

Buffalo Orienteering Club Board Meeting Minutes

01/13/2026, 7:00 – 9:30 pm via Google Meet

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

Action Items in Bold

- Approve the 11/11/2025 board meeting minutes and review action items
 - *Cash box*
 - Phil noted he plans to use a lightweight tin box as the cash boxes.
 - *Knox Farm meet report*
 - Phil sent the report out.
 - *Maritime Night-O invoice*
 - Henry noted the invoice is paid.
 - *OCAD license on laptop*
 - **Rod noted issue looks to be resolved but will check with Jennifer.**
 - *Lynne to post July meeting minutes*
 - Lynne posted minutes to the website.
 - *Plan cost for website hosting payment method*
 - Henry sent the details to Lynne.
 - *Programs other than OR*
 - Dave has not pursued much and asked the Board how much we want to pursue an alternative.
 - The Board generally agreed to have an alternative tested out for the next meet.
 - Rod noted Meos is a good alternative to use.
 - *Nominating committee*
 - Rob noted everyone on the board is up for reelection. No one noted they are unwilling to continue in their positions.
 - **Rob will work on reaching out to put together non-member participant alongside Lynne.**
- Upcoming Events
 - Cazenovia Park Winter-O, 2/21
 - Lynne noted the Tosh Collins Community center is the start location. Event will be free and have a donation request for the community center food pantry.
 - Green space permit used for the event.
 - Lynne sent Phil initial draft of the map. Lynne will check on locations this week.
 - Lynne will send out a request for volunteers – set up day of, course vetting, Dave is doing electronics.
 - Lynne noted that there is a limit of 50 participants per the City permit and may need to limit Maritime showing up day of.

- Rob sent Maritime contact info for Lynne to check with them on if and how many they will bring.
 - Dave noted Phil has the Maritime waivers, Rob noted the list of names should be sent to Lynne for the meet.
 - **Phil will look and work with Rob to scan them in and pass to Lynne.**
 - Chestnut Ridge Solo-O, 4/10-4/26
 - Phil is starting course design soon and will set up the course the day before.
 - Phil asked if there is a way to track how many people download the maps.
 - Rob noted there is a tracker Jennifer can set up on the website.
 - Annual Meeting, 4/25
 - Emery Park shelter reservations are open, **Henry will reserve the lodge.**
 - Rob asked on potential for some entertainment at the event. **He will look up some options on indoor activities like trivia to send to the Board for input.**
 - Cherry Blossom Festival, 4/26
 - Dave noted the plan is to have a table and have a mini course with the trivia-o. **Dave will reach out to the festival organizers to coordinate.**
 - Also potential to set up a photo-o indoors of things in the Historical Society's collection.
 - Potential of participants that complete the trivia to be entered into a drawing to win a compass or other prize.
 - Simon is able to assist, Rob as well.
 - Learn & Practice, TBD
 - **Lynne working on picking a date, potentially the week of May 4th.**
- Standing Committee Reports
 - Mapping
 - Dave noted Rod, Jennifer, and Jim are participating in a mapping training program this winter.
 - **Dave asked Rod to write up a bit of an analysis of their opinion of the training and their thoughts.**
 - Dave noted OCAD has an app in beta testing to allow you to draw the maps in the field on a tablet or phone.
 - Phil asked if there are any mapping updates for the map-hikes.
 - Dave noted the Chestnut Ridge map is about 40% updated and they are making a hybrid one for the Chestnut Ridge event. He could make that available to use for the map hikes.
 - **Phil asked to send it when Dave can and may include it.**

- Rob asked Rod on Stonehaven.
 - Rod noted he is just waiting for better weather.
- Finance
 - Rob sent Henry's financial sheet to the Board, including year to year summary, monthly breakdown, and map hike sales.
 - Henry went through the provided sheet, summarizing the status for 2025.
- Map Hikes
 - Rob asked if it is useful to pull the maps from Gear and Hyatts now.
 - Phil noted we usually keep them till end of February since they are out till March.
 - Phil is working on inventorying components and may need to order more.
 - Phil got the Sardinia map from Katie today.
 - Phil asked Henry about what the blue controls at Chestnut Ridge are.
 - Henry noted he did not get a response about them from the County but other markers there were for staff training.
- Website & Communications
 - Rob noted from Jennifer is still working on things with Lynne's help.
 - Lynne is still learning on setting up emails and website updates.
 - **Rob noted he and Phil stopped receiving the map-hike confirmation emails part way through the year and is working with Jennifer on figuring out why, likely an issue with auto forwarding emails.**
- Membership
 - Rob shared the membership graphs via email and presented during the meeting.
 - https://docs.google.com/spreadsheets/d/1UquYJ5CZG4pJmh8kCB8se0ldQnc854HT/edit?usp=drive_sdk&oid=101591323170344157530&rtpof=true&sd=true
 - 94 memberships total at the end of 2025 (family membership = 2).
 - **Rob will send Phil a breakdown on single vs. family for the insurance and charter renewal.**
 - **Rob is going to wait to send out the renewal reminder until a few weeks before the map hikes begin.**
 - Lynne noted the membership file also has notes on volunteer interest that meet directors can use to reach out for assistance during events.
- Marketing

- Lynne reached out to the NYSDEC on their get outside challenge and they did add orienteering to their list.
 - Erie County parks also added a brief blurb on their recreation page.
 - Lynne has been discussing with Erie County parks about the teaching events. Likely co-teach orienteering with park rangers. **Lynne is working on setting up a meeting with them to discuss it further and will include Phil on the discussion.**
 - Lynne is working on putting the Cazenovia Park event on local event calendars.
 - Lynne asked on the potential to post again in the Kids Out and About newsletter (\$40) or on their website homepage (\$30) for the Cazenovia Park event. Recommended posting to the newsletter the week before and on their website the week of.
 - Rob suggested the winter and first spring event to advertise.
 - The Board agreed to Cazenovia Park for newsletter and website and depending on how it goes doing another spring event.
 - Equipment
 - Phil running through control batteries over the next week to check voltage draw to determine what needs replacement batteries and will also reset control time sync. He may need to order some more batteries.
- Old Business
 - 2025 Meet Report Data
 - Rob shared with the Board via email and presented during the meeting.
 - <https://docs.google.com/spreadsheets/d/1jagTRed2Sf0W7Cx8JqNOQRqbWYTJmZn/edit?usp=sharing&oid=112997153210801524181&rtpof=true&sd=true>
 - Erie County Parks training program
 - Lynne discussed above in Marketing.
 - Map Hike cost analysis
 - Simon presented the analysis of sales prices and production costs and summarized revenue.
 - Rob asked if the Board should increase prices for any of the map hikes.
 - The Board agreed to keep them as is since there is still a profit and it is at an affordable price for people.
 - **Simon noted he is going to do some final QC checks on the calculations then will distribute to the Board.**
 - Laptop & Tablet Purchase
 - Dave estimated costs for a Samsung tablet with case and spare battery at ~\$300 dedicated to mapping.
 - Board agreed to the purchase of the tablet.

- Phil bought a new laptop recently and is willing to lend it out for meets.
- Emery Park Permanent Course
 - Phil has not reached out to Parks department yet.
- Funding Proposal
 - #1 Henry's contest
 - Henry, Simon, and Adam have been discussing and are meeting next week. **Plan to have something solid for the next meeting.**
 - #2 Rob's member travel reimbursement
 - Rob discussed potentially having a BFLO club team for NRE events and meet fees and some travel reimbursement would be provided, and setting a budget limit on how much the Club would provide.
 - Likely would need a captain for the team to coordinate and someone who regularly goes to NREs.
 - Henry asked on how many usually goes to the NREs.
 - Rob noted usually 4-5.
 - Henry suggested splitting the NRE event cost.
 - Dave noted on average for the 3-race package for regular NREs is about \$100.
 - Simon suggested having a bulk number of NREs per year for the club to fund.
 - Rob suggested 10 events for half funding to BFLO members who are or willing to become OUSA members.
 - The board agreed to the approximate \$500 budget for the year for this.
 - **Rob will set up communications gauging member interest in NRE participation.**
- Training Program Proposal
 - Dave noted on this is on the backburner.
- REI Contact
 - **Henry to reach out as the holidays are completed.**
- OUSA Youth Mapping Program Contact
 - Rob received no response so will not pursue.
- Adirondack Mountain Club Program
 - Rob noted the event is planned for May 12. Would like assistance on the 17th at 10:00 am at Chestnut Ridge for the field teaching support, set a max of 20 participants.
 - Phil is looking into setting up an electronic mini course to use or use the permanent course at Chestnut Ridge.
 - Phil asked if an event permit will be needed.

