

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
October 26, 2022

I. Call to Order

President Don Fish called the meeting to order at 7:02.

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 **Bill Wright (absent)**

Vice President **Michael Newman (absent)**

Treasurer **Karla Hulett (absent)**

Deputy Treasurer **David Levine**

Publicity **Dasa Merkova**

Director at Large **Aaron Linville**

III. Officers & Directors Reports

1. Secretary report – Beàtri Bennett

The meeting minutes for the 24 Aug meeting were distributed prior to the meeting. No comments or changes were requested.

Jody made a motion to approve the 24 August meeting minutes. The motion was seconded by Aaron. There were no objections, and the minutes were approved.

2. Treasurer report – David Levine

David shared the treasurer's report with expenditures and revenue reconciled through 30 September.

Bank signatories have been updated; signature cards signed and sent to Bank of America.

CD Changes: Cashed in the old CD and invested \$75K in a new CD at 2% interest for a 13-month term. This allows the club to invest excess cash (from savings) at a higher rate.

Savings balance is now \$51K. Depending on attendance, some of the savings may be used for a mapping project.

PayPal and checking balance is around \$14K in total; enough to provide liquidity to pay bills.

The 2023 National Meet budget is still being finalized and will be finalized within the next two months.

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

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

3. Maryland VP report – Craig Sheldon

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

For the 20 November event at Cabin John (Jump to Orange), only WYO participants will pay; shadow/coaches participate for free. There will be no charge for the relays. Shelter shifted to Shelter A.

JROTC can participate but they will do it on their own and have their own shadow/coaches.

For the 4 Dec Mid-Atlantic's event at Patapsco CCBC, Mike Kholodov has requested to offer an ARDF Fox-O course. Craig suggested an ARDF demo in lieu of full Fox-O. Board chose to not offer ARDF at this event since the Mid-Atlantic's is already a complex event.

Craig asked if we planned to have the Winter Meeting at the Bumble, planned for 11 February 2023 @ Patuxent. Park will not approve heaters in the barn. Craig asked if there was a way to put sides on the pavilion and heat that area. He is still waiting on an answer.

The Rogaine event, scheduled for 30 Apr 2023, cannot be held at Sugarloaf Mountain. Michael Dickey is pursuing other appropriate venues.

Craig reported that David and Reiko Rager are using a SignUpGenius page to recruit volunteers for the Wheaton event. Ted noted his concern with using the platform due to the potential for SPAM.

Greg suggested that QOC can create its own sign-up page if it's found to be useful. Dasa mentioned the volunteer sign-up check box on the registration page was very useful for the Cunningham Falls event.

The decision is to continue with the Volunteer sign-up option for a few more months to determine the usefulness. (After the Board Meeting Greg established a SignUpGenius page for QOC meet directors to solicit volunteers.)

Canopy and laptop picked up from Lennon's – as of the Board Meeting both were stored at Shelden residence.

ACTION: Greg reminded Don to co-ordinate with Lycée Rochambeau participants for the Cabin John event. (Completed)

ACTION: Craig will inform Mike Kholodov on the Board's decision to not offer ARDF at the MidAtlantic event. (Completed)

4. Virginia VP report – Charles Carrick

Charles provided an update on past events as well as upcoming scheduled events. Although weather concerns affected attendance, access at the MCBQ Beaver Dam Run event went very well! The bus circulation at Fountainhead West went very smoothly.

Don commended Bill on getting the indoor registration area at MCBQ. Greg commended Bill on the many problems that he had to solve at the MCBQ event. The club's Code of Conduct was discussed, and a suggestion made to add a new tab in the About Club section of the QOC website to display the QOC Code of Conduct. Jody suggested adding a link to the Code of Conduct on the Registration page as well.

The Fountainhead East event on 8 Jan 2023 is on track and the cyclist groups who normally use the paths in that area are aware of the event.

Use of north access for the park (Hemlock on 26 Feb 2023) still needs to be confirmed.

A discussion ensued about working with MCBQ; they use ammo cans for navigation and are offering to waive fees for the training area in exchange for QOC to checking ammo can locations.

Training event on 2 Apr 2023 – should a training event be held? If so, we need volunteers since Bill & Charles do not have bandwidth. Board to ponder this and decide at next meeting.

ACTION: Greg to add a new tab in the About Club section of the QOC website to display the QOC Code of Conduct. (Completed)
Also add a link to the Code of Conduct from the Registration page.

ACTION: Board members to think about whether or not we should have a Training event on 2 Apr. (The Training Weekend is most likely going to be cancelled and replaced with a regular event at Happyland.

5. Membership, Website, Registration, & Communication – Greg Lennon
Membership is stable.

All event photos should be sent to Kathleen by noon on Tuesdays; Flickr album will be promoted to public by Wednesdays.

Aaron continues to work on the next generation website (in WordPress) which is in Beta testing.

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

90-95% percent of members have provided consent to be contacted via a text message and Greg has found is very useful to contact people as needed.

Team Uniform Shirts – Kathleen has ordered jerseys in XS-XL using the existing design for women's sizes and the new design for men's sizing.

6. Publicity – Dasa Merkova

Dasa confirmed that all event pictures should be sent to Kathleen.

Facebook and Instagram showed an increase in followers from June to October.

Facebook: from 2,086 > 2,172

Instagram: from 1,414 > 1,447

The posts about the Junior program receive good reactions with a request asking for more posts.

The mention of QOC members at Venture Quest AR elicited more reactions than usual.

Dasa requested that everyone spread the word to provide a Google Business review. The original request was sent by Kathleen via email to all club members.

QOC was presented on Mountaineering Day at the Czech Embassy.

QOC juniors (Alex Merka, Dominik, and Seneca Honzak informed people about the club and provided basic orienteering map reading skills. Alex even set small course within the grounds of the Czech Embassy!

Dasa mentioned we could explore how to include QOC introductions on European Open Day in May. Most of the Embassies participate in this annual event and it's well attended. Dasa recommends Swedish/Finish if their embassies are participating.

ACTION: Dasa to explore how to include QOC introductions on European Open Day in May.

7. Mapping – Ted Good

Ted might not be able to update Chapawamsic this year. Maybe Aaron & Bill can?

ACTION: Ted to include this item in the January meeting Mapping update for the Board Members to decide whether Capawamsic needs to be updated. If so, who can take it on.

Don suggested an amendment to the Mapping Reimbursement Proposal to include a statement on how to approve the change if the map update is made by Ted (Mapping Coordinator), VA VP (Charles Carrick) or MD VP (Craig Shelden). The original proposal and the amendment are included at the end of the meeting minutes.

Jody made a motion to approve the Amendment to Mapping Reimbursement Proposal subject to incorporation into the Mapping Proposal. The motion was seconded by Charles. There were no objections, and the motion was approved. Ted abstained since he proposed the Mapping Proposal.

The National Meet expenses should include the PWF map update cost. Ted/Francis will break down the PWF map updates so that the cost can be included in the National Meet budget and not the mapping budget.

ACTION: Ted/Francis to break down the PWF map updates.

Craig made a motion to approve Ted's PWF mapping update. The motion was seconded by Jody. There were no objections, and the motion was approved. Ted abstained.

40 people signed up for the Mapping Clinic. The Field Checking will be held at Sweetgum area.

Ted enquired about the number of controls stands to ensure we have enough for the A meet. There are 12 control stands for VA and 11 for MD.

ACTION: Ted to research the cost for getting new control stands.

8. President – Don Fish

1. Junior Program Relaunch Fall 2022
 - Keep promoting the Junior Training events. Don suggested to include it in the Meet Director notes when a Junior Training event was held.
 - Jon Torrance offered to help with designing exercises for Junior Training.
2. Compasses
 - Jody requested to send old/defective Silva compasses to him, and he'll work with Silva on replacements. He sent 8 defective compasses to Silva on Monday (24 Oct) and received replacement compasses on Wednesday (26 Oct).

IV. Other Business

1. Royal Romp Update

Charles provided a general update - event planning is on schedule.

Bill is responsibility for the budget and fees.

SWAG will be a deck of cards with the Royal Romp logo.

Recreational course fees will most likely be regular QOC fee, plus a shuttle fee.

The latter is still being decided.

A photo contest is being considered to encourage photo taking. Suggestions are 3 prizes at \$25, \$50, and \$75.

ACTION: Don & Kathleen will discuss whether to ask for volunteers to be photo takers and judges.

2. Jon Torrance Mapping Contract

Greg asked whether the # of km² in the mapping contract is floating or fixed. Jon mentioned it's a floating number based on the assumption that Jon can do ~5km.

Jody made a motion to approve the contract between Jon Torrance and QOC. The motion was seconded by Craig. There were no objections, and the motion was approved.

3. Bylaws Amendment

- MCB Quantico requirement that bylaws expressly address inclusion QOC needs to amend Bylaws to expressly address inclusion for MCB Quantico. Jody mentioned: the club can update the Bylaws 14 days before a General Membership meeting and need to have a 10% quorum. Suggest that the Bylaws are updated by the Winter Meeting, else Jug Bay. Craig raised a concern that inclusion bylaw changes might require parallel TrailO courses at regular QOC local events. Consequently, the new bylaws language should be reviewed closely.
- Suggestion that QOC adopt an audit policy and schedule

Also need an audit policy to continue usage of Quantico.

ACTION: Bill will follow up the audit policy as well as the language for the Bylaws and give to Tom Nolan for review, and then send to Board for review.

4. Key Meet Volunteers

- **Course Setting Clinic**

No discussion on this – consensus is to re-visit after Mapping Clinic

- **Meet Director Training**

No discussion on this – consensus is to re-visit after Mapping Clinic

- **Meet Director Handbook**

We did not discuss the handbook updates.

Prior ACTION: Charles will complete the handbook update. Jody also offered to review the handbook.

Meeting adjourned at 9:46 pm.

Next meeting will be held on Wednesday January 11, 2023 @ 7 pm.

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

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.

Amendment to Mapping Reimbursement Proposal

A mapping committee consisting of the Mapping Coordinator and the Event Vice Presidents from both states shall consider and approve or reject all proposed reimbursable mapping projects. If the mapper in question is not a member of the QOC Board of Directors, the decision of that committee is final.

Only projects proposed by current QOC members will be considered.

If the proposal comes from a mapper who is also a member of the QOC Board of Directors, the mapping committee will consider the proposal and if they approve it, submit it to the Board of Directors for final approval or rejection. In those cases, the decision of the Board of Directors will be final.