

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
July 8, 2020 via Zoom Conference

I. Call to Order

President Landers called to order the regular meeting of the QOC Board of Directors at 7:07. The meeting was held via teleconference in accordance with CDC recommendations on social distancing. President Landers welcomed everyone and checked in on everyone.

President Landers welcomed Michael Wood and Craig Shelden as guests.

II. Roll Call

President Jody Landers

Vice President Charles Carrick

Secretary Laura Linville

Membership Greg Lennon

Immediate Past President Jon Torrance

Director at Large Dasa Merkova

Vice President Tom Nolan

Vice President Bill Wright (8PM)

Treasurer Karla Hulett

Publicity Kathleen Lennon

Director at Large Don Fish

Mapping Ted Good

III. Officers & Directors Reports

a. Secretary Report- Laura Linville

Minutes of the May 27, 2020 meeting were shared prior to the meeting.

Motion to approve the minutes was made and seconded (via thumbs up reaction in zoom). Minutes were approved with no objections or corrections.

b. Treasurer Report- Karla Hulett

Karla provided a report through July 1 prior to the meeting. She has not started a budget for next year since we are still working through the Strategic Plan and next season's schedule, but a draft budget should be ready by the next meeting.

There was a question about what items were being zeroed out. The only items are undeposited checks.

There was also a question about whether we have purchased compasses. We have only recently purchased new epunches.

The treasurer's report was approved unanimously through 'thumbs up' reactions in Zoom.

- c. **MD VP Report-** Tom Nolan
MD VP has nothing to report.

The draft schedule is being drafted.

Greg talked to Great Falls.

- Asked to put in permit request 4 months in advance. All special use permit procedures are normal, but they ask for a risk mitigation plan. They did not provide guidance on the risk mitigation plan, but they will review it. There have not been any restrictions on numbers of people allowed in the park.

- d. **VA VP Report-** Charles Carrick

Most parks in Virginia, particularly NoVa parks, are following guidance from the Governor's office (currently in Phase 3, as of July 8). The caps on a gathering (250 people) is larger than our typical attendance, so it should not affect our ability to hold meets in Virginia.

Charles has talked to PWFP and their permit process is similar to what Greg described at Great Falls.

Oak Ridge for an NRE in the spring. Charles will submit the application, if we need to cancel later we can.

Hudson Highlander scheduled for October 18

- e. **Membership-** Greg Lennon

Greg obtained a contractor to modify the site to correct the majority of the issues and make it easier to view and use from mobile devices. There are several people reviewing the updates.

- f. **Publicity-** Kathleen Lennon

With social distancing & no orienteering events there is not much on social media to promote.

- g. **Mapping-** Ted Good

Nothing to report, still working on the mapping spreadsheet.

- h. **President-** Jody Landers

- i. **Approval of case statement on fee increase**

Any comments or additions?

- There was a recommendation to show the change in price with current epunch fee and how we eliminated epunch fee. That will show that the change in cost is not as great as it appears in the current chart.
- This will go to members and will be posted on the website under fees and information.
- The membership increase must be voted on by entire/general membership.
- Board can increase meet fees.

ACTION ITEM: Jody will update the document based on the recommendation and will have Greg post on the website and send to everyone.

ii. Update on board nominations

Talked to Heidi and others and has received commitments to continue to serve.

IV. Other Business

- Review and Discussion of COVID 19 Event Guidelines – Don Fish

- Used examples from OCIN, Norwegian, Czech, and OUSA.
- There are inherent risks, QOC will do what we can to minimize, but people participate at their own risk.
- There was discussion around many items, and then listing of items needing a decision from the board. The notes are organized by the discussion topics with the decisions at the end.

Registration/Start windows/Download

- We will definitely need to shift to preregistration
 - We will probably need to have registration and start windows (45 minutes)
 - allow 1 start per minute, 15 starts per 15 minute window
 - Jon recommends keeping it simple and having people sign up for 30 minute arrival blocks.
 - Use 2 sawhorses for 2 start locations
 - could have a WYO sawhorse and a GRB sawhorse
- The crucial part is that we want to meter the mass gatherings and starts.
- Greg: the recommendations assume there will be limitations in the numbers, but so far we don't have limits from the parks, so this seems like overkill. Until we are actually restricted, let's not put limitations on ourselves.
 - Karla: even if there aren't restrictions on the total number, we still need to mitigate the close gathering of individuals. The start windows do that.

-Ted: we need to plan for the worst, and if we don't have to follow all of the restrictions, then we can loosen restrictions. But we need to have a plan if needed.

-Valerie and Amy think that we need to have people download and get their split print outs

-Will need a "start" volunteer who organizes people and helps maintain order. If there are 2 sawhorses, there may need to be 2 volunteers.

-is it possible to have a finish line shoot?

-Valerie and Amy are agreeable to expanding the start window by one hour- starting at 10am. (they will be ready to go at 9:45)

- The start and the finish area should be separate

-Michael- it would be great if we can simplify the registration, check in, etc. If we had better software that could be used, then check in.

-Craig- if we do preregistration with start times possible, that would incentivize people to do registration ahead of time.

-Question- What are the possibilities of software for registration in windows?

- sell 'tickets' for each time.

-Question- what is involved with preregistration?

- Setting up a form

- having all of the information from course designers/setters

- payment aspect

- customer support- as soon as there is a form online there are questions

- refunds- people ask for refunds/credits/etc.

- getting information to the meet director to check people in

Refund policy

-Discussion of whether we count on people to do the right thing to not show up if they are sick, or do we incentive people to not come if they are not well.

-Comment- people are getting used to changes where we need to register for activities and accept that cancellations happen without refunds. The club does not need to bend over backwards to accommodate everything.

Map and compass distribution

-We haven't figured this out. OCIN hangs maps out on a clothesline, but they are a smaller club. Map case is helpful b/c it can hold a rental epunch and compass.

-Compasses

-Jody- suggested having people buy compasses for \$4.

- Add to pre-registration asking if a compass is needed
- Change website language to say bring your own compass
- Need to notify people now

Volunteers

- We should provide optional gloves to volunteers
- We should use clear face shields for beginner instructors
 - Comments on beginner instruction?
 - OUSA is okay if you can do it in a socially distanced way
 - are there online beginner tutorials? Michael Wood knows of a good one in Australia. David Onkst has been doing online training and will be recording an 8 minute video on an app. He could use an orienteering map and could record for the club.

JROTC groups

- Don: We need to figure out how to lessen the load on Greg who handles pre-registration.
- we need to get input from JROTC. There is concern about large groups traveling on a bus
- Schools do not yet know what they are going to do in the fall
- ACTION: Craig and Charles will reach out to the JROTC groups**

Free Intro to Orienteering Sessions

- How will we handle the freebie session on Sept 12 at Pohick? It is one of the first events on the schedule. Are we even comfortable doing that?
 - This event should be taken off the books this year. There is too much close interaction teaching people how to read a map and use a compass.

-Decisions from the board for starting the season:

1. Will shift to preregistration for a registration/arrival time/start window
2. We should encourage social distancing and wearing of masks at all times other than when running the course (exceptions: lip reading for hearing impaired; volunteers can take a drink; other)
3. Add a waiver on the registration form that participants agree to abide by the rules regarding distancing.
4. No refund policy for no-show (other than in the event of cancelling)
5. No TV monitors after the event (to discourage gathering)
6. No food/snacks/water (there are rules about having water on a course every 2.5km; have individual bottles at the start)
7. Expand start window to begin at 10am (this could be an issue for course setters, will need to let people know in advance)
8. There will be 15 minute 'start windows' each hour. We will 'sell' 15 tickets per window, and use the last 15 minute window to catch up or fill in.
9. We will start one orienteer per minute

-If the parks will not allow a permit for an event in the traditional sense, what can we do?

-sell maps online

If anyone has additional comments to add, please send them to Don.

ACTION: Don will take a pass at revising the recommendations. The Board will need to review again.

- Plan for Election of Officers via Membership Meeting or Electronic Vote

Could do it at one of the first meetings in the season, or an online survey/poll.

There are bylaws that state how it must be done. The bylaws say that the Board can declare the date(s) for annual meeting.

Could do it through Wild Apricot where all members can be contacted.

Heidi, Greg, and Jody will work together to work this up.

Karla noted that for some organizations you cannot do electronic only votes without ratifying them in person.

ACTION ITEMS: check to see the regulations in Virginia. Set it up.

When will we hold the elections for new board positions? (Jody would like them to be as soon as possible.)

- Other Business-

1. Orienteering Jersey selection

- Laura to contact Kathleen to get artwork; work with Greg to put things online

2. Course schedule for 2020-21

- Okay to put it online, we can cancel later if needed. Charles will recruit meet directors and course setters.

3. Ranking evaluations for figuring out which parks we should invest in mapping (Gary Smith)

- QOC venue evaluation model

-Comments

- There are different goals in the club. For advanced orienteers, the terrain might be the most important. For beginner orienteers, it could be size of event and other amenities including travel time.

-This came out of strategic planning conversation

-What is needed from the Board and other volunteers to get this moving?
A group of people (VPs, course designers, mappers) to determine the weighting. Then, someone to do the data collection.

ACTION ITEM: Jody will post and send out new meet fees.

ACTION ITEM: Post event schedule and information that events in the fall will require preregistration

- Next Meeting Date and Location

Meeting adjourned at 10:12.

Next meeting will be held on August 12 via Zoom at 7:00pm.

Others in attendance: Craig Sheldon, Michael Wood, Aaron Linville, Francis Hogle, Sidney Sachs, Heidi

Minutes submitted: Laura Linville