

Board Meeting Minutes Buffalo Orienteering Club

9/17/2022, 10:30am, Bruce Morrison's home

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

Member Attendees: Dave Reeves, Bruce Morrison

- Review & approve 7/10/2022 board meeting minutes
 - The Board reviewed and approved the 7/10/2022 board meeting minutes
 - The Board also reviewed prior action items:
 - Henry has been added to the checking account and the transition of treasury duties to Henry is complete.
 - **Phil still to contact Niagara County in connection with Bond Lake Mapping.**
 - **Rob to set up a time with Lynne to train her on membership coordinator duties, but will wait until after the Sardinia event to do so.**
 - Lynne reported on her efforts to identify new laptops for the Club and a discussion followed regarding the options. **Lynne will send a final recommendation to Doug Kennedy, Phil, and Dave Cady**, and if they approve, then Henry can facilitate the purchase.
 - Rob requested that any outstanding meet reports be provided. **Phil to provide meet report for Knox Farm event.**
 - **Phil reported that he is still in the process of distributing stickers out to map hike winners.** Rob recommends that a cut off date be set for next year and proposed June 1.
 - Dave Cady led a discussion regarding updating the rack cards. Dave noted that the rack cards do not mention pre-registration for events. **The Board agreed to review the current rack cards and propose any edits at the next board meeting.**
 - **Phil to get a copy of the tax-exempt form to Henry.** Rob encouraged meet directors and any others making purchases on behalf of the Club to obtain a copy of the tax-exempt form from Henry in advance.
 - **Phil to provide a Map Hike kit cost analysis.**
- Past Events
 - Ellicottville Adventure Run, 8/20
 - As Greg did for this event, Rob suggested that meet directors consider doing pre-meet course notes for future events (weather conditions, things to look out for, etc.). Meet directors can send these types of notes directly to participants.
 - Rob then read the meet report prepared by Greg Hyatt:
 - There was a misplaced control, as a result of an issue with vetting. The Board discussed the need for making sure that vettors are qualified.
 - 36 total attendants, which was lower than last year, and lower than historical average of 50-70
 - In the future, Greg is considering proposing moving the event to a different weekend in August. He moved it earlier in August to avoid college move-in and that did not improve attendance.
 - Synthetic maps were used for Ellicottville. A separate discussion was had among the board regarding paying the map printer. He has not

currently invoiced us for the printing that has been done this season.

Henry will reach out to the printer for an invoice.

- **Phil to consider whether to use synthetic maps for map hikes to help cut back on plastic use**
- Sprague Brook Meet, 9/10
 - Rob provided an overview of the meet report received from Peter Weber:
 - Bruce's connections from WNY Maritime alumni assisted with hospitality and provided a massive spread
 - Total attendance = 41 [including significant Maritime exchange alumni and Bruce neighbors]
 - There was one no-show
- Upcoming Events
 - Sardinia Score-O, 10/8 [Sat]
 - Lynne reported that the course is finished, vetted, and map is complete with Phil assigning points
 - Henry volunteered to assist with pickup of controls
 - Phil to send maps to map maker - Rod can pick up maps on Friday and take them to the meet
 - Rob and Lynne to connect regarding pre-registration
 - A discussion was held by the board regarding the need for water stations. It was agreed that, if no water stations are provided, participants should be informed beforehand.
 - Lynne raised a concern about being unable locate the marketing "curious about me?" tags for the controls. Lynne to reach out to figure out about the "curious about me" tags. **Lynne will reach out to Peter to see if he has them, otherwise will contact Dave Cady to make new ones.**
 - The Board then held a discussion about whether a new "quartermaster" is needed now that Linc is less involved with the Club business. Bruce offered his place in Eden as a possible option and could assist with storing and coordinating equipment. **The Board agreed to reevaluate the need for a new quartermaster at the November board meeting.**
 - Cazenovia Night-O, 11/12
 - Dave Cady provided a short update, noting that the Club has permission to go over the golf course as part of the course design.
 - Standing Committee Reports
 - Mapping
Dave Cady reported as follows:
 - Currently working on mapping Bond Lake
 - There are a lot of trails that could be good for winter map, and beginner course
 - Next year, Dave wants to teach others on how to map, but needs to find the right people to train (dedicated folks who will use the skills in the future). Part of the learning process could be doing updates to maps, such as updating parts of Chestnut Ridge.
 - Club paid \$2000 to Parkside Mapping for completion of Sprague Brook update
 - Does not anticipate new maps for at least a couple more years
 - Finance
Henry Davis reported as follows:

- We fully transitioned to Henry as treasurer
- Henry gave semi-annual report on Club finances:
 - Expenses higher this year, primarily due to charter renewal/shelter renewal/Ocad renewal
 - Revenue up this year due to entry fees
 - Things look fairly normal as far as expenses/revenues
- Any outstanding expenses should be submitted to Henry
- Map Hikes
Phil Wolfling reported as follows:
 - Not much to report
 - We have not had any significant map hike sales at meets
- Website/Email
Rob Reeves reported as follows:
 - Not much to report
 - It is unlikely that there will be a new website in the near future. It is a big job and will require a dedicated person.
- Membership
Rob Reeves reported as follows:
 - One new member added since last meeting
- Marketing
Lynne DePasquale reported as follows:
 - Would like to see Club ramp up marketing efforts in spring, potentially considering Google/Facebook adds and website search optimization
 - The Board held a discussion regarding potential Club social media, such as Instagram/Tik Tok. Bruce reported to have a contact that could assist with Instagram. The Board agreed that we would need to make sure we have people's permission before posting their photos. It was suggested that we could add a photo release to the standard waiver.
- Equipment
 - See discussion above regarding **identifying new quartermaster, to be discussed in November.**
 - Bruce reported that he has access to licenses for software program called "Catching Features" that is first-person orienteering training. The Board discussed how such software could be used by the Club, with the possibility of a winter/indoor event being identified.
 - Dave Cady reported that, as a result of the National Meet in 2023, the Club would have significant additional funding (\$5,000+), which could be used to buy new equipment or for other purposes.
- Old Business
 - WNY Maritime Charter School
Bruce Morrison reported as follows:
 - WNY maritime suspended orienteering program due to concerns about legal liability.
 - Bruce has been working closely with school alumni to stay engaged with orienteering. He created Facebook Group for Alumni of WNY Maritime exchange.

- Bruce proposed the creation of a standing committee for the Club’s Youth Development Program, with Bruce as head of the committee. A discussion of the Board followed and all voted in favor of **creation of the Standing Committee for the “Youth Development Program.”**
 - Other members were added to the standing committee: Dave Reeves and Steve Daly
- Bruce has been working with Rochester Club on the development of their Youth Development Program as well
- 2023 Masters Championships
Dave Cady reported as follows:
 - ROC Club will organize banquet on Saturday night for event; awards on Sunday afternoon; hotel arrangements; computerized results each day
 - BFLO will be in charge of registration; creating website and publicity post card
 - Each club will set up workers/volunteers for their own day; each club separately borrows and implements equipment for their day
 - If we sell food during the event, we will need a separate health department permit
 - Dave suggested that the Club borrow controls from another club rather than buy them because it might not be worth it to buy new controls for one event
 - Dave will schedule regular meetings to keep people involved, starting in Oct/Nov 2022. Others can reach out to Dave to assist in any part of the meet they might be interested in.
 - **Dave to prepare draft of the website for the event**
- Tax-Exempt status
 - This item has been completed
- Sales Tax payments
 - Henry Davis reported as follows:
 - Club was certified to collect sales tax starting in July
 - Club now pays quarterly (quarter ended in August)
 - There was a technical error submitting our first payment to the State.
 - Sales tax does not apply to membership fees
 - For map hike fees, Club raised the price. For meet fees, Club will eat that cost for now and evaluate moving forward.
- Allegany State Park Map sales
 - Steve Daly reported as follows:
 - BFLO Club sold 100 maps to company that operates State Park Stores
 - **Steve Daly to reach out to the company in Spring 2023 about additional sales**
 - Club has approximately 350 maps left [250 in Phil's possession/100 in Jennifer's possession]
- New Business
 - OUSA Annual Meeting, 9/29
 - Voting delegate and alternate
 - Vote on charter fee proposal
 - Rob Reeves reported on this item and described the fee proposal for the Board and a Board discussion followed.
 - Rob was selected by the Board to attend and vote, with Bruce to attend as backup if needed

- The Board voted unanimously in favor of supporting the new fee proposal
- Scout Orienteering event, 10/15
 - Rob reported that he is working with a Scouts BSA leader on setting up event at Bond Lake using Dave Cady's draft map on 10/15. He anticipates needing the Club's electronic equipment (punches/dibblers/flags) and some volunteers to assist.
 - The Board discussed this item and agreed that the Scouts can use equipment but will be responsible for any equipment they lose/break. Rob will convey this to the Scout leader and to the Greater Niagara Frontier Council, BSA, which will be insuring the event.
 - Volunteers were identified as follows:
 - Simon Wolfling to handle electronic timing [need to confirm]
 - Phil Wolfling to serve as course consultant
 - Bruce to attend as representative of Youth Development Committee
- Event registration procedures –
 - Rob Reeves reported that following the Sprague Brook event, we received feedback from a member of the Rochester Club who expressed concerns about no on-site registration and the cut-off for pre-registration. The Board discussed at length these concerns and agreed that some provision for on-site registration should be made at each meet. **The Board agreed as follows:**
 - Limited on-site registration should be allowed and meet directors should be prepared to accept 5 (need 5 additional maps)
 - Meet directors will need cash box to do on-site registration
 - **Dave Cady will update wording for the “event details” on the website along the following lines:** "There is a limited number of on-site registrations so advanced registration is strongly encouraged."
 - **Board will also need to evaluate rack cards to make sure the language is consistent on pre-registration.**
 - Keep cutoff for pre-registration consistent [Thursday night - 11pm]
- Potential Outreach Opportunity
 - Dave Reeves reported that the Adirondack Mountain Club Niagara Chapter is looking for a speaker from the Club in spring 2023 (March) to attend and present at Tuesday meeting in Amherst. The Board discussed this item and the following potential speakers were identified: Rob Reeves or Dave Reeves or both.
- Set November board meeting date & location
 - Next board meeting scheduled for November 5 at Dash's on Hertel Ave. **Rob to follow up with details about the meeting.**