

## **COBOC Committee Meeting held 15/6/11 at Clifton Road Youth Centre**

**Present** Dave Ellis, Ian Gamlen, Gerry Morrison, Mick Sadler, Adrian Bailey

**Apologies** Glynn Roberts Sam Chambers Ruth Lockley

**Minutes of the last meeting** – as read

**Matters arising** – none

### **Chairmans Report**

The Peter Palmer Junior Night Relays are due to be held in Sutton Park on 8-9 Sept 2012. Dave has agreed to organise this. It will be a joint event put on with help from HOC and OD. Gerry who was the organiser last time it was held at Sutton Park in 2009 will pass on any information he still has to Dave to assist in the organising.

Discussions took place regarding the financing of the event. It was agreed that the event should aim to at least break even. It was acknowledged that further discussions with the other clubs regarding the financing of the event would be required.

Dave has successfully submitted a bid to Sutton Municipal Charities to develop orienteering in Sutton Coldfield. They have agreed to provide £4390. The money will be used to develop after school clubs in Sutton Schools, a Sutton Schools Champs, revise the permanent O course in Sutton Park and run an Outdoor Learning Cards Course. The Charity will pay for this work on the presentation of invoices. It was agreed that Dave would raise the invoices through Big Strides Consulting.

BOF have made a grant of up to £8000 available to COBOC to run coaching activities for new and experienced orienteers. Dave is planning to hold these sessions every Wed evening from 6-7.30 pm based in the Clifton Road Youth Centre, starting in September. Discussions regarding who the coaching was aimed for and what activities would be involved were discussed. It was suggested that good publicity of the sessions would be critical to the success of the scheme. It was suggested that publicity for the sessions could be raised with schools, leisure centres, local papers etc.

Gerry queried whether COBOC has public liability cover to undertake coaching activities. Dave to check with Carolyn Gay from BOF.

Dave is currently providing after school orienteering training at Sutton Town School on a weekly basis to 12-15 Y5-6 children with assistance from Tom and Dave Sampson.

Dave is setting up an electronic directory of COBOC maps. He would like to purchase OCAD 10 at some point to enable COBOC to revise and update existing maps and be able to draw new maps for schools etc. He estimated that this would cost around £400.

All officials at orienteering events are now meant to be licensed by BOF. Dave has recently completed a return to BOF regarding COBOC members who have either

planned or organised an event. For further details regarding this and to find out eg whether you are classed as a level 5 organiser etc go onto the BOF website and look at your profile.

Adrian and Dave are planning to run a number of Park Events for school aged kids the 1<sup>st</sup> week of the summer holidays, starting on 25/7/11. For further details contact Dave or Adrian. Adrian informed the committee that it is possible to obtain leaflets from BOF to publicise events.

### **Treasurers Report**

Ian reported that the current balances in the COBOC Bank accounts as of 14/6/11 are as follows:

Current Account	£554.53
Deposit Account	£3190.84
Peter Palmer Account	£1764.90
Peter Palmer Deposit Account	£0

Ian has submitted forms to sort out the authorised signatories for all 4 COBOC accounts. It is intended that Ian, Mick and Gerry should be the current authorised signatories. Once this has been established he will look into the possibility of making Dave Ellis an authorised signatory in accordance with the COBOC Constitution.

Ian pointed out that if anyone was planning or organising any events that they need to carefully consider the costs involved in putting on the event, make realistic predictions in the number of participants and ensure that the cost of entry sufficiently covers the cost of holding the event. COBOC only has limited funds and cannot afford to run events at a loss. Before setting entry fees for any events please discuss these with the Treasurer and/or Chairman in order to ensure that all costs are properly covered.

Adrian suggested Ian gets in touch with Barry Houghton HOC treasurer who has devised a useful method of working out event costs.

### **Membership Update**

Ian reported that he was not able to run off an up to date report from BOF regarding COBOC membership to bring to the meeting, however, we have received £1 from BOF which may be as a result of a new member joining. Membership of COBOC remains very low. Ian has not yet been able to contact those local COBOC only members whose membership have lapsed over the last few years, but he hopes to be able to do this at some point.

Adrian suggested that COBOC amend its entry forms for events to include a tick box which would give newcomers free COBOC membership for a limited period of time, after which they would be invited to pay to join COBOC. Ian agreed to look into adding this, but pointed out that it is preferable for people to join COBOC via BOF either as local or national members as this substantially relieves COBOC of the work involved in maintaining an accurate membership database, which keeps track of who

has or hasn't paid, changes of addresses etc. If anyone would like to volunteer to become COBOC membership secretary, please let Ian know.

### **Proposed Changes to the COBOC Constitution**

Ian and Dave have been looking at the COBOC Constitution. There are a few anomalies in it which they felt need to be addressed. These include :

1. Section 11 which states that "there shall be 3 authorised signatories, including the Treasurer and Chairman". Currently the Chairman is not an authorised signatory. Ian will look into the possibility of making Dave an authorised signatory, and possibly amending the constitution to say "at least 3 authorised signatories".
2. Section 12 does not make clear how a decision to dissolve the club is reached. Ian proposed that a sentence be inserted along the lines of "Following due consideration of the issues a vote on whether or not to dissolve the club will be taken. If a simple majority are in favour the club would be dissolved."
3. Section 13 Alterations to the Constitution Section ii simply refers to "the meeting". This should read "a special or annual general meeting"
4. Section 7 – business of the AGM refers in section i to inspected income and expenditure whereas section iv refers to the appointing of an auditor. Gerry queried whether we need to have the COBOC accounts audited. Ian will query this with BOF and Dave will ask his accountant for advice on this.

Ian suggested that these issues are raised, discussed and finally agreed at the next AGM. This was agreed by all present.

### **Future Events**

26/6/11 Aston Park/Hall Event 3pm- 6pm – Adrian Planner Ian Organiser – Any help gratefully received. Please contact Ian on 0121 386 2008 if you are able to help.

It was agreed that we would try and restart the COBOC 7's events. Dates to be confirmed but it was hoped that we could hold an event in September at Lickey Hills – Dave to plan and Ian to organise, October/November in Sutton Park – Dave to organise.

Other possible events over the coming months to be held in some of the following areas:

Cannon Hill Park, Warley Woods, Highbury, Handsworth, Waseley, Hilltop/Sandwell Valley, Woodgate Valley.

Dave will get in touch with Adrian Williams, WMOA Fixtures Secretary to sort out suitable dates for the COBOC Sevens events. It was agreed that we should hold some on a Saturday and some on a Sunday.

**AOB** – none

**Date of Next COBOC Committee Meeting** 14<sup>th</sup> Sept 2011 7.30pm at Clifton Road Youth Centre

**Date of AGM** 14<sup>th</sup> October 2011