



## Committee Meeting

**Venue:** Online using Google Meet

**Date:** 7.00pm Thursday 2<sup>nd</sup> July 2020

### MINUTES

Invited	Present	
David Pal WRE (Chair)	Present	
Anne May SWOC	Present	
Robert Griffiths MWOC	Present	
Jean Lochhead EPOC	Present	
Niall Reynolds SBOC	Present	
Megan Carter-Davies MWOC	Present	
Kerina Lake SBOC	Present	
Mark Saunders BOK/SWOC	Present	
Richard Lawrence Sports Wales		Apology received
Kyla Da Cunha PARCOUR		Apology received post meeting
Gabriella Walsh MWOC		Invited, no response
Clare Dallimore SWOC		Invited, no response
Bill Teahan ERYRI		Invited, no response

#### 1. Welcome

Kerina Lake was welcomed to the meeting and WOA committee as the new WOA Fixtures Secretary.

#### 2. Apologises

See table above. Noted that due to an oversight Andrew Robinson, the BOF link to WOA had not been invited this time.

#### 3. Declaration of any conflict of interest

None declared. No forms received from BOF for completion.

#### **4. Matters arising from last committee meeting (14<sup>th</sup> April 2019)**

DP advised that due to 15 months passing since last meeting he was not seeking approval of the last minutes at this time. There were no matters arising that are not covered elsewhere in these minutes.

#### **5. Reports from Officers**

##### **Chairman's Report**

DP advised he had spoken to our Sports Wales link RL and following this is developing a list of areas we need to look at for future grants to be received from Sports Wales and will distribute this to WOA committee soon. **ACTION:DP**

##### **a. Secretary (position vacant)**

MS advised that Alice Bedwell (BOK) might be willing to take on this role. Advised to contact Roger Stein (SBOC) for details about the role. DP to make contact with Alice Bedwell with a view to her taking on this role. **ACTION: DP**

##### **b. Treasurer (Jean Lochhead)**

JL reported the WOA accounts balance is currently £40,522. DP confirmed that the grant from Sports Wales of £1500 is the whole grant for this year.

2019/2020 Accounts: In the absence of a WOA AGM so far this year the WOA accounts to 31<sup>st</sup> March 2020 require approval. The accounts and notes were included with this agenda. DP proposed the accounts be approved. This was seconded by AM and approved by all present.

Review of Croeso 2020: JL reported the amount of available funds following Croeso 2016 to be £10,814. Usually this would have been distributed between clubs and WOA but it was kept as float for bills arising for Croeso 2020 and most of it has been used for mapping. Six areas have been mapped (Gwyrch Castle, Portmeirion, Trawsfynydd, Llechweddgain, Nant Gwynant, Plas Gwynant) at cost of £8990 leaving £1751 in the account. Action was taken to halt any further mapping costs which could have exceed the available funds. Croeso Festival of Orienteering Ltd (the company) bank account has a fee of £6.50 per month. JL asked whether either the bank account should be closed or the company wound up and funds distributed to Welsh clubs and WOA. DP suggested an email correspondence leading to a meeting being arranged between the company secretary (JL), the company directors (MS, Jim Wood (ERYRI)), DP and possibly a representative for Croeso 2024 to discuss issues such as i) continuing with bank account, ii) keeping or winding up Croeso Festivals of Orienteering Ltd, iii) use of areas mapped for Croeso 2020 as a possible club benefit for ERYRI and the consequences, iv) possible grant bids to fund Croeso 2020 mapping. **ACTION:DP** [post

meeting JL has advised that the bank account can be closed and the company retained as dormant, DP will email this for discussion to WOA committee. **ACTION:DP]**

**c. Fixtures Secretary (Kerina Lake)**

KL will be in contact with club fixtures secretary to develop some longer term fixtures planning for up to four years in advance. She is looking at club rotations for our larger events.

2020 Welsh Championships: No final decision made yet whether event can be held in September 2020. NR advised SBOC are flexible about the 2021 Welsh Championships, their date in April 2021 would be available if SWOC needed to move to this date instead.

**d. Information Officer (Megan Carter-Davies)**

There has been a continuation of social media posts but no newsletter while orienteering is suspended due to Covid-19.

WOA website: There is still a feeling that the website requires updating. Suggestion made that the WOA website act as an umbrella site for the four Welsh clubs, a coordinated source of information and policies. Agreed that MCD would draw up a proposed requirement list for our website that can be used to obtain cost quotes from at least two sources. NR will supply MCD the development document from when SBOC updated their website. Ben Mitchell (SBOC) would be interested in tendering for developing the website. **ACTION: NR,MCD**

**e. Mapping Officer (Robert Griffiths)**

Several clubs have been using virtual O maps during Covid-19 such as Map Run. EPOC in Yorkshire have used Map Run successfully particularly with young people. JL agreed to supply NR with contacts in EPOC for SBOC, who are intending to use Map Run soon. **ACTION JL**

BOF have webinars on their website including one on Maprun and one on UsynligO.

**f. Coaching Officer (Gabriella Walsh)**

No report

**g. Technical Officer (Mark Saunders)**

Nothing to report

**h. Membership Secretary (Anne May)**

316 members in 2018 and 2019 but numbers down to 238 in 2020 and was not increased by the Welsh Championships which usually happens, before it was postponed. Reasons for this

are unknown. AM notes that events such as park events are popular but this is not being reflected in an increase in membership. NR noted a similar experience with SBOC until the spring events start.

**i. Development Officer (Mark Saunders)**

Nothing to report

**j. Safeguarding Officer (Clare Dallimore)**

No report. DP reports he attended a virtual Sports Wales safeguarding meeting recently and will be in touch with CD to check that we are completing safeguarding Level 1 by end of 2020 which is virtually essential for future Sports Wales grant receipt. **ACTION:DP**

**6. Reports from Advisors**

Kate O'Sullivan, VHI manager reports that the 2020 Veteran home International has been cancelled for October before costs would be incurred. DP noted that a new home international rota is being developed.

No other advisor reports were received.

**7. Resumption of orienteering following Covid-19 lockdown**

DP advised that BOF are closely monitoring UK and devolved Government decisions on resumption of outdoor sports such as orienteering. We are guided by BOF and cannot resume orienteering until they agree (mainly for insurance reasons).

The SBOC development plan that WOA and Swansea Council (SC) were supporting has been postponed to 2021; WOA had already agreed by e-mail to this for their part of the funding and SC had agreed the same for their contribution. SBOC are approaching future event planning and permission for access carefully during the current pandemic and are looking at pre-entry, cashless payments and social distancing.

MWOC have met to discuss social distancing. RG working on virtual o courses to maintain member interest.

SWOC to discuss resumption at their next club meeting.

**8. 2020 AGM and annual report**

With no secretary in position AM agreed to receive the 2019 annual reports from committee and advisor members. Number of reports still outstanding. DP requested a list of who submitted reports to allow him to chase up those still outstanding. **ACTION:AM**

2020AGM: DP wished to avoid holding this at Welsh Championships in September or delaying it beyond October. NR reported SBOC held their club AGM using Microsoft Teams

successfully. DP agreed a virtual AGM in the autumn may be the approach required. DP to discuss this with WOA committee. **ACTION:DP**

### **9. Any other business**

KL asked whether Event Safety Workshops will require amending to include managing Covid-19 risks and thus require event officials to attend a further course. JL thought this would be taken into account by having an event controller and the each events risk assessment form.

NR reported on JK2022. Proposed organisers and planners for first day have been sent into event coordinator Andy Yeates. There is a dialogue ongoing with Swansea University. Area embargos should now be on BOF website. DP to check with Andy Yeates this has been done. **ACTION:DP**

Meeting finished at 8.00pm