

**MINUTES of CLOK ANNUAL GENERAL MEETING held at Sunnyfield House, Guisborough
on Tuesday 13rd October, 2015.**

PRESENT: Peter Archer (Chairman), Duncan Archer (Treasurer), Joan Selby (Secretary)

Martin Adamson, Marion Archer, David Aspin, Eileen Bedwell, Ian Campbell, Ann Cranke, Alan Cranke, Joe Dobbs, Gill Hardy, Mike Hardy, Carolyn Rigby, Wendy Taylor, Paul Taylor, Maureen Webb, Chris Wright.

1. **APOLOGIES** – Alastair Mackenzie, Chris Mackenzie, Diane Mayes, Cat Taylor, Di Wright.

2. **MINUTES OF THE 2014 AGM** – Proposed Marion Archer, Seconded Ian Campbell

3. **MATTERS ARISING FROM THE LAST MEETING**

10. **COACHING and TRAINING** – had continued on an almost weekly basis for the previous three years, but with diminishing numbers attending sessions and coach fatigue, these sessions were closed down. Instead quality training was organised over the winter in high quality areas for all members and these were very well attended. It is hoped to run similar events again.

11.1 **PURCHASE OF SPRINT VESTS** - Aidan Rigby had suggested that CLOK may like to invest in sprint vests in view of the number of sprints being organised in orienteering schedules. The committee agreed to purchase a supply and many have been sold to Clok members. Some have been used as prizes at the end of the “short” series.

4. **REPORT FROM THE CHAIR –Peter Archer**

It has been another busy year with much to report. The club has again organised more than twenty events, providing a wide variety of orienteering opportunities across the area for the membership. It is a while since we had a new area suitable for a level C event, and South Gare proved a great addition to our stock.

More than 50 people from the club ventured north during the Summer to participate and/or spectate at the World Championships and Scottish 6 Days events near Inverness. As a club we helped by providing more than 30 people for the arena manpower on one day, and I was proud of the professional way we contributed to making the event a success.

There have been many successes to applaud through the year on both the national and international stage and at junior, senior and veteran level. Well done to all of you, and to everybody who supports you. It is always good to read in Focus, CompssSport etc. about CLOK members achieving success. The outstanding results though, were by Cat Taylor getting on the podium at both the Middle and Long Distance Races at the World Championships.

During the year we changed our approach to training. The coaches were becoming “burnt out” with providing weekly sessions, and so these were replaced by four Saturday events during the Winter in quality terrain. They were well attended, and hopefully this can be repeated this year.

I am going to repeat what I wrote last year about the two big challenges we face. They have both been with us for a while, and talking to other clubs are experienced throughout the sport:

- We struggle to get enough people to volunteer to plan and organise events. This makes the job of the officials find more difficult and busy people end up doing even more. A good step towards doing a major job is to volunteer to help at events. Please try to do it before the organiser has to ring up.
- Although membership is strong at the junior age group, and also at the mature end of the club, we do not have many members between 20 and 45. Unless we can find ways of attracting this age group into the sport, there is a danger that membership levels will fall and there will be an even greater strain on those that are left. If just one member in ten can introduce somebody new to the sport that would stabilise our numbers.

There are lots of people working very hard to keep the club running smoothly; organising, planning, controlling, mapping, updating the web site, development in schools, coaching, overseeing equipment etc. Thanks to all of you (you know who you are), without whom the club would founder. A special thanks to Joan Selby for her tireless work as club secretary over many years, and the multitude of other jobs she has done. I am sure she will be almost as busy in the coming year!

Thanks to everybody for submitting articles and photos for Tchimes and the local press. It is good to keep members that cannot get to all events in touch with what the club is doing.

I hope you all enjoy the coming year's orienteering and are planning which events to attend, especially with the JK in Yorkshire and Humberside areas. It just remains to get fit enough to do them all!

MEMBERSHIP UPDATE

	2015	2014	2013	2012	2011	2010
Total membership	155	174	189	214	220	224
Club only Family	2	2	2	4	4	4
Club only Senior	1	2	2	2	3	1
Honorary	2	2	2	2	4	4
Life	1	1				
Group	1	1	1	1	2	1

Family members who are Seniors	75	76	77	98	111	108
Family members who are Juniors	28	30	36	48	35	47
Total Senior membership	120	136	137	155		
Total Junior membership	29	35	45	57	40	51
Junior members eligible to vote	5	4	7	4	6	10

5. REPORT FROM THE TREASURER – Duncan Archer 2014/2015 Summary

Overall CLOK's financial position for the year ending 30th September 2015 remains healthy. Highlights:

- There was a deficit for the year. However looking back over the previous 5 years it can be seen the surplus/deficit fluctuates year-on-year for various reasons.
- The ODP returned a modest surplus, with income from ODP activities, exceeding expenditure plus Phill Batts's contracted services for the year. ODP turnover was somewhat reduced from previous years.
- Events have overall been profitable, when considering income vs. direct expenditure.
 - The 2015 Acorn made a surplus.
 - The 2014 Autumn Series made a loss (but mainly due to entry fee being too low: £3 / £1 rather than the £4 / £1.50 we are now charging).
 - The 2015 Summer Series made a surplus.
 - Other events (Level C) were variable, some surplus, some losses (with entry numbers and variable costs like toilets, land access, officials' expenses etc. making the difference).
- Other notable things:
 - No contribution requested from clubs to NEOA or NEJS this year.
 - A purchase of CLOK sprint vests, which together with CLOK tops have been selling well (but plenty of stock left which will continue to provide income next year).
 - Continuing to contribute significantly towards member activities, reflecting the success our members are having at being selected for GBR/England in competitions and training camps.
 - A winding down of Darlington club night, and Guisborough junior training.

Once again many thanks to Ian Campbell for kindly auditing the CLOK accounts.

Treasurer's Report and Accounts – Proposed Gill Hardy, seconded Maureen Webb. Unanimous.

2016 Membership Fees

At the AGM we agree the CLOK membership fees for the next year. They have not increased for the least two years. Given we want to attract members, and the relatively small contribution membership fees have on our overall income (membership fees are only 15% of event income for example), I propose the 2016 CLOK membership fees remain at current levels:

- **Juniors: £3.50**
- **Seniors: £7.00**
- **Family: £8.50**

2016 Event Entry Fees

At the AGM we agree the event entry fees for the next year. Level C fees for seniors increased by £1 in 2013, stayed the same in 2014, and increased by £1 again in 2015. Events are one of our main sources of income, and need to cover not just the events themselves, but also indirect costs like mapping and equipment, and other "club" expenses like member subsidies, team entry fees etc. However, with the accounts relative stable, and an expectation of profits from OO and Northern Champs in the coming year's accounts, I propose entry fees remain the same at Level C and D events (with Level A and B decided case-by-case):

- **Level C: Juniors: £2.00, Seniors: £9.00 for non-BOF members, £7.00 for BOF members.**
- **Level D (new year team score, summer and autumn series): Juniors £1.50, Seniors £4**
- [The "Juniors" fees are also what are charged for students and unwaged]

Membership and Entry Fees - Proposed Duncan Archer. Unanimous.

6. ANNUAL DEVELOPMENT REPORT – Mike Hardy – October 2014 to September 2015 Finance

Once again the Development Project finished the year in the absence of external funding with a modest profit, the main income sources being inter-school competitions and mapping work.

Community Sports Coach Phill Batts has worked extremely hard to deliver the many competitions in a busy schedule, and outside CLOK mention must be made of the efforts of Rob McKenna of NN who has devoted many hours to the development of our sport in Durham and Chester-le-Street.

None of this would have been possible without the existence of a team of CLOK volunteers who man the competitions and who assist at in-school coaching sessions. Too many to name individually - but you know who you are, and best thanks on behalf of the club

Statistics (previous year in brackets)

A slightly lower participation over 2013/14, which was a record year. 5329 (5527) individual experiences of orienteering outside the club's normal activities, of which 57% (67%) have been main-stream school-children, 26% (23%) from economically disadvantaged areas, 10 (7%) special needs and ethnic minorities, and 7% (4%) adults.

These numbers are independent of the British Orienteering Xplorer/RunChallenge initiatives.

Our schools mapping and updating continues, and we now have 330 schools mapped for orienteering, or in the process of being mapped.

Work continues to refurbish Permanent Orienteering courses which have been reported as having deteriorated during the year. A list of 30 viable courses appears on the club web site

County Durham

The Clubmark application for Northern Navigators remains outstanding.

We have organised an inter-primary school orienteering competition at Framwellgate Secondary School, Durham, where we have delivered a staff training session, and have scheduled a further meeting with the sports development team to discuss further progress in the coming year. We hope that the NGB will be able to introduce the Xplorer scheme in the County.

The inter-primary school competition was re-instated at Woodham Academy, Newton Aycliffe, attended by 176 pupils from seven schools

A six session GCSE course was delivered to year 11 at Whitworth Park College, Spennymoor, for the second year, followed by an assessment at Hardwick Park, Sedgefield

This year it is unlikely that we will be able to repeat this, as three schools on Teesside have requested the same support. We have recommended participation in the Cleveland Schools league, giving staff the opportunity to assess their candidates against other school participants

Courses

One Teaching Orienteering Part 1 course was held during the year. Five after-school staff coaching sessions were delivered to secondary school PE staff

Coaching

During the year, 30 introductory coaching sessions (last year 56) were delivered to primary schools in the region, subsequent to school map updates being supplied. Two sessions were delivered to Beverley Special School, Middlesbrough

One evening session was delivered to Redcar brownies in Bousdale Woods

Three Come-and Try-It sessions were delivered as part of the Middlesbrough Sportability programme, a town trail was organised for Stockton Town Centre, and an orienteering maze and a town trail was arranged as part of the Darlington Move, Move project. An orienteering Easter Egg hunt took place in Stillington Country Park, Stockton

Competitions

The club has again run seven inter-school competitions in the region as part of its league programme, attended by 8-12 schools and typically 170 - 250 runners, and has delivered inter-primary competitions for Competition Managers in Middlesbrough, Darlington (2), Durham and Whitby, typically attracting 100 - 200 participants. The inter-primaries Tees Valley final at Cowpen Bewley attracted 127 runners from seven of the successful schools in the heats

Finally a competition for the Tees Valley Guides Association was held in Stewart Park, attracting 107 participants

7. MAPPING SUB-COMMITTEE REPORT – Paul Taylor

General Report

This year the Mapping Sub-Committee has failed to have a meeting. The reasons for this includes the excuse that the Chairman (Paul Thornton) has been working in the USA and another member (Jon Williams) has been too ill.

The major tasks of the sub-committee have been carried out at a general meeting of the CLOK Committee to establish target areas for mapping work along with a plan for 2016 events.

Update requirements during 2015 have been identified for many event maps on a needs/must basis, bearing in mind the fact that for level C and D events this should not be regarded as a priority. We have done a little better than this with substantial updates for most events, even level D.

Level B events deserve a fully up to date map. This was managed for the Acorn event (Hutton Mulgrave and Skelder) and October Odyssey (Eston and Silton) but we struggled to get a 'better than' satisfactory map of Silton due to a late change of venue.

A new map of Flatts Lane was produced for the New Year event and a new map of a new area (South Gare) was produced for the September event.

Several issues continue to give cause for concern:

- Duplication of map files continues to cause frustration and extra work from time to time where updates are carried out on inappropriate files, for instance where updated maps have not been forwarded back to map 'owners/keepers' and updates have been made onto older map files. The map 'owner/keeper' should control the process but in some cases the system has been by-passed.
- We are short of mappers. We could do with a few volunteers to have a go at what is a most rewarding activity.

Dave Allison has retired from voluntary mapping and also his position of 'owner/keeper' of many map files. Dave has been the main man in CLOK mapping for over 4 decades and we owe him a great deal – his work will be greatly missed. CLOK gives thanks to Dave, for all the work he's put in with some epic mapping projects over the years. We hope he will be able to continue to offer input on mapping issues in the future.

Jon Williams has had serious health problems for several years and has sadly deteriorated further during the last year. He is now in no position to take part in mapping discussions. Jon's presence at Orienteering events and meeting will be missed in many ways. Peter has expressed thanks to Dave Allison for his vast input over the years and today thanked Paul and Wendy for all the CLOK mapping work they have completed in the recent past.

9. ELECTION OF OFFICERS

- Chairman Chairman is standing down. No nominations so this position remains vacant. (The "chair" will rotate around the committee members until the vacancy is filled)
- Treasurer Duncan Archer - No other nominations – Proposed Marion Archer. Seconded Chris Wright. Unanimous.
- Secretary Secretary is standing down. Diane Mayes was proposed by Gill Hardy. Seconded Wendy Taylor. Unanimous.
- Committee Members (up to 9) Alastair Mackenzie is retiring from the committee. Joan Selby and Peter Archer are happy to continue as committee members. All willing to stand for 2015. Peter Archer, David Aspin, Ann Cranke, Joan Selby, Wendy Taylor, Paul Taylor, Paul Thornton, Joe Trigg, and Chris Wright.
Proposed Duncan Archer. Seconded Ian Campbell. Unanimous vote.
- CLOK Auditor Ian Campbell - was happy to continue as Auditor for another year.
Proposed Carolyn Rigby. Seconded Ann Cranke. Unanimous vote. .

More Voluntary Posts (Not Elected) :-

Mapping and Fixtures Sub-committee	Paul Thornton (Chair) Dave Allison, Paul Taylor, Chris Wright
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Bike-O	Chris Wright	Officials Finder	Chris Mackenzie (Thank you)
Child Welfare Officer	Carolyn Rigby (thank you)	Press Officer /Social Media Man	David Aspin
Compass Sport Cup	Alan Cranke	Relays Entries – All	Alan Cranke
Development – NE + Clok	Mike Hardy	Results	Alastair Mackenzie
Equipment Officer	Marion Archer		Paul Thornton
Equipment SI Officer	Marion Archer	Short Events	Chris Wright & Paul Thornton
Fixtures Secretary	Joe Trigg	Summer Series	Maureen Webb & Joe Trigg
Kit Stock – selling	Joan Selby	Tchimes Editor	Lewis Bremner (+Peter Archer)
League – CLOK	Ann Cranke	Web Master	Alastair Mackenzie
Membership Secretary	Maureen Webb		

NEOA Voluntary Posts filled by CLOK members:-

NEJS Co-ordinators	Nigel Wright (NN)	NEOA Fixtures Secretary	Duncan Archer
NEOA Coaching Co-ordinator	_____ (Vacant)	NEOA Representative	Peter Archer
NEOA Lead Coach	_____ (Vacant)	NEOA Technical Co-ordinator	Paul Taylor
NEOA Chairman 2015/16	Peter Archer		

10. NEW SAFEGUARDING GUIDELINES and how these may be relevant to CLOK – Carolyn Rigby – Child Welfare Officer

Carolyn has created a précis of the main features of the recently updated guidelines for safeguarding children so that we are aware of our responsibilities as a club. She highlighted and discussed many of the points in the guidelines, but stated that if anyone has any problems to talk to her. It was agreed that there should be a link on the website to Carolyn's notes. Peter will raise this subject with the NEOA.

Carolyn said it would be good to know who in the club holds a DBS or CRB and she will put a note in Tchimes concerning this. Duncan will also find appropriate information from the BO website and pass to Carolyn.

11. ANY OTHER BUSINESS

11.1 Maureen Webb offered to organise the Annual Dinner in 2016 – Many thanks Maureen.

11.2 CLOK needs a new Junior Co-ordinator to communicate with juniors and their parents when organising entries for junior specific competitions i.e. Peter Palmer team event and Yvette Baker Trophy. Alan Cranke had recently volunteered to co-ordinate entries for these events and we have accepted his offer. He is also interested in helping with junior training before/after C/D events. Committee is to progress the training theme.

11.3 Peter asked those attending if they would divide into groups; each group to come up with the top five issues to be considered by the committee in 2016. The committee will take note and action the issues raised.

Paul Taylor said that he would like to thank everyone for great support and kindness to Cat, particularly during this very significant year.

A vote of thanks was proposed from the floor to both ex-chairman and ex-secretary.

The Chairman closed the meeting having first thanked everyone for coming and contributing to discussions. This was followed by a supper organised by Joan.