

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
August 24, 2022

I. Call to Order

President Don Fish called the meeting to order at 7:03.

II. Roll Call

President **Don Fish**

Vice President **Charles Carrick**

Vice President **Craig Shelden**

Secretary **Beatri Bennett**

Membership **Greg Lennon**

Mapping **Ted Good**

Immediate Past President **Jody Landers**

Director at Large **Michael Dickey**

Vice President **Bill Wright (absent)**

Vice President **Michael Newman**

Treasurer **Karla Hulett**

Deputy Treasurer **David Levine**

Publicity **Dasa Merkova**

Director at Large **Aaron Linville**

III. Officers & Directors Reports

a. Secretary report – Beatri Bennett

The meeting minutes for the 15 June meeting were distributed prior to the meeting. Beatri confirmed that Craig's comments were incorporated into the minutes.

Jody made a motion to approve the 15 June meeting minutes. The motion was seconded by Charles. There were no objections, and the minutes were approved.

b. Treasurer report- Karla Hulett

Karla shared the treasurer's report with expenditures and revenue reconciled through 15 Aug.

Bank signatories have not been updated yet and Karla will make this a priority before next meeting.

There is a large expense for toner since Valerie and Amy got a good deal.

There was some discussion around the definition of some of the expense items.

A clarification was presented that the

- 'meet equipment' expense line includes items needed for all meets (e.g., toner, paper, fuel for generator, canopy, etc.),

- 'local meet' expense line includes items specific to a local meet (e.g., porta potties, etc.)

Greg suggested re-instating a budget line for Merchandise Sales.

ACTION: Karla and David will review the budget, adjust as needed and send for review and approval via email. (Completed – see update after the Motion below.)

ACTION: Charles to let Karla know about cost for Virginia storage unit and whether to include in budget. Karla will add \$1700 in budget for a new canopy. (The Storage unit for VA was not included in the budget.)

ACTION: David to evaluate whether to add Merchandise Sales back into budget.

ACTION: Charles, Craig, Don, and Jody to look at National Meet 2023 expenses and let Karla know to add to budget.

Don asked for a motion and Charles made a motion to approve the financial report and to defer the budget approval. The motion was seconded by Dasa. There were no objections, and the report was approved.

(Don called for an email vote on 30 Aug to approve the proposed QOC budget based on Karla's updated calculations for the 2022-23 season. The budget was attached to the email vote request.

All email votes were received by 4 Sep and the motion carried unanimously, as is required by the bylaws for email votes. The budget has been adopted and is now in effect.)

c. VA VP report- Charles Carrick

Charles mentioned that the scheduling of meet directors and course setters for next year's events looks good and he doesn't foresee any problems.

d. MD VP report- Craig Shelden

Craig shared his report and confirmed that Maryland Course Setter scheduling for upcoming season is all set except for Swanson Road.

ACTION: Craig will execute the Condes Course Setting Software Large Club renewal. (Completed)

The venue for Intro to Orienteering fell through due to permit denial. There was discussion around using Lake Needwood instead and the Onksts will host.

ACTION: Mike Newman will follow up on whether the pavilion at Lake Needwood is available on 10 September. (The venue was secured and Intro to O was held at Lake Needwood on 10 September.)

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

Aaron demo'd the next generation website (in WordPress) which is ready for Beta testing. Aaron urges members to review/test the site and provide feedback. The plan is to run the Drupal (Greg) and WordPress (Aaron) sites in parallel during September with an anticipated October go-live.

ACTION: Everyone to review/test the new website (<https://qoc-wp-dev-20211231.linville.org>) and provide feedback to Aaron.

The 23 March A meet will have a stand-alone website.

The registration process was discussed again, and Greg asked whether we should keep the registration windows; and also, to bump the totals up to approximately 225. Suggestions were offered to limit the first window (the most popular) to limit crowding. Meet totals depend on the venue.

Don recommended we keep the windows; it's helpful for Amy, for registrants, and there are less people in the woods at the same time.

Greg will continue to check in for each meet regarding windows and totals based on venue permit.

The membership page now has an option (checkbox) for consent to being contacted via a text message. Greg will add consent (to receive text messages) for all board members.

Team Uniform Shirts – Kathleen can order a minimum of five shirts with a 6-week turn-around time. She is waiting for a quote.

Craig requested whether a check box can be added on the registration page (e.g., 'Contact me about volunteering at <event name>?'). If the box is checked, trigger an email/text to the applicable event director informing the director of the participant's interest to volunteer.

ACTION: Craig and Charles will let Greg know which meet director want this option on the registration page for their event. (Update: Meet Directors for September and

October events asked by Craig to respond as part of the Volunteer Recruiting Tool email.)

f. Publicity- Dasa Merkova

Dasa will provide an update at the next meeting.

g. Mapping- Ted Good

Licenses – OCAD licenses are fine through 2024. Propose that CONDES licenses be updated from 30 to 50. The cost is less than \$400/3 years.

CONDES v10 is still being used. Not sure when v11 will be released but license cost includes a version upgrade at no extra cost.

Don made a motion to approve the increase from 30 to 50 CONDES licenses. The motion was seconded by Jody. There were no objections, and the motion was approved. (Action Completed. See Maryland VP section above)

h. President- Don Fish

1. Orienteering orientation event

- The 2-day Washington Latin Charter School Orienteering event for 5th and 6th graders went very well despite the very hot weather.
- Max Ahmed, Alex Merka and Dan Lathrop assisted.
- The school paid to cover all QOC incurred expenses including pavilion rental, park permits, payments to Max and Alex, OUSA insurance, and map printing expenses to Nadim Ahmed. QOC waived the map rental fee for this event.

2. Junior Program Relaunch Fall 2022

- Will be present at two events in September – Gunston Hall and Seneca Creek. The plan is to offer junior training at two events per month.
- Instructors are Adam Smith, Alex Merka, and John Cumings.
- The club received a very generous donation from Mary Picard with enough items to cover the training and the club will not need to invest in a curriculum for the immediate future.
- Jody mentioned that QOC has a policy regarding SafeSport training and background checks and confirms that instructors need to get a criminal record background check at the club's expense.
- Greg asked whether the junior program is for members only and requested details so that he can add the details to the registration page. Consensus was that the junior program is for anyone but geared towards non-JROTC.
- **ACTION:** Don to provide the necessary details to Greg for the QOC website.

3. New canopy

- Discussions around what type of canopy ensued. Cost is estimated at \$1700.
- Jody asked if we could order spare parts as well.
- **ACTION: Greg will send a link of the proposed canopy and check whether spare parts can be ordered.**

Jody made a motion to buy a new canopy. The motion was seconded by Charles. There were no objections, and the motion was approved.

4. Compasses

- Don mentioned that the club has 62 compasses, but some are old and defective. Jody mentioned that Silva offers discounts for bulk buying and also might replace defective/old compasses.
- **ACTION: Jody will locate old contacts/details on the club's prior compass purchases.**

Jody made a motion to put \$500 in the budget for compass and compass cases that meet QOC's requirements. The motion was seconded by Craig. There were no objections, and the motion was approved.

5. Updates on March 2023 National Event

- A core team consisting of Jody, Don, Charles, and Bill have been meeting regularly to plan for the event. Other members are brought into the discussion as needed (e.g., Karla/David when ready to discuss budget).
- Greg was consulted to talk about the website and registration page.
- Ted will be Chief of Courses.
- Francis added that OUSA has assigned a course consultant.

6. Course Setting Clinic

- Francis will do a clinic in the Spring.

IV. **Other Business**

a. **Jody's report on meeting with Joe Vogelphol of Patapsco Valley SP (Mid-Atlantics)**

- Joe Vogelphol reported the ¼" rain policy is immutable. He recommended scheduling the event on Saturday with a rain date of Sunday.

- Jody also mentioned the permanent course at Patapsco to Joe and the need to replace two damaged poles on the course.

b. Proposal to pay expenses of local mappers

- Ted submitted a proposal to pay local club members for their mapping work, thereby encouraging on-going efforts to keep maps up to date. (Reference the 'Mapping Proposal' section at the end of the minutes for the proposal details.)
- A discussion ensued on whether the mappers are considered employees vs contractors. The final decision is that they are contractors. Their W-9s should be sent to Karla/David.
- Don suggested a Mapping Committee (consisting of Ted, Charles and Craig) to review/prioritize map updates. The proposed map updates should be presented to the Board for approval.

Greg made a motion to put \$5000 in the budget for the mapping proposal as submitted by Ted. The motion was seconded by Jody. Charles opposed and Don abstained. The motion was approved.

c. Meet Director Handbook

- Updates to reflect new registration and operational policies are in progress
- **ACTION:** Charles will complete the handbook update. Jody also offered to review the handbook (in the 15 Jun meeting).

d. Bylaws Amendment

- QOC needs to amend Bylaws to expressly address inclusion for MCB Quantico.
- Also need an audit policy in order to continue usage of Quantico
- **ACTION:** Preparing an audit policy will be discussed at the winter meeting.

Meeting adjourned at 10:22 pm.

Next meeting will be held on October 26, 2022 @ 7 pm.

Others in attendance: Amy Loudon, Francis Hogle, Sidney Sachs

Minutes submitted: Beàtri Bennett

Mapping Proposal

Gist:

Proposal to pay local club members for mapping.

Reasoning:

- Encourage local mappers so there is a steady supply of mappers to make updates to current maps and/or make new maps.
- Provide minimal funding for mappers which can cover costs (such as transportation/gas, computer/tablets, printing....) and time spent.

Proposal

- Quantico Orienteering Club (QOC) will compensate QOC club members for the time spent doing field checking (not drafting, not traveling, and not for time preparing to get ready...). Compensation will be **\$10** per hour spent field checking up to a maximum club amount of **\$5,000**. Once the club maximum is paid out, no further compensation will be paid. Payments will be made based on the order invoices arrive.
- To be compensated: The mapping effort must be pre-approved before work is done. Pre-approval can be given by the **Vice Presidents, or Mapping Coordinator**. An individual cannot pre-approve their own request. Request must be accompanied by a W9 form.
- Mappers must provide written invoice that includes the map and the hours spent field checking. Invoices should be sent to the Mapping Coordinator who will forward it to the Treasurer. (Email is fine).
- QOC assumes no liability for the mapper during the field checking, and mappers is responsible for any financial considerations (like Taxes).
- Mapping pre-approval is based on potential usability of the finished map to the Club. In most cases, if field checking will occur on a map that can be used for a regular season club event, then it will be approved. Maps must be QOC owned maps or provided free of charge to QOC to meet pre-approval criteria.

Discussion points:

- The hourly compensation amount.
- The total club maximum.

- No differential for good or bad mapping.
- How payments and invoicing should be done.
 - Who get invoices and tracks money?
 - First Come, first serve policy on invoices.
- Does paying volunteers set a bad precedent.
- Pre-approval process: who can approve it and what documentation required to track it.

Other:

For comparison: here is the time [Ted Good] spent the last few years.

Year	Field Checking hours	Drafting hours
2020	55	45
2021	80	147
2022 (so far)	111	333

People who have spent time mapping [known by the Mapping Director] (There may be others):

Nadim Ahmed, Dave Linthicum, Mike Dvorsky, Aaron Linville, John Blaisdell, Craig Shelden, Jan Merka, Sam Listwak, Michael Dickey. Other potential people taking advantage of this (hopefully there will be others): Tom Strat, Greg Lennon, Gary Smith, Alex Merka, Francis Hogle, Jon Torrance, Peggy Dickison, Mark Thomsen.