

## Buffalo Orienteering Club Board Meeting Minutes

7/23/2024 at 7:00 pm via Zoom

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

### Action Items in Bold

- The Board approved the 5/21/2024 board meeting minutes and reviewed the following outstanding action items:
  - **Phil to prepare a map hike kit cost analysis document.**
  - Rob reported that Jennifer was unable to provide map download data for the Chestnut Ridge solo meet due to a set up error with the website plug-in.
  - Photos and bios were not received from the new board members. Item dropped.
  - Phil to replace Dave Reeves as electronics volunteer for the Emery Park meet.
  - Phil has sent the map hike shipping bill from SR Instruments to Henry to be paid.
  - **Phil to check on the two controls that Mike Lance had vetted as incorrectly placed at Hunter's Creek Park.**
  - **Phil is looking into how to check the control boxes to find when a dibbler was punched in at the location.**
  - Rob has access to a pro Google Meet account that can be used for future remote meetings.
  
- Past Events
  - Chestnut Ridge Park meet, 6/15
    - Henry noted that the turnout was reasonably good and they had great weather.
    - There were some minor issues with some people not punching controls.
    - The volunteers were very helpful.
    - Not too much revenue if excluding the map hike sales but overall a good event.
  - Emery Park meet, 7/21
    - Rod noted that the event had good weather.
    - We had 42 people including groups and most of the signups were last minute. The majority of participants went on the orange course.
    - **Rod is working on the meet report and should have it done soon.**
      - Phil checked the donation box, \$10 in donations received.
    - Rod noted that Mike Lance had found two control flags that had missing controls when he was out, one was from the yellow course and the other from orange. He ran into two boys who admitted to taking the controls. Mike was able to return the boxes to their flags.
  
- Upcoming Events
  - Sprague Brook Park meet, 9/21
    - Dave is helping out with course design and prep. Adam and Simon discussed doing the event as a Score-O and using some of the points from the national event. **Adam will coordinate with Jennifer to update website/registration as the current link goes to last year's event.**
    - Phil volunteered to do electronics at the meet.

- Erie County Forestry meet, 10/12
  - Not much to update at the moment.
  - Lynne noticed previously that clicking on the event on the website event registration listing linked to last year's event. Would be good to double check registration links periodically.
  - **Lynne to provide updated information to Jennifer.**
- Learn & Practice Event, TBD
  - Lynne suggested to maybe do another learn and practice in late Aug or early Sept to fill in the 2-month gap between Emery and Sprague Brook.
    - Potential is to use the permanent course at Chestnut Ridge Park. Last year about a dozen people showed up however it was on a week night and the air quality issues from the wildfires was occurring at that time.
    - Rob noted that if someone wants to run it we could. The club would need to get a permit to run it at the permanent course which we have been able to get in the past for free since we would not be renting a shelter. Phil usually coordinates the permits.
      - **Adam and Lynne volunteered to work together on it. Lynne will check if there is a permit cost and send out an email to the Board.**
- Knox Farm Night-O, 11/9
  - Dave submitted the request to the park manager and has not heard back. **Dave will follow up with them**, the park manager didn't seem to have an issue with it but he needs a response. Dave is planning on 3 courses with a mass start, same as last year as people seemed to really like that format.
- Standing Committee Reports
  - Mapping
    - Rod had pointed out some major issues at Emery Park with changes to shelters and parking lots.
    - Chestnut Ridge Park is still the priority for a major update.
    - Dave is currently focusing on the map of Buff State for 2025 National Ranking Event.
    - Dave has Emery, Chestnut Ridge, and Stonehaven on the to-do list
      - Stonehaven is likeliest the quickest to do.
    - Rob noted that we had stopped hearing from vendor at Allegany State Park for a bit but they reached out through the website and ordered 144 maps. Rob hand-delivered them in early June. Rob noted that they will likely be good for the summer but might reach out later in the year for more which will likely use up the remainder of the maps in stock.
      - No more maps are planned on being printed, mainly because parts of the map is out of date and would need to be checked before doing a re-print as the map is around 15-20 yrs old.
        - Henry noted maybe selling rights to the map to the vendor at Alleghany and have them be responsible to update it.
        - Rob noted that there are devoted fans of the map.
  - Finance

- Mid-year review:
    - Entry fees: \$740 so far in 2024 versus \$933 in 2023
    - Dues: \$1,060 in 2024 to date
    - Map Hikes: \$3,321 in 2024, \$3,123 in 2023
    - Henry noted that NYS said that as we produce so little sales tax that we should report annually instead of quarterly. This is due in March, so a little sales tax has already been paid for the year.
      - Rob asked about if memberships were really taxable based on our organization. Henry looked at it a bit and doesn't see an issue with dropping the sales tax on membership dues.
        - No objections from the board. Only sales tax will be the Map Hike sales.
    - Henry noted continued issues with Schwab bank. Schwab is not set up to transfer funds from PayPal.
    - We can keep Citizens Bank for checking and PayPal and continue to use Schwab for CDs.
      - Or we could switch to Fidelity which could likely do both PayPal and CDs. However Henry is working on confirming that Fidelity can work with PayPal.
      - In the long term Fidelity may be easier as everything would be in one place however, in the short term keeping them separate is less hassle.
      - Citizens Bank allows cash deposits but that is not as needed anymore since meet directors can write a check for what they were given during the meets and the treasurer can deposit it in either account.
    - **Henry to make a recommendation on the above options at the next board meeting.**
  - Map Hikes
    - Phil had a call from someone that found controls at Sprague brook about 4-5 weeks ago. Phil checked with Doug who said not all had been picked up and would be taking care of it. **Phil will check in with him to confirm the controls were collected.**
    - All other 2023 controls have been picked up.
  - Website & Communications
    - Jennifer and Steve had agreed to suspend work on new website. We will move forward with old website for the time being.
  - Membership
    - 2 new members from the Emery Park meet.
    - So far this year memberships are at: 19 families and 54 singles for a total of 92 memberships (family=2 memberships.)
    - Rob suggested that when someone signs up as a member at a meet after previously paying the non-member meet fee online that they get a \$5 discount on their membership. Also Rob suggested that if anyone signs up for membership in the fall that they get the remaining portion of the calendar year free as they would have already missed most of the events.

- No objections from the Board.
  - Marketing
    - Lynne reached out to the UB MBA people and is in discussions with them on what they can provide.
    - Lynne requested that when we set up the registration for events that we ask where people heard about the event on the registration form.
    - Lynne noted that there were a bunch of new people at the last few events.
  - Equipment
    - Dave noted that one of the two EZ-Up tents had pooling water on the roof and leaked at the Cherry Blossom Festival.
      - Phil fixed the missing bolt on the frame which looked to have fixed the water pooling issue. He will look into a seam sealer to fill in any possible holes along the awning seams.
    - Phil has both tents currently.
- Old Business
  - 2025 National Ranking Event
    - Planning continues; Dave is working on the map.
    - Rochester has been asking about going in together on the registration system and Dave is discussing it with them as well as with Greg Hyatt.
    - Linc Blaisdell is handling the relationship with AKG and finding ways to offer boxed lunch to participants and figuring out the parking situation.
    - Greg arranged with Burchfield Penney to use their auditorium for check-in from 10-noon.
      - Greg suggested maybe having a movie as we will have access to a screen and projector (without sound) if anyone is interested.
    - Dave changed around the timing on events – first sprint at 11, lunch, second sprint at 1.
    - Website is up and running, not much on it at the moment and not promoting website until registration goes live in Sept.
      - **Dave will ask Jennifer to add the event to the club’s website.**
  - Burmaster Park permanent course
    - **Adam Cady offered to take a look at the course design and see if he can help push the course forward.**
  - Emery Park permanent course
    - **Phil needs to write up an email to Parks and get their approval.** After that would need to get materials and set up for placement.
  - Club jerseys
    - 19 ordered, arrived this past weekend - \$677 total, did not reach threshold on import duties so we didn’t have to pay that tax so made a bit more profit on the sales.
      - Henry can coordinate with Jennifer to notify those that ordered them that they will be at the Sprague Brook meet for pickup.
  - Livelox
    - Dave is continuing to coordinate with Rainee.
  - Allegany Nature Pilgrimage

- Katie ran the event and recruited Linda to assist, they ran one session on Friday, two on Saturday, and one on Sunday. Rob helped a bit at a few sessions.
  - About 50-60 people total, around a dozen per session. Generally they had quick introductions and short courses.
    - Rob noted that Katie does not spend very much time on instruction and some people were having difficulty with that level of instruction.
      - Lynne suggested a talking point sheet to show the points that need to be gone over when running training.
  - Rob noted that the event is always the weekend after Memorial Day, Friday at 1 till Sunday at noon. Phil might be interested in attending next year and helping out.
- Erie County Fall Fest at Como Lake Park, 9/28
  - Phil could cover up till 2pm. Would need someone to commit to covering the second half otherwise we shouldn't do it.
  - Based on availability of staff/volunteers the board decided to not participate in the event this year.
- Insurance/Map Hike Waivers
  - Henry looked into the potential liability risk to the club for the "do-it-yourself" Map Hikes.
    - He looked at every Club's website in the US. Most offer do-it-yourself courses although the majority are permanent ones where you can download the map from their website. Almost none of them had a waiver included with the download.
      - Only the Minnesota Club had a setup similar to ours although they don't change the Map-Hikes every year.
      - Only two clubs ask people to accept a waiver before downloading the maps. Both waivers are fairly detailed.
      - Four clubs had disclaimer messages on their sites.
      - Some also had safety messages on their sites.
    - Henry spoke with OUSA insurance and they indicated that OUSA's general liability insurance covered do-it-yourself maps provided the course is approved by the Club that made it.
      - OUSA had no recommendation on use of waivers, they noted it is likely excessive, a disclaimer and/or safety message may be a good idea.
    - Henry consulted with Steve about including a disclaimer and safety message in the Map Hike packages and on the website.
      - Steve indicated he could draft a disclaimer and safety message up, however, he would have to wait until he left his current firm and started his own business which he anticipates happening in the fall.
      - **The board approved Henry coordinating with Steve to determine a reasonable cost for Steve's work and draft the statements.**

- **Henry will also ask Steve about adding the disclaimer to the maps or adding a reference to the information sheet that a disclaimer exists.**
  - Phil noted there is a small blurb on safety on the information sheets but there is room to add more.
    - Rob recommended adding a sentence about avoiding private property.
  - The OUSA rep indicated that their officer and director insurance policy does not apply to member clubs. He is not aware of any clubs that take out their own officer and director policy.
- Conflict of Interest Policy
  - Rob reviewed the draft policy prepared by Steve Daly to the board.
  - Phil can keep track of having it signed by board members and store the files.
  - Rob will ask Steve to send a version without a draft watermark.
    - Lynne mentioned maybe taking out the annual verbiage from the form. Rob will check with Steve on this.
  - **Rob will resend the form to the Board for review and the Board provide any questions and will vote during the next meeting.**
- Girl Scouts Mapping Inquiry
  - Dave has acquaintance on the Girl Scouts board who was wondering if a permanent course could be set up at Camp Seven Hills.
    - This would require mapping, planning, and setting up the course.
  - Phil sent Dave some base maps of Seven Hills during the meeting. He had created a partial map for a training course years ago.
    - Dave will take a look and see if that would work as a base and see how much of a lift it would be.
      - **Dave will ask the Girl Scouts board member about how much they would want mapped for the course.**
    - Lynne mentioned the OUSA youth mapping program. Dave noted that is usually designed for school yard/simple maps and would likely not be viable for the camp.
- OUSA Future NREs Inquiry
  - 2026 NREs interest request from OUSA.
    - Dave noted that there are certainly larger clubs that have a better ability to host than we do.
    - The Board will table discussion for now and revisit it at a later meeting.
- New Business
  - Need for additional start/finish (electronics) volunteers.
    - Adam looking to relearn electronics and can help with Sardinia.
    - Rod also willing to help on electronics and get a refresher.
  - Rod noted not many copies of the waivers for walk-ups are left in the meet boxes.
    - **Rob to print out some and Phil will add to the boxes.**
  - **Next meeting: September 13<sup>th</sup>, Phil hosting, meet at 5:30, dinner at 6, meeting to follow.**