

**MINUTES of CLOK ANNUAL GENERAL MEETING held at KIRKLEVINGTON VILLAGE HALL  
on Monday 30<sup>th</sup> OCTOBER, 2012**

**PRESENT:** Peter Archer (Chairman), Duncan Archer (Treasurer), Joan Selby (Secretary)  
Martin Adamson, Joan Adamson, Marion Archer, Eileen Bedwell, Ian Campbell, Joe Dobbs, Gill Hardy, Mike Hardy, Gerald Helm,  
Alastair Mackenzie, David Murphy, Wendy Taylor, Paul Taylor, Linda Thornton, Paul Thornton, Joe Trigg, Chris Wright.

1. **APOLOGIES** – Dave Allison, Ann Cranke, Alan Cranke, Malcolm Hewitson, Diane Mayes, Charles Mayes, Viv Murphy, Diane Wright.

2. **MINUTES OF THE 2011 AGM** – were accepted.

3. **MATTERS ARISING FROM THE LAST MEETING** - None

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

It has been another busy year with much to report. The club has organised nearly thirty events, providing a wide variety of orienteering opportunities across the area for the membership. There have also been a number of new and exciting places mapped.

However, just like the Olympics, good events rely on people volunteering, and it can be fun to do so. Next time you go to an event, why not offer to help, and make the organisers job a bit easier.

Coaching is not just for juniors – we can all do with learning basics or improving. The new club night based in Swainby and the on-going Darlington club night at Polam Hall both deal with a mix of runners. Together with the junior coaching in Guisborough they are helping to push up both technical and physical standards in the club. We have also supported several club members to gain coaching qualifications to help further with developing our talent.

A number of purchases of new equipment (notably an improved SI management system and Kyham tent) have enabled us spend more last year than our income. As we have a large surplus that can more than cover any emergency, this should be seen as a good thing, and will help those people putting on events. We should also thank NEOA for providing about 20 extra SI boxes to help with running events.

The junior training over the last few years is now paying off with some excellent performances right through the junior age range at major events and home internationals.

I am pleased to see that the membership level has stayed steady again this year. Hopefully we have reversed the downward trend in earlier years, and can start to go forward in the next few years.

Lots of people work 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, and the multitude of other jobs she does.

At this time of the year I start to think what next year has in store, and I am looking forward to the JK Event in Berks/Bucks on some good areas, and the Scottish 6 Days on the Moray Coast where there should be some outstanding events.

Whatever your personal wishes for the year I hope you all enjoy your orienteering in 2013, and we get a bit more sun!

5. **REPORT FROM THE TREASURER – Duncan Archer**

**2011/12 Summary**

- Overall CLOK's financial position through 2011/2012 remains healthy. Key highlights: There was a deficit for the year.
- This was relatively small when set against the annual turnover and reserves.
- There are a few reasons that contributed towards the deficit:
  - We have made some significant "equipment" investments during the year, e.g. AutoDownload, and a new Kyham tent.
  - We have made some significant contributions in support of club member activities (e.g. relays, YBT final, international selections, coaching, first aid and safety courses)
  - This year's accounts contain several months' salaries for the Darlington club night coach, whereas the grant that covered this was income in last year's accounts.
- The ODP is largely in balance, with incoming from ODP activities, plus grants, roughly equalled expenditure for ODP plus Phill Batts' salary for the year. It is true that in past years the ODP has generated a (sometimes substantial) surplus, but in light of increasing difficulty to obtain grant funding to remain in balance is a good achievement from Mike Hardy.
- Events have overall been profitable, when considering income vs. direct expenditure. Perhaps unexpectedly our biggest event, the Acorn at Arncliffe, generated little surplus (due to the various costs that go with staging a quality Level B event, and a not massive entry), but Level Cs with 70+ competitors, and autumn and summer series have mostly generated surpluses which add up.

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

**2013 Membership Fees**

At the AGM we agree the membership fees for the "next" year.

In the past, we had to give British Orienteering our membership fees for the following year, before we held our AGM, thus we have had to agree them at the previous year's AGM (14 months ahead). We agreed the 2013 membership fees at the 2011 AGM, and I have no reason to suggest a change:

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

In future years, British Orienteering will not require membership fees for the following year until the end of October. Therefore we do not need to agree the 2014 membership fees until the 2013 AGM, and there is nothing to further to agree now.

For interest, I did investigate what other NEOA/YHOA/NWOA clubs are charging in 2012:

- Juniors: from £0 (NN, NATO, AIRE, HALO) to £5.75 (LOC), average £2.13
- Seniors: from £3.50 (NN) to £15.00 (NATO, AIRE), average £10.71
- Family: from £4.50 (NN) to £21.00 (LOC), average (£13.14)

As can be seen, CLOK is currently “somewhere in the middle”, relative to what other clubs are charging. I will repeat this exercise before next year’s AGM. It is also worth noting that from 2013 British Orienteering have significantly reduced their national membership fees from £4.75 junior / £22 senior (2012) to £2 junior / £5 senior (2013), so the overall cost of orienteering membership will have declined for most.

### **2013 Event Entry Fees**

At the AGM we agree the Level C event entry fees for the next year.

In 2012 they were:

- Juniors: £2.00
- Seniors: £7.00 for non-BOF members, £5.00 for BOF members.

In considering my proposal for 2013, I looked at the following:

- Just comparing event income with *direct event expenditure*, we made a surplus last year.
- However, aside from the ODP which can be considered separately, the main club income streams are membership fees (which are not that significant) and event income. These must fund all the running costs of the club (including e.g. member subsidies such as relay entries, course for officials’ qualifications, NEOA / NEJS contributions, miscellaneous running costs etc.).
- I see a number of event costs rising, e.g. toilets, map printing, expenses (petrol costs), forestry commission access charges etc.
- I see a number of other club costs rising, e.g. increasing requirements qualify officials (organiser training, first aid courses, coaching etc.).
- Lastly I investigated what other NEOA / YHOA / NWOA clubs were charging in 2012:
  - Juniors: from £2 to £3, average £2.50
  - Seniors (BOF members): from £5 to £6, average £5.61.

All things considered, I believe we need to increase our Level C entry fees to maintain a healthy financial position. **Therefore for 2013 I propose the following:**

- Juniors: £2.50
- Seniors: £8.00 for non-BOF members, £6.00 for BOF members.

**After discussion at the AGM, it was agreed to keep the junior entry fees the same, so the entry fees for 2013 will be:**

- **Juniors: £2.00**
- **Seniors: £8.00 for non-BOF members, £6.00 for BOF members.**

## **6. ANNUAL DEVELOPMENT REPORT – Mike Hardy – October 2011 to September 2012**

### **Finance**

With assistance from British Orienteering, it has been possible to maintain a cash flow such that the committee supports a further year’s contract for the club’s Community Sports Coach, Phill Batts. Phill’s efforts to deliver a good number of competitions through the year, assisted by substantial help from a number of ever-ready CLOK volunteers, has resulted in another successful year for the Development Project. I’m sure I speak for a number of schools, Sports Development teams, County Sports Partnerships in the Tees Valley and Durham, British Orienteering and a large number of individuals, in taking the chance to thank club members for their outstanding support.

### **County Durham**

During the year significant progress was made in co-operation with Durham County Sports Partnership, including two meetings involving British Orienteering’s Development Manager, and I am optimistic that this will lead to an increase in participation in our sport in the region

### **Courses**

We have again delivered three Teaching Orienteering Part 1 courses, with 39 participants, and two UKCC Level 1 courses with 13 participants, five from CLOK

### **Coaching**

During the year, introductory coaching has been delivered to 1 special needs community group, 7 primary schools and 4 secondaries in the Tees Valley and South Durham, plus four staff coaching sessions, subsequent to school maps being supplied. Additionally, introductory and one subsequent session was delivered to each of Darlington army cadets, 8<sup>th</sup> Darlington Brownies and 12<sup>th</sup> Darlington cubs. Three days were spent on behalf of the NGB delivering orienteering to schools invited to Marne Barracks, Catterick, as part of the army recruitment days.

An after-school club was delivered at Laurence Jackson School, Guisborough by Mick Garratt, and, following from a TOPs 1 course in Hartlepool, the Sports Development Team has delivered an 8 week Begin2Orienteer course for adults at Summerhill. As part of the recent Workplace Health initiative, orienteering was introduced to staff at a children’s home in Staindrop and to Blacketts Medical Practice in Darlington. Three sessions were well received.

Under the same programme, the Permanent Course at Houghall Woods, Durham is being reinstated, and will be used by the Sports Centre team when completed

Seven Come-and-Try-It events were held during the year, some to mark the opening of new Permanent Courses, the most popular in Ropner Park, Stockton drawing 93 children and 45 adults.

### **Competitions**

The club has again run seven inter-school competitions in the region as part of its league programme, attended by 10-15 schools and 150 - 250 runners, and has delivered inter-primary competitions for Competition Managers in Stockton, Middlesbrough, Hartlepool, Darlington, Sedgefield and Newton Aycliffe and Whitby, typically attracting 100 - 200 participants. The inter-primary competitions had been commissioned by the newly appointed Schools Games Organisers.

Total participation in the league competitions in the 2010/11 year was 1096, compared to 1500 in the previous year. It is assumed that this is largely the cost of transport and pressure on teachers. If time allows it is a goal for the upcoming year to increase these numbers

### **Club nights**

These are more than adequately taken care of by others (principally Linda Thornton on Guisborough Mondays and initially Rebecca Simpson and subsequently Ian Scott on Darlington Wednesdays) and will doubtless be reported elsewhere. Both clubs continue strongly, and a meeting was held recently to review the desired make-up, programme and goals of the Darlington sessions.

It is good to report that Northern Navigators have established their own club night at Durham High School for Girls, which is adjacent to a very large Woodland Trust area. This has been newly mapped for orienteering and is about to have a Permanent Course installed at the landowner's request

Detailed preparation and publicity went into the formation of a third CLOK club night, serving the Northallerton area. Lead by Rob Bailey, a team of coaches has been put together, publicity generated, and support gained from Hambleton District Council and British Orienteering. The first two sessions (in October) gathered 20 and 21 participants, so things are looking good!

All club nights are proving to be an effective route to club membership, especially for families

### **Statistics (previous year in brackets)**

Again an exceedingly busy year, but featuring a second successive drop in numbers. The figures shown do not include participations in club nights, and comprise 3990 (4567) individual experiences of orienteering outside the club's normal activities, of which 59% (58%) have been main-stream school-children, 29% (30%) from economically disadvantaged areas, 6% (7%) special needs and ethnic minorities, and 8% (5%) adults.

On the positive side, I am hearing increasingly of schools teaching orienteering independently, and outdoor activity centres offering it as part of their programmes. The overall impact of orienteering in our patch remains substantial.

Our schools mapping and updating continues, and we now have 380 (372) schools mapped for orienteering, or in the process of being mapped.

Finally, four new Permanent Orienteering courses have been established during the year – Holyhead, Redcar, North Lodge Park and Geneva Woods, Darlington, and Hudswell Woods, Richmond

## **7. MEMBERSHIP REPORT – from Maureen Webb – at 15<sup>th</sup> October, 2012**

	<b>2012</b>	<b>2011</b>	<b>2010</b>
Total membership	226	220	224
National Senior	36	34	35
National Junior	3	2	3
National Family	99	112	120
Local Senior	21	14	14
Local Junior	6	3	4
Local Family	48	38	36
Club only Family	4	4	4
Club only Senior	2	3	1
Honorary	2	4	4
Group	1	2	1
Family members who are Seniors	101	111	108
Family members who are Juniors	45	35	47
Total Junior membership	56	40	51
Junior members eligible to vote	4	6	10

Statistics shown above are self explanatory. There have been no significant changes from last year.

It was pointed out that at the 2009 AGM concerns had been raised about how to reverse the trend of falling membership and participation. Many actions have been taken since that time – in recent years the commencement of junior development at Guisborough, club night at Darlington and community training evenings at Swainby are all proving to be good recruitment areas. We now look as if we have stopped the downward trend and are maintaining membership levels.

## 8. MAPPING SUB-COMMITTEE REPORT – Paul Thornton

We have proposed venues for our Sunday events to the end of 2013 and for larger events up to end of 2014. We will meet next month to consider all venues for 2014.

Plans are developed for mapping to support this event programme.

### ISSUES:

There is still a backlog of 'legacy' maps which need work, for example Flatts Lane,

The rate and extent of forest operations. For our 2013 events, this could affect Silton, & Boltby.

Is it worth upgrading to a newer version of OCAD?

Paul Thornton said that Paul Taylor was doing the lion's share of mapping for the club and wished to thank him for all the time he puts in.

There was some discussion about upgrading to a newer version of OCAD. The mapping committee will discuss this at their next meeting. Paul Taylor is already using version 10 which CLOK inherited following the JK.

### NEW:

- Level C: - Barnard Castle Urban
- Level 'D' maps for
  - Marske Stray – dunes,
  - Birk Brow
  - Coulby Newham Urban

### UPDATED:

- Level B
  - Arncliffe
  - Fylingdales, / Sneaton
- Level C
  - Skelder
  - Bank Foot
- Level D:
  - Stewart Park, West Park
  - Darlington, Cowpen Bewley,

### PLANNED

- Errington remap – LIDAR base map now available

### AREAS TO EVALUATE AND SCHEDULE:

South Gare Dunes, Croft Motor Circuit, The Howe, another Urban Map, Witton Fell

## 9. CLUB/JUNIOR NIGHTS at Guisborough / Darlington / Swainby – Linda Thornton

The expanding weekly coaching sessions (now up to 3) has stretched our active coaches but they have risen to the challenge. The last UK Level 1 course saw Becky Bailey, Chris MacKenzie, Dave Murphy and Nick Barber becoming new club coaches. Becky will be coaching at Swainby, Chris will help with Guisborough in University holidays, Dave Murphy will be coaching at Darlington, and Nick at present has not decided where he can help. Isla Mathieson has completed the Community Coach Award and is coaching at Swainby. Viv Murphy is attending a Tops 1 course in November.

We have had a request from some juniors for coaching in the Whitby area; Mike Hardy, Paul Taylor and I are looking at possibilities which would not stretch our volunteer coaches beyond their limit.

### Guisborough Session

Guisborough Monday nights has a regular group but reduced in number of attendees a week. Drop offs still tend to be because they do other sports and if promoted to teams they have to attend practices to stay on the team. We have moved up 5 of our junior/intermediate group to the senior group and are now actively recruiting in the 5-11 age groups. We have had one teenage girl and her father attending coaching who intend to join the club.

### Swainby Session

A new group started at the start of October, led by Rob Bailey, Jill Libby, Becky Bailey and Isla Mathieson. The first week there were 24 in all. From M9 to W70 and beginners to advanced.

### Darlington Session

Ian Scott has had to give up his caretaker role as lead coach we are very grateful to him for his time and effort.

Until the end of term Chris Wright is taking over as lead coach of the group. Rebecca is working with Chris and hopes to return to coaching once Rae is settled into a routine.

All groups are following a programme of both fitness and technique coaching to both juniors and adults. They are all still recruiting new members for the club.

### Yvette Baker Trophy

It was agreed between ourselves and NATO that neither team would attend the final this year (whoever won) as it is south of the M4 between Bristol and the New Forest.

### Peter Palmer Relays

We did not attend this year as planned, due to a lack of available CRB checked adults and coaches. The aim is to attend next year and would ask the committee for financial support to enable this to happen.

### Talent Squad

Was enjoyed by all who attended over the last year, and a lot was learned. Unfortunately due to pressure of work Sarah has been unable to restart the sessions this autumn. They are postponed not cancelled.

Once again on behalf of the club Thank you to all the Coaches, helpers, parents for their continuing support of the club juniors

## 10. ELECTION OF OFFICERS

- Chairman ) Peter Archer, Duncan Archer and Joan Selby were all willing to stand for another year for their  
 Treasure ) respective posts. There were no other nominations. **All three were proposed en-bloc by Ian Campbell  
 Secretary ) and seconded by Mike Hardy followed by unanimous vote.**
- Committee Members (up to 9) Ann Cranke, Alastair Mackenzie, David Murphy, Wendy Taylor, Paul Taylor, Joe Trigg, and  
 Chris Wright were all willing to stand for another year. **Proposed by Linda Thornton and seconded by  
 Martin Adamson followed by a unanimous vote. There were no nominations to fill the two vacancies.  
 The committee will co-opt new committee members during the year.**
- CLOK Auditor Ian Campbell was willing to continue as Auditor for another year. **Proposed by Gerald Helm and  
 seconded by Duncan Archer followed by a unanimous vote.**

### More Voluntary Posts (Not Elected) :-

Mapping and Fixtures Sub-committee	Paul Thornton (Chair) Dave Allison, Paul Taylor, Jon Williams, Chris Wright		
Bike-O	Chris Wright	League – CLOK	!!
Child Welfare Officer	Alison Elder	Membership Secretary	Maureen Webb
Club Night – Darlington	Chris Wright/David Murphy	Officials Finder	Alan Cranke (thank you Alan)
Club Night – Guisborough	Linda Thornton	Relays Entries – All	Alan Cranke
Club Night – Swainby	Rob Bailey	Press Officer	!!
Compass Sport Cup	Alan Cranke	Short Events	Paul Thornton & Chris Wright
Development – Reg + Clok	Mike Hardy	Summer Series	Maureen Webb
Equipment Officer	Marion Archer	Tchimes Editor	Jill Libby
Fixtures Secretary	Joe Trigg	Web Master	Alastair Mackenzie
Kit Stock – selling	Joan Selby		

### NEOA Voluntary Posts filled by CLOK members:-

NEJS Co-ordinators	Neil and Clare Hunter	NEOA Representative	!!
NEOA Coaching Co-ordinator	Mick Garratt	NEOA Technical Co-ordinator	Paul Taylor
NEOA Fixtures Secretary	Duncan Archer		

Mike Hardy felt that the club could really benefit from having a Press Officer appointed who would send a short report after each event – better still if there is an accompanying photograph. It would not be an onerous task and anticipates it would take about half an hour maximum to compile. Our local newspapers are more than keen to receive any local news.

Martin Adamson asked whether it was a problem that we had no NEOA representative. It was pointed out that NEOA do not have regular face-to-face meetings other than the Annual Delegate Meeting, at which Clok is sufficiently represented by Duncan, Paul, Mick, Neil and Clare so there was no immediate need to find a NEOA representative for Clok.

## 11. ANY OTHER BUSINESS

There was some further discussion about upgrading to a newer version of OCAD. Paul Taylor holds, and is using, one of the three OCAD 10 licences inherited in the North East following the JK. It has some very good features and improvements over previous versions. The mapping committee will discuss this at their next meeting which is scheduled shortly. A licence costs over £300.

The committee wishes to record its sadness at the death of Malcolm Gibson in August. He shall be missed. Also the death of Elizabeth Ross from Richmond in July. She was a long-time member of CLOK and remembered only by the older members of the club.

The Chairman closed the meeting having first thanked everyone for coming to the AGM and contributing to discussions. This was followed by a supper provided by Joan and an O-Quiz thought up by Jill Libby and Joan Selby.

JMS / 2.11.2012.

Red notes are the notes made by Joan