

**CLOK Annual General Meeting – Minutes of Meeting**  
**20<sup>th</sup> October 2016 at 7pm**  
**The Bistro, Sunnyfield House, 36 Westgate, Guisborough**

**Present:** Duncan Archer (Chairman), Richard Rigby (Treasurer), Diane Mayes (Secretary), Martin Adamson, Peter Archer, Marion Archer, Dave Aspin, Eileen Bedwell, Lewis Bremner, Ian Campbell, Ann Cranke, Alan Cranke, Gill Hardy, Mike Hardy, Stephen Hopper, Neil Hunter, Aidan Rigby, Joan Selby, Paul Taylor, Wendy Taylor, Paul Thornton, Chris Wright

**1. Apologies for Absence**

Dave & Viv Murphy, Joe Trigg, Clarissa Napier

**2. Minutes of 2015 AGM**

Minutes of last meeting were accepted as a true record; Proposed Peter Archer, Seconded Ian Campbell

**3. Matters Arising from last meeting**

**9. ELECTION OF OFFICERS**

- Duncan Archer has acted as club chairman for year (in the absence of other volunteers), passing the treasurers role to Richard Rigby

**10. SAFEGUARDING GUIDELINES**

- Carolyn Rigby's safeguarding summary, highlighting the main features of the updated BO guidelines is available via a link on the CLOK website. Information on club members in possession of DBS or CRB has been collated.

**11. ANY OTHER BUSINESS**

- Successful CLOK annual dinner was organised by Maureen Webb

- Junior Co-ordinator; Thanks to the efforts of Alan Cranke and Dave Aspin and others, CLOK juniors have participated in both the Yvette Baker Trophy and Peter Palmer team relay event this year. A restart of junior training is planned with the first session taking place this coming Saturday morning

**4. Chairman's Report**

The following report was presented by Duncan Archer:

I'll start with the same words as the chairman's report at the last AGM: "It has been another busy year with much to report." This was my first year as CLOK chairman, and the same for Diane Mayes as secretary, and Richard Rigby as treasurer. I think we now almost know what our jobs entail!

The highlight of the year was the Northern Champs weekend in April. It was a huge success with a sprint/urban event at Whitby, a long distance at Mulgrave, and comprised all manner of competitions (world ranking event, Northern Champs, UK orienteering league, UK urban league, GBR junior selection races, North East league). We all came together to put on what is an extraordinary achievement for a single club. Of course it wasn't all smooth behind the scenes, and we learnt various lessons along the way to apply to future level A/B events.

Our program of regular events was also successful, in particular good attendances at the autumn and summer series. This is the grassroots of the sport, and incredibly important for giving newcomers their first taste of orienteering.

On that note, I'm pleased to report club membership has "not declined" for the first time in 6 years. It might not be a huge increase, but it is a step in the right direction when all sports are struggling to attract new members and vie for people's time. Whilst there was the inevitable

churn of leaving members, the summer series in particular helped bring in some new families and individuals which is great for the future of the club.

During the year we significantly scaled back the work of the Orienteering Development Project (ODP), with Phill Batts stopping providing his contracted services, and an end of some of the schools league events, although Mike Hardy continues to schools links going and help with individual projects. Over the years the ODP has delivered literally thousands of runs to schoolchildren, thousands of pounds to the club finances, and Mike has invested thousands of hours of his time much of it for free, for which we are hugely grateful. At the same time whilst providing schoolchildren with orienteering opportunities, it hasn't seen significant numbers progressing into "mainstream" orienteering or joining the club (although there have been some), and with our limited resources we are now focusing more on core club events and activities.

With that in mind, looking to the year ahead, we obviously need to continue with a solid program of events at all levels. I also want us to focus more on how we benefit our members, including:

- established adult orienteers – for example continuing spring Saturday training sessions
- juniors – where Alan Cranke is starting some new technical training, and continuing to build a junior team spirit at events like the Yvette Baker competition and Peter Palmer Junior Team Relay
- newcomers – providing technical training, but other ideas, perhaps giving incentives for joining like a free CLOK top, or a great idea suggested to me (from another sports club) of setting an expectation newcomers will help with at least one event in the year after joining, which should not be a chore but rather a way to get involved and integrated into the club and understand the sport.

There are too many people to thank individually for the running of the club, but you know who you are, and keep it up as well as making sure you continue to enjoy your own orienteering!

## 5. Membership Report

Club membership summary:

	2016	2015	2014	2013	2012	2011	2010
Total membership	158	155	174	189	214	220	224
Club only Family	2	2	2	2	4	4	4
Club only Senior	1	1	2	2	2	3	1
Honorary	2	2	2	2	2	4	4
Life	1	1	1				
Group	1	1	1	1	1	2	1
Family members who are Seniors	67	75	76	77	98	111	108
Family members who are Juniors	32	28	30	36	48	35	47
Total Senior membership	121	120	136	137	155		
Total Junior membership	31	29	35	45	57	40	51
Junior members eligible to vote	5	5	4	7	4	6	10

A vote of thanks was proposed to Maureen Webb, by Mike Hardy, for all her hard work over the years

## **6. Treasurer's Report – Richard Rigby**

### **2015/2016 Summary:**

Overall CLOK's financial position for the year ending 30<sup>th</sup> September 2016 remains healthy.

Highlights:

- There was a surplus for the year.
- The ODP returned a modest surplus, with income from ODP activities exceeding expenditure plus Phill Batts's contracted services for the year (contract now finished). ODP turnover was further reduced from previous years.
- Events have overall been profitable, when considering income vs. direct expenditure.
  - The Northern Championships made a significant profit across the 2 days; mainly from Whitby as land access and bus transport were both expensive for Mulgrave.
  - Both the Autumn Series & Summer Series made a small surplus.
  - Other events (Level C) were profitable apart from Silton where the expense of toilets negated any surplus.
- Notable expenses:
  - Contribution to NEJS and NEOA unlike last year
  - Purchase of new laptop computers
  - First aid courses
  - 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.
- Without a regional event and with declining ODP income ( but no major anticipated expenses) I anticipate no significant surplus for next year; but recognise that we continue to have significant cash assets

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

The treasurers report and accounts were accepted; proposed Marion Archer, seconded Ann Cranke. Unanimous.

### **2017 Membership Fees**

At the AGM we agree the CLOK membership fees for the next year. They have not increased for the least three 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 2017 CLOK membership fees remain at current levels:

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

### **2017 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, 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]

Proposals for CLOK Membership and Local Event Entry Fees were accepted; proposed Joan Selby, seconded Alan Cranke. Unanimous.

## **7. Annual Development Report**

Orienteering Development Project Annual Report, Oct 2015 - Sept 2016 - Mike Hardy

### Finance

Once again the Development Project finished the year (year 20 since its inception) 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 again 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

The CLOK contract with Phill Batts was terminated in April by mutual agreement, and Phill, whose major contribution to the success of the Development Project must be acknowledged, continues to assist on a case by case basis

### Statistics (previous year in brackets)

A significantly lower participation than 2014/15, which was a record year. 3064 (5329) individual experiences of orienteering outside the club's normal activities, of which 62% (57%) have been main-stream school-children, 26% (26%) from economically disadvantaged areas, 9% (10%) special needs and ethnic minorities, and 3% (7%) adults.

These numbers are independent of the British Orienteering Explorer initiative.

Our schools mapping and updating continues, and we now have 350 schools mapped for orienteering, or in the process of being mapped, of which 17 have been completed in the past year.

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 project continues in the Tees Valley, North Yorkshire and South Durham, and a new initiative was initiated with the Easington and Peterlee School Sports partnership, which has led to further schools being mapped, and introductory coaching delivered to pupils or, in the case of secondary schools, staff

### Courses/coaching

One Teaching Orienteering Part 1 course was held during the year. Three after-school staff coaching sessions were delivered to secondary school PE staff, plus 26 introductory sessions

to pupils

### Competitions

The club has run two inter-school competitions in the year, bringing to an end our inter-school league programme, which has become too heavy to manage. This has disappointed participating schools, and we have had many complimentary messages following our announcement. In the year, however, we have also run inter-primary competitions for Hartlepool, Redcar, Darlington, Middlesbrough (involving 28 primary schools!) and Whitby and towards the end of the year delivered an orienteering session organised and planned by Carolyn and Richard Rigby to Osmotherley scouts at Cod Beck. The Tees Valley final took place at Cowpen Bewley, Billingham.

We are currently reviewing whether or not to continue with our programme of primary school competitions in the current year

## **8. Mapping Report – Paul Taylor**

Prior to presenting the mapping report, Paul highlighted that last year's expenditure on mapping was a mere £88. Most clubs will be spending many times more than this, even on a single map. As part of the explanation for this the chairman commented that a significant amount of time has been spent on mapping by Paul Taylor and this has been done on an expenses only basis.

CLOK Mapping Report 2016/17, presented by Paul Taylor

### General

As in the previous year, the work once carried out by the Mapping Sub-Committee was done at a designated meeting of The Committee. At that meeting we have tried to plan a program of events based on our desire to present a regular program for our members and friends, our commitments within the North East Orienteering Association and the current status of our map files. However, it is often difficult to match the desired level of event with the correct quality of terrain at any particular season of the year and in some instances it hasn't run as smoothly as we would have liked. The state of some of the maps is not as good as it should be.

### Map file storage

Paul Thornton has very kindly set up a system of storing map files in a shared folder within Google Drive. This will make access available to planners to be able to download the latest map files directly and to view some older files from the archive. Information will include a spreadsheet with details of the current status of the files for each CLOK area. Planners may be able to amend OCAD files.

### Specific recent mapping

In the last year we updated the following maps for the Autumn Short Race Series: Geneva Wood, Stewart Park and Teesside University and used a new map of Robin Hoods Bay. In addition the RHB map was used for a British Squad sprint training exercise in April. Flatts Lane was updated for the New Year event but still needs work.

We did some emergency updating for the Hutton Lowcross and Silton Level C events but both these areas need a thorough overhaul to be suitable for future events.

Whitby Town map was updated and extended for the April Level B Urban event.

Mulgrave Wood was updated for the Level A Northern Championships.

### Future mapping

For the coming season we have made updates to the Newton Hanzard map where thinning and construction work have forced changes to be made.

The popular map of the Tees Barrage is being extended westwards, perhaps to include Stockton High Street for an urban event next year.

Any offers from members who wish to have a go at mapping will be very welcome. We have a few small areas that can be used to practice, including several that have never been used for orienteering.

#### A personal view

I would recommend that the Mapping Sub Committee be reconvened to have a meeting prior to the designated Committee Mapping meeting in order to prepare a provisional program for the following two years. This would enable an in-depth study of the current status of maps and mapping requirements including need for invitations for professional mappers to tender for work. The main Committee would then and approve any recommendations.

**Action:** Re-convening of the mapping sub committee to be discussed at the next committee meeting

### **9. Election of Officers**

Chairman - Duncan Archer, Treasurer - Richard Rigby, Secretary- Diane Mayes

There have been no further nominations and all are prepared to stand for 2017. Re-elected en mass; proposed Peter Archer, seconded Martin Adamson

Committee members:- David Aspin, Ann Cranke, Wendy Taylor, Paul Taylor ,Paul Thornton, Joe Trigg, Chris Wright, Peter Archer, Joan Selby

There have been no further nominations and all are prepared to stand for 2017. Proposed Alan Cranke, seconded Mike Hardy

Auditor - Ian Campbell.

There have been no further nominations and Ian is prepared to stand for 2017  
Proposed Duncan Archer, seconded Neil Hunter

#### Voluntary Posts (Not Elected):

Child Welfare Officer:	Carolyn Rigby
Fixtures Secretary:	Joe Trigg
Officials Finder:	Chris Mackenzie
Membership Secretary:	Jill Libby ***New***
Press/Social Media:	David Aspin
Development:	Mike Hardy
Equipment Officer:	Marion Archer
Equipment Officer (SI):	Marion Archer
Compass Sport Cup:	Alan Cranke
Relays Entries:	Alan Cranke
Summer Series:	Joe Trigg & ***VACANT***
Autumn Series :	Chris Wright & Paul Thornton
CLOK Kit:	Joan Selby
Tchimes Editor:	Lewis Bremner
Web Master:	Alastair Mackenzie
Club Leagues:	Ann Cranke

There were no volunteers to assist Joe Trigg with the summer series – this will be addressed nearer to the time.

The Chairman thanked all the volunteers, whose efforts keep both the club and club activities running smoothly.

#### **10. Changes to CLOK constitution for welfare and safeguarding – Duncan Archer**

British Orienteering have made a request to all clubs and associations to add additional wording to their constitutions acknowledging that clubs operate according to British Orienteering Policies, Procedures, Rules and Regulations. This is something we already do, as it extends to the running of events, the actions of our officials, but also other important matters in particular welfare and safeguarding. There is also another minor change acknowledging that we make online payments as well as writing cheques these days.

The proposed changes to the club constitution were circulated to the full membership in advance of the AGM.

Changes to the constitution require 20% of the eligible voting members, therefore currently this requires the support of 26 members. 9 proxy votes were received supporting the proposed changes & 22 further members were present.

Duncan Archer proposed the changes to the constitution, seconded Mike Hardy. Passed unanimously.

#### **11. Discussion of proposed BO levy and membership fee changes – Duncan Archer**

The chairman outlined the proposed changes to BO event levys and membership to be addressed at the forthcoming BO EGM. There followed general discussion and airing of personal views as to the pros and cons of each of the options available and the likely effect on BO services.

Peter Archer will be attending the EGM.

#### **12. Any Other Business**

- Volunteer to organise the Annual Dinner – no volunteer forthcoming.
- Marion Archer thanked the club officers for their first year
- Tchimes – Lewis Bremner reported that he was considering reducing the number of issues of Tchimes each year as there are not enough articles being produced to meet the current arrangements. Discussion followed re alternative formats for circulation of club information including a short weekly issue via email  
**Action:** Tchimes and weekly emails to be discussed further at the next committee meeting

The chairman closed the meeting, thanking everyone for coming. This was followed by a supper organised by Joan Selby.