

**MINUTES of CLOK ANNUAL GENERAL MEETING held at Sunnyfield House, Guisborough
on Tuesday 14th October, 2014.**

PRESENT: Peter Archer (Chairman), Duncan Archer (Treasurer), Joan Selby (Secretary)

Marion Archer, David Aspin, Eileen Bedwell, Ian Campbell, Joe Dobbs, Neil Hunter, Alastair Mackenzie, Aidan Rigby, Carolyn Rigby, Richard Rigby, Wendy Taylor, Paul Taylor, Joe Trigg, Maureen Webb, Chris Wright.

1. **APOLOGIES** – Lorraine Batts, Phill Batts, Ann Cranke, Gill Hardy, Mike Hardy, Karen Poole, Chris Poole, Di Wright.

2. **MINUTES OF THE 2013 AGM** – Proposed Duncan Archer, Seconded Marion Archer

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 more than twenty events, providing a wide variety of orienteering opportunities across the area for the membership. We also played a major part in putting on the British Long Distance and Relay Championships despite it taking place in Northumberland nearly 100 miles away. Great credit should go to those members who took on busy planning and organising roles, and the many others whose efforts helped to make the event a success. Our coaches have been busy throughout the year as well, running physical and technique training sessions. Why not give their sessions a try – they work hard to plan them and we can all improve in one way or another! Looking ahead the club has also supported the next generation of coaches when several juniors got a qualification earlier this year.

There have been many successes to applaud through the year on both the national and international stage. Well done to all of you, and to everybody who supports you. It is always good to read in Focus, CompassSport etc. about CLOK members achieving success.

As a club we face two big challenges, both of which have been with us for a while:

We struggle to get enough people to volunteer to plan and organise events. This makes the job of the officials find more difficult and busy people end up doing even more. A good step towards doing a major job is to volunteer to help at events. Please try to do it before the organiser has to ring up.

Although membership is strong at the junior age group, and also at the mature end of the club, we do not have many members between 20 and 45. Unless we can find ways of attracting this age group into the sport, there is a danger that membership levels will fall and there will be an even greater strain on those that are left.

There are lots of people working 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.

Looking forward to next year, it promises to be another busy and exciting one. Whatever your personal goals for the year I hope you all enjoy your orienteering, and are able to contribute to running the club and/or the many events it will put on.

The World Orienteering Championships are taking place in August in Scotland in 2015, and it will be really exciting to be there. A massive volunteer effort is needed to run the championships, and I hope many of you can contribute to that as well as competing in some of the wonderful forests being used.

I am happy to stand as chairman again (if elected). However, this will be my last year as I think it is time for a new face with new ideas.

MEMBERSHIP UPDATE:-

	2014	2013	2012	2011	2010
Total membership	173	189	214	220	224
Club only Family	2	2	4	4	4
Club only Senior	2	2	2	3	1
Honorary	2	2	2	4	4
Group	1	1	1	2	1
Family members who are Seniors	76	77	98	111	108
Family members who are Juniors	30	36	48	35	47
Total Senior membership	135	137	155		
Total Junior membership	35	45	57	40	51
Junior members eligible to vote	4	7	4	6	10

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

2013/2014 Summary

Overall CLOK's financial position through 2013/2014 remains sufficiently healthy. Highlights:

- There was a deficit for the year. However looking back over the previous 5 years it can be seen the surplus/deficit fluctuates year-on-year for various reasons.

- The ODP returned a surplus, with income from ODP activities, exceeding expenditure for the ODP plus Phill Batts's contracted services for the year. An achievement for which Mike Hardy is to be congratulated, given the increasing difficulty in obtaining grant funding (zero this year!). ODP turnover was also larger than previous years, mainly due to lots of mapping work in County Durham schools.
- Events have overall been profitable, when considering income vs. direct expenditure.
 - The 2014 Acorn made a surplus.
 - The 2013 Autumn Series made a surplus.
 - The 2014 Summer Series made a surplus.
 - Other events (Level C) were variable, some surplus, some losses (with entry numbers and variable costs like toilets, land access, officials' expenses etc. making the difference).
- Notably expenditures this year:
 - A large purchase of CLOK tops, which have been selling well, although we still have plenty of stock which will continue to provide income next year.
 - Significantly larger member contributions than ever before, largely reflecting the success our members are having at being selected for home internationals and summer tours.
 - Funding several members to go on a UKCC level 1 coaching course.
 - OCAD 11 licenses for mapping work.

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

2015 Membership Fees

At the AGM we agree the CLOK membership fees for the next year. Last year they did not increase. 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 2015 CLOK membership fees remain at current levels:

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

2015 Membership Fees – Proposed Paul Taylor. Seconded Ian Campbell. Unanimous.

2015 Event Entry Fees

At the AGM we agree the event entry fees for the next year. 2013 saw a rise of £1 for seniors (no change for juniors), and then in 2014 they remained the same. However, 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. Therefore, I propose a modest increase of £1 per senior at Level C and D events. I propose we keep junior fees as today, to encourage juniors and families with children. So I propose the 2015 entry fees as follows:

- **Level C: Juniors: £2.00, Seniors: £9.00 for non-BOF members, £7.00 for BOF members.**
- **Level D (summer and autumn series): Juniors £1.50, Seniors £4**
- [The “Juniors” fees are also what are charged for students and unwaged]

2015 Event Entry Fees – Proposed Ian Campbell. Seconded Marion Archer. Unanimous.

6. ANNUAL DEVELOPMENT REPORT – Mike Hardy – October 2013 to September 2014

Finance

Last year's report referred to doubts about ongoing financial support from British Orienteering and elsewhere for the project, which doubts were well justified in that external funding has now ceased. Nevertheless it has been possible by commissioning mapping work and the organisation of a variety of inter-school competitions to cover expenses during the year, so that the Development Project has not been a strain on CLOK finances and has, in fact, been very successful in increasing awareness of and participation in our sport on Teesside and in South Durham

This could only be achieved through the sterling efforts of our Community Sports Coach, Phill Batts. Phill was assisted by substantial help from a number of ever-ready CLOK volunteers, and, for the first time this year, the efforts of Rob McKenna of Northern Navigators in mapping a number of schools in Durham and Chester-le-Street and assisting with introductory coaching sessions and an inter-primary competition

For financial security, a more modest contract has been signed with our Community Sports Coach for 2014/15, but if initial impressions indicate future activity, we can expect yet another full year

Statistics (previous year in brackets)

A substantially increased participation over 2012/13, which was in itself described as an exceedingly busy year, with an increase in numbers after two annual reductions. The figures shown do not include participations in four club nights (three with CLOK, one with NN), and comprise 5527 (4490) individual experiences of orienteering outside the club's normal activities, of which 67% (65%) have been main-stream school-children, 23% (25%) from economically disadvantaged areas, 7% (6%) special needs and ethnic minorities, and 4% (4%) adults.

These numbers are independent of the British Orienteering Xplorer/RunChallenge initiatives.

Our schools mapping and updating continues, and we now have 380 (380) schools mapped for orienteering, or in the process of being mapped. Numbers are stable as some schools have amalgamated, and other new schools have commissioned mapping Work continues to refurbish Permanent Orienteering courses which have deteriorated, this year including Preston Park, Eaglescliffe, Stillington Forest Park, Stockton, Bousdale Woods, Guisborough (in progress) Skerne Valley Park and South Park, Darlington

Maps of three Guide camp sites have been delivered

County Durham

The Clubmark application for Northern Navigators remains outstanding, while the major initiative in the County is the primary school offer to Durham and Chester-le-Street primary schools – bronze offer, mapping, silver, mapping plus a place on a Teacher /Leader course and gold offer, silver plus an inter-primary competition. 24 schools responded positively, 9 wishing the bronze offer, 5 the silver and 10 the gold. Apart from schools waiting for building work, these offers have been fulfilled and we are discussing with County Durham Sport how to move forward in the current school year

Courses

Three Teaching Orienteering Part 1 courses were held during the year, and one UKCC level1. Four after-school staff coaching sessions were delivered to secondary school PE staff.

Coaching

During the year, 56 introductory coaching sessions (last year 34) were delivered to primary schools in the region and 5(2) sessions to secondary schools, subsequent to school map updates being supplied.

One session was delivered to Darlington Scouts and two to Darlington Brownies

A major innovation was the provision of 5 in-school sessions to year 11 pupils at Whitworth Park School, Spennymoor, followed by a GCSE assessment at Hardwick Park in the presence of the Head of PE and an Examination Board observer

Competitions

The club has again run seven inter-school competitions in the region as part of its league programme, attended by 8-12 schools and typically 170 - 250 runners, and has delivered inter-primary competitions for Competition Managers in Redcar, Stockton, Middlesbrough, Darlington, Durham and Whitby, typically attracting 100 - 200 participants. The inter-primaries Tees Valley final at Cowpen Bewley attracted 133 runners from the successful schools in the heats

Total participation in the league competitions in the 2013/14 year was 3438, a major increase over last year - only achievable with the help of CLOK volunteers.

7. MAPPING SUB-COMMITTEE REPORT – Paul Taylor

General Report

The Mapping Sub-Committee have not had a formal meeting since the Chair (Paul Thornton) has been working in the USA, but the Committee discussed 'mapping' as the main business on the agenda of the April Committee meeting. At this meeting and at other meetings the mapping situation has been discussed at length and several objectives have been established. The club has recently purchased 2 licences for OCAD 11. One is currently in the hands of Peter Archer and one in the hands of Dave Allison. The licence allows the software to be installed twice, but the software can be transferred onto other machines with an authorisation code from OCAD, to be issued after uninstallation from one of the machines.

Map 'ownership'.

Several club members 'own' map files in the sense that they store them on their computers and send them to planners in good time for planning their event. The map owners can inform the planners of any restrictions in the map use and the general validity of current mapping quality. Any trafficking of the map files is best done between the planner and the owner so that any updates always find their way to the current main map file and not onto an archive or partial map file from a previous event

CLOK Map Copyright

All maps with the CLOK copyright must be freely available for use by the club.

Any mapping paid for by CLOK must have this copyright.

The committee has decided that any large project such as a major re-mapping for a Level A or B event may best be served by inviting competitive tenders and the issuing of a formal contract that states that all rights to the map file including any artwork belongs to the club upon payment for the work. A contract template has been produced, based on the standard template used by other clubs.

Small projects may be paid for by expenses incurred.

CLOK Map Format

All CLOK maps must have the current CLOK layout. There is some scope for slight variations but the maps must carry the correct CLOK logo. It has been noted that some maps bear a logo that only vaguely resembles the correct logo.

Legally, the maps must carry:

- Details of the base material used for the map and the correctly worded Ordnance Survey statement.
- Survey and Cartography personnel
- Location including OS grid reference
- British Orienteering Event Registration Number
- Details of the map printer
- Access disclaimer

Geo-referencing

All CLOK maps should be geo-referenced, ie that instead of a 'random' grid on the OCAD map file, the OS National Grid is used and any co-ordinates will be grid references. This will enable the use of a GPS to check the positioning of any features on the map. It will also enable the use of downloadable material, usually obtained in the form of a square kilometre tile, to be imported directly into OCAD.

Mapping Projects for 2014/15 Fixtures

- Eston (November) minor updates by Duncan Archer
- Ayton Moor (December) minor updates by Richard Rigby
- Flatts Lane (January) comprehensive updating currently being carried out by Dave Allison
- Coate Moor (February) map to be checked and probably updated.
- Hutton Mulgrave and Skelder (March) to be updated for vegetation by Paul Taylor
- Sneaton (May) to be updated by Paul Taylor
- Preston Park/Eaglescliffe (June) to be checked and extended by Jon and Shelley Williams and Phill Batts
- South Gare (September) new map by Paul Taylor
- Boltby (October Odyssey with Eston) to be updated
- Goathland (November) to be updated

8. TRAINING/JUNIOR NIGHTS – This will be discussed in “Item 10. COACHING and TRAINING”

9. ELECTION OF OFFICERS

Chairman, Treasurer and Secretary are all willing to stand for 2015.

Chairman Peter Archer – No other nominations – Proposed Duncan Archer. Seconded Paul Taylor. Unanimous.
 Treasure Duncan Archer - No other nominations – Proposed Ian Campbell. Seconded Richard Rigby. Unanimous.
 Secretary Joan Selby – No other nominations – Proposed Marion Archer. Seconded Paul Taylor. Unanimous

Committee Members (up to 9) David Murphy has resigned from the committee due to pressure of work which makes it impossible for him to attend meetings. Remaining committee members are all willing to stand for 2015. David Aspin, Ann Cranke, Alastair Mackenzie, Wendy Taylor, Paul Taylor, Paul Thornton, Joe Trigg, and Chris Wright were all willing to stand for another year. Proposed Carolyn Rigby. Seconded Eileen Bedwell. Unanimous vote.

There were no nominations to fill the one vacancy. The committee will co-opt a new committee member during the year.

CLOK Auditor Ian Campbell - was happy to continue as Auditor for another year. Proposed Wendy Taylor. Seconded Maureen Webb. Unanimous vote. .

More Voluntary Posts (Not Elected) :-

Mapping and Fixtures Sub-committee	Paul Thornton (Chair) Dave Allison, Paul Taylor, Jon Williams, Chris Wright
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Bike-O	Chris Wright	Press Officer /Social Media Man	David Aspin
Child Welfare Officer	Carolyn Rigby (thank you)	Relays Entries – All	Alan Cranke
Compass Sport Cup	Alan Cranke	Results	Alastair Mackenzie (Paul Thornton)
Development – NE + Clok	Mike Hardy	Short Events	Chris Wright (&Paul Thornton)
Equipment Officer	Marion Archer	Summer Series	Maureen Webb & Joe Trigg
Equipment SI Officer	Marion Archer	Tchimes Editor	Lewis Bremner & Jill Libby
Fixtures Secretary	Joe Trigg	Training Darlington	Chris Wright & Steven Hopper
Kit Stock – selling	Joan Selby	Training Guisborough	Mick Garratt & Gilly Hale & Neil Hunter
League – CLOK	Ann Cranke	Web Master	Alastair Mackenzie
Membership Secretary	Maureen Webb		
Officials Finder	Vacant		

NEOA Voluntary Posts filled by CLOK members:-

NEJS Co-ordinators	Neil and Clare Hunter	NEOA Fixtures Secretary	Duncan Archer
NEOA Coaching Co-ordinator	Mick Garratt	NEOA Representative	Peter Archer (thank you)
NEOA Lead Coach	Mick Garratt	NEOA Technical Co-ordinator	Paul Taylor

Alison Elder was CLOK Child Welfare Office for many years, but Alison and Jim have recently moved out of our area. Carolyn Rigby has willingly taken on this role. Thank you Carolyn.

Thanks are also due to Lewis Bremner and Jill Libby who organise the publication of Tchimes.

There is one crucial vacancy. “Officials Finder” This is not as onerous as it sounds – Please talk to Joan or Peter if you can do it.

Thanks to all who take on voluntary roles on behalf of our Klub.

Joan

10. COACHING and TRAINING

Coaching and training has continued on an almost weekly basis for the past three years. The aim of these sessions was for members to improve their technical and physical skills, to introduce new people to orienteering and increase club membership. Reports from various coaches indicate that despite the hours they put in weekly, numbers attending are low therefore commitment is hard to sustain. Some of our coaches are involved with the NEJS. All our coaches are suffering from fatigue.

- At Guisborough, numbers have declined with sometimes only a couple of juniors in each of the younger and older groups.
- The Swainby evenings have now been replaced by an informal training run.
- At Darlington there are reasonable numbers, but mainly youngsters who have not joined CLOK or been to events.

During discussions it was suggested that we should discontinue weekly training nights and instead use the coaches time and energy to run a session once a month on a Saturday morning, using real forests and town parks possibly commencing in the New Year. Some of the sessions could be combined with small scale events such as Autumn Sprint Series. Coaches might take it in turns with maybe two coaches working together. This format would probably attract more of the membership to take part. Training in the past at Eston and Live Moor Plantation were sighted as being very successful.

Peter will contact all of the coaches to discuss this as a possibility.

11. ANY OTHER BUSINESS

11.1 PURCHASE of SPRINT VESTS

Aidan Rigby said that an increase in the number of sprints being organised in orienteering schedules had prompted him to investigate the purchase of sprint vests for the Klub. Aidan had already spoken to some juniors who were keen to purchase a vest if an order was placed. He has investigated several companies and Kukri Sports is his favoured supplier who gave him the opportunity to design a vest in CLOK colours to sell within the Klub. It was suggested that an order should include sufficient vests to use as prizes to be awarded at the end of Chris Wright's Autumn Sprint Series. Prices are adults £25, juniors £21. Aidan would compose an e-mail to be circulated to all CLOKers which should include illustrations, sizes and prices. It was agreed to back this initiative and Peter thanked Aiden for his work on this.

11.2 Clok is looking for a volunteer to organise our annual dinner in February or March 2015. Please contact Joan if you can do it.

11.3. Joan announced that she is happy to continue as secretary this year, but plans to stand down at the next AGM.

The Chairman closed the meeting having first thanked everyone for coming to the AGM and contributing to discussions. This was followed by a supper organised by Joan.

JMS /3.11.2014.

Red notes are the notes made by Joan