

**Quantico Orienteering Club, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
June 15, 2022

**I. Call to Order**

President Fish called the meeting to order at 7:05.

**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**

Vice President **Bill Wright (absent)**

Vice President **Michael Newman (absent)**

Treasurer **Karla Hulett**

Deputy Treasurer **David Levine**

Publicity **Dasa Merkova**

**III. Officers & Directors Reports**

**a. Preliminary report – Don Fish**

Don welcomed Beatri and David on the board, as Secretary and Deputy Treasurer respectively. David will take over as Treasurer at the beginning of the 2022/23 term.

Don thanked Laura Linville for her service as previous Secretary.

Don noted that the board needs to vote on the appointed and at large board positions; Greg Lennon for Membership, Ted Good for Mapping, Dasa Merkova for Publicity, and Michael Dickey and Aaron Linville At Large. After the motion was approved, Don welcomed these members back on the board and expressed his thanks for their service.

*Jody made a motion to approve the appointment of the appointed board officers.*

*The motion was seconded by Craig. There were no objections, and the motion was approved.*

**b. Secretary report – Laura Linville/Beatri Bennett**

The meeting minutes for the 20 April meeting were distributed prior to the meeting.

Greg noted that the 20 April minutes included Jody's personal phone number and suggested to remove personal info from meeting minutes since the meetings are publicly posted.

*Jody made a motion to approve the minutes with a redaction of the personal information. The motion was seconded by Greg. There were no objections, and the minutes (with the redaction) were approved.*

Don asked whether the June meeting minutes were approved. Jody responded that they have not. Annual Meeting minutes need to be approved as part of the Annual Meeting agenda. Consequently, approval of the June 2022 annual meeting minutes will be an item of business for the June 2023 General Membership annual meeting.

Karla mentioned that she needs to have the minutes signed in order to update the bank account signatories.

**ACTION:** Don will sign the June meeting minutes and send the signed minutes to Karla. (The Jug Bay minutes have been signed and sent to Karla.)

*Jody made a motion to approve the June annual meeting minutes with the understanding that this should be an item of business at the next General Membership Annual Meeting. The motion was seconded by Karla. There were no objections, and the minutes were approved.*

**c. Treasurer report-** Karla Hulett

Karla shared the treasurer's report with expenditures and revenue reconciled through 31 May.

Bank signatories have not been updated since Jody was President. Karla proposed to update the signatory cards this month (June) to include Don, David and Karla.

Her and David are working on the transition plan for David to take over as Treasurer.

The club is in good financial health.

There are few missing expenses (roughly \$7k-\$8k) that need to be added.

**ACTION:** If you have any items that need to be added to next year's budget, please send it to Karla by mid-July at the latest. She and David will incorporate the items into the draft 2022/23 budget to be shared at the August meeting.

Craig mentioned that the Secretary might also need to be included as one of the bank account signatories.

**ACTION:** Karla to check whether Bank of America has such a requirement.

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

*Signatories, Don, Dave & Karla*

*Jody made a motion to approve the bank account signatories (President, Treasurer and Deputy Treasurer). The motion was seconded by Charles. There were no objections, and the motion was approved.*

**d. MD VP report-** Craig Shelden

Craig shared his report with the registrations and starts. 'Starts' are counted as 'lines on the results page', e.g., a group of 4 people = 1 start, a solo person = 1 start. The starts also include 2<sup>nd</sup> starts.

Craig is now including MapRun starts into his report.

Scheduling of meet directors and course setters for next year's events looks good.

**e. VA VP report-** Charles Carrick

Charles mentioned that the scheduling of meet directors and course setters for next year's events looks good and he doesn't foresee any problems.

**f. Membership, Website, Registration, & Communication-** Greg Lennon  
Membership is stable.

Aaron is working on the next generation website (WordPress).

For membership renewal, we'll move from PayPal to AffiniPay.

Greg noted a concern related to registration. He does not know how many courses to set up for the registration until data is received from the course setters. However, the window between receiving the finalized course setter information and opening the registration page is too small and causes last minute scrambling. Suggestions were offered and discussed.

Don and Charles suggested to keep the registration process the same but let the course setters know to submit the stats 10 days before the event. Jody added that a disclaimer can be added stating that the stats are estimates. Amy and Val are very accommodating (to the extent possible) in allowing participants to change courses if needed.

Greg welcomed any suggestions/ideas for improvement to the registration system to be sent to him.

A discussion around volunteer t-shirts/hats followed and whether we should buy and distribute these to volunteers.

**ACTION:** Don proposed that Karla and Kathleen connect to discuss next steps so that we can have something ready by the fall.

Craig requested whether a check box can be added on the registration page (e.g., 'Contact me about volunteering at <event name>?'). If the box is checked, trigger an email to the applicable event director informing the director of the participant's interest to volunteer.

*Jody made a motion to budget \$2,500 in next year's budget for volunteer gifts in the form of t-shirts and hats. The motion was seconded by Craig. There were no objections, and the motion was approved.*

**g. Publicity-** Dasa Merkova

There was a high interest on social media related to the pictures from Jug Bay. Dasa asked those members who are participating in World Championships to send pictures of their travels, map, medals, etc.

**h. Mapping-** Ted Good

Ted might do an on-line mapping course in the coming year.

QOC will hire Jon Torrance, between early November to end of March, to do mapping. There is \$3K left in the current mapping budget.

**ACTION:** Karla will add money in next season's budget to hire Jon to do mapping.

**ACTION:** Confirm whether Turkey Run is the next priority for a map update.

**ACTION:** Craig asked Ted to review the roster of regular meet maps and prioritize which maps need an update. (CS-20Aug22: Ted has shared a list and we were having a strong email discussion --- but seemed to bog down when compensation for map updaters and tax implications came into consideration. This will be an agenda item for the 24 August meeting.)

**i. Nominating-** Jody Landers

We need a plan for long-term transitioning of officers. We will put this on the agenda for the next meeting.

**j. President-** Don Fish

1. Donations for National and International Teams

- Peggy Dickson has requested 'ear-marked' money (\$625) for participants to the World Games in Alabama.
- In general, QOC donates money to the US team. The club also donates money to club members who compete in these competitions. Each

participant receives a \$500 grant to help defer travel cost. (Alex is going to Portugal; Diane to Switzerland; and Joe to Denmark.)

- There is \$2,500 left in budget.
- Decided to give lump sum to OUSA in support of national teams and let them decide how to use and which types of

*Jody made a motion to allocate \$2,500 of the 2021/22 budget to the OUSA National team. The motion was seconded by Charles. There were no objections, and the motion was approved.*

## 2. Orienteering orientation event

- The Washington Latin Charter School has requested QOC to host an orienteering orientation event at Wheaton on 9-10 Aug for their 5<sup>th</sup> and 6<sup>th</sup> grade students. The school will pay ~\$1280 cost - park fees (~\$770) and insurance through OUSA (~\$210). There will be 55 and 85 participants on the respective days.
- Don proposed to hire Max Ahmed and Alex Merka at \$75/day to help out and do control set-out and pick-up each day (since a White course will be used).
- Request to the board to waive the map fees for the school. This will be a good opportunity for an outreach to minority and disadvantaged people. This also promotes our sport.
- Greg suggested that the school promote the event in exchange for the free map.
- **ACTION: Don will co-ordinate with the school to ensure they pay the OUSA insurance, and the school assumes liability in case anyone gets hurt.**

*Jody made a motion to waive the map fee with the proviso that the school promote the OUSA event, and the school assumes liability. The motion was seconded by Greg. There was one objection from Ted stating that this sets a precedence. The motion was approved with the caveat that we don't establish this as a precedence.*

## 3. Junior Program Relaunch Fall 2022

- Don proposed offering the junior program at 17-18 events over the course of the season and to add money to next year's budget to purchase a curriculum.
- Potential instructors are Adam Smith, Alex Merka, John Cummings (if he's not the sole person), and Ken Walker, Jr.
- Adam is willing to be the lead and will need to go through SafeSport training.
- **ACTION: Don will continue co-ordination with Adam on the curriculum.**
- **ACTION: Karla to add \$500 to next season's budget for the junior program.**

*Craig made a motion to allocate a maximum of \$500 to buy a curriculum and establish a junior training program in the next season. The motion was seconded by Jody. There were no objections, and the motion was approved.*

4. Battery replacement

- Valerie requested \$407.50 to replace batteries in all the controls. (Lifespan of control batteries is 5 years.) The controls are maintenance yearly.
- Karla confirmed this is an annual expense and already included in the equipment budget.
- Mike Dvorsky will perform the replacements. (CS-20Aug22: These were completed and control boxes were all returned to Amy for synchronization.)
- Karla requested to submit the receipt and not send a paypal invoice.

5. Updates on Spring 2023 National Event

- Don has mocked up an animation for the event. Name ideas: playing off of Prince William name – Royal 2 Day Classic at Prince William Forest; Royal Flush at Prince William Forest.
- Don has been in touch with Adventure Enablers (Mark Harris) to consider using them for managing the event (acting as the Meet Director). Mark is happy to be the meet director. His fee is ~\$7k-8k.
- Mark Harris discourages using sponsorships – not worth the time and effort.
- Propose that QOC use our vendors for busses and porta-johns.
- Suggestion is to establish a committee to review benefits of hiring an external person vs doing it ourselves.
- ACTION: Don will schedule a meeting for 29 June with Jody, Jon, Charles, Michael Dickey, Bill Wright, Francis, Dasa and Ted (optionally) to review whether to host the event ourselves vs an external person (e.g., Mark Harris). (We met on 6/27 so that Bill could take part and approved the idea of hiring out the management of the event to Adventure Enablers.)

6. Meet Director Handbook

- If anyone has a Word version of the handbook (for editing), please send it to Charles.
- ACTION: Charles will update the handbook. Jody also offered to review the handbook.

7. Course Setting Clinic

- Frances will do a clinic in the Spring.

IV. **Other Business**

a. **2022/23 meet schedule**

- Charles (VA) – good to go.
- Craig (MD) – mostly nailed down, will finalize a few pending items soon.

**b. Covid-19 policy for 2022-23 season**

- Bring back beginner instruction.
- Keep the other existing policies, i.e.,
  - Pre-registration (including time windows)
  - No snacks
  - No water (CS-20Aug22: On the Maryland side, I've recommended that Meet Directors have an emergency supply of water to support individuals that can't manage their hydration.)
  - Masks optional
- How should we handle walk-ups? Meet director can hand out a white/yellow map and have the person sign the yellow waiver form.
- If public/OUSA's guidance changes, we'll re-visit. (CS-20Aug22: Question posed to OUSA Sec'y. They were supposed to revisit in their June Meeting. ...those minutes are not yet posted.)
- Ted requested that we encourage everyone to remain COVID aware and continue using the social distancing signs.

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

Meeting adjourned at 10:04pm.

Next meeting will be held at 7pm on August 24th, 2022 @ 7 pm

Others in attendance: Sidney Sachs, Jon Torrance, Amy Loudon and a cameo appearance from Laura Linville.

Minutes submitted: Beàtri Bennett