

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
April 17, 2024

I. Call to Order

President Don Fish called the meeting to order at 7:02 pm.

II. Roll Call

President **Don Fish**

Vice President **Charles Carrick**

Vice President **Craig Shelden**

Secretary **Beàtri Bennett**

Membership **Greg Lennon**

Mapping **Ted Good**

Immediate Past President **Jody Landers**

Vice President **Matt Smith**

Vice President **Michael Newman**

Treasurer **David Levine**

Publicity **Sharmagh Yepremian**

Director at Large **Aaron Linville**

Director at Large **Michael Dickey (absent)**

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

III. Officers & Directors Reports

1. Secretary report – Beàtri Bennett

The meeting minutes for the 17 January meeting were distributed prior to the meeting. No comments or changes were requested.

Aaron Linville made a motion to approve the 17 January meeting minutes. The motion was seconded by David Levine. There were no objections. The motion carries.

2. Treasurer report – David Levine

David Levine shared the treasurer's report with expenditures and revenue reconciled through 31 March 2024. The financial summary shows a positive cash flow and a balanced budget.

He opened a second certificate of deposit (CD) for \$50K with a 4.75% yield. The PayPal balance is around \$10K, indicating sufficient liquidity without needing to access the CDs prematurely.

The income and expense reports show a successful training weekend with a profit of approximately \$486.

In terms of expenditures, recent expenses include the renewal of three OCAD licenses and two new licenses.

The OUSA fees were paid, and the cost is included in the USOF Insurance Fees line item.

David Levine is working on the tax filings, with the 15 May deadline being a priority.

The need for a Bus Policy was discussed related to the King's Landing event which did not make a profit, partly due to the cost of the bus and low attendance. This policy aims to ensure that bus costs are covered when necessary while minimizing charges when the bus is used for logistical convenience at venues.

Craig Shelden suggested that the bus policy should differentiate between types of events:

- **Parking Assistance:** If the bus is used for parking (e.g., at Balls Bluff), the cost should be absorbed by the organization and not charged to participants.
- **Remote Start Locations:** If the bus is needed to transport participants to a remote start, the cost should be passed on to the participants.

With the transition to new Vice Presidents, there is a need for a storage unit to house equipment and materials used in events. It was previously discussed but never formally approved or budgeted. The suggestion is to authorize the Vice Presidents to secure storage units—one in Virginia and one in Maryland. The cost for these units needs to be assessed and included in the budget.

Jody Landers made a motion to approve the treasurer report. The motion was seconded by Charles Carrick. There were no objections. The motion carries.

ACTION:

- David Levine will include a line item for Storage in the budget. 12 Aug update: Completed. David Levine added lines to the Budget Worksheet for Meet Equipment - Storage and Admin - Web Site Rebuild.
- David Levine will remove Karla Hulett as a signatory and add Beàtri Bennett. 27 Apr update: Completed.
- David Levine to file 2023 taxes. 12 Aug update: Completed. Taxes were filed on 21 Apr 2024.
- At the next meeting, Board members will decide if a Bus Policy is needed.
- Matt Smith will scout storage units for Virginia and Don Fish for Maryland.

3. Maryland VP report – Craig Shelden

Craig Shelden shared his report and gave updates on past and upcoming events. LiveLox demonstrations are being incorporated into a couple of events.

Past events

Little Bennett – weather cancelled due to inclement weather.

Bumble (Rosaryville) – 213 Starts. This fun event was a huge success.

Kings Landing and Huntingtown NRMA – 133 Starts.

- Ran two shuttles due to 15-minute one-way drive to remote start.
- This event included Yellow Short / Yellow Long / Beige courses with the Yellows being very independent of each other. Despite limited usage, it had the beneficial impact of providing developmental courses for beginners.

Greenbelt – 203 Starts. It was nice to return to Greenbelt.

Rogaine (Gambrill State Park) – 105 Starts (may groups)

- 3- and 8-hour options were available.
- Austere Medical Professional provided on-site support.
- Second use of the area for Rogaine
- Michael Dickey's engagement with permitting authorities and ability to expand access was superb!

UMD College Park Score O – 115 Starts on Easter Saturday.

Patapsco Granite – 93 Starts. First Time Event Directors, Parker Nevenglosky and Dawn Savage masterfully directed the event and handled associated challenges with the schedule and low number of volunteers.

Cabin John Intro to Adventure / Beginners – 58 group starts (122 participants).

- Successful event with positive feedback despite the parking issues caused by the nearby concert, which led to significant overcrowding and resulted in approximately 20 registrants leaving due to frustration.
- The situation was mitigated by the fact that the event was free and many managed to find parking in distant lots. The rock music in the background even added an unexpected touch to the training!
- It was noted that the concert, which had been scheduled on the Montgomery County parks website, conflicted with the event's timing, highlighting the need to check county calendars to avoid similar issues in the future.

Upcoming events

The overall schedule remains on track per the calendar.

Susquehanna Stumble (Lake Needwood)

- Brad Whitmore handled the souvenir towels and coordinated with David Levine on compensation. The cost was factored into event fees.

- A request was made to promote the event on the QOC website as well as AttackPoint.
- This year, efforts are being made to better communicate that the event is suitable for all skill levels, including beginners, following feedback from previous years.

Rosaryville – this event will include an Event Director’s Clinic to be held in Pavilion B from 10:00 to 11:00am.

Swanson Road / Marlboro Natural Area

Patuxent River Park (Chase) – this event will include the Annual Meeting of the Quantico Orienteering Club General Membership.

Additional Notes and Challenges

- There will be a hiatus through Memorial Day.
- Attention is called to the need for volunteers, particularly for the relocated Chase event.
- Since DVOA and Susquehanna Valley Orienteering has merged into one club, the Susquehanna Stumble and Mid-Atlantic events are alternating between the two clubs. For the next season, a northern Maryland location will be needed for the Mid-Atlantic event, with DVO set to host the Susquehanna Stumble.
- There is an ongoing effort to avoid scheduling conflicts with embargo dates for 2026 events, particularly at the University of Maryland in College Park. If there is strong interest in holding a Sprint event on Easter Saturday, a different venue must be selected to avoid the embargo window. Ted Good recommends avoiding the University of Maryland as a venue next year, and that recommendation is reflected in the planned schedule.
- The Bacon Ridge request with Anne Arundel County approval authorities is still under review by the park manager’s supervisor. The park ranger is supportive of our request but must run it past his supervisors at the county level.

Craig Shelden is stepping down as Vice President for MD/DC events after this season and requesting to transition to At-Large BoD Member for next season.

Don Fish thanked Craig Shelden for the remarkable job he performed in this critical role as VP for MD Events.

4. Virginia VP report – Charles Carrick

Charles Carrick provided updates on past and upcoming events.

Past events

Mason Neck – 154 starts.

- Current Park leadership has prohibited running along High Point Road.
- Course design for future events need to account for this restriction, explicitly informing participants about the restricted area.

Pohick Bay – 221 starts.

- This was the first formal (coordinated) use of Gunston Hall in conjunction with Pohick Bay and it presented challenges due varying map parameters. Thanks to Craig Shelden for devising a temporary solution despite initial difficulties.
- Matt Smith will provide a permanent solution by reconciling the two maps for future events.
- The addition of Gunston Hall provides more options for the Pohick event, though expanding to Meadowood will also be considered for next season.

Oak Ridge – 191 starts.

QOC Training Camp PWF Happyland and Sunday Event

- Successful restart of a traditional event with overwhelmingly positive feedback, and validating event expansion to the entire club.
- Exploring the possibility of adjusting next season's Training Weekend to avoid a conflict with the NJROTC championships.

Upcoming events

Fountain Head Central

- The event could be crowded if bike courses are open but pre-registration adjustments (adding more slots to the earlier windows) should mitigate parking issues. The parking lot tends to peak around noon/early afternoon.

MCBQ Beaver Dam Run (DZ Raven)

- Switch from Combat Village back to DZ Raven - first time since the Junior Nationals in 2019.
- Updating of Combat Village map by Aaron Linville continues with an event now planned for Spring 2025.

Addition Notes and Challenges

- *Hemlock Overlook* – approach to winery and foundation property owners before end of season.
- *George Mason University (GMU)* – discussing/negotiating plans for a sprint event over Spring Break 2025, despite high rental costs, with potential partnerships to reduce expenses. Tom Strat is willing to set courses and perform map updates, if needed.

- *Sweet Run* – waiting for response from park manager on status of park sensitive area survey.
- *Lake Fairfax* – Justin Brown continues to map and is looking at nearby Colvin Run Park as well.
- *Prince William Forest Park* – The Chief Ranger has secured a five-year permit for the park, simplifying the permit process by removing the need to go through DC, which had been cumbersome. The new arrangement eliminates permit fees for the next five years, saving time and money, while ongoing coordination with the chief ranger will sustain and strengthen QOC's close relationship with the park.

Charles Carrick is stepping down as Vice President for VA Events after this season and will hand over the Virginia kit to Matt Smith after the Quantico event.

Don Fish thanked Charles Carrick for the remarkable job he performed in this critical role as VP for VA Events.

5. Membership, Website, Registration, & Communication – Greg Lennon
Membership – 8 new members (4 Individual & 4 Family) joined after the Intro to Adventure event. Revenue is also up.

Website & Groups.io E-Forum – SignUp Genius is available and being used by roughly 50% of Event Directors.

The 'Contact Us' webpage is one of the most popular non-event webpages.

The main QOC Groups.io (event announcement) forum has grown to 632 members, primarily through:

- directly inviting event participants (if they aren't already on the forum, or, QOC members)
- directly inviting Intro to Adventure participants (16 of them joined after being invited in last 48 hours)

Registration – New Registration Forms Include:

- A String-O form so parents can register kids for these free mini-courses set up by Charlotte Banfield
- Second Course map purchase form
- Training Weekend
- Order forms for jerseys
- Movie screening registrations

\$33 late walk-up fee – there are concerns that the \$33 fee for walk-up registration discourages participation and a discussion followed on whether to maintain this fee, adjust it, or eliminate it.

Greg Lennon requested feedback on how to solve the issue of event directors allowing unregistered, day-of event walk-ups go out. Event directors seem reluctant to use the \$33/pp form that is available on the QOC website and was previously approved by the Board to solve this issue. There are two main types of walk-ups: (1) a solo orienteer, perhaps one who decided last minute to attend ~~and~~/or forgot to register, often a QOC member and perhaps even an event volunteer, and (2) an additional person joining a group that was registered (but that hadn't included that person).

The discussion concluded with a decision to continue the existing \$33 late walk-up fee until the end of this season. The policy will be reviewed next season to assess its effectiveness and make necessary adjustments. Additionally, existing policies will be emphasized in the upcoming event director clinic. Strategies to address frequent policy violations will also be explored.

Movie Night - QOC 1st ever Movie Night offered 4 pre-screenings of 'Arthur the King' and was attended by about 125 people (mostly QOC members). Allied Global, the marketing team behind Lionsgate Film, commended QOC on the amount of people that attended.

Merchandise –

QOC Jerseys: the newest batch order for QOC Jerseys is open until midnight of 21 April.

QOC Jackets: the thicker/warmer sizing kit has arrived, and the lighter weight jacket sizing kit will arrive soon, and we plan to take orders by or before the end of this season (for delivery in Fall).

6. Publicity – Sharmagh Yepremian

Social Media – The number of visits to our social media pages have increased, and we have gained new followers on both Facebook and Instagram.

Post event meet-ups/Mappy Hour – these continue with varying numbers of attendees. A separate 'thank you' Happy Hour will be planned for repeat volunteers/event directors/course designers after the season ends.

Volunteering Outreach Program – we have a few new volunteers, as well as two first time event directors! More people are volunteering as photographers at events and sharing their photos, giving the club a community feel and encouraging interest from newbies.

All the remaining QOC Volunteer t-shirts will be distributed to volunteers at the 'Intro to Adventure' event.

The Event Director's clinic will be run by Sharmagh Yepremian and Kathleen Lennon at the Rosaryville event. Don Fish emphasized the need to promote the clinic to QOC membership.

7. Mapping – Ted Good

Mapping Updates – local mappers have been busy with updates for various events. Specific updates include:

- Mike Dvorsky: Started mapping the new extension of Rosaryville.
- Greg Palardy: Completed more field checking at Greenbelt.
- Ted Good:
 - University of Maryland: Field checked some previous unmapped gaps for the 2024 sprint event; also mapped the forested hill side with all the new root stocks.
 - Avalon: remapped area identified as too green from last event.
 - Greenbelt: remapped one section for the spring event.
 - Woodstock: remapped another area since the Granite event is back on; converted the map to current symbols. Map previously has the 2000 symbol set.
 - Mont Alto, PA by Cydonia Ponds: Gathered the field checking that was completed by Francis Hogle 10 years ago and obtained the digital file from Eddie Bergeron; will make updates to this map in case it's useful for future events. The area was previously restricted due to environmental concerns.
 - The Shenandoah Area recommended by Keg Good was assessed. It has some interesting rocky areas but is too steep for a long course, and starting at the top would pose significant logistical issues.
 - Bacon Ridge: Inspected a stream area during a rain storm to evaluate its suitability for crossings, as it will be used in the NRE. Also mapped part of the Cemetery area, which is proposed as the NRE start location.
 - Happyland, PWF: completed updates to another small section prior to the training weekend held here.
 - Drafting Annapolis Map.
- Nadim Ahmed: Completed major updates for upcoming Susquehanna Stumble event at Lake Needwood.
- David Cynamon: New area at Patapsco State Park. This is his first mapping project and he's processing the LiDAR by himself.
- Aaron Linville: Combat Village.
- John Torrance: Finished field checking for the year but hasn't drafted all updates yet.

Licenses and Training

- Renewed single-user licenses for Ted Good, Nadim Ahmed and Greg Palardy for three years.
- Acquired two new team licenses for OCAD which are sharable.

OCAD Class

- Ted Good will teach an in-person OCAD class on 2 June and provide Greg Lennon with the registration details later this week. Participants need to register beforehand so that training licenses can be arranged in time for the class.
- The OCAD class will be restricted to about 20 participants, prioritizing new mappers. Open slots may be available for others if space allows.

Additional Notes

- Nadim Ahmed took part in the reimbursement program for field checking.
- All course setters have maps except for Patuxent (Annual Chase).
- John Torrance estimates needing most of the next off-season to complete the current mapping scope, assuming similar productivity as this year.

IV. **Other Business**

1. Action Items from Previous Meetings

- Matt Smith will continue drafting a guide for administrators, to be available by the end of the season. Explore including a LiveLox clinic in the new season to help club members understand its use.
- Don Fish and Ted Good discussed candidates for an OUSA Course Consulting Committee, focusing on experienced course-setters and national event participants.
- Mike Newman will keep the board updated on Seneca Creek's timeframe on when they are ready for QOC to set up a permanent course.

2. 2024/25 Budget

Board of Director members who have specific budget requests should send details of the request to David Levine by 15 May. David Levine will provide a draft budget for review by 1 June.

Jon Torrance commented on 2026 Nationals and mentioned that 'air mode' punching was not available for the Royal Romp. Amy Loudon responded that 'air mode' is enabled now and used at events.

Ted Good reminded that a separate budget will be needed for the 2026 Nationals.

3. Schedule for 2024/25 Season (Charles Carrick and Craig Shelden)

Charles Carrick and Craig Sheldon provided an overview of next season's calendar which is well underway. The schedule was reviewed and discussed.

4. Proposal to use Course Consultants

Keg Good proposed utilizing course consultants for vetting courses at local events to improve course design and safety. She has also offered to be a course consultant.

While some members see value in having experienced consultants like Keg Good review courses, there are concerns about adding complexity and requiring more advance planning from volunteers. The main discussion point raised is that not all course setters may be ready to accommodate this added layer of administrative support, and there may be challenges in integrating these reviews with current volunteer schedules.

There is consensus that one individual should not be solely responsible for managing these consultant services. Instead, a working group should be formed to develop a strategy for implementing a more supportive environment for course designers. This group of consultants could include experienced designers to focus on sharing best practices, standards, and techniques.

Don Fish will provide Keg Good with an overview of the discussion. Reaching out to course setters and offering course vetting consultant services is acceptable, as long as it's clear to everyone that the service is not mandatory. The board will discuss how best to form the working group.

The Event Director's Handbook already includes direction to display course notes at each event. The importance of this item will be emphasized at the Event Director's clinic.

ACTION:

- Don Fish will update Keg Good on the discussion.
- At the next meeting, the Board members will discuss the best approach for a consultant team that can provide optional services to course setters when needed.

5. Publishing of Mapping Reimbursement Policy

ACTION:

- Ted Good and Greg Lennon will discuss logistics of posting the Mapping Reimbursement Policy on the QOC website.

6. 2026 US Nationals (Ted Good)

Ted Good provided an update on preparations for the 2026 US Nationals. He has started reviewing flood zones to ensure event planning accounts for potential

weather issues. Once the Event Director is confirmed, he'll focus on crew chiefs and course setters.

Craig Shelden has been handling the necessary permits and provided an update on Bacon Ridge during the MD VP report. Mike Newman has had good communication with the approving authorities at Bowie State and he will continue discussions to ensure everything is on track. David Linthicum had shared specific guidelines for approaching Bowie State, so it's important to keep him informed to avoid potential issues.

Don Fish mentioned that he has added the event to the OUSA Planning calendar and enquired whether to apply for sanctioning for upcoming events. It was agreed that while it is too early to apply for sanctioning, a clear timeline should be established by the end of the year. Additionally, keeping Robert Briber informed about plans at the University of Maryland is crucial, as he has valuable connections and could help navigate potential permitting challenges.

The idea of exploring a World Ranking Event (WRE) for future national events was discussed. While it would involve additional work, the group agreed it is worth looking into. It was noted that the map for middle distance terrain needs to meet specific standards to ensure sanctioning.

7. Upcoming Election of Officers

Jody Lander reminded the Board to prepare for the upcoming election of officers. A brief meeting with key members might be scheduled before the general meeting to finalize preparations.

8. Adjourn

Craig Shelden made a motion to adjourn the meeting. The motion was seconded by Jody Landers. There were no objections. The motion carries.

Meeting adjourned at 10.07 pm.

Next meeting will be held on Wednesday, 14 August 2024 @ 7 pm via Zoom.

Minutes submitted: Beàtri Bennett