

**Quantico Orienteering Club, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
August 12, 2020

**I. Call to Order**

President Landers called to order the regular meeting of the QOC Board of Directors at 7:06. The meeting was held via teleconference in accordance with CDC recommendations on social distancing. President Landers welcomed everyone and shared a lighthearted story about some of our board members. The moral of the story, Greg Lennon takes things seriously, especially his jokes.

**II. Roll Call**

President Jody Landers	Vice President Tom Nolan
Vice President Charles Carrick	Vice President Michael Newman
Vice President Bill Wright	Treasurer Karla Hulett
Secretary Laura Linville	Mapping Ted Good
Membership Greg Lennon	Publicity Kathleen Lennon
Director at Large Don Fish	Director at Large Dasa Merkova
Immediate Past President Jon Torrance	

**III. Officers & Directors Reports**

**a. Secretary Report-** Laura Linville

Minutes of the July 8, 2020 meeting were shared prior to the meeting. Two corrections were noted.

Motion to approve the minutes was made and seconded. Minutes were approved with no objections.

**b. Treasurer Report-** Karla Hulett

Karla provided a report through August 1 prior to the meeting and walked through her report.

She asked for all reimbursement requests to be submitted ASAP.

She reviewed the assumptions for building the 2020-21 budget

A motion to accept the treasurer's report as is was made by Bill Wright and seconded. There were no objections, the motion passed.

**c. MD VP Report-** (VP elect Craig Shelden)

- i. Craig provided a list of the MD events on the schedule for the fall along with a description of regulations and restrictions in each of the Maryland jurisdictions where parks are located.
  - 1. Cunningham Falls and request for medical support on site is in progress
  - 2. Great Falls- in progress, but will need to submit our permit

**ACTION ITEM:** Craig will propose a 'no more than' number of QOC member participants to share with the parks. (Based on Number on the ground at the registration site at any given time. Volunteer slate + 45 max starts per hour)

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

- i. Charles provided a list of the first five VA events of the season, with setters and meet directors.
- ii. Training weekend update: Beginning to plan and recruit core team of volunteers assuming we are able to hold the meet.

**e. Membership, Website, Registration, and Communication-** Greg Lennon

- 1. Memberships are steady and people are renewing (187 individual and 191 family) and will likely be a slight uptick once preregistration opens for the fall
- 2. Mobile-friendly updating has been done on the website.
- 3. Pre-registration can be implemented whenever all policies are known.

**QUESTION:** When can or should we open pre-registration for parks where we don't have permits yet and there is uncertainty about Covid. We can post "Registration will open X days prior to the event"

Consensus was that we should open 1 week prior. That means only 1 event registration will be open at a time. We will let people know what day registration will open (say, Monday morning) so that people who need to register for a particular time can do so; and people who wait for weather to decide will be able to register at the last minute, but will have windows that have slots remaining.

**ACTION ITEM:** Greg will add language on the events page that registration will open

**f. Publicity-** Kathleen Lennon

- i. Has been trying to post 1 thing per week. If anyone has suggestions please share them.

**g. Mapping-** Ted Good

- i. Ted completed the mapping spreadsheet.
- ii. Nadim completed a map.

**h. President-** Jody Landers

**i. Nominations Report**

Jody thanked Tom Nolan and Jon Torrance for their years of service to the club and the board. They will be rotating off the board as voting members, but hopefully will remain involved.

Many thanks to Don Fish who volunteered to be President and Craig Shelden who agreed to serve as MD VP.

Greg made a motion to approve the report of the nominating committee. There was no further discussion. The motion passed unanimously.

**ii. Election Balloting via Survey Planet**

Jody tested use of Planet Survey for a virtual election. We plan to make an announcement and ask all members to cast their votes. The bylaws require a quorum (10 percent) of the membership to vote. Families count as 2 votes. A quorum would be between 50 and 60 ballots.

Because we will not be able to have a physical gathering with more than 50 members at one time, it makes sense to have the election held via online survey.

**ACTION:** Jody will coordinate with Greg to send it out as an email with an announcement. They will post an announcement on the website that the ballot has been sent out and to contact Jody if they want to request a ballot. This will happen in August. It will remain open for at least 1 week, or until September 1.

Greg made a motion to conduct an electronic vote via Survey Planet between now and September 1. It passed unanimously.

**iii. Little Bennett Permanent Course Modifications**

The park has been asking the club to help with the permanent course.

Sam Listwak, Mike Newman, and Jody have a proposal for how to move the permanent course. Expenses will be less than \$100.

Once they get the approval from the park, Sam, Mike and Jody will replace the posts. They will send the updated map to Kathleen. She has the pamphlet.

**IV. Other Business**

**a. Finalization of COVID-19 Event Guidelines- Don Fish**

Prepared with guidance from OUSA and international orienteering groups.

**i. Registration windows**

Agreed with the windows as written. Will need to work on how to display this on the website.

**ii. Compass and epunch lending**

Debate about whether or not to include a question about borrowing a compass.

One argument is we don't need to ask if people need to borrow a compass b/c we will have compasses, and they will be disinfected. People can borrow them if needed.

The other argument is to ask so we can pre-fill a bag with compass and epunch in advance.

If we aren't going to prepare compasses in advance (if we aren't going to use the information) we shouldn't collect the information.

Compasses will be cleaned/disinfected at the end of the prior meet.

We need guidance/training for meet directors and volunteers on disinfecting process.

Yes, we will provide compass and epunch.

**iii. Beginner instruction**

Will there be volunteers willing to offer?

At first meet, we won't offer instruction. We can revisit once we figure out all other processes and procedures.

One argument: If we are going to offer beginner courses, we should offer beginner instruction.

Trying to set up Zoom and other advance training will be complicated.

Alternate view: we can direct beginners to YouTube videos and online instruction.

Recommend that we do not offer beginner instruction at first few meets. It will not be advertised, we will not have a dedicated volunteer. But, if someone comes and needs instruction, the meet director can provide instruction as needed if he/she is willing. We will say on the particular event pages that we will not have in person instruction, but link to what they need to know.

**ACTION:** Craig will work on language for the first event registration page.

**iv. Group registrations**

The JROTC groups will need to use the online preregistration, at least at first. QOC will reach out to the groups to let them know our new/current policies.

**ACTION ITEM:** Sid, Charles, and Craig will discuss internally to make sure the language is the same across all groups.

**v. Water**

Require individuals to bring their own water. Only use water for emergencies. We will not provide water in advance to individuals. We can publicize areas where people may be able to drop their own water bottle.

**vi. Refund policy**

Recommendation to not offer refunds. Our costs are low, we have already printed maps, and the hours and cost to process a refund are great. The only refund is if QOC cancels an event. If someone registers for an event and doesn't show up, we can send them a pdf of the map they registered for.

Motion to use language similar to "QOC will not offer refunds unless the club cancels the event." There was no opposition. The motion passes.

**vii. Controls**

To the extent possible, minimize shared first controls.

Refrain from having a control that is shared by all courses. Over the course of a meet, a control should be visited no more frequently than every 2 minutes.

**viii. Restrooms**

Porta Johns will be ordered by QOC if the park restrooms are not open.

**ix. Publicizing new policy**

1. Pre-event
2. Arriving at the event
3. On the course
4. After you finish your course

**x. Ordering supplies**

The VPs will take responsibility for ordering the supplies.

**xi. Announcing a fixed time that preregistration will close**

Could be midnight the day before to allow.

A motion was made on the following items:

- No refunds (unless the meet is cancelled by QOC)
- No water on course and no snacks
- All volunteers and participants must follow distancing and mask guidance
- All participants must sign a waiver that they will abide by QOC Covid guidelines

The motion was seconded. There was no further discussion. No one opposed. Motion passed.

**ACTION:** Need to divide this into what we will post online. We need two documents, one for the meet directors (Charles will take the lead on this) and one for the outside world (Jody, Craig, and Don will lead this)

**b. Other Business**

- i. Need to identify a JROTC representative.

**ACTION ITEM:** Charles will reach out to Mike Rodriguez to see if he will act as a liaison to the board to coordinate with the other JROTC leaders. Charles and Don will discuss reaching out and creating a job description.

**c. Next meeting data and location**

Wednesday September 30<sup>th</sup> at 7pm via zoom.

Meeting adjourned at 10:43

Next meeting will be held on Wednesday September 30<sup>th</sup> at 7pm via zoom.

Others in attendance: Aaron Linville, Francis Hogle, Sidney Sachs, Craig Shelden,

Minutes submitted: Laura Linville