

**Rochester Orienteering Club  
May 2018 Annual Board Meeting Minutes**

Date:	May 15, 2018
Location:	Carl and Ruhksana's House
Address:	7 Wild Berry Lane, Pittsford
Attendees:	Don Winslow, Stina Bridgeman, Tyler Borden, Doug Hall, Stephen Brooks, Ruhksana Cofer, Carl Palmer, Ed Deller, Anne Schwartz, Dick Detwiler
Absent:	Mike Meynadasy, Mike Alexander, Steve Tylock, Rick Worner, Gary Maslanka, Lindsay Worner, Rick Lavine, Heidi Hall, Bob Bundy, Tom Rycroft
Guests:	Laurie Hunt

<b>Administrative Tasks:</b>	<b>Owner:</b>	<b>Action:</b>
Call to Order	Doug	7:07pm
Approval of Previous Meeting's Minutes	Doug	Carl Palmer, Ed Deller – motion approved
Treasurer's Report	Via Lindsay's email	We have \$19,678.48 in the bank. \$5,940.25 in the Paypal account.  Total: \$25,618.73
BOD Vacancies	Doug	Don will continue as secretary and Lindsay will continue as treasurer. Need a 2018 President Elect to help new president move into the position easily. It was mentioned that the president should not feel the responsibility to run the entire club, but oversee that the committees are functioning and a job description should be drafted.

**Committee Reports:**

The 7 committees which meet as needed and will report at each BOD meeting 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 (Mapping projects, OCAD updates, "A" meets and annual club schedule) – Rick W., Dick, Tom, Doug, Steve B, Greg, Bob

7. MAPPING (Mapping projects, OCAD updates) – Dick D.

\* leader/spokesperson

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COMMUNICATIONS:

- Social Media seems to be doing well ... > 600 FB likes and > 300 Meetup members
- Next printed newsletter deadline is July 1, 2018; get ideas to Don
- Does anyone want to send out electronic newsletter blurbs in between printed newsletters? Someone on the communications committee?
- Some names/titles should come off the newsletter (GPS Coordinator, O Education)
- Publicity is going okay but depends on receiving information from MDs and CSs

PERMANENT COURSES AND MAP SALES:

- Maps sales are great, but not a lot of postcards are coming back to the club
- Anne S. said she could deliver POC maps to Map Shop
- 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

LOCAL MEETS:

- Always a need to get MD/CS positions filled
- Thanks to Mike A. and Zack B. for being CS
- Steve has been using a mailing service from Wild Apricot. He has a group setup for volunteers and use the system to send out notices.
- Reminder : there is a \$50 stipend for MDs to run events on our schedule

EQUIPMENT:

- Looking good and the garage is also in good shape

FINANCE:

- About \$30K combined in assets

SCHEDULING:

- A 2019 schedule was proposed... similar to 2018... no major objections
- Would ROC want to do a ROGAINE if CNYO doesn't?
- Possible joint ROGAINE with BFLO @ Alleghany

MAPPING:

- no report
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OUSA -

- To allow any BOD member to be authorized to sign “additional insured” insurance request. We print and sign form from OUSA which goes to their insurance company. They then send us a certificate for the event. (Carl P./Tyler B, motion approved)

Marketing -

- Have done some Facebook boosts
- We’re doing some extra Kids Out and About advertising
- Can we do more with Fleet Feet and City Newspaper?
- Are any press releases being done for meets?

ROC Documentation -

- BOD needs to be aware of and have access to Google Drive
  - We have maps and the by-laws in there
  - Would like to see all key players write up documentation of their roles and add that to the drive... some examples include:
    - How to complete Recharter forms
    - How to make an O map
    - What do BOD members do
  - Doug H. and Laurie H. will generate a list of people who could do this for their roles in the club
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**Active Discussion/Action Items:**

**Suncommon**

- Made a donation to ROC – was involved with setting up a table at the Mendon Trail Run

**Beginner Clinic**

- ~64 participants even with terrible weather
- Many purchased POC maps using our order form which sped up the process
- Small glitch with code numbers not seeming to match numbers on control flags
- Idea to have follow up training at meets following the clinic next year

**Memorial Status**

- Laurie to check the price of a bench
- We can add plaques to it in the future

**NRE**

- Great to have Steve T. set a course!
- Need to document procedures for the future
- Can we have rec starts next time?
- May need to advertise “NO REFUNDS”

**RMA**

- We need to start earlier in 2019 to have a start location if we do a 2019 event  
- Hart’s Grocery, Fleet Feet, MLK Park, South Ave. Community Center
- Dick D. reported that things are going well and Rick L. has been very helpful
- Doing some FB plugs to increase attendance

**Concern**

- Received a letter from a participant prohibiting ROC from taking this person’s picture and then using it in publicity
- ROC said it would do their best regarding this situation
- Maybe future waiver could include such a statement

**Another concern**

- Training requests from groups like scouting organization are not official ROC events and therefore not connected with our insurance coverage
- Groups should first be encourage to attend any of our meets before trying to set up any special training
- Other conversations included that POC map hikes are also not official ROC events. Maybe some disclaimer needs to go on future maps??

**Membership**

- Are paper mail in membership forms getting to where they need to?... Lindsay?
- We need to firm up what we want Heidi H. to do as membership coordinator

**Other**

- Carl would like to create a Map Hike for Powder Mills Park

**Motion Summary:**

Motion	1 <sup>st</sup> /2 <sup>nd</sup>	Votes
<ul style="list-style-type: none"> <li>• To allow any BOD member to be authorized to sign “additional insured” insurance request. We print and sign form from OUSA which goes to their insurance company. They then send us a certificate for the event</li> </ul>	Carl P./Tyler B.	motion approved

<b>More Administrative Tasks:</b>	<b>Owner:</b>	<b>Action:</b>
Next Meeting	Doug	Fall 2018
Following Meetings	Doug	December 2, 2018 at Powder Mills
Adjournment – 9:07 pm	Doug	Ed/Tyler – motion approved