

Quantico Orienteering Club, Inc.
Board of Directors
Meeting Minutes
November 13, 2019

I. Call to Order

President Landers called to order the regular meeting of the QOC Board of Directors at 7:35 on November 13, 2019 at the home of Karla Hulett and Gary Smith. He thanked them for the amazing Thanksgiving meal and for hosting the meeting.

II. Roll Call

The following Officers and Directors were present for a quorum.

President Jody Landers	Vice President Tom Nolan
Vice President Charles Carrick	Vice President Bill Wright
Secretary Laura Linville	Treasurer Karla Hulett
Membership Greg Lennon	Publicity Kathleen Lennon
Director at Large Don Fish	
Director at Large Dasa Merkova (joined at VA VP report)	
Mapping Ted Good (on phone)	
Immediate Past President Jon Torrance	

Not present: Vice President Mike Newman

III. Officers & Directors Reports

a. Secretary Report- Laura Linville

There was a motion to accept as submitted. Seconded. Motion passes.

b. Treasurer Report- Karla Hulett

Accounts were reconciled. Karla noted that a check for Cunningham Falls has not cleared, and that she will follow up.

Karla shared a new report on income and expenses to date for this season (mostly local meet revenue and dues and local meet expenses).

Greg informed the Board about efforts that are made to collect from participants who fail to pay for registration or who lose an e-punch.

There were no questions or discussion. There was a motion to accept as submitted. Seconded. Motion passes.

c. MD VP Report- Tom Nolan

Tom Nolan reviewed the events so far this season and attendance numbers:

- *Swanson Road 9/29*: 230 starts. Craig did a good job with courses, and there was great turnout.
- *Great Falls 10/27*: 150 (preregistration filled up- 125 JROTC registered). Courses were good.

He also discussed upcoming events.

- *Patuxent River Stumble (11/17)*- Matt Stout designed courses, Brad Whitmore reviewed, Sam Listwak has helped.
- *Avalon (12/15)*- Shelter 105 is reserved; Boris Granovsky and Joe Barrett are designing courses
- *Greenbelt* is cancelled this year due to ongoing construction in the park, unclear when construction will be completed.
- *Glen Artney (2/23)*- Ted has been making updates to the map. We will be using Catonsville Park & Ride for parking & registration
- *Bumble at Seneca Creek (2/29)*- This is the first year it is not on Superbowl weekend, but it will be on Saturday. Smokey Glen Farm is reserved. Possibility for winter meeting.

d. VA VP Report- Charles Carrick

Charles Carrick reviewed the events so far this season and the attendance numbers:

- *Fountainhead East 9/15*: 214 starts. Accessing the east is a challenge. The NVSO courses this year were too hard. Sidney Sachs and Keg Good are looking at Fairfax County parks for next year.
- *Occoquan 9/21*: 159 starts; Sid Sachs's last course setting for QOC.
- *Gunston Hall 10/13*: 176 starts; Thanks to Jim Chaplin, Daniel Heimgartner, and Keg Good for flexibility making this meet happen
- *Balls Bluff 11/10*: 268 starts; NJROTC ran the meet effectively; Patrick Farley first time courses went well; despite the property boundary issue with the landowner adjacent to southern end of park

He also discussed upcoming events:

- *Hemlock Overlook 11/24*: Course setter course students have completed the courses and streamering
- *National Mall 12/1*: Gary Smith and Karla Hulett received permit to conduct this event. More of a scavenger hunt.
- *Mason Neck 12/8*: Shelter is reserved, need canopies. First time course setter Aaron Linville designed courses, received feedback from Tom Nolan.
- *PWF Turkey Run Ridge 1/5*: application submitted to NPS
- *Fountainhead Central 1/26*: Shelter 1 reserved
- *Pohick Camp Wilson/Meadowood East 2/9*: Application submitted
- *Happyland Training Weekend 3/28-29*: Need a meet director/mayor of Happyland
- *Manassas 4/19*: considering Morven Park or Quantico as potential substitutes
- *Fountainhead West 5/10*

Other issues discussed:

- NJROTC National Champs status and venue change: The decision was made to move the venue from MCQB. Two other parks were available

(Fountainhead and Hemlock). QOC will be doing the course design and setting.

- We received approval for use of Oak Ridge and NW portion of park at PWFP; will begin mapping this winter.
- Bill Wright and Greg Lennon met with the PWFP superintendent to explore renewal of 5-year agreement to collect fees in the park. Doesn't seem likely that we will be able to get another agreement that allows us to collect fees in the park.

e. Membership- Greg Lennon

Greg reported some small changes in membership:

- 174 Individual Memberships (+11 since last report)
- 195 Family Memberships (+3 since last report)
- 9 Junior Group Memberships (unchanged)

Greg also noted that the website has now fully transitioned. The new groups.io email reminders and subgroups are working well.

Course setter group is available. Maps will be uploaded on demand. Course setters can contact Greg and he will upload the map that is needed. Virginia and Maryland VPs will be in contact with course setters to make sure they have what they need, or are asking Greg for maps when needed.

Greg is sharing the member lists with Craig Shelden to populate the volunteer recruitment spreadsheet.

f. Publicity- Kathleen Lennon

Overall impression is that our social media presence is growing. This season shows a lot more interaction on both FB and Instagram, particularly from JROTC members and their parents.

Photos are posted to social media, and there are now flickr albums on event pages.

- 1,043 followers on Instagram
- 1,765 likes on Facebook

g. Mapping- Ted Good

No report.

h. President- Jody Landers

President Landers shared a message from Tom Strat re: Finnish orienteering group. They will be travelling to the US again in 2020. We welcome them to attend any meets that we have on our schedule.

Vic Culp recently took the Safe Sport training and noted it is well done. It is a 90 minute online course, and is \$20. President Landers recommends all coaches, meet directors, etc. should take the course. Parents of all the juniors have taken it.

IV. Other Business

- a) *A new meet fee schedule for the coming year. This discussion will draw on data from the Ad Hoc Meet Fee Committee Report, which was circulated previously at the Sept. Board meeting, and will make use of a separate worksheet that was circulated by Karla.*
- As background, the baseline cost for each start at our events is \$1.50/start fee paid to OUSA and \$1.50/map (for printing). This is before the cost of park fees, supplies, port-o-johns, mapping costs, etc. We need a model that will provide additional revenue to cover our budget shortfall and future mapping projects.
 - The Board discussed the model (Structure 1) from Karla's spreadsheet of going from \$5-10 for members, and \$10-20 for nonmembers
 - It was mentioned that the impact of charging per person in a group without any other changes to the fee structure would increase revenue by 10-15%.
 - The goal is to adopt a new fee structure to account for budget shortfall reflected in the 2020 budget and to pay for future projects related to mapping. Sub-goal-maintain a fee structure that remains friendly to beginners

A motion was made to change the fee structure as follows:

1. Member fee goes from \$5 to \$10
2. Nonmember fee goes from \$10 to \$20
3. Fees will apply per person fee (no such thing as groups); all persons get a map
4. Additional epunch rental fee TBD
5. Effective date of Fall 2020 season

Discussion: is there an age limit for the per person fee? The consensus was that there should not be a fee for persons under 10 years old.

Amendment 1: Anyone under 10 years of age shall be exempt from the per person fee if they goes out with an accompanying adult. Motion made, and seconded. Motion passes. (addition)

Amendment 2: Groups will pay a single individual (member or nonmember) fee and a \$5 per person surcharge fee (everyone gets a map), except children under 10 who are free. Motion made, and seconded. Motion passes. (amends #3 above under the main motion)

Amendment 3: The fee for Junior members shall be \$7; and \$15 for nonmember juniors. Motion made and seconded. Motion passes.

Amendment 4: Retain the \$5 Epunch borrowing fee, but do not apply to white and yellow course starts. Motion made and seconded. Motion passes. (replaces #4)

Prior to voting on the Motion as amended the Board wished to have the model analyzed and to get feedback from members.

There was a Motion made to table consideration of the revised amended fee structure until next Board meeting; and in the meantime we will analyze it, and consider other things that may have been omitted. Motion was seconded. Motion passes.

Need to examine the consequences of what it will do to registration and volunteers. Impact of the changes on the registration process.

In summary, the new fee structure under consideration is as follows:

- A. Member fee goes from \$5 to \$10
- B. Nonmember fee goes from \$10 to \$20
- C. No fee for persons under 10 years old accompanied by an adult.
- D. Junior fee goes from \$5 to \$7 for junior member; and from \$10 to \$15 for junior nonmember.
- E. If a group is running a course together, one person pays the fee (member or nonmember) and then each additional person in the group pays \$5. All members of the group get a map.
- F. E-punch rental is free for White/Yellow. E-punch rental is \$5 for courses Orange-Blue.
- G. Effective date of Fall 2020 season

- b. Review of a Mapping Proposal to contract for mapping a new section of PWFP. The mapper who was previously under consideration did not satisfy the contingencies that were approved by the Board, so we will be reviewing and considering a proposal from Jon Torrance to do the mapping. Jon will be recused from this portion of the meeting.*

Background on the need for mapping and what it will bring: The Oak Ridge camp ground has approximately 100 parking spaces and will provide access to areas not previously accessible in the park. The area is not large enough for a 2-day A meet, but would be large enough for a 1-day event held during December-February. We would only be able to use the area during off-season. Only a trivial amount of this area was burned. After this new area of PWFP is mapped, the rest of the PWFP map will be updated.

Jon reviewed the details of his proposal. The Bulgarian mapper's references did not pan out- his references noted his work had to be re-done. Therefore, we will not be going with the Bulgarian mapper.

Jon is offering to map an area of PWFP for \$7,500 for all labor and expenses by mid-March. As an alternative, Jon is willing to do the work at a rate of \$18/hour plus expenses.

Deliverable: Master map of PWFP converted to ISOM 2017 and including new area by the middle of March.

It was proposed that the map be used for a National Ranking Event (NRE) and have the Meet Director and Course Designer supervise Jon's work. After the overview of the Proposal was presented, Jon was excused from the meeting and the Board entered into a discussion of the Proposal.

A motion was made to pay Jon Torrance a fixed price amount of \$8,000 for all labor and expenses. The motion was seconded.

An amendment to the motion was made and seconded and carried: that QOC will pay half down, and half upon completion of the project subject to Ted Good and/or Francis Hogle's acceptance of the deliverable as satisfactory. The motion as amended was passed.

The services contract that was used for prior mapping projects will be used as a template for this new work.

- c. *Review of the Priority recommendations submitted by the Strategic Planning Group.*

We will discuss the priority recommendations at the next meeting.

Meeting adjourned at 10:43

Next meeting will be held at Don Fish's house on January 29.

Others in attendance: Frances Hogle, Gary Smith, Daniel Heimgartener

Minutes submitted: Laura Linville