

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
June 21, 2023

I. Call to Order

President Don Fish called the meeting to order at 7:06.

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**

Director at Large **Michael Dickey**

Vice President **Matt Smith (absent)**

Vice President **Michael Newman**

Treasurer **Karla Hulett**

Deputy Treasurer **David Levine**

Publicity **Sharmagh Yepremian**

Director at Large **Aaron Linville**

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

III. Officers & Directors Reports

1. Preliminary report – Don Fish

President Don Fish thanked Bill Wright, Karla Hulett and Dasa Merkova for their service as Vice President, VA, Permits; Treasurer; and Publicity Director respectively. He also welcomed Matt Smith and Sharmagh Yepremian on the board, as Vice President, VA, Permits and Outreach/Publicity Director respectively. David will take over from Karla as Treasurer for the upcoming season.

Don Fish congratulated and thanked everyone on the board for a tremendous season. Some highlights were:

- Membership is up and the number of starts are great.
- A fantastic 'Intro to O' by the Onksts at Lake Needwood.
- Re-introduced the Junior Training program.
- Introduced a brand new 'Jump to Orange' event (which received great feedback and will be repeated this season).
- A very successful Mid-Atlantic Championships at Patapsco CCBC. Don received a very nice thank-you note from Wyatt Riley (DVAO) for hosting a great event.
- The Royal Romp in March (which was a huge success).
- A Rogaine event (after a long hiatus) by Mike Dickey and David Levine.
- Two Mappy Hours (which were very well attended).

- End of season celebration at Jug Bay - an event loved by all!

Don Fish noted that the board needs to vote on the appointed and at large board positions; Greg Lennon for Membership, Ted Good for Mapping, Sharmagh Yepremian for Outreach/Publicity, and Michael Dickey and Aaron Linville At Large.

Mike Newman made a motion to approve the appointment of the appointed board officers. The motion was seconded by Jody. There were no objections, and the motion was approved.

Don welcomed these members back on the board and expressed his thanks for their service.

2. Secretary report – Beàtri Bennett

The meeting minutes for the 22 March meeting were distributed prior to the meeting. No comments or changes were requested.

Ted made a motion to approve the 22 March meeting minutes. The motion was seconded by Jody. There were no objections, and the minutes were approved.

3. Treasurer report – Karla Hulett/David Lavine

Karla Hulett shared the treasurer's report with expenditures and revenue reconciled through 31 May. Membership dues are posted through 31 May.

We had a good year. Our CDs are growing. Accounts looks good. Positive cash flow.

The main increases have been port-a-potties and park fees.

Meet revenue is very close to the budgeted amount. Dues are right on target.

We still need to pay the sanction fees to OUSA for the National Meet.

The formula is: For a non-championship event, the dues are \$5/adult start and \$2.50/Junior start.

Treasurer Transition Tasks

- Karla Hulett, Don Fish, and David Levine are on the accounts as signatories.
- Need to remove Karla and add another (3rd) person as signatories on the Bank of America bank accounts.
- Karla Hulett has transitioned all the records (and Quicken) to David Levine.
- Bill Wright will do an audit in late June.
- The email address (treasurer@qoc.org) will be switched to David Levine. If there are issues with the email transition, the club will switch to using the treasurer2@qoc.org email address.

Jody Landers made a motion to add the Secretary (Beàtri Bennett) and remove the prior Treasurer (Karla Hulett) as signatories on bank accounts. The motion was seconded by Michael Dickey. There were no objections, and the motion was approved.

Greg Lennon asked how the club determines how we invest surplus cash. A discussion ensued about the best way to invest surplus cash. The conclusion was to have Francis Hogle and David Levine review various scenarios and provide a recommendation.

Karla Hulett thanked everyone and added her appreciation for the opportunity to serve on the Board. She hands the Treasurer position over to David Levine with full confidence that he will do a great job. Her parting words: "See you in the woods!" Don commended Karla's powerpoint slides and her logical presentation skills of the financials. He thanked her for her service.

ACTION:

- Francis Hogle to work with David Levine to research the options for surplus cash/CDs and advise on best options at the September meeting.
- David Levine will remove Karla Hulett as a signatory and add Beàtri Bennett.
- If the treasurer@qoc.org email address switch is not successful, Karla Hulett will set up an auto-forward from treasurer@qoc.org to treasurer2@qoc.org.
- David Levine and Don Fish will meet to determine the amount owed to OUSA.

4. Maryland VP report – Craig Shelden

Craig Shelden shared his report and gave updates on past and upcoming events. He also thanked Michael Dickey for bringing back the Rogaine.

Past events:

Ward Farm Park Dunkirk – Re-scheduled for 27 August for 'Intro to Orienteering'.

UMD College Park – 131 Wufoo registrations -- > 121 Starts (teams).

Lesson-learned note: Venue documentation has been updated to recommend an 'All Controls Review' by authorities. This is to ensure the sensitive areas (e.g., Pollinator Garden, etc.) are avoided.

Rogaine – 71 Wufoo registrations -- > 55 Starts (team). Great event despite the very wet, chilly day.

Swanson Road, Marlboro Natural Area – 142 Wufoo registrations -- > 130 Starts. Scores show a tie for first on Brown!

Jug Bay – 178 Wufoo registrations -- > 173 Starts (teams). Heidi co-ordinated and presented the Volunteer Recognition. The event also included the Annual General Meeting – elections and bylaws changes passed without any issues.

Challenges/Long lead for upcoming events:

Clopper Lake – might need to drop this event due to

- neither an Event Director nor Course Setter have been identified,
- conflicts with OUSA Masters Nationals in Rochester, NY.

Great Falls or *Cunningham Falls* – permit request should be submitted 4 months in advance (i.e., before 29 June) – will be submitted next week (week of 26 June). *Cunningham Falls* is a fall back. Craig Shelden has reserved the pavilion (in case it's needed). Mike Dickey offered to be course setter.

Don Fish mentioned that there are grass issues at *Clopper Lake* at that time of year. Mike Newman reminded the group that some venues require a fee when the shelter/pavilion is changed. Therefore, please request a first and second choice for shelters/pavilions in case the 1st option is already booked.

Patapsco Avalon – smaller footprint. Need to assure venue of limited numbers. Recommendation: advanced courses only, no group registrations, members only, max of 100 (or what the park will tolerate, usually 175).

Little Bennett – Obtain permission from Cedarbrook Church to use parking lot. Shuttle is needed to south-end of LB. Date deconflicted with Scouting event – Klondike Derby.

Bumble at Fran Uhler Natural Area / Bowie State University – coordination and permitting from BSU + two counties.

Kings Landing / NRMA – Event Director is TBD. Need shuttle.

UMD College Park – sensitive areas need to be considered.

Susquehanna Stumble – Shall we have a towel as swag? SVO (Brad Whitmore) is willing to do the towel design and coordinate the ordering for the Stumble. Issues might arise due to the Stumble being planned for April in lieu of the Fall. However, the QOC schedule is too busy in the Fall. Don Fish has been in touch with Brad Whitmore and Wyatt Riley (DVAO) to mention the schedule.

Craig Shelden is drafting admin notes for Course Setters to reference when they have questions/doubts. Examples of admin notes are:

- mapping and update process
- park requirements for All Controls prior to approval...and associated timing
- venue permitting authorities

- Start / Finish / Registration options
- out of bounds / property lines
- Event morning and event wrap up steps
- Course Setting kit logistics/planning
- average timeline for course planning and setting
- event map preps for printing
- delivery for printing
- delivery to event

Michael Dickey is planning a

- 3 and 8 hour Rogaine at Gambrills Park for 2023/24,
- 6/12/24 hour Rogaine at Green Ridge for 2024/25.

ACTION: None

5. Virginia VP report – Charles Carrick

Charles Carrick provided updates on past and upcoming events.

Past events:

Fountain Head Central – 164 starts. Great event, no issues.

MCBQ LZ Canary – 105 starts. Great event. Admin at VCC worked well for the 2nd time in a row. Charles sent the details for the \$250 donation to the volunteer fire department, to David who will send the payment.

Upcoming events:

Lake Fairfax – Intro to O. The Park Manager, John Britz, is very cooperative and we are back in the park! No permit required, just need to reserve the shelter. Coordinating with John on off-limits areas for our map update. There will be mountain biker presence.

Lake Accotink – No success yet getting permission for areas at north end of Park. We will use McLaren-Sargent – there is a new bridge/ramp below the dam.

Prince William Forest (PWF) –

- 234 and/or Camp 1 and 4 option – concept approved by park,
- Chopawamsic Area (south of Joplin Rd)—concept approved by park.

Mason Neck – area north of Kane’s Creek will be discussed with Lance Elzie over the summer.

Hemlock Overlook –

- Private property issue - TBD,
- Former Adventure Links area - nothing new on status.

MCBQ Combat Village – Aaron Linville is updating the map.

We are limited to one event per year at MCBQ. Charles Carrick will check with Bill Wright whether it makes sense to proceed with the appeal process. If so, and we are allowed to have more than one event/year, the club can re-visit whether we want to pursue other training areas at MCBQ.

ACTION: Charles will follow up on how to reach the private property owners (for Hemlock) and check with Bill Wright on the appeal process.

6. Mapping – Ted Good

PWF – Jon Torrance finished field checking and is working on putting the pieces of the master map back together.

Turkey Run Ridge – still being completed.

Oak Ridge – Ted Good added some updates.

Greenbelt – Greg Palardy has completed the part inside the circle loop where there was storm damage. Will complete the rest.

Lake Accotink – Mark Thomsen is doing the updates. Mark will also make some updates to the Mason Neck maps based on the last event.

Bacon Ridge – Ted Good started mapping.

Reservoir – (by Baltimore) Ted Good gave LiDAR info to Jody Landers who will start mapping. Will be used for training / Intro to O.

Algonkian Regional Park – Justin Brown is interested in mapping. Park too small for an Orienteering event but will be good for summer series.

Green Ridge – Michael Dickey is looking into mapping for a future Rogaine.

Lake Fairfax Park – main trails on map are being updated for first Intro to O event; will be completed by August.

Ted Good mentioned that he is the only person who took advantage of the program to pay mappers for time spent field checking. He completed 19.75 hours in the last Orienteering season. Since this was a pilot program, need to decide whether to continue or re-evaluate the \$5000 budgeted amount for paying for field checking for 2023/24. Consensus is to continue the policy.

Greg Lennon mentioned that the permanent course at Little Bennett needs to be updated since some trails were updated/re-routed, and posts were moved. Greg Lennon asked Ted Good (as mapping coordinator) to remind Sam Listwak to do the updates and to get a copy of Sam Listwak's updates.

David Levine asked whether the invoice from Jon Torrance (for the PWF map updates) needs additional approvals. Since Ted Good signed off on the invoice and no further approvals are required.

Don Fish commended Ted Good on the enormous amount of mapping updates that are being completed. Great work!

ACTION: Ted Good to prompt Sam Listwak to update the permanent course at Little Bennett.

7. Publicity – Sharmagh Yepremian

Facebook and Instagram followers continue to grow without paid advertising due to members re-posting.

The two Mappy Hours were a huge success and were well attended.

Intro to O – Kathleen Lennon will continue with targeted advertising for Intro to O and co-ordinate with Sharmagh Yepremian. Kathleen Lennon has one-page flyers and QR code for distribution.

Mandatory pre-registration will be required. Walk-ups will be allowed since it's a free event anyway.

ACTION: Craig Shelden will co-ordinate with Kathleen Lennon and Sharmagh Yepremian on targeted advertising for both Intro to Orienteering events (MD and VA).

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

Membership – is fine, we typically experience a dip over the summer.

Registration – is paused until we open registration for Intro to Orienteering and the season.

Website – Drupal 10 site will be launched this coming season; it will mirror the existing site.

Gear – The order for the 2nd batch of jerseys have been placed. The order will be split to avoid customs tax.

QOC buffs were also ordered, however, the buffs were sent to a group in England and theirs to us! Working with the group in England to get our order.

Tick-associated gear (preventing ticks) is on order. The buffs and tick-associated gear can potentially be used to hand out to members, volunteers, or members who are also volunteers (as part of the initiative to incentivize volunteer participation).

Mike Dickey complimented the new volunteer t-shirts. They are awesome!

ACTION: None

IV. **Other Business**

1. 2023/24 Schedule Planning (Craig/Charles)

Craig Sheldon has updated the 2023/24 schedule with Event Director and Course Setter names that are new since Jug Bay. He has also created a skeleton (empty) framework for 2024/25 season that can be used for long lead planning.

Charles Carrick has no additional updates.

Amy Loudon asked whether e-punching will be needed for the 'Jump to Orange' event on 30 September since neither her nor Valerie Meyer are available on that day. Charles Carrick confirmed that e-punching is not necessary for 30 September but will be necessary on 1 October. Amy Loudon is available on 1 October.

ACTION. Craig Sheldon will send Event Director and Course Setter names to Greg Lennon to update the website.

2. Annual Contributions to the OUSA Club for National Teams

We have \$4000 budgeted for an annual contribution to OUSA; \$500 for each athlete.

Jon Torrance suggested an increase for each athlete due to rising costs. This money is meant to help with travel expenses for QOC athletes on the National Teams. Currently, these are: Alex Merka, Joe Barrett, and Daniel Heimgartner (Trail-O team).

The contribution to each person is paid in the form of a reimbursement/grant. Ted Good asked if the suggested increase is a one-time change or a new policy, and who are eligible. A policy change is suggested with the understanding that the policy can be re-visited if there are more than three eligible athletes in the future.

Greg Lennon reminded the group that the eligibility details for travel grants can be found on the QOC website > [Members Aid Fund](#).

Jody Landers made a motion to raise the cap from \$500 to \$750 per athlete. The motion was seconded by Michael Dickey. Ted Good opposed; majority approved. The motion carries.

Greg Lennon made a motion to raise the sum total from \$1000 annually, not to exceed a sum total of \$2500 annually. The motion was seconded by Charles Carrick. Ted Good opposed; majority approved. The motion carries.

Jody Landers made a motion to amend the previous motion to raise the sum total cap to not exceed \$3000 annually, to support the National team. Greg Lennon accepted the amendment. The motion was seconded by Jody Landers. Ted Good opposed; majority approved. The motion carries.

ACTION

- Don Fish will contact Alex Merka, Joe Barrett and Daniel asking them to request the contribution/grant in writing.
- David to send a \$750 reimbursement payment to each Alex, Joe, and Daniel Heimgartner *after* receiving an email request from each athlete.

Ted Good suggested that the policy should be re-worded.

ACTION

- Michael Dickey will:
 - review and update the 'Member Aid Fund' policy to clarify eligibility criteria,
 - update the money amounts per today's approved motions, and
 - circulate the draft policy before the September board meeting.
- Once reviewed and approved by the Board, Greg will update the [Members Aid Fund](#) page by replacing the existing policy with the updated policy.

The annual contribution to the OUSA team was discussed.

Greg Lennon made a motion to keep within the \$4000 budget and allocate \$1250 to the National team and \$500 to the Trail-O team. The motion was seconded by Jody Landers. There were no objections, and the motion was approved.

Greg Lennon updated his motion to allocate \$1500 to the National team and \$250 to the Trail-O team. The motion was seconded by Jody Landers. There were no objections, and the motion was approved.

3. QOC Fees Adjustment Payment to OUSA for 2021

QOC owes OUSA an adjustment payment in the amount of \$980 because we didn't count families at 2 members.

In addition, we submitted 4885 starts in lieu of the actual 4775 starts, so OUSA owes QOC \$165.

Payment for Royal Romp starts – Don Fish will get the exact number from Valerie and work with David Levine to send payment to OUSA.

ACTION: Don Fish will work with David Levine to send a payment to OUSA.

4. QOC Website

Was discussed earlier in the meeting, no additional updates.

5. Volunteer Recruitment Committee

The committee members (Don Fish, Kathleen Lennon, Beàtri Bennett, Sharmagh Yepremian, and Martins Jonass) will explore ideas on how to increase volunteers.

Don Fish suggested to start with creating banners to advertise the need for volunteers.

The committee will further discuss ideas raised at today's meeting.

ACTION: The committee will report out at next board meeting.

6. Course Setting Clinic Dates

The first clinic will be at Fountain Head East on 7 Jan. The other date is TBD.

First meeting will be on zoom, and the rest in person.

Francis Hogle needs the full list of participants by September. Need to advertise to members.

ACTION: Charles Carrick to provide the list of participants to Francis Hogle.

7. Meet Directors Handbook Update

Jane Leggett, Sharmagh Yepremian & Beàtri Bennett (with input from Dave & Reiko Rager) are re-doing the Event Director's handbook. Updates will be shared with the Board of Directors for review/input.

8. National Event

Ted Good has circulated details for ideas for a national event. If the event is planned for Spring 2025, maps/course setting need to be ready by Spring 24.

A discussion ensued of whether QOC should bid on the

- Nationals (3-day Long / Middle / Sprint) in Spring 2025, or
- US Masters (2-day Classic) in Fall 2025 (probably at Prince William Forest).

Aaron Linville raised a question about Night-O. Jon Torrance responded that Night-O is no longer a championship event. NRE is allowed for Night-Os.

Ted Good recommended a Spring 2025 event at Bacon Ridge for a Long, Bowie for a Middle, and University of MD for a Sprint.

Don Fish & Charles Carrick have discussed a 30-month wait from the last event. Do the 2-day classic US Masters in Fall 2025, similar to Royal Romp, using Jon Torrance's map of Turkey Run Ridge.

The feeling from the board is to select between a Fall 2025 or Spring 2026 event.

ACTION: Ted Good will re-send the proposal to all board members for review/feedback.

Francis Hogle gave feedback on the bank CDs discussed during the Treasurer's report.

He and David Levine recommended opening a money market fund with Fidelity; use a government fund (that's a Money Market fund) and is also a sweep fund. Set up ACH (electronic transfer) between our checking account and the Fidelity (e-signature are accepted).

Jody Landers made a motion to authorize David Levine to set up an account with Fidelity. The motion was seconded by Michael Dickey. There were no objections, and the motion was approved.

Meeting adjourned at 10.06 pm.

Next meeting will be held on Wednesday, October 4, 2023 @ 7 pm via Zoom.

Minutes submitted: Beàtri Bennett