

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
December 8, 2021

I. Call to Order

The group began by discussing the most recent event at Hoyles Mill. President Fish called the meeting to order at 7:03.

II. Roll Call

President **Don Fish**

Vice President **Bill Wright**

Vice President **Michael Newman**

Treasurer **Karla Hulett**

Membership **Greg Lennon**

Immediate Past President **Jody Landers**

Director at Large **Michael Dickey**

Vice President **Charles Carrick**

Vice President **Craig Shelden**

Secretary **Laura Linville**

Publicity **Dasa Merkova**

Mapping **Ted Good**

Director at Large **Aaron Linville**

III. Officers & Directors Reports

a. Secretary report- Laura Linville

The meeting minutes were distributed prior to the meeting from the last full meeting. There were no comments or changes requested.

Jody made a motion to approve the minutes, it was seconded by Aaron. There were no objections and the minutes were approved.

b. Treasurer report- Karla Hulett

Karla shared the treasurer's report prior to the meeting. The budget, both revenue and expenses, is tracking.

Jody made a motion to accept the report as submitted, it was seconded by Dasa. The Treasurer's Report was accepted as submitted.

c. MD VP report- Craig Shelden

Craig shared his report with the registrations and starts. There has not been much attrition. For upcoming events, Mike Newman reported that permits are on track.

The Board discussed using the indoor facility for the Bumble. No one on the board objected to using the indoor facility for that event only as long as masks are worn indoors.

ACTION ITEM: Don will contact Heidi to let her know the approval to use indoor space.

There was a discussion of the National Mall event and reopening the MapRun courses between Christmas and New Years when there are not other QOC events. Greg noted that it is a great event for the summer season when we do not have events. It might be undersold during the winter, and could get more participation in the summer off-season. There are 6 [courses](#) (1 Beginner, 3 Short Advanced, 1 Medium Advanced, 1 Long Advanced). Jody also noted that being in the Nation's Capital could also be a draw. Karla thinks that the course would need to be different for the summer, but that it is a good opportunity to provide urban orienteering.

Craig proposed a course setter and mapper community of interest. Greg noted that there is a groups.io forum for course setters. This subgroup can be used for mapping and course setting discussions.

d. VA VP report- Charles Carrick

Charles discussed upcoming events, meet directors, and course setters.

Charles discussed the March training weekend. Due to uncertainty about youth sleeping in confined spaces, COVID, and not having a youth director, we should cancel the training weekend. We could add in a day event on Sunday after night event Saturday.

Jody made a note about making sure that the meet director's kit has first aid supplies (we've had a few incidents).

e. Membership, Website, Registration, & Communication- Greg Lennon

The registration system seems to be working well. If Meet Directors or other have ideas for improvement, let Greg know.

The website has been running on Drupal 6 for many years. We will need to pay increased fees to use a different support group. Greg suggests that to maintain website service, we should pay the higher fee, and then launch a new website to launch over the summer for the fall season.

If there are any BOD members or other members who want to help with upgrading the website they should reach out to Greg. Aaron volunteered to help as he supports a couple of WordPress sites already.

f. Publicity- Dasa Merkova

Kathleen has invested in photo software to enhance QOC posts and dissemination. The amount is within the publicity budget.

Kathleen designed a flyer for the NRE at Hoyles Mill. It was printed and distributed at a DVOA meet.

Engagement via social media has continued.

Don created a short video about what is an NRE. It was a great video, and we hope to produce more in the future.

g. Mapping- Ted Good

Starting in the new year, Ted will be looking at maps. He is currently working on updating and redoing the UMD map.

Nothing new on the previous evaluations that Gary has been working on.

Jon Torrance gave an update on his progress on the PWF map.

There were course setter concerns raised by Keg Good. The Board discussed these concerns to determine how to improve communication and collaboration between VPs and course setters. Many of the issues raised were specific to PWF, but there are lessons to be learned. For the more universal issues, Greg has taken action to update the website. The BOD also agreed there is a need for creation of a course setters handbook. Ted noted the issue that mappers need to include details on maps.

h. President- Don Fish

1. There have been a few recent Injuries (most recently Fountainhead park, Hoyles Mill). There was a discussion of printing Meet Director cell number on maps. The Board noted that if an individual has an emergency, they should call 911. We should encourage use of whistles. If we decide we want to print phone numbers on the map, there should be a permanent number that forwards to the Meet Director.

ACTION ITEM: VPs should check the Meet Director's kit to see if there are whistles. If there are not whistles we will need to order more. We need to produce a sign (one for each meet kit) that reminds people to carry their whistle with them and to blow it three times if there is an emergency. These signs should be posted at each event in the registration area.

[Craig Shelden has drafted signage and shared it with the BOD for comment]

2. Incident reports- Greg did research on what other groups do for incident reports. Climbing, whitewater, etc. have very thorough documentation. For the types of injuries at QOC events, there are not often lessons to be learned from incidents. Most of our incidents are bad luck. If and when the Event Directors or BOD members think that there is something to be learned from an incident, this can be revisited.
3. Dave Pruden requested maps for a self-published book on Orienteering. He is asking for 4 maps. Don suggested using Route Gadget and shared with the BOD the types of files/images that might be used. The BOD noted that use of portions of the maps is within copyright fair use. The BOD discussed this request and made the following suggestions:
 - Any maps he uses he should run by QOC for 'approval'

- Any maps he uses should show they are courtesy of QOC. Need to give attribution to mapper and course setter.
- The book should not provide specific location references to where the maps are.
- Maps should be raster/acrobat/flat files.

One BOD member did not agree with allowing use of QOC maps. Another asked that in return for use of maps that Dave serve as a course setter. The Board would like to provide books at Dave's cost to QOC so we can share it with the members.

IV. Other Business

a. Proposed National Meet for Spring of 2023. 2-day Classic.

Don revisited the strategic planning report recommendation of professionally outsourcing some of our events. This could be done for our upcoming national meet. Don has approached an experienced and professional race director about being the event director/race director for the upcoming national meet.

The Board discussed this approach and that QOC would provide logistics coordinator, registrar, etc. If [redacted] acts as the national meet event director, he would need a QOC orienteering advisor-someone with experience putting on national orienteering events that can advise on peculiarities and nuances of orienteering events.

The Board discussed what needs/wants to be kept in house. A group (Bill Wright, Craig, Don, Michael Dickey) will develop a list of the work that needs to be done; what is the budget; and jointly develop a scope of work.

The Board discussed the date for the event. OCIN hosting nationals March 24-26. Ideally do it 2 weeks before that (March 11-13, 2023).

- *Greg made a motion that Don contact [redacted] to have conversations; seconded by Jody.*

ACTION ITEM: Bill will distribute his committee list, coordinators, and budget estimation tool so we can determine the roles and responsibilities. A subcommittee of the VPs, Don Fish, Jon Torrance (?), and Michael Dickey will work with Andy to determine a scope of work.

ACTION ITEM: Don will be in touch with [redacted] to say that the BOD supports this.

ACTION ITEM: Ted to put this event on the OUSA planning calendar. (action complete)

b. Discussion of ARDF national event at PWF/Occoquan Spring 2022

This item was an update that the event is being planned for April 7-10. The QOC meet at Fountainhead will still be held that Sunday. The leadership from Backwoods Orienteering

scouted out locations and determined that Occoquan is not viable, but that PWFP is an ideal location.

They will pay QOC \$8 per participant per event, and are expecting 25-35 people.

One issue that came up is that the map will be embargoed terrain for our proposed national meet in spring 2023. ARDF competitors should not be on embargoed terrain.

Additional items regarding events in PWFP were discussed.

ACTION ITEM: Charles will make sure that Charles and others from Backwoods Orienteering are aware of the sensitive areas in PWFP and the need for changing condos into shape files for the park to review courses.

c. Discussion of adding age classifications on results page

Jody raised the issue of adding age categories to the results so that orienteers of all ages can feel competitive. Greg and Aaron noted that with the current workflow of results, it is too burdensome to add age categories to the results upload.

ACTION ITEM: Aaron will talk to Valerie about this.

Meeting adjourned at 10:25.

Next meeting will be held at 7pm on February 9.

Others in attendance: Sidney Sachs, Jon Torrance, Francis Hogle

Minutes submitted: Laura Linville