



Minutes of  
**Blandy-Jenkins Archers**  
 Annual General Meeting No. 10

Held at: Llanharan Welfare Hall  
 5th May 2013 @ 7:00pm

<b>Present</b>	Adrian Boudier Robert Creeden Langdon Davies Susan Davies Emma Fetherston Hwyl Fetherston Jennifer Fetherston Andrew Gash Peter Haines Marion Howells David Johnson Edward Jones	David Roberts Karen Roberts Mandy Singleton Judith Stolzenburg Andrew Walsh John Whitney Finley Barrett-Rees Jacob Barrett-Rees Grace Barrett-Rees Matthew Gash Holly Morgan Cyra Rawdin-Jones	Owen Rawdin-Jones Steffan Rawdin-Jones Daniel Walsh Ben Walsh Adam Walsh Dave Adams Stuart Barrett-Rees Phil Buckley Jem Speed Janice Speed Kim Swetman Laura Swetman
<b>Apologies / Absent</b>	Graham Anderson Teresa Goodwin Robert Lock	Gruffudd Morgan Sandra Russell Mathew Symmonds	Norman Wilcox Kyle Singleton

Item	Discussion and Decisions	Actions
<b>Welcome</b> Chairman's Introduction	The Chairman opened the meeting and welcomed the membership.  It was confirmed that quorum had been achieved.  The Chairman asked if there was any other business to be declared, Dave Roberts raised having a folder of shoot information for those undertaking their first shoot.  The Chairman asked if there was any conflict of interest – none raised.	<b>16</b> Adult members required.  25 Adult members attended
<b>Minutes of 2013 AGM.</b>	The Chairman asked the members present, who attended last year's AGM, if they were prepared to accept the minutes from the last AGM as a true reflection of the meeting.	Minutes accepted

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<b>Matters arising from 2013 AGM minutes</b>	<p>Phil Buckley raised omissions from the minutes, in that he was noted as making comments but was not listed as an attendee.</p> <p>This was accepted and no further comments were raised.</p>	
<b>Reports</b>	<p>The Chairman confirmed that all had read the committee member's reports and took each report in turn, asking the membership if they had any questions or issues with the reports that they wished to discuss.</p> <p><u>Committee Reports</u></p> <p><b>Chairman's report</b> No questions were raised.</p> <p><b>Secretary's report</b> No questions were asked.</p> <p><b>Treasurer's report</b> Stuart Barrett-Rees commented on the statement that a third of the junior nights did not cover the costs but there was no mention of whether this was the case for adult nights. He informed the membership that juniors were always encouraged to attend adult nights, but this was up to their parents.</p> <p>No other questions were raised.</p> <p><b>Records Officer report</b> No questions were raised</p> <p><b>Coaching Co-ordinator report</b> No questions were raised.</p> <p><b>Equipment Report</b> No questions were raised.</p> <p><b>Junior Club Liaison Report</b> The Chairman commented on the second sentence, specifically "lately coming under increased scrutiny from the Exec but we all break rules from time to time", stating that it is the Exec's role to scrutinise everything. He stated that if there was a problem, it must be investigated. Stuart Barrett-Rees replied that he did not think that there had been any problems. John Whitney asked how problems would be dealt with, in general, the Chairman</p>	

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	<p>replied that he would look for informal resolution, if possible, in the first instance, and that this was covered in the constitution.</p> <p><b>Communications Officer Report</b> No report was submitted as the role was vacant.</p> <p><u>Club Officials Reports</u></p> <p><b>Junior Representative</b> No report submitted as the role was vacant.</p> <p><b>Child/Vulnerable Adult Protection Officer report</b> John Whitney stated that a policy was needed. Kim Swetman replied that it was outlined in the constitution. John Whitney asked whether there was a need for an officer if there was a policy and Susan Davies stated that it was possible to state that the club would adopt the Archery GB one.</p> <p><b>Catering Officer report</b> Katrina Barrett Rees has had to step down from the role and the Chairman thanked her for the fantastic job she had done.</p> <p><b>Events Officer report</b> No report was submitted</p> <p><b>Merchandise Officer report</b> Andrew Gash informed the membership that he had brought samples to look at and he would be taking orders.</p> <p><b>Tournament Officer report</b> No report was submitted</p> <p><b>Membership Secretary report</b> No questions were asked</p> <p><b>Minute Secretary report</b> No report was submitted as role was vacant. The Chairman informed the membership that Karen Roberts had offered to take over this role.</p> <p><b>Health and Safety Officers report</b> No report was submitted as role was vacant.</p>	

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<b>Committee proposals.</b>	The committee presented the following proposals to the club membership.	
1.	That the Club accepts the enclosed reports from the Committee Members	Carried
2.	That the Club continues to purchase equipment as dictated by circumstances or recommended by the Equipment Officer, with the approval of the Committee	Carried
3.	<p>That the Club accepts the Club fees for 2014/2015 as detailed in Appendix 1.</p> <p>Discussions took place as to the costs involved if the hall is opened up in the summer when the club are shooting outside. Kim Swetman explained that the Club would be charged one hour if the hall is opened up for 10 minutes at start and 10 minutes at the end. Mandy Singleton suggested holding minimal equipment in the outside containers, the Chairman replied that this would not be appropriate. It was noted that other clubs did not have a hall to use in the summer time.</p> <p>The Chairman proposed that the new Committee look into the option of paying nominal annual fee. Marion Howells asked if there was enough membership shooting to pay for outside only or inside as well, Kim Swetman replied that it would be close and that Sunday's were less attended due to other shoots taking place. Marion Howells asked for a breakdown to be provided. Dave Adams asked about toilet facilities and Marion Howells asked if it was possible to ask the junior rugby to assist with the costs as they used the toilet facilities also.</p>	Unable to agree as the Club are awaiting confirmation of the hall hire charges
4.	That Judith Stolzenburg's sister be appointed to scrutinise the club 2013/2014 accounts	Carried
5.	That the Club participates in "Have a Go" events are required to raise both club profile and funds and to increase the overall awareness of archery in general.	Carried
6.	That the Club continues to run Beginners Courses as required, thereby encouraging new members.	Carried
7.	That the Club continues to run competitions as and when required.	Carried
<b>Proposals to the Club from</b>	The following proposals have been received from Club Members	

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<b>its members</b>		
1.	<p>The three exec be allowed to make emergency decisions only if all in agreement and then to be ratified by the committee at the next committee meeting.</p> <p>Dave Roberts asked how the membership would know what decision had been made, the Chairman explained that it would be minuted. Marion Howells suggested that an Emergency Committee Meeting (ECM) should be arranged. Phil Buckley stated that the constitution carried a 2:1 majority at present and counter proposed that an ECM be called instead.</p>	Not carried
2.	Junior membership to be increased to £15 per year	Not carried
3.	<p>Beginner's courses to remain at £35 with adults getting a £5 discount if membership is taken up following the course.</p> <p>No discount for juniors as the club covers the junior insurance costs by having a junior club thus greatly reducing the membership fee to being club fee only.</p> <p>Andrew Gash asked what the cost was before, Kim Swetman replied that it was £10. Marion Howells suggested that families with a number of children could find that too expensive and that the club would lose members. Kim Swetman reminded all that the shooting fees would therefore have to increase for all if the hire fees increase.</p>	Not carried
4.	<p>Increase Indoor boss hire at the discretion of the committee changes to come into effect 30th September.</p> <p>Marion Howells asked Susan Davies for advice as to the effect of this on the users. Susan Davies replied that if the WAA and GAA had to pay more when they used the facilities, it was likely that they would move to more reasonable premises.</p>	Not carried
5.	<p>Blandy Jenkins Archery Club marks, by way of conspicuous paint, all club equipment including bows, risers and limbs stored on club premises.</p> <p>John Whitney asked if this was a necessity, Dave Adams stated that it was and that a</p>	Carried

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	number of other clubs did this also.	
6.	<p>Committee meeting every two months first Thursday of the month starting in June. Then there's a meeting the month before AGM. Exec meetings as and when needed.</p> <p>The Chairman explained that meetings were not planned at present and had been undertaken as and when. Dave Roberts agreed that this was necessary so that everyone can be aware to enable planning.</p> <p>Stuart Barrett-Rees proposed that Executive meetings should be minuted and the Chairman seconded this proposal.</p> <p>Peter Haines asked if it was necessary for the meetings to be always held on a Thursday as this may not be the most suitable to all. It was agreed that the proposal would be that the meetings are held in the first week bi-monthly.</p>	Carried
7.	<p>Review and rewrite of constitution, a review of the current constitution needs to take place, Suggest a subcommittee to liaise with WAA, GAA and AGB to update constitution to bring us fully in line with the NGB, this updated constitution should be voted on an approved by the membership in a formal EGM.</p>	Carried
8.	<p>Investigate the possibility of introducing inclusive shooting fees into annual membership.</p> <p>Stuart Barrett-Rees explained that this would assist with the ongoing costs. Dave Roberts stated that this would be a problem for him as he works shifts and may end up paying more than currently. Judith Stolzenburg echoed this statement. Karen Roberts stated that she would not be happy with this proposal, given that if you are unable to shoot for a period of time, you were paying for something you could not use.</p> <p>Marion Howells stated that without investigating this proposal, it was not possible to say whether it would be more expensive or not.</p>	Carried (to investigate cost)
9.	<p>That the role of disabled club rep be finally added to constitution, as we already have a disabled club rep (Section 13d)</p>	Carried
10.	<p>That the role of Membership Secretary be promoted to full committee. (Section 13d)</p>	Carried

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11.	<p>That the position of Vice Chairman is filled from either the committee (but not the exec) or club officials. This is to ensure that the role is taken up by someone 'up to speed' on relevant club activities and politics.</p> <p>Marion Howells asked what the current situation was, the Chairman replied that the constitution was silent on this matter.</p>	Carried
12.	<p>If a member is nominated for more than one committee role then they should indicate a preference as to which role they would prefer. Also if they are elected into that role they withdraw the other nomination.</p>	Carried
13.	<p>Complaints from members about members are currently handled by the committee or the exec, the proposal is that any complaint by a committee or exec member about another committee or exec member then help or arbitration is sought from GAA, WAA or AGB.</p> <p>The Chairman explained that he did not think it was appropriate for a single person to deal with the issues. Dave Roberts asked if this was only for those issues that could not be handled internally, the Chairman replied no, that these matters automatically get dealt with in this way.</p>	Carried
14.	<p>That proxy, postal and email, voting at AGM is accepted and added to constitution, as the precedence has been set in the past.</p> <p>Marion Howells stated that if this was passed in this meeting, it was not right to apply the rule for the votes on the same day. She asked for proof that this precedence had been set. Jem Speed asked how this would affect the need for quorum. Kim Swetman replied that it would only be in cases where there was a valid reason for non-attendance. Marion Howells stated that this could not be monitored.</p>	Not carried
15.	<p>Committee reserve the right to increase shooting fees if overheads rise.</p> <p>Phil Buckley said that this was already stated in the constitution. Kim Swetman reminded the membership that the increase was normally agreed with as part of the AGM but it was not possible this year as the figures had not been finalised.</p>	Carried

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<b>Election of committee members for next year</b>	<p>The Chairman explained that Pat Widger had offered to be Teller for the vote of Chairman.</p> <p>He read out the job description for this role.</p>	
<b>Committee members</b>	<p><b>Role of Chairman</b> – three nominations received – Kim Swetman, Phil Buckley and Clive Evans (not in attendance). The Chairman asked both parties if they wanted to make any statement in support of their application; Phil Buckley stated that he had done the job before; Kim Swetman stated that she would make sure that all members abide by the rules of the club and that members are not put at risk.</p> <p>Results :</p> <p>Kim Swetman – 7 votes Phil Buckley – 28 votes Clive Evans – 1</p>	Carried
	<b>Vice Chairman</b> – one nomination received, Adrian Boudier.	Carried
	<b>Secretary</b> – no nominations were received, however the Chairman informed the membership that Norman Willcox had offered to take on the role if no-one else came forward.	Carried
	<p><b>Treasurer</b> – the Chairman thanked Kim Swetman for her services.</p> <p>One nomination received, Andrew Gash.</p>	Carried
	<b>Records Officer</b> – one nomination received, Adrian Boudier.	Carried
	<p><b>Equipment Officer</b> – the Chairman thanked Stuart Barrett-Rees for his services, who will now revert to the deputy position.</p> <p>One nomination received, Peter Haines.</p>	Carried
	<b>Junior Club Liaison Officer (Adult Member)</b> – one nomination received, Stuart Barrett-Rees.	Carried
	<b>Coaching Co-ordinator</b> – no nominations received, the Chairman read out the job description, but no-one was put forward.	Role vacant



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	<p><b>Communications Officer</b> – one nomination received, Emma Fetherston, who asked, if she was voted onto this role, for assistance with grant applications. Andrew Gash confirmed he would be happy to do this role as part of the role of Treasurer. The Chairman stated that the job description would therefore need to change.</p>	Carried
	<p><b>Disabled Club Representative</b> – two nominations received, Stuart Barrett-Rees and Clive Evans. Stuart Barrett-Rees confirmed that he would be withdrawing from this role as he had been successfully appointed to role of Junior Club Liaison Officer (Adult Member).</p> <p>Comments were made that the remaining nomination, Clive Evans, did not attend club often. The Chairman stated that as no other nominations had been received, the membership would need to vote on this.</p>	Carried.
<b>Club Officials</b>	<p>Marion Howells asked if it was possible to take one vote on all positions. The Chairman explained that the first role would have to be voted on separately as it was only junior members who could vote on this.</p>	
	<p><b>Junior Representative</b> – one nomination received, Matt Gash.</p>	Carried
	<p><b>Child/Vulnerable Adult Protection Officer</b> – one nomination received, Karen Roberts.</p>	Carried
	<p><b>Health and Safety Representative</b> – no nominations</p>	Role vacant
	<p><b>Catering Officer</b> – one nomination received during the meeting, Judith Stolzenburg.</p>	Carried
	<p><b>Events Officer</b> – no nominations</p>	Role vacant
	<p><b>Merchandise Officer</b> – one nomination received, Andrew Gash</p>	Carried
	<p><b>Tournament Officer</b> – no nominations received, however the Chairman stated that it had not been ascertained if the current post holder, Dave Thomas, wanted to continue. The Chairman to ascertain this.</p> <p>If not, Dave Roberts offered to do this role, with Andrew Gash as deputy.</p>	Carried (subject to outcome of Chairman speaking with Dave Thomas)

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	<p><b>Membership Secretary</b> – Mandy Singleton has stepped down from role.</p> <p>No nominations received.</p>	Role vacant
	<p><b>Minute Secretary</b> – one nomination received, Karen Roberts.</p>	Carried
<b>Any Other Business.</b>	<p>Dave Roberts proposed a folder be available to all, explaining how to take part in first shoot, etiquette, what to expect, etc. Jem Speed replied that he and Janice Speed had produced this previously and it was available electronically.</p> <p>It was suggested that this information be held on the website also, for ease of reference.</p>	
<b>Open Questions</b>	<p>No questions were raised. All commented on the temperature within the hall for the meeting and requested that the hall be of a reasonable temperature on shooting nights also.</p> <p>Phil Buckley thanked the Chairman for the full bundle of documents that were provided to all prior to the meeting.</p>	
<b>Close</b>	The meeting was closed at 8.30 pm.	