Buffalo Orienteering Club Board Meeting Minutes
01/22/2025, 7:00 -9:06 pm via Google Meet

Attendees: Phil Wolfling, Rob Reeves, Rod Cameron, Henry Davis, Lynne DePasquale, Adam Cady, Simon Wolfling

Action Items in Bold

- Approve the 11/12/2024 board meeting minutes and review action items
    - Rob followed up with Adam on the missing Maritime waivers, and did not get a response, Dave also followed up and has no update yet. **Rob will give Lynne list of who we have waivers for the Cazenovia Park meet**.
        - Lynne asked about Maritime requesting billing later. They generally request that. **Henry noted they have not yet paid for Knox farm, he will follow up**.
    - **Phil is still working on the first aid kits review and will finish up before Cazenovia Park meet**.
    - Lynne distributed the Erie County Forestry Score-O meet report to the Board.
        - Discussed verifying the accuracy of registrants' membership status. Rob brought up auditing the sign-up lists against the membership list. Rob is willing to check if the meet directors send the registered list to him or meet directors can do it as well.
    - **Rob will follow up with Dave on writing up article on livelox**, likely sometime in the spring after the doubleheader.
        - Adam noted there no longer is support from Strava on livelok for maps.
    - Henry has reserved Stohrer's lodge for the annual meeting.
    - **Phil has no update on the map hike kits cost analysis document**.
    - **Rob and Lynne will double check the correspondence on asking Jennifer about the website analytics**.
    - Lynne passed Rob the info on the membership renewal from the Sardinia meet.
    - Rob has no updates on the conflict of interest policy.
    - **Lynne still working on putting together a punchlist to help electronics training**.
    - Virtual orienteering presentation – **Rob is thinking sometime in May but is still evaluating it**.

- Upcoming Events
    - Cazenovia Park Winter-O, 2/22
        - Dave applied for the permit, Phil sent insurance certificate. Permission has been granted for check in at Shea's Seneca.
        - Course designer – Lynne will attempt design but is looking for an experienced vetter and reviewer.
            - Adam can vet in the next couple of weeks.

        - Phil can help with purple pen and design support.
    - Lynne has the meet info ready for registration, will send to Jennifer to put on the website.
    - Setup and pickup same day.
    - Adam asked about potential for event cancelation due to severe weather i.e. driving ban in Buffalo or extreme wind chill.
        - Lynne will put that note on the registration and we can contact registrants beforehand if that happens.
- Chestnut Ridge Park Solo-O, 4/5-4/20
    - Plan is to start on a Friday and go for 3 weekends. Same operating plan as last year.
    - Phil will set up the course when he puts out the 2025 Chestnut Ridge maphikes.
    - Phil noted that it may be better as a member-only activity since there is no charge for it.
        - Board agreed to have it as a member's only event. Rob will send out the link for the maps in an email for the event.
- Annual Meeting, 4/19
    - No elections this year
    - Raffle for map hikes finishers
    - Orienteering activity for the meeting – **Adam is thinking about an activity but is not committed to doing one yet**.
        - Rob mentioned maybe a guided map hike for new people. Another suggestion is to come up with some sort of orienteering Easter egg hunt activity.
- Buffalo Sprint Doubleheader, 4/26
    - Per Dave's email on 1/19: Planning has resumed in earnest after the holiday break. I'm in the process of lining up volunteers for the few remaining (but important!) jobs. Linc and I met with AKG on 1/16 and showed them where we want controls on the AKG "campus" and where the finish line and tents would be located. SUCB has been very cooperative. We will be able to offer parking on Rockwell Road close to the check-in (at BPAC) and the start. We have decided to provide a free lunch to our volunteers. Henry is heading this up. It will be modest: Pizza, apples and water. Hopefully we can set it up in Rockwell Hall. As of 1/19 we have 44 people signed up which I think is great.
    - Phil has insurance cert for Delaware Park. He is waiting on Buff state for the address to put on the insurance request – Buff state address or Albany address. Will get an insurance cert for AKG as well even though they did not ask for it.
- Cherry Blossom Festival, 4/27

        - Per Dave's email on 1/19: The plan is to offer our Map Adventure of Delaware Park on the Sunday of the Festival. (That's the day after the Sprints.) We have an OK from the Festival. I don't think we need to seek permission from the Parks Department. I might (if there is time) add a couple of points in the vicinity of the History Museum so people could do just a short nearby "Adventure" rather than traversing the whole park. We'll need one of the club tents but nothing else in terms of equipment. Rob and I are planning to be available for this but we could use a couple of more volunteers as well.

- Standing Committee Reports
    - Mapping
        - Per Dave's email on 1/19: Mapping Committee: Has not met. Probably won't meet until after the Sprints. Rod Cameron is planning to use a tablet to update the Burmaster Park map around the old scout camp as well as adding a new trail that has been built. It has been suggested that we think about recreating or updating the Allegany Park map, but nothing in this regard has happened yet. The priority this spring and summer is to update the CRP map. I'm pretty sure we can think of a way to have several people working on it.
        - Rod had no updates, Burmaster is on his list once the weather gets better.
        - Phil noted we will be out of Alleganey maps as of the latest order from the Park store.
            - Rob and Dave continuing to evaluate options for updating map and potentially reprinting.
    - Finance
        - Rob forwarded the financial year-end summary to the Board on 1/15/25 via email. Showed the summary during Henry's presentation.
        - Henry provided finance year end summary.
            - Net revenue for 2024 is $3,431.
            - A 9% increase in club assets as of year-end.
            - Revenue from entry fees declined significantly - 34% decrease, likely due to two fewer meets in 2024.
            - Dues and map hike revenue is about the same compared to last year.
            - There is a significant increase in interest revenue from the mutual fund.
                - The interest on the CDs won't be seen until they mature later in 2025.
            - Two biggest expenses in 2024 were the Orienteering Clock and new SI-cards.

- There is one outstanding bill to Maritime for the Knox-Farm event.
- Henry purchased a fourth CD earlier this year.
- Sales tax – Henry indicated that based on review of tax documents/code it would not apply to membership dues.
- Henry asked about removing the meet director fee from the cost breakdown.
    - No objections from the board.
- Rob mentioned possibly splitting out the map hike and event map printing costs.
    - **Henry asked for whomever schedules printing of maps to make a note with the order what it is for so it can be separated.**
- Rob mentioned thinking about ways to spend the held money in ways to benefit the club and the goals of the organization.
    - Simon mentioned possibly better equipment to assist in the mapping updates – better GPS and tablet.
    - Phil noted O-cad subscription up in May this year.
    - Lynne mentioned they could come up with some marketing options.

- Map Hikes
    - Minimal orders at the moment.
    - Needs to find a source for mailing labels
    - Phil got the map hike control markers order.
    - Design and setup for parks as follows:
        - Mark – Knox
        - Luke – Emery
        - Katy - Sardinia
        - Jackie & Doug – Sprague Brook
        - Phil – Chestnut Ridge
        - Patty & Walt – Hunters Creek
    - Burmaster map hike – waiting on more of a mapped area before developing. There is still some evaluation between implementing a permanent course and map hike. Rob noted that we lost some contacts in the Lewiston Town Board that could have helped push through approval for either option.
- Website & Communications
    - No recent updates
- Membership
    - Rob sent out membership update file to the Board via email on 1/15/25. Showed the update during discussion, currently 100 members registered (counting families as 2 members).

- Marketing
  - No update on marketing**. Lynne will evaluate recommendations from MBA students**. Lynne noted they had a discussion with the students and will follow up with them.
- Equipment
  - Phil got the Map hike control markers
  - As noted above Phil is checking on First aid kits completeness.
  - Dave has the majority of the electronic equipment currently as he is doing electronics for the Cazenovia Part meet.

- Old Business
  - 2025 Schedule
    - Rob showed and went through the schedule spreadsheet at https://docs.google.com/spreadsheets/d/1CTrvMkochfD7km3SUgNm_TH162Onp8VAijGig8UNU0c/edit?usp=sharing
      - **Rod mentioned the October Erie County Forestry event could work on the 5th or 19th but will confirm**.
      - Rob asked about opinions on potential event type for the September Burmaster/stonehaven event.
        - Phil noted Score-O may be easier to do. **Rob is going to think about it**.
  - Emery Park permanent course
    - **County permission has not been sought yet, Phil is waiting until after the 2025 map hikes are set**.
  - Map Hike Waivers
    - Rob distributed the draft map hike language from Henry's discussion with Steve to the board via email on 1/15/2025.
      - Map hike info sheet disclaimer –
        - Henry read through the proposed changes while Rob shared them on screen.
        - Simon asked if having the "conditions may be different than shown" language in the disclaimer would be useful or too repetitive.
          - Henry noted that Steve felt having the disclaimer on the map hikes themselves is sufficient.
        - No other comments from the Board on the disclaimer.
      - Map hike safety message –
        - Henry read through the proposed changes while Rob shared them on screen.

        - No comments by the Board on the safety message.
    - Henry asked about possibly removing the control graphic and shrinking text to get it all to fit. **Phil will work on formatting to see how things fit**.
    - Simon mentioned having the disclaimer at the top of the page.
    - **Disclaimers and safety message to be displayed on the website as well.**
  - Steve also looked at the event waiver.
    - Rob noted that the waiver language is from OUSA. Usually we can add more pieces as a note.
    - Add on the text that Steve recommended as a note. **Henry will check with Steve on his thoughts on it being a note**.
      - Lynne added it as a note to EventReg for the Cazenovia Park meet.
    - Rob shared link to the various waiver froms OUSA: https://drive.google.com/file/d/1-INrT_RQuBQTJNGHJ1rPWzftyBWxqg8a/view
    - Steve billed for $250, Henry paid the invoice.
  - **Henry will send clean versions of the changes to Phil for inclusion in the map hike packages**.
- Electronics Volunteers Training
  - Per Dave's email on 1/19: I will be mentoring Jim Clark before and during the February event [Cazenovia Park]. (Haven't yet made electronics assignments for events after the Sprints.)

- New Business
  - 2024 Meet Report Totals
    - Rob shared the meet report totals spreadsheet with the Board via email on 1/22/2025.
    - Rob shared the report during the meeting and provided a summary of the conclusions.
    - **Rob is going to add a line in the meet report for insurance.**
  - 2025 Permits & Insurance
    - **Phil is in the process of requesting insurance for the years' events**.
  - OUSA Rechartering
    - **Phil is working on it**, rechartering form sent out earlier this year.
    - **Phil will pass Henry the info on the rechartering fee for payment**.

- Set March board meeting date
  - March 21st at Henry Davis's house, 6:00 PM dinner, meeting start at 6:45-7:00 PM