**Minutes of MDOC Committee Meeting 14th May 2018**

**Present:** Eddie Speak (Chairman), Kath Speak, Marie Roberts, Sue Birkinshaw, , Trevor Hindle, Tony Wagg (Secretary), Julie Brook, Ian Gilliver, Andrew Gregory, Pete Lomas, Pete Ross.

**Apologies:**, Alan Ogden, Clare Griffin, Dave McCann, David Wathey.

**1. Minutes of Last Meeting:**  Accepted.

**2. Matters Arising/Actions:**

(a)Banking. Eddie and Alan have discussed. Access to the deposit account has not yet been achieved but this is not a problem in the short term. Finances are managed via the current account. A decision on any future account structures is deferred. Pete Lomas supplied the church account details and we have paid them the outstanding rent for stores.

(b) Electrical equipment safety. Sue and Eddie have achieved the safety requirements imposed by Lyme.

**3. Treasurer’s Report:** The treasurer submitted a detailed report showing a net profit for the year to date of £781. Eddie agreed to email to Alan committee approval for payment to Dave Mawdsley for printer toner. **Action ES.** Organisers for Local and Regional events (levels D and C) are asked to submit the net profit to the treasurer after payment of expenses, along with a statement of income and expenditure.

**4. Future Events:**

(a) Eurocity Race in November 2018. The Castlefield Hotel will now serve as the base, providing two rooms for £300. The proposed start and finish are on the grass area near the castle walls. There could be a ‘pop up’ ice rink nearby but it should not present a problem. Some remapping is required as there are many new buildings. Julie is working on a new lead-in page for the on-line publicity.

For Offerton, the following day, we still lack an urban sprint controller. However it was agreed that this event should be downgraded from National to Regional. Any consequent reduction in entry was judged to be insignificant in this case and we could then use Andy Payne from DEE as controller. The title ‘Twin Peaks’ is to be dropped as Manchester and Stockport do not resemble the Peak District.

(b) Lyme Intructory Event (recent past). Two problems arose from which lessons can be drawn. Crowe Wood (behind the boiler house) contains a children’s play area which has to be locked at 6pm by the staff for safety reasons. Hence we should not plan courses to pass through this area.

More serious problems came from certain poorly supervised visiting groups of scouts and brownies. This resulted in chaos at the start, groups of 3-4 going round with a single map (from which most will learn nothing) and one group failing to report to the finish after getting seriously lost and eventually vanishing in their minibus without the organiser being informed. It was agreed that publicity for next year should advise that those bringing groups of 6 or more should inform the organiser in advance and at least 1 map for every 2 youngsters is obtained. We noted that our regular schools and some other visiting youth groups are very well behaved and organised.

(c) 2018/19 Fixtures. Sue submitted a provisional list of fixtures devised at the recent subcommittee meeting. The autumn Saturday series contains park courses up to light green with urban extensions totalling lengths of 6-7km. The spring equivalents will use a ‘cunning’ score option for the adventurous instead of the urban. Only 3 such dates are available, but the autumn (2018) has 5. An urban at Birchwood was proposed for April 2019 but Trevor Hindle argued that this was too soon given the need to extend the map. Chris Smithard (the previous mapper) has moved to Stirling and may not be available. Trevor agreed to consult him. Otherwise a new mapper is required. **Action TH.**

(d) British Schools Score Event (Oct 2019). Marie is organiser and expressed concerns about the risk assessment at Heaton Park, particularly as children appear to have ‘escaped’ from the park at Lyme recently. Ian Gilliver agreed to advise.

(e) Risk Assessments. Sue explained that BOF requires for Local events 3 nominated individuals, namely organiser, planner and someone to ensure the risk assessment has been completed. The organiser and planner may be the same person but the RA verifier must be an additional person. It is greed that the series co-ordinator can be the RA checker, unless they are also acting as organiser. In this case the co-ordinator has the responsibility of appointing a named deputy. At present the summer series employs a controller. In the future these could be downgraded to Local events for which a controller is not required.

**5. NWOA:** The recent scheduled exec meeting was cancelled. Eddie proposed purchasing radio-linked controls rather than hiring as in the past. It might be possible to obtain a NWOA grant towards this.

**6. AOB:**

(a) Data protection regulations. New GDPR come in on May 25th. We have a policy statement on the website which will require updating. BOF has issued a guide as to how to do this. Contact lists are required for distribution of the newsletter and information via simple lists. Membership and event entry forms will need modification. Marie and Pete Ross agreed to prepare drafts to address these issues. **Action MR and PR.**

(b) Stakes. A supplier can provide light stakes and mounting brackets for 7E. Ian will provide overall costs. **Action IG.**

(c) Committee Structure. Pete Ross argued that the present committee often spent too much time and effort trying to resolve detailed issues that might be better handled by subcommittees. He tabled a draft future structure containing a small main committee (of perhaps 8, meeting bimonthly) and 5 small subcommittees covering fixtures planning, fixtures operation (running events, including stores and IT), mapping and printing, marketing and membership, and performance (relays, training). The proposal will be discussed in more detail at the next committee meeting.

(e) AGM date. This needs to be established soon within the window 31/8/18 (financial year end) and mid to late October when BOF need to know our fees and officials for the following year. Traditionally we have chosen mid October but it is important to check the availability of the treasurer.

(f) July Committee Meeting. This would normally take place on July 9th (2nd Monday of month) but many will be in Denmark trying to become world champions (watch this space) or following other improbable pursuits so it was agreed to hold the meeting on July 23rd.

**7. Date of next Meeting:** 11th June 2018, at the Ladybrook Hotel.