

DVO Committee Meeting Minutes

Held on 9th September 2025 at Church in the Peak, Matlock

Present

Jane Kayley-Burgess (Chairman), John Hurley, Sal Chaffey, Kim Buxton, Christine Middleton, Simon Brister, Nicola Hart.

1. Apologies

Sally Calland, John Duckworth, Helen Chiswell.

2 and 3. Minutes of the last meeting and matters arising

Minutes approved.

Matters arising: (Item 5) In preparation for the AGM, Helen's paper "An insight into the DVO club finances" will be circulated to the committee for review (attached) and then published ahead of the AGM on the club website (**Action**).

4. Chairman's report

The Chairman's report is attached. The Chinley Churn Midlands Champs on 7th September was discussed. The controller, Mark Chapman, gave good feedback on the organisation and planning. The Chairman thanked the officials and those supporting them, particularly Ann-Marie and John Duckworth, Malcolm Spencer, Mike Gardner and Andrew Ridgway of The Start Kite. The event was enjoyed by the competitors, with approx 460 entries. We budgeted for 550. While we will have made some profit, it will not be what we aimed for. The low number is especially disappointing given the amount of work needed to stage an Area Champs. While it is a Level B event, there are a number of additional and burdensome BOF rules and requirements, such as timed starts, and 19 courses, which added greatly to the workload. Question whether the workload on planner and organiser is proportionate to an event with less than 500 competitors.

5. Treasurer's report

No formal report in Helen's absence but she reported that the club's finances are stable and we have a healthy balance in the current account and the balance in the savings account is unchanged. Helen is dealing/ has dealt with payment of invoices, insurance premium and BOF club affiliation fees.

6. Membership

Simon's membership report is attached. Simon noted that we have 106 BOF ranked orienteers out of a total of 155 members. This may give an indication of the active adult members of the club. Under-18s are not ranked and we have 19 in that age group.

7. Club Captain's report

Christine thanked Sally Calland for organising the entry for the British Sprint Relays. The Compass Sport Cup final is on 14th September at South Gare. The event has 996 entries. DVO has 38 entries. We need 25 counting runners. The club paid £666 for the entry fees. David Vincent will lead a Zoom meeting to prepare for the CSC. Christine is transferring the DVO Captain's bank account to Sally Calland.

8. Development report

John Duckworth's report is attached.

Jane noted an aim to develop a relationship with Derby University. Sal has a contact who is a lecturer in Special Needs education, who is interested in orienteering and would be worth approaching (**Action**). John Hurley questioned how the proposed publicity officer would be funded. Jane confirmed we would be looking for an EMOA grant and John requested an outline proposal ready for the EMOA AGM on 22nd September (**Action**).

9. Fixtures Committee report

The club champs 2025 will be held at the NOC pre-Christmas event, Strawberry Hill. For the club champs 2026, it's proposed to use the newly mapped area of Grin Low on 7th November. Fixtures committee propose using Bow and Lea Woods for a double forest sprint, possibly on 22nd March 2026 which is currently in the calendar as an EML fixture. John Hurley said a double sprint would not be part of the EML but possibly could be a revival of the East Midlands Sprint Champs. John to follow up with Ursula Williamson (**Action**). Fixtures committee had also discussed possibly putting on a Midlands Night Champs in 2027.

10. EMOA Representative's report

The EMOA officials' conference is coming up on Saturday 20th September, followed by the EMOA AGM on Monday 22nd September.

There are no changes to the EM membership fees or levy.

BOF has a new Safeguarding officer, Jeanette Downing. EMOA have been told they need to appoint a Welfare officer. It is thought this should be a different person from the club Welfare officers. Any suggestions to John (**Action**). There is also a new BOF photography policy.

11. Succession planning - update

Helen, Simon and Christine will be finishing their terms of office at the AGM.

Helen has agreed to stay on as Treasurer for a further year. David Vincent has agreed to join the committee as Membership Secretary. He will take over Simon's duties in relation to the membership and database, but not the organisation of meetings and agendas, which Nicky will add to the Vice-Chair's portfolio for the time being. Sally Calland will take over from Christine as DVO Captain. All three to stand for election at the AGM. We also have a vacancy for a committee member to be elected and this will be highlighted in the notice for the AGM and on the DVO website (**Action**).

12. Forthcoming AGM

The formal business of the meeting including election of officers will be dealt with first, followed by discussion of Helen's paper on the club finances, and after that a talk (to be confirmed).

13. Any other business

Sal has put in an order for DVO Skorts. There will be a Newstrack round-up shortly. Noted new map-printing arrangements.

14. Date of next committee meeting

Date to be confirmed, 6.30pm at Lime Tree.

Appendices

Chairman's Report

Helen's paper "An insight into the DVO club finances"

Membership Report

Development Report

Chairman's Report

To follow

An insight into DVO club finances (Helen Chiswell)

An insight into the DVO club finances

And a chance for club member to influence how we spend our money!

In the following few pages we will share with you:

- The budget for spending each year within DVO
 - Where our income comes from
 - How much it costs to run the club each year
- How much money we currently have in reserves (i.e. in our bank account)
- What all this means for event entry fees and spending plans for the club

The DVO annual budget

For clarity, the Orienteering Foundation and Sport England grants, and the Community Development Officer costs has been omitted from the budget. This is because these are “ringfenced” income and spending – in other words costs we will only incur if we receive the grants, and grant money which must be used for a specific purpose and not general club spending.

Expenditure: what do we spend money on

Expected non-capital expenses

Expenses that re-occur every year and are not associated with purchasing equipment

Permanent Courses	£ 200	
Equipment	£ 600	Mainly insurance
Publicity	£ 400	
Mapping	£ 3,000	
Coaching / Training	£ 500	Orienteering training and other training (first aid etc)
Meetings	£ 600	Meeting room hire & open meeting food costs

Relays / CSC	£ 1,500	Pay CSC entry fee for members and 50% of relay entry fee
Misc	£ 1,300	Covers shed rental, BOF affiliation, web site costs etc
	£ 8,050	

Expected capital expenditure – annualised depending on expected frequency of spend

Expenses related to equipment that do not occur annually but only every few years as it needs replacing / repairing. We need to ensure we “save up” for this expenditure each year within our annual budget.

Equipment: Download	£ 400	Expect spend £2,000 every 5 years
Equipment: SI kit	£ 500	Repairs and replacement costs
Equipment: Other	£ 500	Other non-SI equipment (first aid kit; flags; jackets; clocks)
Shed maintenance	£ 500	e.g. fixing roof, upgrading lighting
	£ 1,900	

Our total budgeted annual spend is therefore **£10,000**

The DVO annual budget – Income: where do we get our money from

Expected income

Permanent courses	£ 100	Income from selling maps for permanent courses
Equipment hire	£ 1,000	To Peak Raid and Derbyshire Schools
Exceptional events	£ 2,000	Additional income we receive from running “one off” events (i.e. non Level C or Level D events such as Level B events, JK, BUCs)
	£ 3,100	
Events: required net income to balance budget (income less expenses)	£ 6,900	22-23: net income £4,700 23-24: net income £4,000

We need an income of around £6,900 per annum from our Level C and Level D events in order to balance the books.

What does this mean for our event income?

We need to have income of £6,900 per annum. This will come from our Level B & C events, as typically we do not make any profit on running a Level D event (see section below).

If we run a Level B event, we expect to charge higher entry fees and make additional income. We have budgeted £2,000 per annum for this in the budget (see above).

Required income from Level B & C events:

Required annual income to balance budget	£ 6,900
Average number of level B & C events per year	6
Required income per event	£ 1,150

What does the budget for a typical level C look like?

Income		
Entry fee	£ 8.00	
Essential expenses		
Entry portal fees	£ 0.48	Startkite estimate
BOF levy	£ 1.69	£1.65 members; £2.50 non members - usually 95% members; 5% non-members
EMOA levy	£ 0.38	£0.50 per senior less £25
Map printing	£ 1.13	ca 90p per map with 25% surplus printed
Essential expenses	£ 3.67	
Remaining	£ 4.33	Giving a typical profit for an event with basic expenses of around £870
Other typical expenses		
Access fees	£ 1.00	Typically around £200; assume 200 entries
Toilets	£ 1.00	One per 100 competitors usually; Cost around £100 each
Officials expenses	£ 0.50	Depends on location of the event £20 - £200; assume £100 and 200 entries
Other typical expenses	£ 2.50	
Profit per entry with no exceptional expenses	£ 1.83	Giving typical profit per event of £370 with 200 entries
Exceptional expenses we often see that quickly use up any profit...		
Marques, Room hire		£500 - £700
Parking		Typically around £200
First aid cover		Around £400
Higher access fees		Can be up to £500

- With the current £8 entry fee we expect to make around £400 - £900 per event, depending on the extent of the expenses
- Adding £2 to the standard senior entry fee would bring around an extra £400 of profit per event
- We require a profit of around £1,100 per level B/C event to balance our budget
- Therefore the recommendation is to set a standard entry for Level C (or base entry fee for Level B) of £10 per senior
- This should give us an average expected profit per event of £770 - £1,200

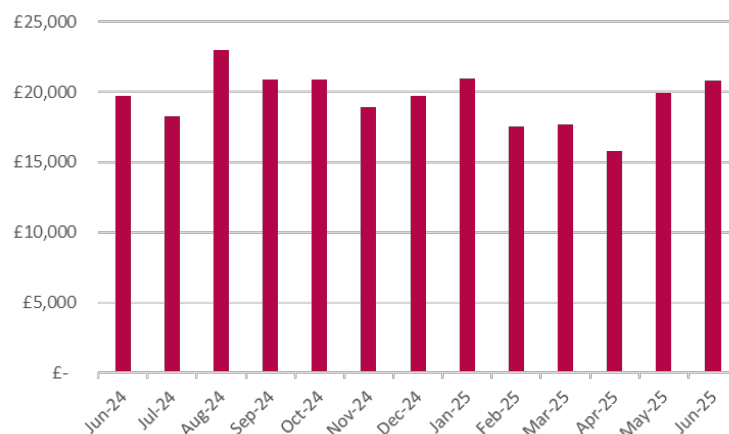
What does the budget for a typical level D look like?

Income		
Entry fee	£ 5.00	
Essential expenses		
Entry portal fees	£ 0.08	Usually EOD only so 1.69% on sumup
BOF levy	£ 1.91	£1.65 members; £2.50 non members - usually 70% members; 30% non-members
EMOA levy	£ -	
Map printing	£ 0.88	ca 70p per map with 25% surplus printed
Essential expenses	£ 2.86	
Remaining	£ 2.14	
Other typical expenses		
Toilets	£ -	Usually none
Officials expenses	£ 0.40	Usually low; assume £20 and 50 entries
Other typical expenses	£ 0.40	
Profit per entry with no exceptional expenses	£ 1.74	Giving typical profit per event of £85 with 50 entries
Exceptional expenses we often see that quickly use up any profit...		
Room hire		Often around £70
Access fees		For Derby CC areas £28 per hour + £60 - circa £144

- We should assume on average that we will make no profit from Level D events
- Where we must pay access fees or hire rooms, we would expect to make a small loss and subsidise this with income from our Level C events

How much do we have in the DVO bank account and how much should we have?

It fluctuates a lot! However, the total in the account has not dropped below £16,000 in the last year.



This sounds like quite a lot of money to hold in our account but we have a float of money for two things:

- In case a large event is cancelled at the last minute, and we must pay most expenses but receive no income. Looking at previous events this would be no more than £5,000
- To ensure we have some cash flow and can pay for our events and other expenses before we receive the income. A conservative estimate here would be £5,000

So, in total we should expect to see around £10,000 in our account to be safe and make it easy to operate the club's finances.

This means that we have around (it varies so just approximately!) £6,000 of built-up reserves that we can invest in the club.

What are the committee's recommendations?

- Bring bank account balance down by £6,000 to a level of £10,000
- Use the £6,000 released from the bank balance reduction, to invest £2,000 per year for the next three years in the club. Some ideas for investment are listed below, but we would welcome additional suggestions from members
 - Run coaching days for experienced club members (i.e. not people brand new to orienteering) maybe involving using some external coaches
 - Pay 100% of members relay entry fees for British and JK relays
 - Subsidised orienteering clothing for DVO members
 - Social get togethers after a couple of events each year, with some food / drink provided
 - Some new event equipment – is there something that we don't have that you think we should have as a club or something that you think desperately needs replacing?
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- Increase Level C entry fees (and the base fee for Level B events onto which a surcharge is added) to £10/£5 to ensure they cover our costs and bring in the cash required to run the club on an ongoing basis

Questions for the DVO members

- Do you agree with the plan to reduce the DVO bank balance by £6,000 over the next three years to a level of £10,000?
- If you agree, in what would you like to invest the money released?
- Do you support raising entry fees for Level C events to £10/£5?

Membership Secretary's Report (Simon Brister)

~~DVO Secretary's Report for Tuesday 9th September July 2025 at 6.30 pm~~

The membership statistics are currently as follows:

Active members according to listing and checked with BOF website is 155 plus Life members – now 8 (see note below)

Total on club database: 163. The 8 existing Life members are M Buckley, T Berwick, Roz Clayton, Dave Nevell and Roger & Debbie Wilkinson and now Mike and Liz Godfrey

24 membership lapsed at end February 2025 and we have 10 new members so far this year – see below

New members since the last committee meeting

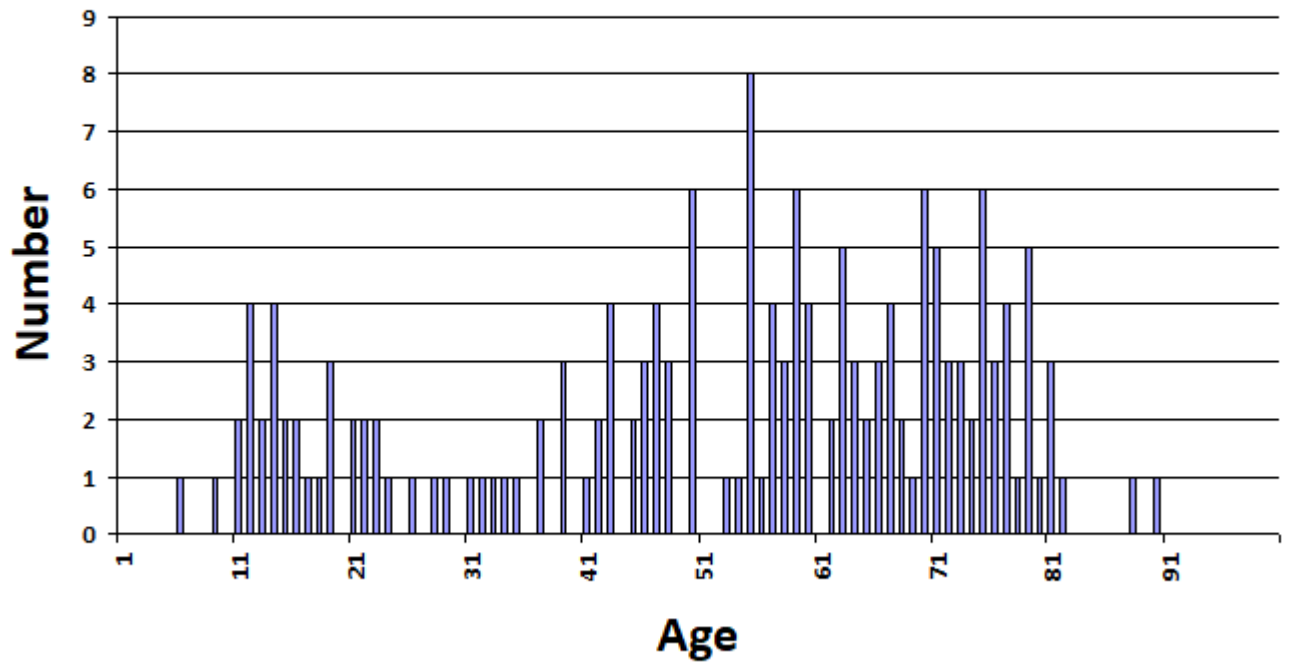
Derwent Valley Orienteers					
Recently Joined New Members					August 2025
Name	Surname	O Class	Date Joined	Date Lapsed	Telephone
Jen	Wilson	W 35	30/07/2025		
Number of new members		<input type="text" value="1"/>			

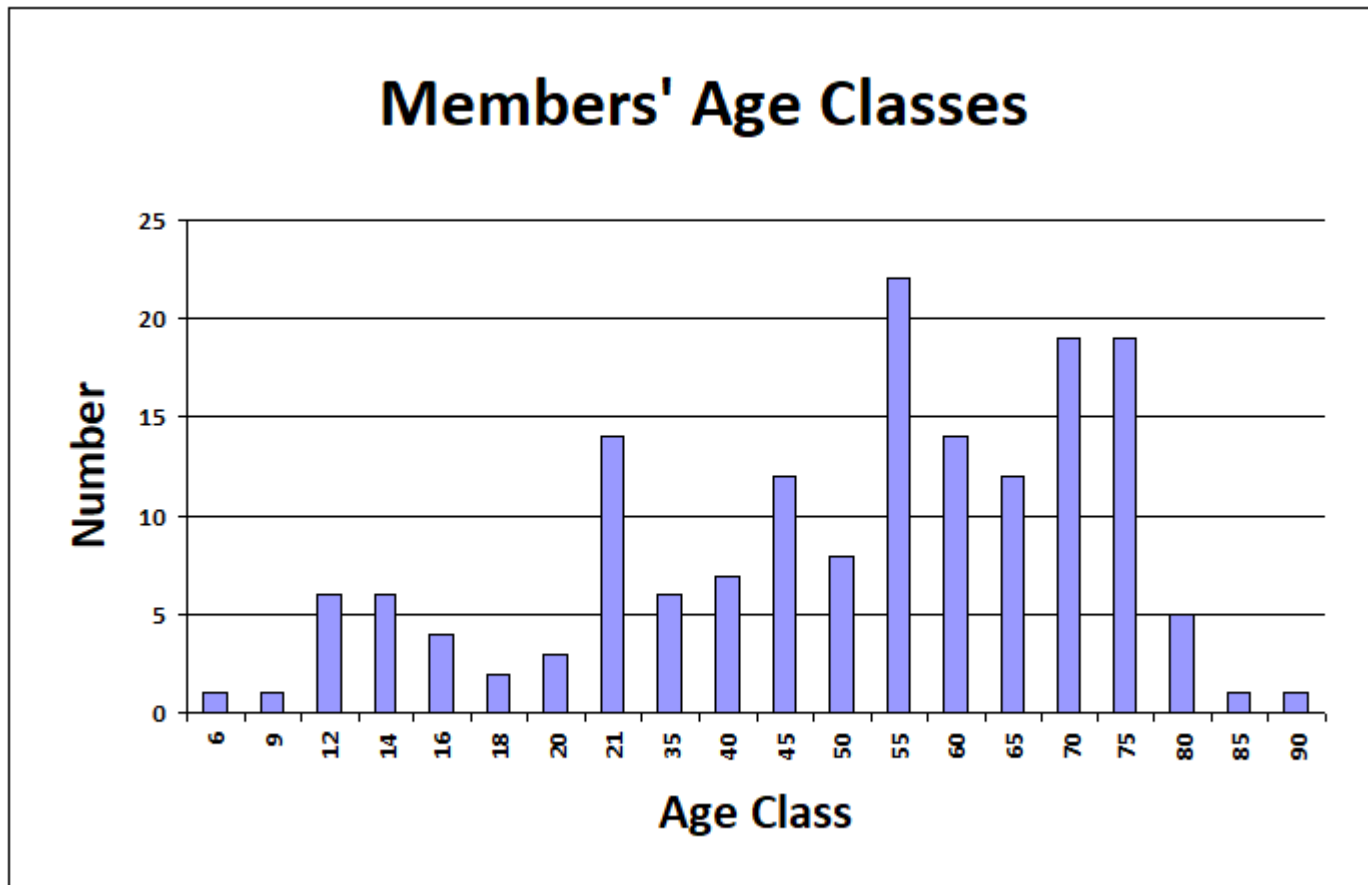
New members since 1st January 2025

Derwent Valley Orienteers					
Recently Joined New Members					August 2025
Name	Surname	O Class	Date Joined	Date Lapsed	Telephone
Benjamin	Shambrook	M 12	24/03/2025		07751399138
Austin	Rolland	M 21	29/04/2025		
Susan	Reeves	W 45	03/06/2025		01629 541882
Martin	Terry	M 45	03/06/2025		01332 239541
Reuben	Terry	W 14	03/06/2025		01332 239541
Martha	Reeves	W 12	03/06/2025		01629 541882
Katherine	Terry	W 12	03/06/2025		01332 239541
Roly	Reeves	M 9	03/06/2025		01629 541882
Cathy	Lewis-Clugston	W 60	26/06/2025		01629 312416
Jen	Wilson	W 35	30/07/2025		
Number of new members		<input type="text" value="10"/>			

Members ages

Members' Ages



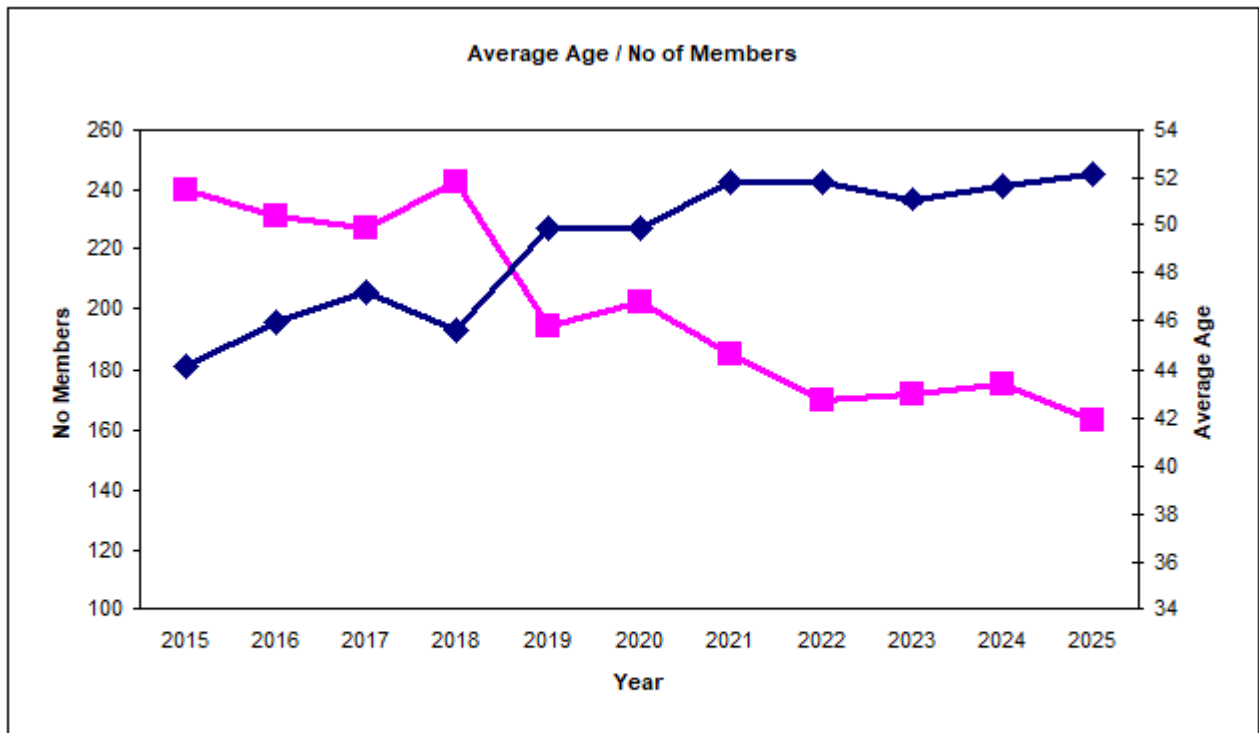


Average age of DVO membership

August 2025

At Date	Members	Average Age
28/08/2024	175	51y 233d
28/08/2025	163	52y 62d

This always drops 1 full year on 1st February and slowly climbs back up if we get a few younger members



The analysis is based on the Orienteering Age of each member in each year i.e. as at 31st December of that year.

The pink relates to the membership numbers and the blue to the average age. As we get (hopefully) further new members during the remainder of 2025 we will see the right hand pink square rise and the right hand blue square should fall.

Simon Brister 29/08/2025

Development Report (John Duckworth)

Update on Development Programme for DVO Committee Meeting on 9 September 2025
John Duckworth

1) 2025/26 Maprun Series

The 2025/26 Maprun Series led by Chris Millard starts on Thursday 18th September with an event in Wirksworth. As in previous years, 16 events are planned through the Autumn/Winter based mostly around Derby. This is the second year of our Sport England funding for this programme and we are forecast to deliver the programme we committed to in full and spend most of the grant.

2) Level D Events

Our next Level D event is due to take place on 11th October at Whitworth Park and Darley Dale. This was the event that was cancelled earlier in the year due to snow and ice making it too dangerous to put on.

We then have further events planned for 1st November in Derby City and 6 December in Belper Parks. This will mean we have held eight Level D events this year (not including the Hardwick Navigation Festival) as part of our commitment to the Orienteering Foundation.

3) **Hardwick Navigation Festival**

We've carried out a review of the Hardwick Navigation Festival and documented what went well and what could be improved. We've also had feedback from the National Trust who were pleased with the event and keen to repeat it next year. In due course we'll need to decide whether to hold it again either at Harwick or another National Trust property.

4) **Club Development Officer (CDO) – Marketing and Publicity**

A Job Description for a CDO focusing on marketing and publicity for our sport and events has been developed. We're looking for someone with expertise producing material for social media and anticipate the role taking 4-5 hours per week for an initial period of 6 months. Once the Universities return in the next couple of weeks we will advertise to see if we can get a pool of enthusiastic candidates.

5) **Club Nights**

We're looking to re-establish a regular Club Night with orienteering training. Our plan is to hold the first one in October as a trial providing technique training in Eyes Meadows. This would be followed by a social (i.e. pub)

