

Buffalo Orienteering Club Board Meeting Minutes

Date: 5/21/2024 at Henry's home

Attendees: Henry Davis, Rob Reeves, Phil Wolfling, Lynne DePasquale, Simon Wolfling, Adam Cady, Rod Cameron, Greg Hyatt (non-voting)

Action Items in Bold

- The Board approved the 3/24/2024 board meeting minutes and reviewed the outstanding action items
 - **Phil targeting to have map hike cost analysis completed by the next board meeting.**
 - Phil reported that the missing control placard at the Chestnut Ridge permanent course has been replaced.
 - Chestnut Ridge meet 6/15 – Henry confirmed that shelter 13 is being reserved for the meet.
 - Emery Park meet 7/21 – Rod confirmed shelter 7 is rented, Phil has submitted the permit to the County and has not had a response yet.
 - Burmaster Park permanent course:
 - Dave Reeves did not have an update on status and likely does not have the availability at this time to continue working on it.
 - Currently the course is preliminary designed and needs coordination with Niagara County.
 - **Adam Cady offered to take a look at the course design and see if he can help push the course forward.**
 - Rod Cameron noted that there were not many changes to Stonehaven except that some buildings are slated to be taken down. The current vegetation mapping looked to be accurate.
 - **LiveloX – Rainee offered to take a look into it.**
- Past Events
 - Chestnut Ridge Solo Event, 4/12-4/24
 - **Rob will ask Jennifer for the map download totals.**
 - The solo course is a good placeholder during the beginning of the year when the maphike courses are being replaced.
 - Phil is willing to run the course next year.
 - Rob noted that we should be taking down the vetting flags as we set up the controls.
 - Annual Meeting, 4/20
 - Rob noted that the annual meeting had good attendance and about half of the attendees ran Phil's course at the end.
 - **Rob requested that the new board members (Adam, Simon) get a photo and a few sentence bio for Jennifer to include in her email updates.**
 - Cherry Blossom Challenge, 4/27
 - The event had good attendance, despite the rainy weather, which was helped by the Facebook and Google ads that Lynne and Rob took out. Rob noted that he had some good interactions on the Facebook event posting.

- The location provided in the Buffalo History Museum building seemed to also help with visibility. Multiple people asked about orienteering during the event.
 - Burmaster Park Learn & Practice event, 5/19
 - Phil and Rob split running the beginner course, Dave taught the intermediate course, and Adam assisted in control pickup.
 - Sold one 6-pack and two individual maphikes during the event.
 - Upcoming Events
 - Chestnut Ridge meet, 6/15
 - Henry noted that registration is open and there are four courses that will be finished up this week. Dave is set to vet the courses.
 - Henry requested some assistance for training and control pickup during the event.
 - Lynne volunteered to assist with training.
 - Henry will coordinate with Phil to get the equipment for the event.
 - Dave is running electronics for the event.
 - Rob has set up the Facebook event.
 - Lynne noted that we should add a question to the registration form asking where participants heard about the event. Best place would be in the custom items section.
 - Emery Park meet, 7/21
 - Rod is designing the courses and Peter Weber is set to vet the courses.
 - 3 courses are planned.
 - Rob noted that we can open registration whenever Rod is ready.
 - **Dave Reeves is scheduled to do electronics, Rod will confirm if he is still able to do so.**
 - Sprague Brook meet, 9/21
 - Adam and Simon will co-run the event. Adam has availability to work on course design and Simon has availability to run the meet day of.
 - Dave volunteered to mentor the meet director aspects.
 - Doug is scheduled for the electronics for the meet.
 - Phil requested closing registration at 9:00 PM the night before meets instead of 11:00 PM to make it easier to send print quantities to the printer that night. Phil generally sends the maps and a tentative quantity estimate earlier in the week and follows up with confirmation of the exact quantity.
 - Standing Committee Reports
 - Mapping
 - Dave did not have any updates.
 - Chestnut Ridge Park would be a good park to update however would be unlikely to be completed soon based on Dave's current mapping schedule.
 - **Rod will check in with Dave on maybe taking on mapping it alongside Stonehaven.**
 - Dave, in general, would prefer one person to do mapping per park to keep feature interpretations consistent across a park.
 - Finance

- Henry is continuing the transition from Citizens Bank to Schwab.
 - Set up a \$5,000 CD, \$5,000 money market fund, and set up an unfunded checking account at Schwab.
 - Henry is still working on linking Schwab to the Citizens account.
 - Next step is to move the PayPal and recurring payments to the new account.
 - Henry is keeping the Citizens checking account for now with a small amount in case the club needs to do cash deposits.
 - There continues to be the authorized user issue with Citizens despite multiple visits to transfer the authority. Henry noted that it doesn't cause much of an issue however he will continue to work towards a solution.
 - Map Hikes
 - Phil received the leftover maps for last year from Gear for Adventure and Hyatts. Gear for Adventure gets invoiced when they order and returned maps are credited to the next invoice.
 - Greg Hyatt noted that Hyatt's creates a credit memo for any returned map hikes.
 - Gear for Adventure has already re-ordered more 2024 Map Hikes.
 - Two 6-packs were ordered online today.
 - Phil needs to order more Knox Farm maps from the printer.
 - **Phil will send Henry the shipping bill from SR Instruments at the end of May.**
 - All of last year Chestnut Ridge Park controls are taken down. **Phil will check on the status of the 2023 controls at the rest of the parks.**
 - **Phil will re-check on Hunters Creek for the two controls that Mike Lance vetted as incorrect.**
 - Greg Hyatt mentioned that as far as map hikes are concerned the club is essentially offering people to go off trail in parks without any training which might cause a liability issue if someone gets injured.
 - The board discussed options and potential for risk:
 - Might be able to mark out on the map hike or the instruction sheet what locations would be easier for a beginner.
 - Have a disclaimer on the map or instruction sheet for liability. Should have a lawyer look at any language beforehand.
 - Have a legal evaluation on what the liability risk is.
 - **Henry will check with Steve on his thoughts on having a disclaimer.**
 - Rob noted that it is unlikely that the OUSA insurance covers map hikes.
 - Greg Hyatt also recommended that directors and officers insurance would be good to have if OUSA doesn't already cover it to prevent any of the board members personally liable for any accidents.
 - Rob is uncertain if OUSA covers this. **Henry offered to look into it.**
 - Website & Communications
 - Lynne was able to fix the domain name link to the website. Utilizing the "www." was not linking to the website properly.

- Membership
 - Rob noted there has been an uptick in renewals however did not have updated numbers to report.
- Marketing
 - Lynne reported that the Google ad for the Cherry Blossom Challenge generated 76 clicks.
 - Lynne suggested an option to improve the marketing ability of the Club:
 - She spoke with the UB MBA program and some of the classes have students make marketing plans for businesses and some clubs will do it as well to gain experience and good resume items.
 - The board discussed the merits of having a marketing plan; the main issue the club has is its capacity to run meets, there is not a lot of capacity to add more meets but a focus on bringing in more people to the existing events could be a path. Lynne would like to have more family groups involved.
 - Board decision was to have **Lynne reach out to the UB MBA group and see what they can offer**. Likely due to school scheduling would not have full marketing plan discussions until the fall.
- Equipment
 - The new start clock was used at the Scout Orienteering Camporee and the Burmaster learn and practice.
 - Phil noted that the alarm for start intervals needs to be reset whenever it is turned off. He is still testing out its capabilities. Currently is in Dave's possession.
 - The clock would be good to use at the spring events. It can be set at the start and the event staffing team can let participants know to start at a beep.
 - **Phil is looking into how to check the control boxes to find when a dibbler punched in at the location**. It would be helpful if someone got lost to know which location they went to last. This situation happened at the Scout Camporee.
- Training
 - No committee lead at the moment
 - Rob noted that for training events, it might be easier to get volunteers if it was broken up into sections so the volunteer could focus on training what they know well.
- Old Business
 - Scout Orienteering Camporee
 - Very good participation at the event. 3 courses were done with about 40 scout teams. A fair number of the scouts expressed their enjoyment of the courses. Phil and Simon each volunteered 12+ hours at the event.
 - Proposed Allegany ROGAINE
 - Based on correspondence with Tom Roycroft the event is no longer being planned.
 - 2025 National Ranking Event

- Linc and Phil are assisting Dave with planning.
 - Burmaster Park permanent course
 - See notes at beginning of minutes.
 - Emery Park permanent course
 - **Phil to seek permission from Erie County for his course design and building plan.**
 - Club jerseys order
 - Henry has about 15 orders currently with a deadline of 5/31.
 - Livelox
 - Rainee VanNatter is looking into this.
- New Business
 - Allegany Nature Pilgrimage, 5/31
 - Rob and Phil will coordinate with getting Katy Carrier the gear for the event.
 - Erie County Fall Fest, 9/28
 - The club has not committed yet to the event at Como Lake Park, would likely need two people throughout the event.
 - Phil said he can be there until 2:00 PM but will need someone to cover for him after that.
 - **Rob will get Dave's list of volunteers to Phil and to see who can commit to staffing the event before confirming that the Club can participate.**
 - Phil can coordinate with the county if it is determined the Club can participate.
 - Rob was asked by the OUSA competition director about hosting a 2026 junior national event, teaming with the Rochester club like what was done for the Masters event.
 - The Club has generally committed to hosting an event every other year so if OUSA is good with the event in 2027 the Club may be able to work on it.
- Set July board meeting date
 - July 23rd at 7:00 PM via Zoom. **Rob to purchase a Zoom subscription for the club.**