

**Rochester Orienteering Club
May 2017 Board Meeting Minutes**

Date:	May 7, 2017
Location:	Carl Palmer's home
Address:	7 Wild Berry Lane, Pittsford
Attendees:	Don Winslow, Stina Bridgeman, Gary Maslanka, Tyler Borden, Rick Worner, Anne Schwartz, Bob Bundy, Lindsay Worner, Rick Lavine, Tom Rycroft, Dick Detwiler, Doug Hall, Rukshana Cofer, Carl Palmer, Stephen Brooks, Mike Alexander, Laurie Hunt
Absent:	Greg Michels, Heidi Hall, Steve Tylock, Mike Meynadasy
Guests:	Dayle Lavine

Administrative Tasks:	Owner:	Action:
Call to Order	Dick	
Approval of Previous Month's Minutes	Dick	Rick W./Lindsay W. – motion approved
Treasurer's Report	Lindsay	PayPal: \$1,158.53 Bank: \$24,395.04 Total: \$25,553.57
BOD Vacancies – President Elect	Dick	There may be a possibility of someone for this position

1. Review Action Items: Discussions are later. (10 minutes max)

- President Elect - There may be a possibility of someone for this position
- Committee Structure –

The 6 committees are:

1. COMMUNICATIONS (Website, newsletter, social media and publicity) – Laurie, Lindsay*, Dick, Steve T., Heidi, Rukshana
2. PERMANENT COURSES AND MAP SALES (Maintaining perm. courses (PCs), putting together PC packets, distributing PC packets and other maps to sellers and by mail. Soliciting seasonal map hike courses from members that could be put on website for member use and training.) – Rick W., Nancy*, Richard, Mike A., Don, Steve B.
3. LOCAL MEETS (Staffing and execution of local meets. Course setting and consultation services/course oversight) – Steve T., Linda, Rick W., Anne
4. EQUIPMENT (Meet equipment inventory/storage and purchases. Keeping the garage in order) – Anne, Mike A., Tyler, Rick L.
5. FINANCE (Annual and long-term budget, meet fees, and donations to other organizations) – Lindsay*, Rob, Carl, Stina
6. SCHEDULING AND MAPPING (Mapping projects, OCAD updates, "A" meets and annual club schedule) – Rick W., Dick, Tom, Doug, Steve B, Greg, Bob

* leader/spokesperson

COMMUNICATIONS:

- A coordinator for the newsletter is needed. Tom McNelly may be able to help with this area.
- Using Mail Chimp emails on a monthly basis may be a good idea vs. printed newsletter. Putting the content in the body of the email vs. in an attachment may be better. Wild Apricot may be helpful with that as well.
- Continue using Wild Apricot for now. Members should log in when viewing the site. “pay at meet” will be added to website
- Facebook boosts can be used – volunteer for this?
- Rukshana may help with future publicity

PERMANENT COURSES AND MAP SALES:

- Laurie will get stickers updated
- Committee discussed ways to use the POCs and turn it into a Members Only Map Hike
- Each course will have a caretaker
 - Mendon – Stephen Brooks
 - Durand East – Mike Alexander
 - Durand West – Rick Worner
 - Webster – Don Winslow
 - Letchworth – Richard and Nancy Burgey
- An update for each course except Letchworth was given
- See Nancy’s report for more information

LOCAL MEETS:

- no update from committee
- there is a need for CS for upcoming meets
- RIT glitches for July meet seem to be working themselves out

EQUIPMENT:

- 100 new control flags are here
- Rick and Dayle will add “event in progress” type stickers that the Burgeys will make and laminate
- Rick W. ordering clips for punches for the A meet
- Discussed purchasing a vertical type banner flag
- Thanks to Anne S. who saved our O banner from a bad case of mildew!
- Dayle reminded folks to use the sign out sheet in the garage
- Anne to get a second key
- Anne will purchase a 2nd coffee pot maker

FINANCE:

- Rob Stevens has been monitoring budget for 2 years... using Quickbooks possibly?
- Lindsay and Rob to meet
- PayPal is working well and we can use it for purchases...Lindsay has password

SCHEDULING AND MAPPING:

- Tom R. is working on map for Cumming Nature center
- Doug H. and Dick D. are working on mapping Alasa Farm near Sodus Point
- Harriet Hollister is on the map for Cumming Nature Center
- Motion to purchase OCAD 12 (Lindsay/Carl – motion approved)
- Registration is open for the A Meet in September
- Rick W. to send out workers' list before summer starts
- The Spring Clinic went well despite a low number of attendees
- A 2018 Draft Schedule was discussed – see Rick W.'s handout

Membership -

- hasn't been assigned to a committee yet... may not need to.
- Heidi Hall may be interested in leading this. Duties include updating emails as needed and deciding if we are continuing the practice of distributing a membership packet to new folks (recent newsletter, membership card, schedule, orienteering handout) that Carol did
- See report from Lindsay for numbers...275 members

Active Discussion/Action Items:

Memorial Status

- Laurie Hut has started this communication with Mendon Ponds
- Ballpark price \$2000

Kolva Award

- Motion made for a \$50 cash award to be used for orienteering purchase (Rick W./Lindsay W. – motion approved)
- The 2016 award went to Jackie Alexander

OUSA Marketing

- Dick recently sent out an article from OUSA
- Starts are down nationally

Stipended Positions

- to be discussed in the Local Meets Committee

Schedule T Shirts

- volunteers were down
- Laurie will research how many other people would want shirts
- Discussion about BOD getting shirts

Education Requests

- any requests will go to ROC-BOD to see who may be available to fulfill

Scandinavian Society

- wants to sponsor a future meet in some manner
- Rick W. will contact them

ROC History

- Don and Laurie to meet to organize Carol Moran's collection

Trail Run

- considering getting shirts in for participants
- may want to get volunteer shirts

BOD Membership List

- Don to send out file of BOD member and friends to BOD

Mapping

- Mapping Committee, or other interested people, can decide how maps will be updated in the future

Motion	1 st /2 nd	Votes
<ul style="list-style-type: none"> Kolva Award - \$50 cash award to be used for orienteering purchase 	Rick W./Lindsay W.	motion approved
<ul style="list-style-type: none"> purchase OCAD 12 	Lindsay/Carl	motion approved

Motion Summary:

More Administrative Tasks:	Owner:	Action:
Next Meeting	Dick	In September before A meet
Following Meetings	Dick	December 2017
Adjournment – 8:40pm	Dick	Lindsay/Rick W. – motion approved