



## Committee Meeting Minutes Thursday 28 May 2026 at 2000hrs

1	<b>Present &amp; Apologies</b> Ben Bardsley, Hedley Calderbank, Neil Gostick, Hugh Wiltshire, Kevin Parkes, Mike Bennett, David Dixon Apologies from: Brad Smith, Tom Cochrane	
2	<b>Matters arising and updates from previous meetings (not picked up under main agenda items)</b>	
	<ul style="list-style-type: none"> <li>The minutes of the 27 April committee meeting were approved.</li> </ul>	
	<ul style="list-style-type: none"> <li>Planner training arranged. Organiser/Helper training – Alex writing newsletter article. Three advice points on recruiting officials to be noted by Neil.</li> </ul>	AS/NG
	<ul style="list-style-type: none"> <li>New role of Instructor. Two interested. Alex asking helpers who attend training sessions.</li> </ul>	AS
	<ul style="list-style-type: none"> <li>Review of agreed actions for increasing Junior participation: Scouts / Girl Guides; contact page on website</li> </ul>	JS/AS
3	<b>E-business – pending or completed</b>	
	<ul style="list-style-type: none"> <li>HC has migrated documents from Dropbox to One Drive. Guidance on use to committee members was issued on 7 May. Committee members to report on the seven actions requested of them. HC will check with each committee member. Deadline of end June agreed for committee member action.</li> </ul>	HC
	<ul style="list-style-type: none"> <li>Policy on weather related event cancellation. Mike will circulate a further draft under e-business.</li> </ul>	MB
4	<b>Specific Focus</b>	
	<ul style="list-style-type: none"> <li>Increasing Senior (especially age 16 to 40) participation: <ul style="list-style-type: none"> <li>'Introduction to Orienteering' sessions (one or two a year) to introduce potential new members aged 16 or older and those who have only done one or two SS events. AS plans to trial one session for adults and one for families and juniors, possibly at Highfield (late June?). Publicity is essential (e.g. at events, social media, club members' contacts). Funding was supported if room hire is needed. [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. No progress reported. [BS]</li> <li>Publicising future events on maps and results (though only if the location of the next event is almost certain). Next event is already listed on the download splits print-out. TC has composed suitable text for rear of single sided maps. TC was asked to send additionally to MB. Proactive contact with attendees entering as 'IND' subject to data protection rules suggested. To be trialled. [BS/NG/TC].</li> <li>Offer informal 'taster' experiences at Saturday events (e.g. a White or Yellow course (or part course), return for feedback. No entry charge. Just turn up. No map reservation. Simply an add-on to Meet &amp; Greet duties. Two families used at Chipperfield with positive response. Banner agreed for events where 'passing trade' is likely. HC will finalise wording and ordering. Hedley has drafted some words for the WiKi, which Mike will review and incorporate. [MB/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> </ul> </li> </ul>	HC/AS/ BS/MB/ TC/DD



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	<ul style="list-style-type: none"> <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'. Still in hand. [MB]</li> </ul>	
<b>5</b>	<b>Publicity, Engagement &amp; Development</b>	
	<ul style="list-style-type: none"> <li>● Publicity. Brad reports little progress owing to other pressures on his time. He would welcome assistance and has invited this in his June newsletter article. The publicity to the school at Chipperfield attracted at least one family of newcomers. No response from the Welwyn Hatfield MP. Noted that trying to programme nearby Street-O events shortly before a SS event could encourage SS participation.</li> </ul>	BS/DD
	<ul style="list-style-type: none"> <li>● Summer 'Find Your Way' equivalent. In the light of previous experience, this is planned for places with high footfall (e.g. Stanborough, Fairlands, Verulamium) in late July and August. Ideas are: <ul style="list-style-type: none"> <li>○ Establish WhatsApp group of potential organisers and helpers</li> <li>○ Arrange only days before the event when dry weather is forecast</li> <li>○ Rely on passing trade and short notice local publicity (incl. social media)</li> <li>○ No control markers so no permission believed to be needed for public areas.</li> </ul> </li> </ul>	DD/BB
	<ul style="list-style-type: none"> <li>● David suggested revisiting the 'Mystery Shopper Feedback' results from a few years ago. DD to forward to committee members.</li> </ul>	DD
	<ul style="list-style-type: none"> <li>● Ideas for development were raised: <ul style="list-style-type: none"> <li>○ Local running club members to be invited to nearby Street-Os.</li> <li>○ Emails to local clubs</li> <li>○ Outreach Officer.</li> </ul> </li> </ul>	
<b>6</b>	<b>Captain</b>	
	<ul style="list-style-type: none"> <li>● CompassSport Cup. Plan and funding to exploit best opportunity for HH in years. Tom suggests free entries for all and help with transport (but not a coach). Other ideas welcome. There is a Saturday event so a social event is possible if club members are travelling to that and staying overnight. The committee asked Tom to personally target members likely to have the most impact on the results.</li> </ul>	TC
	<ul style="list-style-type: none"> <li>● British Sprint Relay Championships. Tom will finalise entries.</li> </ul>	TC
	<ul style="list-style-type: none"> <li>● Club social. Tom is trying the catering college at Oaklands.</li> </ul>	TC
<b>7</b>	<b>Chair/Secretary/Finance</b>	
	<ul style="list-style-type: none"> <li>● Area permissions. Deferred to the next meeting.</li> </ul>	BB/NG
	<ul style="list-style-type: none"> <li>● Finance update. Hugh presented financial data. No final decisions made on SS entry fees and HH membership fees recommendation. Hugh will model alternative SS entry fee levels (including a reduced rate for adult R/Y/O and possibly car parking charge policy) for the next meeting.</li> </ul>	HW
	<ul style="list-style-type: none"> <li>● Support for OpenOrienteeringMap. David outlined the issues across orienteering software (including MapRun, Route Gadget and MapRes). These are single points of failure, reliance on one or few developers, funding. Since most are used by many clubs, it was agreed to raise initially with BOF.</li> </ul>	BB
	<ul style="list-style-type: none"> <li>● AGM date – Tue 15 September was agreed.</li> </ul>	All
	<ul style="list-style-type: none"> <li>● Support for junior attendance at training camps. It was agreed to continue a general policy guideline of matching SEOA funding.</li> </ul>	HW/JS
	<ul style="list-style-type: none"> <li>● Ben asked committee members to email him with ideas for Farmer (best newcomer), Marsden (services to juniors) &amp; Harding (services to club) trophies by Friday 5 June.</li> </ul>	All



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8	<b>Events</b>	
	<ul style="list-style-type: none"> <li>Access Officer (or other role assisting Neil) -see AOB 'Succession Planning'</li> </ul>	
	<ul style="list-style-type: none"> <li>BNC &amp; AoH - deferred.</li> </ul>	MB/HW
	<ul style="list-style-type: none"> <li>Urban event (25 October) Already registered. Probably Welwyn Garden City. Neil to pass over to Adam Leaf to organise. Agreed that 'Jack of Herts' title should be confined to non-urban events.</li> </ul>	NG
	<ul style="list-style-type: none"> <li>Club Sprint e.g. 8 September. Oaklands subject to permission.. Neil will finalise.</li> </ul>	NG
	<ul style="list-style-type: none"> <li>SS &amp; GLOSS event at Croxley now doubtful for 4 July because of the late discovery of TfL ownership of part of the area. In view of the short notice, Ben will progress permission for Verulamium.</li> </ul>	BB/NG
	<ul style="list-style-type: none"> <li>Agreed that an Events Sub-committee meeting should be held soon and that the forward plan for events should be made more visible to committee members</li> </ul>	NG/HC
9	<b>Rotas for 'Specific Focus', 'Meet the Committee' &amp; 'Demystifying...'</b> no discussion needed	HC
10	<b>AOB &amp; Dates of future meetings:</b>	
	Noted that the meeting concluded on time at 9-30pm. HC to insert indicative timings on future agendas to facilitate this.	
	Succession Planning. Hedley suggested a sub-group meeting to identify new committee members/supporters to be approached to help to: <ul style="list-style-type: none"> <li>Assist Events Co-ordinator</li> <li>Support publicity</li> <li>Replace officers subject to '3 year rule'</li> <li>Introduce new people onto the committee.</li> </ul> HC will set up a meeting with interested committee members	HC
	Club merchandise (DD) and 'Rewarding Volunteers' to be on the agenda for the next meeting.	HC
	Next dates are 9 July, 3 Sept (provisional), 1 October	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
16 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	Jukola - Tom Cochrane
May-26	24-Apr	Kevin Parkes	Peter Palmer relays - Emese Svab
Jun-26	24-May	Brad Smith	
Jul-26	24-Jun	Jennie Soulsby	Army events – Mike Bennett
Aug-26	24-Jul	Simon Errington	Overseas events – Hodsons or Rosens?
Sep-26	24-Aug	Mike Bennett	Elite training & competition – Ben Gostick?
Oct-26	24-Sep	(vacant)	South East League - ?
Nov-26	24-Oct	Jacob Sharpe	BOC (incl. relays) - Ben Bardsley
Dec-26	24-Nov	Alex Soulsby	Yvette Baker Trophy - Soulsbys
Jan-27	24-Dec		JK (incl. relays) - Simon Errington