

Buffalo Orienteering Club Board Meeting Minutes

03/10/2026, 7:00 – 9:22 pm @ Henry's residence

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

Action Items in Bold

- Approve the 1/13/2026 board meeting minutes and review action items
 - *OCAD laptop license*
 - Issue has been resolved.
 - *Nominating committee*
 - Rob noted that all current board members are good with continuing two more years thus no need for outreach to form nominating committee.
 - Dave agreed to run the nomination portion of the annual meeting.
 - *Maritime waivers have been scanned in.*
 - *Annual meeting*
 - Henry reserved Stohrer's Lodge at Emery Park for the annual meeting.
 - Rob noted an activity could be to do guided map-hikes at the meeting. Rob will run a course for beginners and Phil will run one for intermediates.
 - *Learn & Practice*
 - Lynne working on scheduling event.
 - *Mapping training – see below*
 - *Chestnut ridge map updates*
 - Phil noted he is using the older map for the map-hikes and can integrate Dave's updates into next year's maps.
 - Dave noted he provided the updated hybrid map to Henry for his event.
 - *Website confirmation email issue*
 - Rob noted the issues of not receiving map-hike confirmation emails has been fixed.
 - Rob noted that Jennifer coordinated to hire the guy that had helped out before for \$150 to fix this issue and a couple of other website problems including the site auto updating the next three events on the home page.
 - Henry noted the check was sent for payment.
 - *Insurance and charter renewal*
 - Rob sent the breakdown of single vs. family memberships to Phil for the charter renewal.
 - *Membership renewal*
 - Rob sent out the membership renewal reminder email.
 - *Erie County Parks teaching event*
 - Lynne still working on scheduling a meeting with Parks.
 - *Map-hike cost analysis*
 - Simon finished the analysis and sent to the Board.
 - *NRE interest*

- **Rob will send out communication to the members gauging interest in NREs.**
 - *Adirondack Mountain Club permit*
 - Rob noted not to worry about requesting a permit for the event from County Parks as AMC is hosting the event and not BFLO.
 - *OUSA re-charter*
 - Phil noted that the re-charter form has been submitted.
- Past Events
 - Cazenovia Park Winter-O, 2/21
 - Lynne noted the event went well and there were several new people. Two registrant came from Step Out Buffalo and one noted they found it when searching for free events to do in the city.
 - A couple of new groups and a scout troop participated.
 - The start/finish venue was a good choice and people brought donations for the Tosh Collins center.
 - Lynne noted the Park permit had an issue.
 - Initial correspondence with the City indicated that the Club could apply for a green space permit but the City ultimately indicated that a special event permit was necessary with a \$200 fee.
 - Discussion on whether to continue this as a free event next year or charge regular meet fees.
 - **Lynne is working on the meet report.**
- Upcoming Events
 - Chestnut Ridge Solo-O, 4/10-4/26
 - Phil noted he started vetting the locations today and intends for a short course and long course. He is still currently on schedule to have it ready by the 10th.
 - **Phil will check with Jennifer on activating the download counter on the website so we will know how many people downloaded the course.**
 - Annual Meeting, 4/25
 - **Henry will acquire two \$50 GFA gift cards for the map-hike drawings.**
 - **Phil will pick a color for the map-hike reward stickers and send them to Rob to place the order with Sticker Mule.**
 - Rob noted the general agenda will be:
 - Mapping
 - Treasury
 - Elections
 - State of the Club
 - Cherry Blossom Festival, 4/26
 - Dave noted he changed around some of the trivia questions for the Trivia-O.
 - Dave noted he spoke with the History Museum and the Club is approved for the same location as last year.

- Rob noted that he had some responses to the membership renewal email.
 - One individual indicated they did not renew as they noted they did not receive enough training on how to Orienteer.
 - Rob noted that different people have different expectations on how much training they would need to feel comfortable doing Orienteering.
 - It would be good to continue to express that all events have beginner training.
 - Dave mentioned it would be good to have more training of more advanced courses.
 - Rob noted that there were a bunch of membership renewals from the remainder email.
 - Marketing
 - Lynne reached out to Kids Out and About about advertising for the Cazenovia Park event. There was an issue with the posting to the Kids website and the publisher gave that to the Club for free.
 - **Lynne will look into paid advertising with Step Out Buffalo.**
 - **Lynne will look at advertising for the Emery and Chestnut Ridge spring events.**
 - Lynne would like to set up a Club Instagram account.
 - There were a good amount of photos from the Cazenovia Park event.
 - Lynne noted meet directors should continue to ask participants to take photos and share them with the Club so we can post them.
 - **Rob will look into if he has to make the Instagram account so it links to the Club's Facebook page.**
 - **Rob will look into Google Workspace for joint logging into the club accounts.**
 - Equipment
 - Phil noted he is buying more 9x14 map bags and bought 10 new control batteries.
 - **He will send the invoice to Henry for payment.**
 - Phil noted he replaced 8 control batteries so far and there are 9 more that will likely need replacement soon.
 - He still needs to reprogram the ones with new batteries.
 - Phil noted he needs cash to populate the second cash box.
 - The Board discussed and agreed to have the boxes each hold up to \$100. **Phil will check what is there and coordinate with Henry to get any needed cash.**
- Old Business
 - Erie County Parks training program

- Lynne noted Parks wants something that they and BFLO can instruct jointly and they did not specify a park to conduct the program but it will likely be Chestnut Ridge.
 - **Lynne is working on scheduling a meeting to discuss further with Parks.**
- Tablet purchase
 - **Dave noted he will buy one but has not yet.**
- Emery Park Permanent Course
 - **Phil noted no update yet but he plans to bring it up when he and Lynne meet with Parks about the training program.**
- Seasonal Contest Funding Proposal
 - Henry summarized the proposal that he, Adam, and Simon worked on. He noted he is scheduled to speak with Mike from Outside Chronicles about use of his Eventzee app license for the contest as direct purchase of a license is very expensive.
 - Henry provided a summary of the challenge, see attached file.
 - The Board discussed and noted potentially cutting the charities down to two initially – Chestnut Ridge Conservancy and Friends of Knox Farm.
 - The charity budget should max at \$500 per year.
 - Remove prize awards for the top participants and have it focus on charity.
 - Possibly add Livelox use as a points item.
 - Simon noted that he put together a Survey Monkey survey that could be used with the free version although there are limitations and would be more administrative effort to track participation.
 - Rob noted use of Google Forms which can likely do the same and log it on a spreadsheet automatically.
 - The Board agreed to see what Mike has to say on his Eventzee license as that would be the most effective platform to use.
 - **The team will follow up with the Board after discussing with Mike.**
- NRE Attendance Funding Proposal
 - **Rob noted he is still working on it.**
- Training Program Proposal
 - Dave proposed a program to provide opportunities for training each week and cumulating in final events in the spring and fall.
 - The training would teach people to Orienteer at a base level without using electronics.
 - **Dave is working on how staffing would work and managing between kids and adults for beginners, intermediate, and advanced.**

- REI Contact
 - Henry reached out and left a message with the store manager and followed up after no initial response. Based on the continued lack of response he noted the store is likely uninterested.
 - The Board agreed to discontinue outreach to REI.
- Adirondack Mountain Club program
 - Rob noted he is on the agenda to run an indoor educational program on 5/12.
 - Phil is helping at the outdoor program on 5/17. They plan to use the permanent Chestnut Ridge course or set up a short one with electronics.
 - **Phil will check on the options available and what old maps he has and discuss with Rob.**
 - The club will pay BFLO \$250 for the instruction programs.
- 2027 ROC NRE
 - Dave noted he has not heard anything from ROC.
- OUSA re-chartering
 - Rob noted the re-chartering is done, \$404 fee for re-chartering.
- September meet at Burmaster Park
 - The Board decided to cancel the event due to lack of a meet director.
- New Business
 - Livelox
 - Rod noted he would be willing to lead promotion of it at events. Rod noted we should add some information at registration about what Livelox is.
 - Phil noted it would be good to post on the website some links to existing courses that were done with it.
 - Download some of the past runs at the park a meet is being held at and show it on the second monitor at registration.
 - **Rod will work on a demonstration for the Emery Park event.**
 - Group Map-hikes
 - Lynne asked if there was a way for people to connect with others who were interested in doing map-hikes on the Facebook Group so they could go as a group.
 - Rob noted that the map-hike group on the Facebook page is the spot to go but it is up to the members of the group to post asking if others are interested.
 - **Rob will look into posting to see if people are interested in grouping to do map-hikes.**
- Set May board meeting date
 - May 7, 2026, 6:00pm, at Phil's house: 263 Morris Ave.