lynne DePasquale

- Per Phil, the only place you could reserve a shelter was a conference room. The Club had previously never reserved a shelter but had been asked by the Park to do so in the future.
- Katy Carrier has flagged everything and will need to vet everything but has volunteers in place to assist.

Cazenovia Night-O, 11/12 - Dave Cady

- Dave reported that he had received a verbal ok from Buffalo City Parks to hold the event and expects no issue with it being approved.
- Dave anticipates having registration at snack bar (with warm indoor location, snack bar might be open).
- Dave anticipates having one course that would be designed so that participants finish at the same time.

Standing Committee Reports

Mapping - Dave Cady

- Dave reported that the remap of Sprague Brook Park is almost completely done. A whole new bike path is there now.
- The next mapping project is Bond Lake. Dave has started the desk work on that. Waiting for official permission to do the field work.
- Dave estimates that Bond Lake mapping should be done this fall and available for map hikes/events next year.
- Dave is not sure what the top priority will be for mapping after Bond Lake is complete.

Finance - Henry Davis

- Tax
 - Henry reported that the Club received approval from NY State for paying sales tax in the form of a Certificate of Authority
 - This will take effect September 1, 2022 ->
 - We will soon get a written approval from Ny State
 - We have to file quarterly returns until we have proof that we only make a certain amount of money. Don't need to file until end of October.

Map Hikes - Phil Wolfling

- **Phil reported that he is in the process of distributing stickers out to winners**
- No one has submitted results online to date, but Phil has started getting cards

Website/Email - Jennifer Borowicz

- Rob reported that he will continue to consider in coordination with Jennifer whether and how best to address overhauling the Club website.
 - Rob anticipates that this will be a significant lift as it will involve creating a whole new website from scratch. The project will require devoted man hours.

Membership - Rob Reeves

- Rob reported that we have added only a few new memberships since May, now about 75 members

Marketing - Lynne DePasquale

- Lynne noted that the info cards placed on controls in highly trafficked areas have, based on anecdotal evidence, been a success so far and she encouraged meet directors to use them moving forward.
- See additional marketing notes above in discussion of past events
- **An inventory of current rack cards is needed. Dave C has thoughts on edits for the future.**

Equipment - Phil, Dave, Linc, Greg

- No separate report was provided regarding equipment. See notes on Emery Park regarding the syncing issue that Phil experienced.

Old Business

WNY Maritime Charter School update - Bruce Morrison

- Bruce provided a description of the Maritime Charter School and how the program is unique as one of only 4 academy high schools.
- According to Bruce, the Navy evaluates the school's program each year, and orienteering instruction/field trips can potentially provide significant "points" to the School during the evaluation process.
 - Bruce reported that the School can travel to Rochester and get points for an overnight field trip. However, he has had difficulty establishing a connection

with someone at the Rochester Club. **Steve and Greg to assist Bruce with establishing a Rochester contact.**

- Bruce would like to submit request for a grant (with assistance from Buffalo Club) to hold an event among local high schools, aiming for Fall 2023/Spring 2024. Currently thinking Sprague Brook because there is camping there.
- Bruce volunteered that he could assist the Club with youth outreach by having cadets do orienteering briefs/presentations at area schools. He is open to assisting the Club as Youth Outreach Program Director.
- **Rob Reeves to include Bruce on emails concerning Board business moving forward**
- **Bruce, Henry, Rob to confer about coordinating youth outreach**

2023 Masters Championships - Dave Cady

- Dave reported that Phil is going to work on preliminary course design
- Dave reported that there is still some coordination that needs to occur with Rochester Club over timeline for the weekend for the Masters Championship

Tax-Exempt Application status - Dave Cady

- Dave reported that the Club had been approved by the IRS for non-profit charitable status with Federal Government as 501(c)(3) corporation. This was done in part to put the Buffalo Club in line with most orienteering clubs nationally.
- The Club is now officially a charity and people can donate and receive tax breaks
- **Henry still needs to send form to NY state to make it so that Club can buy things tax exempt now with 501c3 status.**

Allegany State Park Map sales - Steve Daly

- Steve Daly reported on the status of selling maps to the stores at the Allegany State Park. The stores are now owned and operated by a national corporation, ExplorUS. Procurement is handled by corporate headquarters.
- Steve requested and received authority from the Board to cut a deal on the price for the sale of the maps **and will report back.**

New Business

UB Men's Rugby team inquiry - Rob Reeves

- Rob reported that the Rugby Team wanted a team building exercise and he suggested that they buy map hikes. It does not appear that they will need or want orienteering instruction.
- **Rob will include Bruce Morrison on future communications regarding requests for instruction.**

Niagara County scout outreach

- Rob reported that he wants to do a scout meet this Fall, aiming for Oct. 15 (potentially at Bond Lake)
- With respect to a map for Bond Lake, Dave Cady estimated that there is a 50% likelihood that the map is done in time for such an event. In the meantime, Phil has a working map from a camporee that he can send to Rob.
- The troop is willing to design the course -> will include electronic punching
 - Per Bruce, can use WNY maritime cadets to assist if needed

Set September board meeting date/format/location

- The next board meeting is to be held in person at Bruce Morrison's house on Sat. September 17th - noon - lunch Bruce to confirm location (in Eden), details to follow
- Future board meetings could be held in the community room at Dash's on Hertel Avenue