

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
December 4, 2024

- **Call to Order**

President Don Fish called the meeting to order at 7:01 pm.

- **Roll Call**

President **Don Fish**

Vice President **Matt Smith**

Vice President **David & Reiko Rager**

Secretary **Beàtri Bennett**

Membership **Greg Lennon**

Mapping **Ted Good**

Immediate Past President **Jody Landers**

Vice President **Dennis Doherty**

Vice President **Michael Newman** (absent)

Treasurer **David Levine**

Volunteer/Social Outreach **Sharmagh Yepremian**

Director at Large **Aaron Linville**

Director at Large **Craig Shelden**

Others in attendance: Amy Loudon, Sidney Sachs, Francis Hogle, and Jon Torrance

- **Officers & Directors Reports**

- 1. Secretary report – Beàtri Bennett**

The meeting minutes for the 14 August meeting were distributed prior to the meeting.

Jody Landers made a motion to approve the 14 August meeting minutes. Craig Shelden seconded the motion. There were no objections. The motion carried.

ACTION:

- Beàtri Bennett will send the 28 August budget meeting minutes to board members for review. Upon review, unanimous approval from board members will be requested via email.

- 2. Treasurer report – David Levine**

David Levine shared the current season's treasurer's report with expenditures and revenue reconciled through 30 November 2024 as well as the final report from the 23-24 season reconciled through 31 August 2024.

The website rebuilt is shown separately from the other budget line items since it's a capital expenditure.

One of the CDs was renewed on 16 October at the best current interest rate.

Expenses include:

- in-memoriam donations for Clinton Morse and Marit Davis. Don Fish made the in-memoriam donation for Julie Whitmore and was reimbursed
- toner,
- SPORTident download station,
- e-punch battery powered inverter, and
- map cases.

Amy Loudon mentioned that due to 20% increased attendance, more maps are being printed, and printer toner needs to be replaced sooner.

Francis Hogle mentioned that the Department of the Treasury's Financial Crimes Enforcement Network (FinCEN) has introduced a new rule requiring businesses and organizations to disclose the identities of their key personnel. He believes QOC has an exemption and does not need to file and offered to share the small business pamphlet with more details.

ACTION:

- Francis Hogle will send the Small Business pamphlet to Don Fish and David Levine for review.

Amy Loudon loves the new battery-operated inverter – it takes up much less space in her car and is so much easier to set up/use at events.

Matt Smith recommended paying 2 years in advance for the Virginia storage unit to lock in the current monthly rate, although the total cost will exceed this year's budgeted amount. If we no longer need the storage unit, the remaining cost will be pro-rated and reimbursed. The board agreed.

Matt Smith made a motion to pay two full years in advance for the Virginia storage unit to lock in the rate. Jody Landers seconded the motion. There were no objections. The motion carried.

Jody Landers made a motion to accept the financial report. David Rager seconded the motion. There were no objections. The motion carried.

ACTION:

- Matt Smith will send payment details (for the 2-year advance payment) to David Levine.
- David Levine will allocate less costs in the 2025-26 budget for the Virginia storage unit.
- David and Reiko Rager will research whether a 2-year advance payment is advantageous for the Maryland storage unit.

3. **Maryland VP report** – David and Reiko Rager

David and Reiko Rager provided updates on past and upcoming events.

Additional Notes and Challenges

- There are five Maryland events that still need an Event Director. Don Fish volunteered to be Event Director at Blockhouse Point.
- David Rager asked whether the club should commit to having the Chase at Patuxent. A discussion ensued about whether Jug Bay will become an option again for the Chase. It remains unclear why QOC cannot use Jug Bay as the venue. Jody Landers mentioned there was an issue with the alcohol license/permit and proposed that we stay at Patuxent. Don Fish added it would be nice to switch between Patuxent and Jug Bay.
- Keg Good ran into a problem where her CONDES license was not valid because the club reached the 60-license limit. Craig Sheldon spoke to the software author who explained we do not have to purchase additional licenses and resolved the software access issue. An open question is whether unused licenses could be removed since some people use the software very infrequently. The software author advised that he could perform a mass re-set and issue a new license to those who regularly use the software. Matt Smith suggested we re-evaluate the license need at the end of the season.
- Don Fish recommended scheduling a *Move Up To Orange* event in early Fall.

ACTION:

- Jody Landers will follow up with Dave Linthicum on possibility of using Jug Bay for future Chase events.
- Review CONDES licenses towards the end of the 2024/25 season and decide whether to re-set and re-issue a required number of licenses. Beàtri Bennett will add this to the Annual Meeting agenda.

4. **Virginia VP report** – Matt Smith and Dennis Doherty

Matt Smith provided updates on past and upcoming events. Dennis Doherty provided updates on permitting for upcoming events as well as statistics on Virginia starts and participants with the conclusion that QOC has a 20% increase over last season.

Matt Smith expressed his gratitude to Parker Nevenglosky, Dawn Savage, and Bill Wright for jumping in to pull off the Night-O. If not for their help, we might have had to cancel due to lack of volunteers. The Night-O participation increased by 50% this year.

Addition Notes and Challenges

- Francis Hogle asked whether the club has problems with course setters, due to the missing control at NRE. He is also concerned with the number of DNFs on Brown, Orange, Yellow and white courses. (Refer to bullet #2 in the 'Other Business' section of the minutes for details on the NRE.)
- Greg Lennon thanked Valerie Meyer, Amy Loudon, and the entire e-punch crew for their help at the Night-O and then again early the following day. He suggested to schedule

future Night-O events as a stand-alone event to give volunteers a break from back-to-back events. The Night-O attendance was 50% higher this year.

- The issue of recruiting volunteers for events continues to be incredibly difficult. Event Directors send many emails but receive very few responses, and a large number of members are not volunteering despite attending numerous events. The challenge of managing volunteerism, ensuring fairness, and finding a way to incentivize participation without complicating the process remains an ongoing concern for the club. We need to continue discussions/ideas on how to attract volunteers.

5. Membership, Website, Registration, & Communication – Greg Lennon

Membership has increased.

Registration – Greg Lennon is using a new tool to verify whether participants registering as members are actual QOC members. The tool is working well and has revealed that some non-members are registering as members, with some instances being due to people forgetting to renew their membership, while others are more deliberate. He will continue to monitor the situation and will update the Board if this becomes a significant issue. Greg Lennon is helping Wyatt Riley to mimic QOC's registration process for DVOA.

Merchandise – The deadline for the last 2024 jersey order is December 8, with the next order in Fall 2025 and jacket orders in Spring 2025. Some people have reported a waterproofing issue with the heavier jackets, where water is not beading properly. If you experience this problem, contact Greg Lennon so he can assess whether it's due to user error (such as washing) or a manufacturing defect.

6. Publicity – Sharmagh Yepremian

Post event meet-ups/Mappy Hour – post event meet-ups continue to be scheduled after each event. The next Mappy Hour will be scheduled for 11 January 2025 and will include EX2 and BROR Adventure Racing clubs.

Volunteering Outreach Program – another Event Director's clinic will be offered in Spring 2025 - specific dates are being discussed.

ACTION:

- Sharmagh Yepremian will:
 - find a post-event meet-up venue for Mid-Atlantic event,
 - determine which event to 'host' the volunteer table.

7. Mapping – Ted Good

Mapping Updates – local mappers have been busy with updates for various events. A couple of highlights:

- Ted Good created a Sligo creek map which bumps up to the Wheaton map. He plans to add the northwest branch, which is the northeast part of Wheaton, for more territory.
- Nadim Ahmed is making substantial progress on the Blockhouse Point map.

- Justin Brown started working on the LiDAR for the Algonkian Regional Park area.
- The Prince William Forest (PWF) map has been divided into three sections with smaller areas within each section. A multi-year plan will ensure each area is mapped in a pre-defined sequence. For the NRE event at PWF, we will schedule one day at Turkey Run and one day at camps 1 and 4. The contract with Jon Torrance will be revised based on these updates. The revised contract is within the budgeted amount and does not need additional board approval.

Additional Notes

- Ted Good will host a mapping clinic, tentatively planned for February 2025.

ACTION:

- Ted Good and Don Fish will work with Jon Torrance to finalize his revised contract.

• **Other Business**

1. Shuttle Bus Policy

The club has been absorbing the cost of shuttles due to a surplus, mainly to access terrain that would be difficult to reach otherwise, such as Hoyle's Mill Park and King's Landing. Some members suggest continuing to cover the costs as a value-added benefit for members, but there is a need for a policy or decision criteria for when and how to use shuttles, especially given that it's an unbudgeted expense. While the shuttles are currently being requested on a case-by-case basis and not abused, a more structured approach is needed to ensure that the shuttles are used appropriately and effectively.

Greg Lennon made a motion that the Vice Presidents of the respective regions should approve shuttles when they are necessary for course access and design. Matt Smith seconded the motion.

Craig Shelden amended the motion to state that a surcharge for shuttles will be avoided until the board reviews and potentially changes its position if deemed appropriate. Greg Lennon accepted the amendment. Jody Landers seconded the motion. There were no objections. The motion carried and the bus policy was approved.

David Levine and Matt Smith proposed to include a discretionary shuttle budget in next season's budget, allowing Vice Presidents to allocate funds as needed for events throughout the year, rather than budgeting for each event in advance.

ACTION:

- David Levine will include a Shuttle budget line in the 26-27 season's budget.

2. Recap of Pine Grove NRE

Greg Lennon compiled a list of benefits and suggested improvements from the NRE event.

Below is a summary of the key points.

- Overall, the event went well with no injuries and positive feedback, but improvements are needed in planning and execution for future events.
- The lack of advanced planning led to issues such as rushed tasks, people taking on responsibilities for which they were not prepared, and confusion with start times and course design.
- A group caused a registration issue by not properly registering their members, highlighting challenges with group starts and whether NREs should be solo events.
- Course vetting failed due to rushed preparation, and feedback from the course consultant emphasized the need for more time to incorporate changes and avoid last-minute adjustments.

3. 2026 US Nationals Update – Craig Shelden/Ted Good/Don Fish

Don Fish provided an update on the planning for US Nationals. There are a few map issues to clear up at Bowie State but overall it looks good. If Bowie State is flooded, Greenbelt is an alternate option. Bacon Ridge is also on track to receive approval. Jon Torrance is finalizing the start and finish locations for University of Maryland. QOC needs a campus sponsor to be on the campus.

ACTION:

- Don Fish will follow up with Robert Briber and/or Dan Lathrop whether they can arrange for sponsorship.

4. Sweet Run State Park Update – Dennis Doherty

Sweet Run State Park, the newest state park in Virginia, recently underwent an environmental review to assess its suitability for orienteering events. The park, which is located 5 miles from Harpers Ferry, has been found to be amiable to orienteering activities, though certain areas, such as wetlands and historical buildings, need to be avoided. In early November, the park hosted a successful adventure race event with 30 children running throughout the park to find control points, using a basic topo map. The park manager expressed openness to more orienteering events, though parking logistics and access to large event spaces remain points to be clarified.

Before a significant investment is made, QOC needs to secure written confirmation from the park about off-trail access, followed by identifying appropriate resources for mapping. The mapping process may require recruiting local volunteers or a hired mapper, depending on the timing and park's approval. It was suggested to start with a base map that could be used for a Summer Series event.

ACTION:

- Dennis Doherty will contact the park to secure written confirmation from the park about off-trail access for Orienteering.

5. Training Weekend – Matt Smith

Matt Smith discussed concerns about the upcoming training weekend, specifically the difficulty in staffing the event, with no confirmed meet director yet. Peggy Dickison has agreed to help with training and event design, but the primary challenge remains finding someone to run the event. Replicating last year's training weekend is providing difficult due to the lack of an Event Director. Additionally, the training weekend date coincides with the Southwest Spring Week event in Arizona.

The Board agreed to continue discussing the planning for the training weekend at the next meeting.

ACTION:

- Matt Smith will send another request to recruit volunteers, follow up with Peggy Dickison on the status of instructors and report back to the Board.

6. Request from Members to Promote Their Businesses

Greg Lennon mentioned there are several QOC members who have asked whether the club will allow members to promote their businesses, such as a massage therapist offering services, at the end of an event, with approval from the Vice President and Event Director. There was consensus that as long as the promotion is free of charge and open to all members, it would be acceptable, with concerns about fairness and permit issues being addressed. The focus is on providing additional value to the club's members without favoritism or exclusion, and any member would be able to apply to participate under clear guidelines (i.e., approval from the Vice President and Event Director as well as permission from the Park).

7. Action Items from Previous Meetings

- *Discuss whether to keep/adjust/rescind the \$33 Late Walk-up Registration policy.*
Keep the policy for the upcoming season and review before next season.

- *Discuss the best approach for a consultant team that can provide optional services to course setters when needed.*

Keg Good is already reaching out to course setters offering vetting services. The Board agreed not to have a formal committee at this time.

- *Matt Smith will draft a 'how to' guide and engage a few people as LiveLox Administrators.*

This effort was de-prioritized due to Matt Smith's mapping work. QOC engaged experimentally in LiveLox when OUSA was exploring the federation license, which they've now purchased. While QOC is covered under this license, we haven't revisited our approach. The board should discuss whether to adopt LiveLox as a standard tool, either alongside or instead of RouteGadget, and whether it will be part of every event or used on an ad-hoc basis.

- **Adjourn**

Jody Landers made a motion to adjourn the meeting. Greg Lennon seconded the motion. There were no objections. The motion carried.

Meeting adjourned at 10 pm.

The next meeting is scheduled for Wednesday, 5 March 2025 @ 7 pm via Zoom.

Minutes submitted: Beàtri Bennett