

**Quantico Orienteering Club, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
March 22, 2023

**I. Call to Order**

President Don Fish called the meeting to order at 7:04.

**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**

Vice President **Michael Newman**

Treasurer **Karla Hulett**

Deputy Treasurer **David Levine**

Publicity **Dasa Merkova**

Director at Large **Aaron Linville**

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

**III. Officers & Directors Reports**

**1. Secretary report – Beàtri Bennett**

The meeting minutes for the 11 January meeting were distributed prior to the meeting. No comments or changes were requested.

*Bill made a motion to approve the 11 January meeting minutes. The motion was seconded by Dasa. There were no objections, and the minutes were approved.*

The pending item from the 26 October meeting minutes (i.e., consolidate updates into the Mapping Reimbursement Policy) was completed. No additional comments or changes were requested.

*Charles made a motion to approve the 26 October meeting minutes. The motion was seconded by Bill. There were no objections, and the minutes were approved.*

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

Karla shared the treasurer's report with expenditures and revenue reconciled through 28 February.

Federal and State (VA) taxes were filed and accepted.

Savings and checking accounts are in good shape.

Meet Fee revenue will exceed the budget if the strong attendance continues. Attendance is very good this year averaging 185 starts per event.

Insurance - paid OUSA for charter fees (\$10,350) based on last year's starts and membership. This will change next year; will be \$2/start and no membership. Next year should not be more than this amount but Karla/David will do modeling to determine a good budget amount.

Local Meet Expenses have caught up - mostly due to porta potty expenses.

The Jersey Project went very well – sold 157 jerseys! There was a 'lessons learned' experience related to customs tax (i.e., need to pay customs tax on merchandise value exceeding USD \$800).

Jody commended Karla on the stellar job with the finances; very close to break even. Thank you to Karla, Greg, and Kathleen for all the work associated with the Jersey Project.

Most of the Royal Romp (RR23) expenses are already included.

Actuals for the following budgeted items are still pending:

- Happy Hour at Clyde's restaurant
- Francis' hotel receipts
- Paper & toner
- OUSA fee (only for competitive starts)
- Porta-potty and bus expenses (to include tip)

Bill is finalizing expense item details to include in the 'Lessons Learned' document that Charles is creating to preserve lessons learned from the RR23 planning and execution for the benefit of future QOC national-event efforts.

Jody suggested sending lunch/breakfast to the park staff at Prince William Forest as a 'thank you' for their phenomenal support during the Royal Romp event. A discussion followed on the guidelines since the park employees are Federal Employees. Don and team will discuss in more detail at the next Royal Romp committee meeting.

Karla will transition the Treasurer role to David after the Jug Bay event. Bill will review the finances with David as part of the transition.

Don thanked everyone for keeping the Royal Romp expenses in check – the club did not lose any money by hosting the Royal Romp.

**ACTION:**

- Karla/David will finalize the Banking Signature Cards updates on the Savings account and CDs.
- Bill will provide (to Karly and David) an outline of what will be reviewed during the budget review meeting as the Treasurer role transitions to David.
- Don and Royal Romp committee to discuss details on a 'thank you' gesture to PWF staff.

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

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

*Morven Park – 179 starts*

For future events, keep an eye on the Harry Potter events to ensure we plan accordingly.

For future Loudoun country events, Charles recommends a sequence of Balls Bluff Edward Landing, Balls Bluff at the main parking lot (with co-operation from LDS church), and Morven Park in the 3<sup>rd</sup> year.

*Hemlock – 214 starts. Events went well.*

Venue issues to keep in mind for next season:

- Resolve the issue of private property plots inside the area in which we have traditionally orienteered at Hemlock.
- According to the NOVA Parks director of operations, there is a possibility of a new contractor at Hemlock in place of AdventureLinks by this summer.

Upcoming events:

*Fountain Head Central – on track. Parking might be an issue. Charles will let Greg know if start windows need to be adapted.*

*MCBQ LZ Canary – Permit has been submitted and no problems are anticipated.*

Once approval is received, event details can be posted on the QOC website. Bill will check with Visitor Center to ensure requirements have not changed.

Don suggested that we recognize LCHS in recognition of their consistent willingness to host events for QOC. Charles proposed doing mapping for the LCHS grounds or updating existing maps and will check-in with Bill Johns to offer the mapping initiative or see if there is another small project of interest to Bill. Anyone with ideas/comments should let Charles know.

Bill provided an update on the Non-Federal Entity (NFE) status permitting multiple events per year at MCBQ. Our application was denied since a 60% government civilian or military membership is required for NFE status.

However, we are still allowed to have one event per year at MCBQ.

Bill will write a letter to the base commander, explaining our unique status and requesting a waiver to allow QOC to have multiple events per year although we don't have NFE status.

Bill proposed to waive registration fee for active-duty military and dependents for the meets at MCBQ as reciprocity for the venue fee waiver.

Aaron Linville is updating the maps for MCBQ Combat Village.  
MCBQ Chopawamsic (Mainside) is on hold.

*Bill made a motion to waive the QOC registration participation fee for active-duty military and their families for the May 13<sup>th</sup> event at MCBQ. Participants will still need to pre-register. The motion was seconded by Jody. Greg opposes the motion since it's not restricted to MCBQ. The motion carries as proposed.*

The 13 May event will be a pilot to determine if the club wants to continue this practice for future events.

Greg will add a check-box on the Registration page labelled 'Active Duty Military/Immediate Family'. When selected, no fee is required.

Some options for future events:

- *PWF*: Charles will bring two options to the Chief Ranger for his approval:
  - using the parking space located on the perimeter of the park by 234 (for a future event), and
  - using the Chopawamsic area (south of Joplin Rd) of the park – not the base.
- *Mason Neck*: requesting park management whether we can map the area north of Kane's Creek. This could be attached to the Gunston Hall map to make it a larger area.
- Looking at General's Ridge former golf course in Manassas as a possibility.

**ACTION:** Bill will:

- check with MCBQ Visitor Center to ensure the requirements/rules have not changed.
- contact the MCBQ base commander requesting a waiver for QOC although we don't have NFE status.

**ACTION:** Greg will update the QOC website's Registration page (for the MCBQ event) to include a check-box for 'Active Duty Military/Immediate Family'. When selected, the registration fee will be waived.

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

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

*Rosaryville/NRMA* – 210 Wufoo registrations -- > 225 Starts.

*Little Bennett* – 181 Wufoo registrations -- > 190 Starts

*Patuxant, Bumble* – 167 Wufoo registrations -- > 177 Starts

*Patapsco Glen Artney* – 188 Wufoo registrations -- > 186 Starts

*Kings Landing + Huntingtown NRMA* – 158 Wufoo registrations -- > 214 Starts. Very successful meet – first time there. For future events, we could try bussing people up to the northern end and have one route down through the NRMA.

Upcoming events:

*Ward Farm* – Cancelled due to flood damage in the park.

*UMD College Park* – on track

*Rogaine* – positive responses from both jurisdictions (Gambrill State Park and Frederick Municipal Forest) but permits not yet finalized.

The 3-hour course is finalized. The 8-hour course has some pending discussion.

There will be an early mass start if both the 3- and 8-hour courses are offered.

Pin punches will be used. The club owns punch cards and Michael can order more if needed.

*Swanson Road* – on track

*Jug Bay* – on track

*Keeping 15 & 16 April Open due to West Point National Event*

*Keeping 14 May open due to NEOC Billy Goat*

**ACTION: None**

#### 5. **Mapping** – Ted Good

*Mason Neck* maps have been updated. Daniel Heimgartner did the drafting.

*Greenbelt maps* – slow to start.

*Accotink* – Mark Thomsen is doing the updates. Ted to help with LiDAR since Mark is new mapper and new to LiDAR.

Glenn Pastel is injured and not able to work on any map updates. Ted may assign to another new mapper.

At present, Ted is the only participant for the pay-for-field-checking program.

Don complimented the high-quality maps used at Royal Romp. He received compliments from many people and a comment heard often was: one 'could actually navigate by rootstocks.'

Thanks to Jon, Ted, Nadim and everyone involved with the mapping project.

**ACTION:** None

#### **6. Publicity – Dasa Merkova**

Facebook is doing very well. Every event post has about 900-2000 likes. There is also a lot of sharing/comment on events; 2342 followers. There are 1512 Instagram followers.

Royal Romp – great posting and awesome reaction to picture gallery. More and more people are sharing pictures with Kathleen so we have a good variety of pictures. The Flickr photo gallery has 9945 pictures.

Thanks to Sharmagh for the well-attended Mappy hour.

#### **7. Membership, Website, Registration, & Communication – Greg Lennon**

Membership and registration are all fine. There are two websites available at the moment (QOC and Royal Romp). The consensus is that the Royal Romp website worked well.

Over the summer, we will have a new website (either in Drupal or WordPress).

**ACTION:** The Royal Romp executive committee, as well as Matt Smith and Ted Good, will have a 'postmortem' (starting Monday) and they will also discuss the Royal Romp website.

#### **8. President – Don Fish**

##### *Junior Training Update*

- This was not covered in the meeting.

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

##### **1. Royal Romp Recap (Charles Carrick)**

Baseline of success – the courses were good and there were no major issues (logistically or managerially).

Charles and team are doing an AAR, planned for next Wednesday. Charles sent the solicitation for input to everyone on the board.

*Plusses* – executive committee worked well – execution and planning went well; happy that we didn't subcontract the meet management to someone else.

*Minuses* – disappointed that we executed to a championship standard, but it wasn't a championship; suggestion is to be more decisive during the planning phase to better define the type of event is being planned.

Ted mentioned that him and Nadim participated in the Juniors' course reviews, and they also gave kudos to a successful event.

Don mentioned that one of the outcomes from the AAR is a proposal to the larger board on what our next national event should be and which championship to bid on.

## **2. Bylaws Amendment (Jody Landers)**

- *MCB Quantico requirement that bylaws expressly address inclusion*  
QOC needs to amend Bylaws to expressly state that we don't discriminate against anyone.
- In order to apply for NFE status, our bylaws are not in compliance with federal regulations which require a non-discrimination clause. The bylaws were also missing the updates to VA law that meetings can be held virtually or in-person. Jody worked with Tom Nolan to update the bylaws.
- Greg asked whether the approved bylaws should be submitted to the State as well. Although not required, we could submit the amended bylaws to the State. The State only requires submission of an annual report and changes to the Corporate Charter.

*Jody made a motion to approve the proposed bylaw amendments. Upon approval by the Board, the changes will be presented to the members at the General Membership meeting for review and approval. The motion was seconded by Craig. There were no objections, and motion was approved.*

**ACTION:** Jody will draft an email, outlining the proposed bylaw changes, which will be sent to the General membership with a note that these changes will be voted on at the Annual Meeting at Jug Bay, along with the Election of Officers.

## **3. 2023/24 Proposed Schedule (Charles/Craig)**

Charles and Craig presented a preview of next season's calendar. A final version will be presented at the next board meeting.

Don's advice on Jump-to-Orange event is to keep the course shorter than a usual Orange course since this year's participants had many questions during the course and completion times were 2+ hours. Also, be careful about having advanced courses since we need the advanced runners to be coaches.

Recommendation is to leave the Nationals event in Rochester as a QOC event-free weekend.

We have our Bumble and DVAO has the Stumble. Don solicited feedback from the Board on the Stumble – do we want to keep it and alternate between the Bumble and Stumble – and he will discuss with Wyatt (DVAO).

Need to discuss how many of the National championship we should keep clear in our schedule. Charles suggests keeping the holidays clear so that we can use those dates if schedules slip.

Francis suggested - rather than eliminating an event, we should not put our good/feature maps opposite a national event.

**ACTION:** Let Don know how we feel about the Stumble.

You can access the 2023/24 Proposed Schedule [here](#).

Don suggested moving the Intro to Orienteering to a new venue other than Montgomery County to reach more people.

#### **4. Course Setting Clinic Dates**

Francis will schedule the clinic for either early December or early January – to be confirmed.

#### **5. Meet Directors Training Dates**

We need to recruit more volunteers; specifically, people who can take on meet directing. One suggestion is to ensure we emphasize volunteering to new and existing participants.

Consensus is to continue with our current practice whereby new meet directors shadow existing meet directors.

**ACTION:** Beàtri will co-ordinate with Jane Leggett to update the Meet Directors handbook and get feedback from David and Reiko Rager as well as Sharmagh.

*Jody made a motion to adjourn the meeting. The motion was seconded by Bill. There were no objections, and the meeting was adjourned.*



Meeting adjourned at 10.01 pm.

Next meeting will be held on Wednesday Jun 21, 2023 @ 7 pm @ Karla's residence.

Minutes submitted: Beàtri Bennett