

**Quantico Orienteering Club, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
January 11, 2023

**I. Call to Order**

President Don Fish called the meeting to order at 7:01.

**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 **Aaron Linville**

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

Vice President **Bill Wright**

Vice President **Michael Newman**

Treasurer **Karla Hulett**

Deputy Treasurer **David Levine**

Publicity **Dasa Merkova**

**III. Officers & Directors Reports**

**1. Secretary report – Beàtri Bennett**

The meeting minutes for the 26 Oct meeting were distributed prior to the meeting. Beatri raised a question about Craig's comments related to the mapping proposal. A final decision was not made during the meeting and meeting minutes were not approved. A motion to approve the October meeting minutes will be made at the March meeting.

**2. Treasurer report – Karla Hulett/David Lavine**

Karla shared the treasurer's report with expenditures and revenue reconciled through 31 December. She'll use the data from this latest report to file taxes.

Banking Signature Cards for the checking account has been updated. Signature Card updates for the Savings account and CDs is pending.

'Merchandise Sales' on the income statement refers to the QOC Jersey sales.

'Meet Fee Revenue' is strong due to good attendance.

'Dues' are on-track.

Expenses are in-line with expectations.

The 2023 OUSA Start fees increased to \$2.00/per start and the \$3.50 per member fee will be eliminated.

The National Meet revenue and expenses are shown at the bottom of the budget.

**ACTION:** Karla will

- File 1098/1099 in January
- File 990 by April
- State Corporation Commission annual filing
- Finalize the Banking Signature Cards updates on the Savings account and CDs.
- Remove the Training Weekend line from the budget since it has been cancelled.
- Increase the budget by \$700 due to the OUSA increase.

*Jody made a motion to approve the financial report. The motion was seconded by Mike Newman. There were no objections, and the report was approved.*

### **3. Virginia VP report – Charles Carrick**

Charles provided an update on past events as well as upcoming scheduled events.

*Turkey Run Ridge* – Good location for Night O (77 starts). Day O had 131 starts. Attendance was lower than expected for both night and day but still well attended. There was a financial benefit by spreading the rental cost for Saturday night camping rentals over the night and day event. The classroom for registration worked out well.

*Mason Neck* – 143 starts. There were no issues with the park management nor with parking. A 100m pace course is perfect for this park to help participants with pace counting. This park is great for working on compassing. Charles suggests adding another 100m pace course in the woods. Mason Neck is one of several venues that should be held in the Dec-Feb timeframe.

*Fountain Head East (FHE)* – 237 starts. Very good attendance. No parking issues. Bikers stayed off the trails until after the meet. This FHE event has been institutionalized. There was an injury during this event but the response from both the Fairfax County Fire & Rescue as well as QOC members was excellent.

Greg asked whether the Registration windows should be increased. The consensus is to keep the registration window capacity as is for the immediate future.

Upcoming events:

*Morven Park* – Cowboy Relays. No parking issues anticipated.

*Hemlock Overlook* – Keg is looking to get permission for the fields by Kincheloe and to add boundaries onto the map between the park and adjoining properties. Bill Wright mentioned that QOC has liability insurance when private land is used. If private land will be used for an event, and is approved by the property owner, let Bill

know the landowner's name and he will ensure that the person is added to the insurance policy.

*Royal Romp* – on track

*Fountain Head Central* – on track. Parking might be an issue.

*MBCQ* – Combat Village if map can be updated in time, else LZ Canary.

Charles and Craig are developing the 23/24 schedule and will have a preliminary schedule at next meeting.

Jon Torrance suggested a pro-active approach to the parking capacity issue at venues where we know there is a constraint. For example, start earlier with the understanding that starters between 9-10:30am will be finished around noon-12:30pm and clear out the parking lot for the second wave or people. Charles mentioned that he will take this into consideration for the Fountain Head Central event.

Charles provided an update on the injury at FHE ... a broken ankle on the Yellow course near to the start (control #122). Charles emphasized the good response from both Fairfax County Fire and Rescue as well as QOC members (specifically Patrick Farley, Matt Smith and Aaron Linville). Fairfax County Fire and Rescue has a network of rescue trails that can be used to rescue injured hikers and bikers. The injured person was transported to the hospital and released a few hours later. Don also underscored the good response and thanked Aaron and others for their quick actions and help.

A discussion ensued of whether the meet director's phone number should be printed on the maps. (Reference the notes in the last section under 8. President's update below.)

#### **4. Maryland VP report** – Craig Shelden

Craig shared his report and gave an update on the past events as well as future scheduled events.

Mid-Atlantics received kudos on it being an excellent event.

*Wheaton* – 209 Wufoo registrations -- > 279 starts

*Lake Needwood* –191 Wufoo registrations -- > 289 starts

*Cabin John Orange Jump to [WYO + Relays]* – 148 Wufoo registrations -- > 115 WYO starts and 18 relay participants

*Patapsco CCBC MidAtlantics -- > 219 Wufoo registrations -- > 244 Classic starts and 58 relay participants. The event went very well and Don received feedback from DVAO thanking him on the excellent event.*

Future events are on track.

*Little Bennett – There are some problems with Little Bennett that are being mitigated.*

*6 Feb update: These were mitigated and the event was held 28 January with event HQ at Prescott Road Horse Trailer Parking.*

*Future events should be deconflicted with Scouting event: Klondike Derby which occupies the campsites during a January weekend in the park's off season*

*Rosaryville – New electronic admission system at this park. They honor the Maryland State Park Passport or a Maryland Golden Age Pass. However, one needs to call the Ranger to get a pass code. Jody has called to obtain the code and will add a question on Registration page asking participants whether they plan to use one of these park passes. Jody will then share the passcode with those who need it. Park admission before 8 am is not allowed. Need to inform Course Setter and early volunteers.*

*Patapsco Granite – still working to find a Meet Director. The Jepsens will design and set the courses and hang most of the controls. Need help to hang the close-in controls on the day of the event.*

*6 Feb update: The event shifted to new site - Ward Farm Park in Dunkirk Maryland.*

*Rogaine – still working. The plan was to hold the event at Sugarloaf but that is not an option due to a variety of reasons. Michael Dickey is working on the map and course setting. Mike Newman will work on the approval from two jurisdictions: Gambrill State Park and Frederick Municipal Forest.*

21 May is currently open (due to the shift for Little Bennett). Consideration is to move Jug Bay from 4 June to 21 May. Amy mentioned that Valerie is not available on 4 Jun and prefers 21 May. If Jug Bay is moved to 21 May there are admin considerations since the annual meeting and elections are held at the Jug Bay meet. Notices need to be sent out to members well in advance of the annual meeting.

*17 Jan update: Jug Bay will be moved to 21 May and will include the General Meeting.*

**ACTION: Greg will update the schedule on the website.**

**5. Membership, Website, Registration, & Communication** – Greg Lennon  
Membership continues to grow. Royal Romp website is available.

Volunteer t-shirts are ready for distribution and Greg needs guidance on next steps.

**ACTION:** Greg and Don will discuss details related to the volunteer t-shirts.

**6. Publicity** – Dasa Merkova

Dasa had to leave early due to a conflict. Don mentions that there is a good regular presence of photos and postings.

**7. Mapping** – Ted Good

Greg Palardy started working on *Greenbelt* updates. We didn't use Greenbelt this year due to major trees being blow down. The updates will take many months. Greg attended the course setting clinic.

Corbitt Dabbs has completed the unmapped area of the *Patapsco State Park*. Corbitt and Ted are working on what to work on next.

*Kincheloe Hemlock* map was discussed during Charles' update. After Keg adds the boundaries, Mark Thomsen is ready to make additional updates on the map.

Glenn Pastel is interested in completing the *Wheaton* updates. However, he suffered an injury – Ted will follow-up if Glenn is still interested.

Mark Thomsen completed the *Mason Neck* updates but the official OCAD file has not been updated yet. As a new mapper, he is interested to do Pohick and several other VA maps. Charles suggests prioritizing *Lake Accotink*.

*Quantico* maps are quite old and needs extensive updates. Aaron will look to complete Combat Village updates to use for May meet, else LZ Canary will be used for the meet.

Status of maps that Ted is working on:

- Updated *Hilton* area in preparation for Mid Atlantics.
- Updated *PWF Oakridge* for national event.
- Minor update (to test out Ocad Sketch tool) of Ft Meade.
- Updated McKeldin from Jon Blaisdell's field work pre-Covid.
- Completed a first pass of the park area east of UMD campus. UMD also suffered major tree blow down (similar to Greenbelt) due to the tornado. Map updates will be completed by end of this week and provided to Tom Nolan.

Nadim completed the *Pine Grove PWF* updates for national event.

Sam Listwak has almost completed the *Morven* updates. One area couldn't be updated because of on-going filming and Sam will go back to complete the unfinished area.

*Bowie Bridge* status – no update at this time.

*Turkey Run*: Jon is working on the updates as a paid mapper. The area that will be used for the Royal Romp is priority.

So far, only Ted has signed up for the paid mapper pilot. Karla confirmed that a new 1099 for Ted is not required.

Craig offered his help on using more current Maryland state LiDAR for automated updates.

Don thanked Ted for doing the mapping clinic. The effort is already paying off and there are several map update projects underway.

Chopawamsic updates is a low priority and will be updated as time and resources permit.

**ACTION:** Keg and Ted will co-ordinate the sequencing of the Hemlock map updates.

**ACTION:** Ted will follow up with Glenn to determine if Glenn is still interested in updating the Wheaton map.

## **8. President – Don Fish**

### *Training Weekend Cancellation*

- The Training Weekend is cancelled due to several reasons; one being that it's too close after Royal Romp and core volunteers do not have the bandwidth. Also, the training weekend is still in a formative stage.
- A training weekend was never discussed with Adam and John. The discussion with them was geared towards offering training at local events.

### *Social Director Announcement*

- Sharmagh Yepremian has been appointed as Social Director. She will plan several social events including a happy hour at the Royal Romp.

### *Movin' Up to Orange and Follow up Training Activities*

- This initiative (presented at Cabin John) was very well received, and Don received a lot of positive feedback from both trainees and teachers.
- Don's concerns (prior to the event) were two-fold: Cabin John is not ideal for advance courses due to the amount of greenery and the narrowness; and people start to get bored with Yellow but lack the confidence to go off-trail to Orange. This was an opportunity for people to advance.
- Don has asked Matt Smith to do a course walk at Turkey Run Ridge to review/discuss the routes people took. Don has reached out to several others requesting a course walk for the Orange course. Glenn for Glen Artny, Keg for Hemlock, Justin Green for Fountain Head, and possibly Aaron for Quantico.
- Don suggests that we keep this effort going and also take an approach to provide off-trail options on Yellow courses (i.e., make Yellow a bit more challenging). Mark Thomsen did an excellent job at Mason Neck – a person could take a 500m walk on the trail, or a 50m shortcut through the woods.

#### *Junior Training Update*

- Adam and John are planning to offer training at several upcoming events, including Rosaryville. Don will include details in the event write-up for the web site.

Other events are Morven Park, Hemlock, Patapsco Granite, University of Maryland, and Swanson Road.

Don requested that everyone spread the word about junior training, specifically to those people with children.

#### *Request for Multi-year club membership (rejected last year)*

- Unfortunately, the request cannot be accommodated due to accounting logistics. As a club, QOC does not have a full-time accountant.

#### *Request to print Meet Director phone numbers on maps (rejected last year)*

- Last year's conclusion to a similar request was to re-iterate that participants should carry a whistle with them, and to call 911 in the case of an emergency.

Several options were discussed at this meeting, and we reached the same conclusions (i.e., carry a whistle and call 911 for emergencies).

It's the prerogative of the meet director/course designer whether to include his/her phone number on the map, but it's not required.

#### *Re-charter*

- Don is working on the re-charter with OUSA.

#### IV. **Other Business**

##### **1. Website Update (Aaron Linville)**

The web-site front-end is ready and the underlying database is normalized and has data. Aaron is working on the rest of the back-end development work for maintaining the data and aims to have a demo ready by the next board meeting. Aaron suggests that we don't run the old and new websites in parallel at this time since the data in the new website has not been updated. He is focusing on the development work for admin maintenance.

##### **2. Royal Romp Update (Charles Carrack)**

Jody, Don, Bill and Charles have been meeting regularly on Monday evenings to work on the planning.

Early registration has been extended to 22 January. 37 people are already registered.

Don and Kathleen made signs to display at the check-in table at club events to help with advertising the Royal Romp. There is also a link, to the Royal Romp website, on the QOC page.

All the main volunteer slots are filled. As volunteer leads, Heidi and Jody are focused on building out the respective volunteer teams.

Day 1 and Day 2 courses are on schedule and have been reviewed by the park. The minor changes requested by the park will be made and the courses re-submitted to the park by Craig.

*6 Feb update: The courses were approved on 12 January.*

Additional details from Ted regarding the maps:

- Day 2 courses (Nadim's) course setter approved. Both days courses submitted to the PWF by Craig. Park came back with two issues on Day 2 which are being looked at. Next Step is block vetting to ensure control descriptions are correct.
- Map sizes given to Valerie who will do some test prints. She will purchase larger size paper/map cases to handle blue courses on each day.
- Ted finished field checking course corridors at Oak Ridge. Nadim will map the stream bank line for Pine Grove. Ted will also look at the model areas.
- Now that courses are mostly set, control stands can be worked. QOC has 143. We are using ~155 controls between day 1/2/model. Ted will repair some and potentially make 10 more.



Matt Smith is chief of logistics and is focusing on equipment and supplies. There will be a rental truck on site to store equipment/supplies overnight.

There will not be a result display on monitors on Saturday, but people can scan the QR code to see results. Sunday's event will have result display on monitors.

We'll possibly have a happy hour/social event on Saturday evening.

There is a limited block of hotel rooms. Jody encouraged board members to book a hotel room early and advises that we push the communication to QOC participants to register for the event.

Jody has submitted for the Prince William county grant which is being reviewed by the county.

We will give certificates (designed by Don and Kathleen) to the top 3 finishers in the various classifications in lieu of medals. Jody is ordering inexpensive crowns to give to the finishers as well.

Refunds will be handled by Greg.

The 22 January date 'end of early registration' is firm. Greg will add language in the Rosaryville event announcement email that 22 January is the early registration deadline.

Ted started a conversation around whether we are advertising the Royal Romp at the Georgia Navigator Cup event this weekend (13-16 January). There was discussion around Royal Romp advertising in the OUSA annual review magazine. The magazine will be distributed at the Georgia event. The decision is to make flyers and over-night them to Nadim/Peggy/Francis for distribution.

Ted solicited feedback on whether the new control stands should be made from fiber glass or metal. Discussions followed on functionality, durability and ease of carrying (during control setup and pick-up).

Ted requested to be included in upcoming Royal Romp planning meetings to ensure co-ordination is in sync.

**ACTION:** Don, Jody, Bill and Charles will discuss whether to make Royal Romp flyers and send to QOC participants for distribution at the Georgia event; and also decide on the material for the new control stands.

### **3. Bylaws Amendment**

- *MCB Quantico requirement that bylaws expressly address inclusion*

QOC needs to amend Bylaws to expressly state that we don't discriminate against anyone.

Bill will follow up with the Base on the status of the application that he submitted 5 months ago.

If the bylaws need to be updated, the updates should be completed and voted on at a General Membership meeting.

Don and Jody suggested that QOC should adopt a professional annual financial review – we don't need a full-blown audit.

**ACTION:** Bill will follow up with the Base on the status of the submitted application.

**ACTION:** Jody will reach out to Tom Nolan for standard anti-discrimination language. Bill will send the Base Order to Jody.

#### **4. Key Meet Volunteers**

- *Course Setting Clinic*

**ACTION:** Craig and Charles will discuss with Francis about possibly doing the clinic in the Fall.

- *Meet Director Training*

Formal training is not needed – the pairing of new candidates with existing meet directors is working. We need to find more candidates.

#### **5. OCAD Sketch Tool Demonstration (Ted Good)**

- Ted provided a demo of the OCAD sketch tool and app (for course setting) to ensure more people know how to use it.

Meeting adjourned at 9:35 pm with an option to stay for the OCAD Sketch tool demo presented by Ted.

Next meeting will be held on Wednesday March 22, 2023 @ 7 pm.

**ACTION:** Craig requested that the meeting invite for the next meeting be sent this week to ensure it's on everyone's calendars.

Others in attendance: Amy Loudon, Francis Hogle, Sidney Sachs, Jon Torrance, Keg Good

Minutes submitted: Beàtri Bennett