

**Quantico Orienteering Club, Inc.**

**Board of Directors**

**Meeting Minutes**

March 25, 2020 – virtual meeting

**I. Call to Order**

President Landers called to order the regular meeting of the QOC Board of Directors at 7:03. The meeting was held via teleconference in accordance with CDC recommendations on social distancing.

**II. Roll Call**

The following Officers and Directors were present for a quorum.

President Jody Landers	Vice President Mike Newman
Vice President Charles Carrick	Vice President Bill Wright
Secretary Laura Linville	Treasurer Karla Hulett
Membership Greg Lennon	Publicity Kathleen Lennon
Immediate Past President Jon Torrance	Director at Large Don Fish
Director at Large Dasa Merkova	Mapping Ted Good
Vice President Tom Nolan	

**III. Officers & Directors Reports**

**a. Secretary Report-** Laura Linville

Minutes of the January 29, 2020 meeting were shared prior to the meeting.

***There was a motion to accept as distributed. There were no objections. Motion passes unanimously.***

**b. Treasurer Report-** Karla Hulett

Karla provided a report. VA Corporate filing was submitted. Is on track to submit the federal 990 filing by April 15.

Comments on treasurer's report:

Bill: QOC paid a \$25 deposit for training weekend, but did not pay the remainder of the balance. These were the only VA funds committed for cancelled events.

Greg: There is a future item, \$3800 request for new SI cards. Is it a non-operating budget expense? Did we budget for anything?

Karla: Yes, it is non-operating budget, but no, it was not budgeted. Not sure what the useful life is for e-punches (the current stock is between 10 and 15 years old). It is not in the non-cash budget. There are other items in the budget that can be reallocated for this expense.

***There was a question about renewing or extending the CD. Motion to authorize Karla to roll CD over; Seconded. No objections. No one opposed. Motion passed.***

**c. MD VP Report- Mike Newman oral report (Tom Nolan joined meeting late, but submitted a MD report)**

Update on past meets—lots of participation recently, and good weather:

- i. There was a huge turnout at Glen Artney on 2/23 with 273 starts. ARDF was offered and was well received.
- ii. The Bumble at Seneca Creek on 2/29 had 191 starts
- iii. There were 205 starts at Wheaton and use of train room worked well

Upcoming events:

- i. The MD State Parks notified QOC that nothing will be open for group use through May 11, so our permits have been cancelled. This means all of our future meets this season will be cancelled.
- ii. Rosaryville was paid already, and it has been cancelled.
- iii. Lake Needwood (a Montgomery County park) is on the calendar for May 17, but that is TBD.
- iv. Jug Bay is the last event of the season.

*Question: Is there a preference for how to handle the cancellations on the website. Cancelled due to park closure.*

*What about AttackPoint? Ken and Valerie follow what is posted on the website.*

**d. VA VP Report- Charles Carrick & Bill Wright**

Charles reported on the event at Pohick Bay from February 9. It was a nice day and although costs were high, revenue was also high. There are issues with the Pohick Bay-Meadowood map.

The event at HappyLand was cancelled.

All National Parks in Virginia and NOVA parks are all closed to vehicle traffic, with no set date for when they will reopen.

There were only 2 VA events remaining on our calendar: MCQB and Fountainhead. As of now neither are viable events.

Charles is working on the fall 2020 schedule. There are other dates that are firm already (DVOA National Meet; Susquehanna Stumble). The first part of the

season is somewhat Virginia heavy. The VPs will work together to try to balance the schedule subject to park regulations and permits.

Bill provided an update on the permanent orienteering course at PWF. All but one permanent marker is in place in good condition. There was a suggestion to have QOC course setters design courses of different difficulty levels and post PDFs online. This will need to wait until after parks reopen.

**e. Membership-** Greg Lennon

There was slight growth in our membership since the last meeting, mostly from individual memberships.

A new graphics-based (HTML) letter is now automatically sent to new members upon their joining. This replaces a text-only email previously in use. Given we have no public events until September, we should think about what we say in the welcome emails and in the renewal messages.

A proposal regarding Event Housekeeping/Hygiene, including outward-public facing statements as well as volunteer-oriented policies, was drafted and circulated for discussion.

**Proposal re Membership Extension:** In light of the Covid-19 related event cancellations, both past and future, Greg recommends we extend all active memberships by the number of months of cancelled events in the current 2019-2020 season. Extending memberships should occur only once clarity is possible regarding resumption of regularly scheduled events, but no sooner than this summer and no later than January 1, 2021. Communication to all current and prospective members should occur now and on an ongoing basis, emphasizing that this will apply only to memberships that have remained active, i.e. it will not apply retrospectively in any way to memberships that expired and/or were not renewed.

***Motion to extend all active memberships (or memberships that have lapsed) by 3 months. This will be the status through September 1, 2020 (any new members will receive 15 months). Unanimous decision, no one opposed. Motion passes.***

**f. Publicity-** Kathleen Lennon

There is not much going on in light of cancelled events. Please send any content to Kathleen to post.

**g. Mapping-** Ted Good

Jordan Laughlin has offered to convert 2 maps to the 2017 mapping symbols. Greg gave him Rosaryville to begin working on.

Keg Good is looking to increase the map at Lake Fairfax. This is potential location for Senior Olympics in the fall.

Nadim finished his Serpentine Barrens map.

Ted is continuing to catalogue the maps. Many are aging, and it is not clear who has the most up to date digital copy. We need a process for this.

**h. President- Jody Landers**

**i. Request from Valerie to purchase \$3800 in epunch cards**

- Valerie received a quote for 102 SI finger sticks in the amount of \$3821. There is a lead time of 4-6 weeks. We may also be able to sell decent existing SI cards to junior teams for \$12 each.

Discussion: Q: how much money is budgeted this year for this type of expense? Would we be going off budget?

A: It would be off-budget. We have mapping tablets and web software, and printing supplies (since we won't be printing more maps the rest of the season) in the budget that we could re-appropriate.

***There was a motion which was seconded to authorize the expense, leave to Valerie's discretion on when to make the purchase. No further discussion. Any objections? Hearing none, motion carried unanimously.***

**ii. Nominating Committee and Elections**

If we do not have the Jug Bay event, we can designate another meet date as the annual meeting.

Anyone who wants to serve on the nominating committee? Jody will reach out to a few volunteers.

Annual meeting potluck/kickoff potential in September or some other time in the fall.

**IV. Other Business**

**a. Decision on cancelling up-coming meets and possibly the rest of the season through June.**

- Options: cancel through the middle of May (which leaves 2 possible meets: Needwood and Jug Bay); cancel through the end of the year.

Discussion:

What will we message and when? Transparency, whatever we do, we should publicize on the website.

If we cancel the season including Jug Bay, what are the bylaws about the annual meeting? We can postpone, or we can send something out electronically.

***There was a motion to cancel the rest of this season which includes Jug Bay. Motion was seconded. Two members were not in favor: Tom Nolan, Dasa Merkova. Motion passes with a majority voting in favor.***

**b. Update on PWF mapping project.**

Jon Torrance sent a map 3/25. There has been conversation about the amount of green on the map. Others have weighed in.

Frances – distinction between style and ability to navigate on a map. Map was easy to navigate on the sections Jon has finished. If he is the course designer for the A-meet in December he can use the map to begin planning courses, though he won't go into the woods until late fall after leaves are off the trees.

Jon – it is a useable map, but slightly smaller than originally proposed. He has slashed back light green. Would like an extension on the final cartography.

Jody – suggest a panel (Nadim, Tom Strat, Ted, Frances) give feedback and come to agreement on what is reasonable

Jon estimates he is 75% complete with the map.

***Motion to pay Jon \$2,000 on April 1 based on what he has produced so far with the expectation that he provides a final draft version by May 30. Others can make notes on what changes need to be made on the map when they are in the woods. We will pay the remaining \$2,000 after other issues are resolved in the fall. No objections, the motion carries.***

**c. Discussion of ideas for assisting QOC members who may need assistance during this period of time.**

**i. Checking in on one another**

**ii. Ideas for staying fit and combatting cabin fever (while adhering to CDC guidance)**

**1. Summer series**

**2. PWF permanent control maps** – this will need to wait until after parks in Virginia reopen

**3. Courses at other parks-** Potential at Fountainhead West (Kris Beecroft is working on courses); Hemlock (Gavin Weiss is willing to design courses)

**4. Encouraging people to go out with old maps from RouteGadget**

**d. Update from Greg on working with parks**

There was a meeting scheduled for 3/31, but it will be postponed.

**e. Hygiene standards**

We will discuss this at the next BOD meeting. We want to do longer term planning with a perspective of September and beyond.

- f. **Proposal to create rankings for junior groups (from Sid)**  
Put on agenda for the next meeting.

Meeting adjourned at 10:12 pm.

Next meeting will be held on May 27 at 7pm via conference call (likely).

Others in attendance: Francis Hogle, Sidney Sachs, Daniel Heimgartner

Minutes submitted: Laura Linville