

## Buffalo Orienteering Club Board Meeting Minutes

11/12/2024 at 7:00 pm via Google Meet

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

### Action Items in Bold

- Approve the 9/13/2024 board meeting minutes and review the outstanding action items
- Past Events
  - Sprague Brook Score-O, 9/21
    - Adam noted a good turnout, thanked Dave and Phil for assisting with meet directing.
    - Rob shared the meet report.
      - Rob asked on the reimbursement note for food expenses.
        - Phil noted the reimbursement was to Simon from cash received during the meet.
        - Simon noted the remainder of the food cost doesn't need reimbursement.
    - One control was faulty during the event and was replaced.
      - Control fixed by Phil. A coil in the unit was damaged and repaired.
    - The original plan was to do a mass start at 11:30am but it was changed day of to allow early start with a start box.
  - Erie County Forestry Score-O, 10/12
    - Lynne noted 43 attendees including maritime. Two no-shows. The event had good weather.
      - 22 starts (including groups).
    - Lynne mentioned that Maritime did not provide notice of how many were going and they did not have enough maps printed to accommodate all of the students. Lynne ended up providing one map per group (3 groups) and they seemed fine with it.
      - Rob noted that Maritime provided 13 year-long waiver forms at the Sprague Brook meet and he checked them against the meet attendance and noted that about half were not on the waivers. **Rob asked Adam (Maritime contact) to provide the missing waivers.**
        - **Dave has a list of Maritime students from the Knox Farm meet and will send it to Rob to compare the lists.**
      - Henry noted that we invoice Maritime after each meet at \$5 per person.
    - Lynne noted that a lady donated some orienteering supplies, books, and information. Rob suggested giving them away at the annual meeting.
    - Lynne also noted that the first aid kit was used for a band aid and noted that the kit was old, we may want to go through and replace items.
      - Dave noted someone looked for Neosporin in the first aid kit during the Knox Farm event and couldn't find it.

- Phil has one first aid kit and Dave has the other. **Phil volunteered to go through both and resupply as needed.**
  - Rob noted the delay in results posting was because Doug sent the results to Greg and Phil and didn't copy Jennifer. Rob noted to try to get info to Jennifer by Sunday morning so she can post before the work week.
  - **Lynne to finish the meet report and send to Rob, Henry and Phil.**
- Knox Farm Night-O, 11/9
  - Dave noted clear, good weather for the event.
  - 72 participants in 36 entries – 18 individual and 18 groups. Some fairly large groups.
    - 12 Maritime students.
    - A few people attended that had not orienteered, Dave helped one of them with training.
      - Dave had one older lady that contacted him interested in the event who had not orienteered before and wanted to bring her grandchild. Dave suggested for her to attend a daylight event for a better experience.
  - Air punch was turned on for the event. Three people brought air punches.
    - Rob recommended sending out an email giving some info on what air punching is and some options on where to buy them.
      - **Dave volunteered to write up an informative article for the newsletter.**
  - The event was mass start on point-to-point. Dave handed out maps on check-in and asked for them not to be looked at beforehand.
  - 3 courses – long, med, short
    - No one pre-registered for the short course but one walkup did.
  - Livelox was set up for the event but only two people recorded their routes. There was not much promotion about it before the event. Dave recommended a more active promotion to push it, but is uncertain on how many have GPS watches that can record paths.
    - Rob noted that it likely will be more popular with younger participants if they knew about it.
    - Dave noted that it will connect to other path tracking apps and can post to Livelox from other tracking apps.
  - Dave recommended running the event the same next year, maybe a little earlier.
  - Rob asked the board to think about ways to distinguish meets and make them unique to generate more interest.
    - Adam noted that people seemed to come to Knox Farm more because they knew the park and it seemed a good way for groups to compete with each other. Possibly we can promote it a bit more towards it being an interesting thing for groups and families to do.
    - Dave noted that Knox is also really easy to navigate and is a lot of trail running. Possibly make some easier courses for the casual competitors.

- Rob mentioned possibly splitting up the results screen to men, women, and group.
        - Lynne noted that if there are multiple courses in an event you may end up with only one or two in a category.
      - **Dave to finish the meet report and send to Rob, Henry and Phil.**
- Upcoming Events
  - Winter-O, TBD
    - Lynne is interested in running it and switching from Sardinia to the Cazenovia Park Winter-O.
      - Rod noted he might be available to do next year Sardinia.
    - Lynne noted that last year it had to be a free event or we would have to pay the \$200 City of Buffalo special events permit fee to host the event.
    - Lynne noted 2/22/25 as the preferred date.
      - **Dave volunteered to find the check-in location.** Dave noted to pick a day or two options beforehand and then find a check-in location, potentially Shea's Seneca again.
    - The Board discussed if we should charge for the event and pay the fee or have it free.
      - Dave noted it depends on how many people are interested in going.
      - **Dave volunteered to reach out to the city on the permit.**
      - The Board agreed to charge for the event and get the permit.
    - Rob asked if we want to do an event in January.
      - General consensus is no from the Board.
  - Annual Meeting, 4/19
    - **Rob asked Henry to reserve Stohrer's Lodge at Emery Park when it is available.**
  - Buffalo Sprint Doubleheader, 4/26
    - Rob noted that the Buffalo Cherry Blossom Festival is the next day (4/27) and the Club is not planning on running an event for the festival due to the scheduling and organization for the Sprint.
      - Dave mentioned a good way to keep good relations with the Cherry Blossom festival organizers to set up a booth at the festival and sell or give away the map from the Delaware park map adventure for people to try out.
      - Rob volunteered to help set it up.
      - Lynne mentioned having the booth inside by the door gave more visibility and it would be good to do that again if possible.
- Standing Committee Reports
  - Mapping—Dave Cady
    - Dave got another tablet with O-Cad Sketch that can be used to mark up the map as you are out there with changes you want to do.
      - **Rod is going to field check Burmaster Park/Stonehaven Preserve using the tablet.** Hopefully sometime this fall.

- Dave noted that it may also work with a small group updating the Chestnut Ridge Park map. The plan is to start the update in spring 2025.
- Finance--Henry Davis
  - Henry purchased the third CD – each CD has \$5k.
  - The total in the Chase/Schwab accounts is ~\$30k
  - Henry is working on arranging the CDs to mature quarterly.
- Map Hikes—Phil Wolfling
  - **No update on the Map Hikes cost analysis document.**
  - Phil is working on making new control markers.
  - Phil noted that at the end of January we should stop selling Map Hikes to prep for the 2025 Map Hikes. Rob will let Jennifer know to remove the links.
  - Phil is still receiving orders.
  - No new orders from Gear for Adventure.
- Website & Communications—Jennifer Borowicz
  - Rob talked to Jennifer about her suggestion to have some student interns work on developing the website. The decision was to table that option for now.
  - Lynne asked about the progress on the new website that Steve had worked on.
    - Rob noted that it has been abandoned.
  - Lynne asked about putting tags on the website to track some analytics for marketing purposes.
    - **Rob noted to check with Jennifer to see if it is possible with the current website setup.**
- Membership—Rob Reeves
  - Rob noted 21 family and 56 singles memberships.
    - 98 total if counting families as two.
  - **Lynne noted she had a new membership from Sardinia and will send the info to Rob.**
- Marketing—Lynne DePasquale
  - Lynne has been working with the UB marketing students, they made some interesting suggestions:
    - They noted we should have an Instagram page alongside our Facebook one and posting on Wednesdays and Thursdays have statistically been the best days as that is when people make plans for their weekends.
      - Lynne noted that you can make a business account on Instagram which can give analytics but didn't know if there would be a cost.
      - Rob mentioned we use Meta business suite to manage ads on Facebook and that would also manage ads on Instagram.
      - The Board discussed if we want to tie the Facebook page and potential Instagram page together or keep them separate. Volunteer needed to manage a Club Instagram account.
  - Lynne did not take out any Google Ads for the Knox Farm Night-O but will consider doing so for the winter and spring events.

- The marketing students were not able to make any of the meets this fall. Maybe offer the Winter-O to them if they are available.
    - Equipment
      - **As noted above Phil will look through the First Aid kits and list what needs to be renewed or replaced.**
  - Old Business
    - Emery Park permanent course
      - No update from Phil.
    - Livelox
      - See discussions above under the Knox Farm Night-O.
    - Map Hike Waivers
      - Henry noted that Steve is in private practice now and is taking on the disclaimer work.
        - **Henry gave an end of year deadline, Steve noted that is doable.**
        - Steve noted his fee is \$250/hr and he would not exceed \$250.
        - The plan is a disclaimer on the map and safety message to be included on the Map Hikes instructions.
    - Conflict of Interest Policy
      - **Rob to remove the draft watermark from policy and send to the Board.**
    - Girl Scouts Mapping Inquiry
      - Dave did not have any updates.
    - Electronics Volunteers Training
      - No progress yet but **Dave will work on reaching out to members who have been suggested as potentially interested.**
      - Training would likely consist of setting up a mock event and running the volunteers through it, then have them run the software at a meet with supervision.
        - Lynne mentioned having a checklist the volunteers could look through to help remember the steps. **Lynne offered to type up her notes when she learned how to run the electronics as a basis for the checklist.**
    - OUSA Annual General Meeting, 9/24
      - Rob noted three proposals during the meeting:
        - Requiring electronic punching at National Ranking Events – passed.
        - Requiring air punching at National Ranking Events – passed.
        - Forming a committee to assess changes to the age ranges – passed.
          - Committee is assessing potential changes and will make a proposal to the OUSA board within a year. The board will vote on the proposal.
          - Rob noted the rationale for this is that not many people are in some of the age groups so they are looking to condense some of them.
  - New Business

- 2025 Schedule
  - Rob noted that 2024 was mostly one event per month and asked if we should repeat that schedule or bunch meets more into a spring and fall season.
    - Rob noted he gets questions usually in the spring from newcomers interested, and having a month apart may cause loss of interest if they can't make them and they have to wait a month until the next one.
    - Lynne noted maybe doing more learn and practices early in the spring.
  - Dave asked about how bunched events would go schedule-wise.
    - Rob noted possibly four in the spring and four in the fall, along with a winter and a summer event.
  - Lynne asked about having guided Map Hike events and to see if those members that purely do Map Hikes would be interested in leading them to try and get some of the Map Hikers more involved in the Club.
  - Rob suggested a pre-meet learning presentation or separate training days to teach newcomers in May and September.
    - Lynne noted it may be better to do this at some of the more centrally located parks to increase attendance. A downside is there are limitations on how much complexity is available at the centrally located parks to teach.
    - Phil is interested in helping but is not certain on schedule as to when to do it.
    - **A virtual presentation on orienteering was suggested. Rob will think about it.**
  - Current planned schedule:
    - Cazenovia Park Winter-O – 2/22/25 – Lynne
    - Chestnut Ridge Solo Event – 4/5 thru 4/20/25 – Phil
    - Buff Sprint Doubleheader – 4/26/25 – Dave
    - May learn and practice at Chestnut Ridge permanent course, an evening during the week. **Lynne will check on her schedule and select a date.**
    - Emery Park – 5/18/25 – Rod
      - Rob and Phil will do a formal instruction before the meet.
    - Chestnut Ridge – 6/7/25 or 6/14/25 – **Henry, will confirm date.**
    - Sprague Brook – 6/28/25 – Adam
    - Knox Farm – late July – **Phil, will check dates.**
    - August weeknight learn and practice – **Lynne will check dates.**
    - Hunters Creek – 9/13/25 – Simon (depending on work schedule).
      - Possible formal instruction beforehand.
    - Burmaster/Stonehaven – 9/27/25 – Rob
    - Sardinia – October – **Rod with assistance from Katy, will confirm date.**
    - Knox Farm Night-O – November – **Dave, will check dates.**
  - Rob would like to get dates set by end of November to post on the website in December. **Rob to send out a draft schedule and volunteers list via Google Sheets for review.**
- Club Championship Meet from Empire Club

- Rob asked if it would it be interesting to have a Club Championship
  - Dave noted there were a lot of age groups in the Empire classes but we could do our own classes and courses.
  - The general consensus was positive but requires more thought.
  
- Set January board meeting date
  - Wednesday, January 22, 2025 via Google Meet at 7:00 pm
  - Rob to send invitation and agenda.