

December Board meeting

December 17th, 2009

Jim's House

7pm

Jim Siscel, Eric Bone, Harvey Friedman, Don Atkinson, Debbie Newell, Sally Dow, Nicolay Nachev, Jennifer Geray, Jana Dvorak, Terry Farrah, Bob Forgrave, Patrick Nuss, Chris Whitmyre, Glenn Rogers

Board Meeting

1. Call to Order 7:06
2. Approval of November Minutes -- approved
3. Treasurer's report: Don Atkinson checking \$20,923, savings \$5516, CD \$15K + interest
4. In-Box: Harvey USOF renewal, responsibilities of 503 organizations in filing taxes (given to Jim) and USOF members. BAOC newsletter
5. Active Issues
 - a. Mapping
 - i. Mapping Committee Report – Sue not here, Eric read it. The exact notes are at the bottom of these minutes. These notes were capturing the jist of the report. The task was to assess where we are right now and what we want. Recommendations on how to do that. Set a schedule enough in advance to see where maps need updating and make that an efficient use of time. Ceiling on time and \$ for remapping. New mapping would have a different rate, but by the hour. Put in place a certification process for mapping. Survey the membership as to where they like to run. How does this sound to the board? Bob – the idea of a means to check out/in updated maps and review the end product? The real test is going to be run the course to test the map. Jim – what do we do with this report? Accept the fees and the more work that the committee wants to do? The questions on the report can be answered by the committee. BAOC just did a survey of their members. Terry offered to put together a survey/serve on a committee to make the survey. Jana will work with her on it. Get together with other mapping committee members and present the ideas to the board. Bob moved to accept the report, Don second. All in favor
 - ii. Mapping Coordinator/Map Coordinator Position – Peter is willing to be the map librarian, but not the map coordinator. Jim wonders if by having the mapping committee we have taken care of the need for a mapping coordinator. Terry asks if this would make it now a standing committee? Would the people who are now on the mapping committee think this a good idea. Those who are currently on the mapping committee signed up for a short time committee. This discussion will be continued next meeting.
 - iii. A-Meet 2010 – Potholes
 1. Model Event Area – Patrick – the field work is finished.
 - iv. Dash Point payment to Eric – Eric has delivered the map with Legend. We already voted. So now we can pay him. Don wrote check for \$400 to Mergeo.

- v. Salmon la Sac Additional payment to Eric – discussion item. Eric is asking for 40 hours at \$15/hour of Salmon la Sac over what he would consider basic map adjustments by means of course setting. All mapping for Salmon la Sac was done under time constraints. It is typical that a course setter is going to have to make modifications on any map. On a new map even more. Eric calculated what amount of time he mapped under the two categories (as course setter and as additional mapper) Motion to pay Eric \$600 for his work. Debbie move, Harvey second. Bob asked if it is done. Eric says that there are still some places that aren't done, but it is in a lot better shape. From the comments he got at PNWOF Eric feels like the map is in pretty good shape. There were a couple of places that there are seasonal issues. Eric mentioned this in course setters notes. To use the map again we may have to update it, but not as much. Could we add a file to the map library of things like these Burmuda triangles. Currently the Salmon la Sac map is a dsx, not OCAD. two abstentions, rest in favor. Add to the mapping/budget numbers to add 10% addition to the cost of making a new map (Harvey's suggestion)
 - vi. Fire Mountain LIDAR – Debbie received today from Eric.
 - vii. Foreign mappers -- Jim note from Zbynek. When do we want them, what are the rules? Jim said we've never done this so mapping committee would need to address this.
- b. A-Meets
- i. A-Meet 2010 – Jana – Sally and Jana talked Wednesday evening. Jana will call Portable toilets companies to get rates. Jana has looked at the map. Mike, Sally, (Patrick says his are more movies) will look over their photos over weekend and give some to Debbie. Jana will look into housing/camping/motels.
 1. \$4000 to EWOC for Fishtrap Map Update – Jim – loaned from COC to EWOC on assumption that we would run the meet and recoup the \$4000. Once COC gets their funds back, then they would have no rights to the new map. But that may not happen this year. John's answer was that he viewed the \$ as a loan and until we recoup that amount, we could still use the map. Eric expects that this is a championship meet and we could charge a bit more. Eric remembers that we are giving them the money, we are running the meet and we collect all the proceeds from this event. If we recoup the \$ that is fine, but his understanding was this was a gift to give us a better map to work with. Part of the map is on BLM land and they charge \$5 a head. Whether or not we have a right to the land, the answer that John gave us was that we could use the map.
 2. \$2373 from Ellensburg to EWOC for Fishtrap Map – COC is holding on to the money because we are a 501c(3)
 - ii. A-Meet 2012 tabled until next meeting

- c. Website -- Website Committee report -- Bob sent a note and link to the new site. Jim had a punch list of things to fix, and by the time he talked with Bob most of them were fixed (wiki style.) Discussion of having a dark type on light background is easier to read. That is a Peter question because it is a template issue. Every one has the task to look at it in the next week. www.new.cascade.org
- d. (checking) Are Glenn, Jennifer, Nicolay and Chris on the new board list? Jim will put Nicolay, Chris and Jennifer on the board list.
- e. Equipment issues
 - i. New Jersey Update – Nikolay – Patrick opened design file from Nicolay, he can work with it. He had some questions about the style of the long sleeve tops. This vendor only makes short sleeves that have designs, the long sleeve is just a “pajama” style. There is also a stretchy type long sleeve. Nobody is buying them so the company doesn’t make long sleeve with design. \$100 to ship the fit kit, 20 items, depending on shipping company and how fast. Nicolay motion to get the fit kit. Patrick second. Vote: one abstention, all the rest in favor. Debbie asked if the long sleeve with pattern is worth going with the other company. With the shorts sleeve shirts from the company in Bulgaria, the shirt starts as a white shirt and is dye sublimated. The long sleeve shirts are just pieces of fabric of different colors, not dye sublimated. Plan is to have the fit kit at both January meets, then order in February. Patrick and Nicolay will work on this. Jim will send out to “all” to tell about trying on the shirts. Patrick and Mike will put together a poster to take to meets. Patrick will send shirt picture and Nicolay will print it.
- f. WIOL Report – Jim many joining each event, but too many are coming day of meet. Doug has purchased some more sticks and will have them for sale. \$40. These sales have nothing to do with the club.
- g. Miscellaneous
 - i. 2009 Expenditures and 2010 Budget – Budget Committee – Jennifer. Two sections. They took Jim’s work from previous years. Need the 2009 actual expenditures, someone on budget committee will get the actually numbers from Don. 2010 budget was built. Major assumptions were explained. The three types of meets have different kinds of budgets. Sally will send Jennifer and Jana the \$ of PNWOF after she gets the \$ and T-shirt counts from Patrick. There was a line for new epunches, but it was expected to be amortized and could be removed. Also the staff stipend is only for WIOL. Jennifer will make the proposed modifications. 4 income lines WIOL, Winter O, regular, and A meets. Expenses have 3 categories, combine WIOL and Winter O. PNWOF numbers will have the \$ that went to the other clubs (not an expense) Don will send actual COC \$ numbers through November, and then after Dec give them the rest.
 - ii. Volunteer Points – Patrick
 - 1. Point \$ Value Increase – Patrick – the points issued up to this time, 3 points = \$5 = one entrance. We have about 3800 points out there now.

If we increase 3 points to = one entrance, they are now 1 point = \$2. Jim proposes that for the near future, 3 points = \$5. We can still offer 3 points = one entrance. Patrick has been working on the catalog. He has adjusted the prices reflective of what his suppliers charge him. He is making sure that we don't lose \$ on it. Patrick will adjust the points per item. The constant will be 3 points = one entrance.

2. Members Only to Volunteer – Jim – because of insurance only members of some USOF club can be volunteers. Jim will get this clarified. It is a club liability. Canadians offer a day of race membership. Jim is less concerned about A-meets than for our local meets. Harvey proposes that we try to persuade insurance companies that anyone who is helping should be covered. Sally and Jana say that we are happy to have volunteers, they don't screen them. Have something in place "by being a volunteer you are a member for the day". Eric, if we make a policy that isn't always followed, it is better than not having a policy. Jim asked Bob to write a letter to ask about this to go to Robin Shannonhouse and Gary Kraght and Glenn Schorr
 3. Use of volunteers – apparently some people sign up and then are told that they aren't needed. Jennifer says in particular, she shows up to volunteer for finish and is told that she isn't needed. If someone comes to volunteer, we use them.
- iii. Coupons to Hook People to O – Ambassador coupon – Jim has a design and forgot to print it up. Patrick will be in charge of them. What is the limit and Jennifer will put a line item on the budget. It is a free entry to someone who otherwise wouldn't go. There is a two month limit. Any one person would be limited to carrying two. Jennifer, what if we limit the number we print. The notion of a glut of people coming with coupons would be wonderful. Only for local meets.
 - iv. Meet Map Standards Revisited – Jim – when we talked about these before there was a third one that Jim can't remember. No one else could remember either.
 - v. Nominating Committee Report – Terry – pending approval by the newly elected board the new President will be Nicolay Nachev. Jennifer Geray has agreed to be Secretary beginning in June. Board members elected in November take office in January. The 5 elected board members elect the President and other new officers. Then the President appoints the Coordinator positions.
 - vi. Volunteer Coordinator some discussion, no answers
 - vii. Bearing 315 Editor we still need a coordinator, it is hard for a youth editor to get articles from adults. Jim has had to run interference for both Holly and Anna to get articles.
 - viii. Training Coordinator when Nicolay becomes president, he may not really want to be a coordinator. Harvey suggested asking James Roach.

- ix. Glenn Schorr, USOF Executive Director, invited to Winter O/WIOL Championships. He said that once he sees how the next year works out, he will certainly consider it.

6. Events

a. Dec-Feb Meets

December 5th Winter O/WIOL #3, North SeaTac Park, CS AJ Ritter

December 19th Winter O/WIOL #4, UW, CS Brian Piquette (we will be working out of the garage.)

December 27th Bog Slog MD Glenn Rogers, CS Drew Inglis, Max Maxwell

January 9th Winter O/WIOL #5 Marymoor Park, CS, Rick and Eileen Breseman, Heather Whitney (Eileen keeps updating the map because they keep changing it.)

January 23rd Winter O/WIOL #6 Ft. Steilicoom Park, CS AJ Ritter

February 6th Winter O/WIOL #7 Fire Mountain **CS NEEDED** Debbie will fix the map such that the LIDAR will allow her to.

February 20th Winter O/WIOL Championships, Dash Point, CS Pat Kelly

b. Mar-Aug meet suggestions – Jim suggests, but turn over to mapping committee and event coordinator to fill in the holes.

- i. March Night O (1st Saturday because it is still dark, not on Whidbey = Patrick's comment.)
- ii. Saturday 27th MoboGoGlobal, Location, MD, CS
- iii. April-May Score O, Sprint/Relay (Last summer Zbynek offered to set and run finish for a relay), Short O
- iv. June A Meet – T-shirts? Patrick will design and give numbers from PNWOF to Sally, check with Jim Webster as to whether NAOC is offering a shirt (Note from Sally 12/21/09 they are offering a shirt.)
- v. July- August Classic O, Goat, Canoe O – Rick Hood, Urban O in August – do we want to do it again? It was kind of like a SAMM meet x 4.

7. New Business

8. Coordinator Reports

- a. Equipment – Gina
- b. Events – Debbie
- c. Land Permission/ Insurance – Kathy
- d. Mapping – Peter
- e. Membership – Jim down a bit since last year. Closer to Jen's budget
- f. Newsletter – Anna
- g. Publicity – Terry
- h. Training – Eric
- i. Volunteers -- ?

9. Action Items

10. Mike will have the model map drafted by Saturday. Debbie could add it to the Ad.

11. Bob – we did nominate Jim to the Silva, even though he didn't get elected. The nomination was assembled into the card for Jim as a thank you for his work President and WIOL.

12. Next Meeting: January 21

13. Adjournment 9:25

Report of the Cascade Orienteering Club Mapping Committee

The committee met on November 27, 2009.

Attending: Jana Dvorak, Sue Kuestner (chair), Eric Bone (recording)

Apologies: Bill Cusworth, Heidi Cusworth

Supplementary discussions have been carried out via e-mail.

This report was compiled from the contributions of committee members by Eric Bone and Terry Farrah.

Assessment of our current situation

We have a stock of several dozen orienteering maps, mostly of fair to very good quality, however many are in need of updating. In the past, the club has sometimes paid for mapping work and sometimes not, and mappers of varying skill levels have worked on club maps. Course setters often discover the need for map updates when they visit an area to do their fieldwork. There is currently not a sufficiently clear policy on how paid mapping work is done, including how the need for it is assessed, who does the work, and how they get paid, and the board has recently been asked to authorize mapping payments on an ad hoc basis.

Our goals

- Good quality local maps
- Good quality regional and national level event maps
- A variety of each, including new areas

Specific recommendations

Ways to achieve our goals while alleviating some of the problems in our current situation

The schedule of what maps will be used should ideally be set at least half a year ahead of time. Once it is decided, each map that is scheduled for use should be evaluated for how much updating it needs. Initially the Mapping Committee will state how much updating each map needs based on memory. The committee will then identify and prioritize which ones should be visited on the ground, and recruit qualified club members to visit those maps.

This information will go into the mapping spreadsheet. This is a master database of all maps the club owns and/or uses or might use. This spreadsheet will be managed by the mapping coordinator.

When a club member visits a map, he/she can make updates on the spot if they wish. This work will be compensated if the visitor is a certified mapper and the updates are limited to 15 hours including cartography. After these visits are made and reported to the Mapping Committee, the committee will

decide which maps should receive further updating and will put this work out to bid via email. Certified mappers (see below) may then bid on the work.

We propose that the club institute a program of certifying mappers. Initially, a core of highly qualified mappers (perhaps Eric, Mike, Bill C., and a few others) will be declared certified. Anyone else who wishes to be certified must submit a sample of their work for evaluation, or participate in a mapping clinic and pass with a qualifying grade. Clinics should be offered by the club at least annually. Once certified, a mapper is eligible to get paid to do club mapping. No other club members can get paid for mapping. Qualification could be seen as a badge of honor.

Map updates will be compensated at the rate of \$15/hour. Jobs that cost less than \$500 can be authorized by the mapping coordinator. Jobs over \$500 will be reviewed by the Mapping Committee, then presented to the board for approval.

New mapping will be compensated at the rate of \$20/hour, with a cap per square kilometer and coverage of food/travel/lodging within limits. The Mapping Committee will solicit suggestions of new venues to map, will consider which projects are most practical and would best support our activities, and will present recommendations to the board.

We would like to survey the club on map-related topics. This could be part of a larger survey covering more topics. We would like to ask the following:

- What kinds of terrains do you most like to orienteer in?
- Rate each of a list of club's maps with regard to terrain, map quality, location
- In general, how satisfied are you with the quality of COC's maps?
- Would you be willing to pay slightly higher event fees for better quality maps?*
- Would you be willing to pay slightly higher event fees for new maps?*

* Perhaps the answers to the last two questions would be better addressed indirectly, for example by asking how respondents value COC events relative to the entry fee.

Although our recommendations reflect what we think are the mapping priorities of the club, a survey of the membership could reveal more information.

Some questions

- If the Mapping Committee has an ongoing role, then what will be the procedure for staffing the committee?
- Who will maintain the map spreadsheet/database? What information will it include? Who will be able to view it?
- What will be the timeline for each step of the new-mapping and map-updating processes? (Two months before event day was suggested as a reasonable deadline for completion of paid map updating work.)
- If we're going to make a survey, should it be wider ranging. How and when should it be implemented, and by whom?
- What will the process be for certifying mappers, and who will be pre-certified by fiat?