

**Quantico Orienteering Club, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
June 27, 2019

**I. Call to Order**

President Landers called to order the regular meeting of the QOC Board of Directors at 7:34 on June 27, 2019 at the home of Don and Sarah Fish. President Landers thanked them 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
Mapping Ted Good	
Immediate Past President Jon Torrance	
Director at Large – Don Fish	

**III. Appointment of Additional Directors**

Greg Lennon – Membership  
Kathleen Lennon – Publicity  
Ted Good – Mapping  
Don Fish – At-Large

It was moved and seconded to appoint members. Motion carried unanimously with a voice vote.

The Board discussed potential candidates for the open at-large member. The person needs to have time and desire to serve on the Board. There was a discussion of the person having a connection to JROTC, juniors, and other youth groups. The Board briefly discussed having a director of youth/junior engagement. Several names were discussed and Jody Landers will send out a poll to the Board to determine who should be nominated.

**IV. Officers & Directors Reports**

1. Secretary Report- Laura Linville (minutes submitted by Karla Hulett). It was moved and seconded to approve the Minutes from May 16<sup>th</sup> and June 1st.
2. Treasurer Report- Karla Hulett. It was moved and seconded to approve the Financial report as filed.

Karla requested changing the QOC accounts to allow electronic banking. It was moved and seconded to approve the request for changing the account to allow for electronic banking. Motion carried.

Moving forward, Karla will look into how to use Zelle to provide electronic reimbursements or will use Paypal (unless paper checks are preferred).

Karla will also set up a separate QOC Treasurer email account.

Karla will back up files, and will go through old records to purge and destroy those no longer needed.

After reviewing the financial report, the Board discussed several issues around the fee structure. An exploratory group including Karla, Don Fish, and Charles Carrick will review our fees, benchmark against other clubs, explore implications of charging different fees for beginner than advanced courses, implications of using electronic/preregistration, the cost of mapping, and which events make/lose money. They will report back at the next meeting.

### 3. MD VP Report

Tom Nolan reviewed attendance at the Jug Bay event and noted the success of the courses designed by Craig Shelden. There was great weather, great turnout, and great recruiting of volunteers for the 2019-20 season. There are openings for meet directors and a course setter during the first 3 meets. Tom will reach out individually to recruit meet directors and a course setter for Swanson Road. Craig Shelden is mapping a new area in Swanson Road.

### 4. VA VP Report

Charles Carrick reported on the last VA meet at Pohick and shared the upcoming schedule. All meet director and course setter positions have been filled for the 2019-20 season.

### 5. Membership

Greg Lennon reported membership is stable.

Greg Lennon provided an update on using the Wild Apricot system for payment processing. QOC is currently using the Wild Apricot system for our membership database, and our subscription is up for renewal in September. Wild Apricot will begin charging QOC a 20% fee on our annual database fee (~\$260/annually) if we do not use their Wild Apricot payment processing system. Using the WA payment system would mean we will not be able to use PayPal. Greg recommended we pay the fee so members can use PayPal. The Board agreed with the recommendation. No arguments were made in favor of using the WA payment system.

Greg also provided an update on a new feature in WA that allows for saving credit card information for recurring payments and automatic renewal of memberships. Greg advised against using this feature because it does not allow for use of PayPal, and will result in administrative issues when credit card numbers change. The Board discussed and agreed with the recommendation not to use this feature.

Greg discussed the option to switch from yahoo groups to groups.io. He reported that Possum Trot has been using groups.io for over a year and has not had any issues. All contact information from the Yahoo Group will be carried into Groups.io. The fee for making the switch is \$110. It was moved and seconded to switch from Yahoo groups to Groups.io. Motion carried unanimously by voice vote.

Greg provided an update on the website redesign. The feedback he received on our current website was positive. Therefore, all content will be transferred from the Drupal 6 to a new, more secure platform. This will be done over the summer and ready for the beginning of the 2019-20 season.

6. Publicity

Kathleen Lennon does not have much publicity in the summer season. She is highlighting the 'Intro to Orienteering' events and QOC juniors on US team.

7. Mapping

Ted Good is taking over responsibilities from Francis Hogle.

8. President

- The Board discussed a proposal to increase Members Travel Aid Grants from \$250 to up to \$500 per person and to increase the annual allocation for grants from \$1000 to \$2000 annually.

It was moved and seconded that the limits stated in the member aid fund be increased to up to \$2000 total and up to \$500 per award. In the discussion the Board recommends that recipients of the awards be encouraged to share photos and descriptions of the events to be used for club publicity. Motion carried by a voice vote. Ted Good abstained.

**V. Other Business**

1. Update on NJROTC Champs Spring of 2020- Charles Carrick & Jon Torrance
  - The NJROTC is working on getting permission from MCBQ to hold event.
2. Update on Map Vault/Repository – Tom Nolan, Greg Lennon, Ted Good
  - Ted Good has begun conversations with Greg Lennon and Tom Nolan.
  - Charles Carrick is waiting to hear from PWFP if we will have permission to use the Oakridge area for orienteering. If so, this will be a priority area for

mapping in winter 2019-20. It was stated that the Oakridge area could be used for a one-day A meet.

3. Update on Financial Review- Bill Wright
  - Forthcoming. Bill Wright will finish review soon.
4. Other Business
  - Charles Carrick is working on a longer term agreement with PWFP (updating MOA). He will consult with Greg Lennon who negotiated the old MOA.
  - Great Falls park superintendent is retiring, no word on replacement.

Meeting adjourned at 9:53.

Next meeting will be held at the home of Kathleen and Greg Lennon on September 12, 2019.

Others in attendance: Frances Hogle

Minutes submitted: Laura Linville, Secretary

**Quantico Orienteering Club, Inc.**  
**Board of Directors**  
**Meeting Minutes**  
August 15, 2019

**I. Call to Order**

President Landers called to order the special teleconference meeting of the QOC Board of Directors at 8:45 p.m. on August 15, 2019.

**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 Mike Newman
Vice President Bill Wright	Treasurer Karla Hulett
Secretary Laura Linville	Membership Greg Lennon
Outreach/Publicity Kathleen Lennon	Mapping Ted Good
Immediate Past President Jon Torrance	Director at Large – Don Fish

**III. Other Business**

**A. OUSA Annual General Meeting and Appointment of Delegates**

The board discussed the candidates for open positions and how the QOC delegate should vote at the meeting. QOC has 118 votes based on OUSA membership among QOC members. The discussion included consideration of the strengths of the candidates.

Ted Good, Greg Lennon, and Kathleen Lennon are all planning to attend the OUSA Annual General Meeting. Ted Good is willing to serve as the QOC delegate, with Greg and Kathleen as alternatives.

It was moved and seconded that the QOC delegate give all votes to Tori Campbell, unless any current or former QOC officer or director steps forward in which case the QOC votes will be split equally between Tori Campbell and the other candidate. The motion carried unanimously with a voice vote.

The board also discussed the proposed amendment to the OUSA bylaws defining family membership. There were no objections to the proposed amendment and the delegate is directed to vote all QOC votes in favor of the change. There were no objections.

**B. Nomination of Director at Large**

After the last board meeting President Landers circulated a list of names proposed as candidates for the open at-large member position. The board members selected their top three candidates in order. President Landers provided a ranked order list of the candidates.

A motion was made to contact the candidates in the order of their ranked vote. The motion was seconded. There were no objections and the motion carried unanimously with a voice vote. It was noted that Dasa Merkova was the top ranked candidate.

### **C. Request for approval of purchase of Condes license**

The Condes program is used by course designers and QOC has a club wide license. Greg Lennon proposed upgrading our license to version 10. He has done research on version 10 and found no negative comments. Condes version 10 is backwards compatible with prior versions of Condes and is also compatible with OCAD 2018. Greg recommended upgrading the license for a one time fee of \$260 (for a three year license). It was moved and seconded to approve the purchase of the license. The motion carried unanimously with a voice vote.

### **D. Miscellaneous**

QOC is working on a partnership with EX2 to help promote orienteering with the adventure racing and trail running community. EX2 will hold an adventure race on September 22 at Pohick Bay Regional Park. QOC will provide maps for EX2, and EX2 will give QOC members (with active memberships) a \$20 discount on registration. This is a trial endeavor to see if QOC members take advantage of the discount and if more adventure racers can be attracted to QOC events.

The committee of Karla, Greg, Don, and Charles put together a report on QOC's fee structure and alternatives. This will be distributed to the board for an in depth discussion at the next meeting.

Meeting adjourned at 9:21 p.m.

The next meeting will be held at the home of Kathleen and Greg Lennon on September 12, 2019.

Minutes submitted: Laura Linville