



## Committee Meeting Minutes Thursday 5 March 2026 at 2000hrs

1	<p><b>Present &amp; Apologies</b> Ben Bardsley, Hedley Calderbank, Hugh Wiltshire, Tom Cochrane, Neil Gostick, Kevin Parkes, Mike Bennett, Jenny Soulsby, Alex Soulsby, David Dixon Apologies from: Brad Smith</p>	
2	<p><b>Matters arising and updates from previous meetings (not picked up under main agenda items)</b></p> <ul style="list-style-type: none"> <li>The minutes of the 22 January committee meeting were approved.</li> <li>Tunnel tent ordered. Current gazebo style tent is in poor condition, but others can be borrowed so no action at present. - COMPLETE</li> <li>Agreed actions for increasing Junior participation: Scouts / Girl Guides; contact page on website. Subject transferred to future agenda.</li> <li>Agreed actions for increasing Senior (especially age 16 to 40) participation. See item 5.</li> <li>Updating HH Roll of Honour - COMPLETE</li> <li>We were charged for the loss of the USB Master Station (Download box) at the Yvette Baker Trophy Final and it has been replaced - COMPLETE.</li> </ul>	JS/BS
3	<p><b>E-business – pending or completed</b></p> <ul style="list-style-type: none"> <li>HC has migrated documents from Dropbox to One Drive. BB will resolve access and permissions issues. HC will then issue draft guidance to DT, DD, NG, MB, HW to trial prior to wider issue.</li> <li>AS prefers to park the idea of a club day or similar. He will consider using the newsletter to give advice on helper roles.</li> <li>Planners and/or Controllers Course in 2026. AS will publicise the proposed event. Its scope will depend on those expressing an interest. New role of Instructor to be added to next meeting agenda.</li> </ul>	BB/HC AS AS/HC
4	<p><b>Specific Focus</b></p> <ul style="list-style-type: none"> <li>Low-key events <ul style="list-style-type: none"> <li>Street-O. Similar format to previous years from 14 April to 1 September. Five new organiser/planners. DD proposed fees which were agreed. DD to decide how to make the Insurance position clear in a positive way. Date of 8 September available for Club sprint if required.</li> <li>Equivalent to Find Your Way. DD/BB to discuss what is possible for the summer. Minimal work to organise is essential. Saturdays proved more successful than Tuesday evenings. HC offered to help.</li> </ul> </li> </ul>	DD/BB
5	<p><b>Publicity, Engagement &amp; Development</b></p> <ul style="list-style-type: none"> <li>Update on bullets in January minutes. Deferred.</li> <li>Hitchin scouts (based at Priory school Hitchin) enquiry about training (probably evening). A meeting is pending. Mapping policy is to direct schools etc to commercial mappers unless it gets a new area for HH to use for events.</li> <li>Agreed actions for increasing Senior (especially age 16 to 40) participation. <ul style="list-style-type: none"> <li>Mentors for newcomers (entries admin, event procedures, techniques, encouragement). Publicity should include an invitation to contact <a href="mailto:captain@herts-orienteeing.club">captain@herts-orienteeing.club</a> who can either mentor directly or allocate to a suitable (local?) club member. HC will send new members template email to TC to edit. - COMPLETE.</li> </ul> </li> </ul>	BS AS AS/BS/ TC/HC/ MB



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	<ul style="list-style-type: none"> <li>○ Newcomer initiation courses (one or two a year) to introduce potential new members aged 16 or older. Noted some differences in best approaches for children and over 16s. AS plans to trial one afternoon for adults and one for families and juniors. [AS]</li> <li>○ 'Season Card' handed out at events etc. listing Saturday Series events and training sessions (and summer Street-O?). Possibly include brief description of orienteering. [BS]</li> <li>○ Publicising future events on maps and results discussed. BS to run trial for March SS event. TC to compose suitable text. Proactive contact with attendees entering as 'IND' subject to data protection rules suggested [BS/TC]. Now later than March.</li> <li>○ Offer informal 'taster' experiences at Saturday events (e.g. a White course, return for feedback, then option of some Orange legs). No entry charge. Just turn up. No map reservation. Agreed following HC/NG/MB] consultation. Trial at Moneyhole event. [HC]</li> <li>○ Seek customer feedback from new members and newcomers to events to inform future ways of increasing participation and membership. See draft survey at <a href="#">Survey Preview Window</a> for comments to Brad. [All]</li> <li>○ Condensed version of how to enter on the day. KP has produced a cut-down laminated version of what already appears on the website for issue by Registration team to 'on the day entrants'. -COMPLETE</li> <li>○ Draw members (especially younger ones) closer into the club by providing organising and planning opportunities. DD approached 5 potential new Street-O planners and all agreed. MB to consider following a 'pathway' [MB]</li> </ul>	
<b>6</b>	<b>Captain</b>	
	<ul style="list-style-type: none"> <li>● CompassSport Cup. We now have a place in the final. Given the location of the final, it is the best chance for HH to win in a very long time. Everything should be done to field as many club members as possible (including financial support and possible social content).</li> </ul>	TC
	<ul style="list-style-type: none"> <li>● Relays. BRC podium positions noted. A similar number of teams will be at the JK Relays. The Mapres entry system is working well.</li> </ul>	TC
	<ul style="list-style-type: none"> <li>● Tom will consider ideas for a club social.</li> </ul>	TC
<b>7</b>	<b>Chair/Secretary</b>	
	<ul style="list-style-type: none"> <li>● Greeting new members transferring from other clubs. The information from BOF only distinguishes between renewals and applications that are new to BOF. Accepted that transfers will not usually receive a welcome email. - COMPLETE</li> </ul>	
	<ul style="list-style-type: none"> <li>● 2026 Development Conference. Reports from members joining the sessions. <ul style="list-style-type: none"> <li>○ JS briefed the meeting on the safeguarding session.</li> <li>○ HC briefed the meeting on the safety session</li> </ul> Recordings of the sessions are now available as webinars. These include the new Instructor qualification and ideas for making the event experience more appealing. </li> </ul>	All
	<ul style="list-style-type: none"> <li>● BOF 'Share Your Participation Initiatives' survey. HC input to this based on the summer Street-O events. Output awaited from BOF.</li> </ul>	
<b>8</b>	<b>Events</b>	
	<ul style="list-style-type: none"> <li>● Introduction of free informal taster runs. Agreed to start from April SS event at Moneyhole. HH will launch in a newsletter article and will prompt Organiser to brief all helpers and inform Planner and Controller.</li> </ul>	HC
	<ul style="list-style-type: none"> <li>● Area Permissions. Neil, Mark and Jacob were thanked for running a successful SS event at Lees Wood following loss of permission for Whippendell. Chipperfield is now at risk. NG recommended a new role of Access Officer as the best way of giving him assistance. NG</li> </ul>	NG/All



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	will send out a draft Job Description for comments. BB has written to BOF regarding loss of Whippendell access.	
	<ul style="list-style-type: none"><li>• BNC &amp; AoH Final accounts awaiting charge for use of tractors. NG will chase this.</li></ul>	NG/HW
	<ul style="list-style-type: none"><li>• British Orienteering intend to publish Controller profiles on their website to make finding a suitable and willing controller for events easier.</li></ul>	All
	<ul style="list-style-type: none"><li>• Policy on weather related event cancellation. MB will draft proposed guidelines and progress under e-business.</li></ul>	MB
9	<b>Rota for 'Demystifying o events'...updated</b>	All
10	<b>AOB &amp; Dates of future meetings:</b> <ul style="list-style-type: none"><li>• 2025 awards – next meeting agenda – ideas in confidence to BB</li><li>• Agreed change of next meeting date.</li></ul>	All
	Next dates are <b>23 April (NOTE CHANGE)</b> , 28 May, 9 July	All



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## Schedule for 'Specific Focus' slot

<u>Date</u>	<u>Subject</u>	<u>Committee member(s)</u>
<b>Previous meetings in grey</b>		
22 January	Publicity	Brad Smith
5 March	Low -key events (incl. Street-O & similar to Find Your Way)	David Dixon
23 April	Planner/Organiser/Helper Training	Alex Soulsby
28 May	Increasing senior participation	Hedley Calderbank
9 July	POC etc.	Emese Svab
20 August	Volunteers	Mike Bennett
1 October	Juniors	Jennie Soulsby
12 November	Area development & Mapping	Simon Errington / Neil Gostick

## Rota for HH Newsletter Articles

<u>Newsletter month</u>	<u>Approx. deadline</u>	<u>Meet the Committee'</u>	<u>Demystifying O Events'</u>
Sep-25	24-Aug	Hedley Calderbank	
Oct-25	24-Sep	Ben Bardsley	
Nov-25	24-Oct	David Dixon	OMM - Ben Bardsley
Dec-25	24-Nov	Tom Cochrane	
Jan-26	24-Dec	Hugh Wiltshire	Compass Sport Cup – Tom Cochrane
Feb-26	24-Jan	David Hodson	
Mar-26	24-Feb	Neil Gostick	SEOUL/Urban leagues - David Dixon
Apr-26	24-Mar	Emese Svab	BSOC – Ben Bardsley
May-26	24-Apr	Kevin Parkes	Peter Palmer relays - Emese Svab
Jun-26	24-May	Brad Smith	Lakes 5 Days
Jul-26	24-Jun	Jennie Soulsby	Helper roles – Alex Soulsby?
Aug-26	24-Jul	Simon Errington	Compass Sport Cup Scoring – Tom Cochrane?
Sep-26	24-Aug	Mike Bennett	
Oct-26	24-Sep		Events in Europe - Ben Gostick?
Nov-26	24-Oct	Jacob Sharpe	Ranking list – Mike Bennett
Dec-26	24-Nov	Alex Soulsby	Yvette Baker Trophy - Soulsbys
Jan-27	24-Dec		JK (incl. relays) - Simon Errington
Feb-27	24-Jan		BOC (incl. relays) - Ben Bardsley
Mar-27	24-Feb		Scottish 6 Days
Apr-27	24-Mar		Holiday events in Europe - David Hodson?
May-27	24-Apr		
Jun-27	24-May		
Jul-27	24-Jun		
			BMDC
			South East League
			HH Leagues and Championships