Committee Meeting (no. 87)

Monday 7th July 2014 at 7:00pm

The Mountain Hare Inn, Brynna Road

Present : Phil Buckley (Chair) Judith Stolzenburg

Adrian Boudier (Vice Chair) David Roberts (arrived during AOB)

Norman Willcox (Secretary)

Andrew Gash (Treasurer)

Emma Fetherston

Peter Haines

Karen Roberts (minutes)

Apologies : Stuart Barrett-Rees

|  |  |  |
| --- | --- | --- |
| Agenda item | description | Action and target date |
| 1. Welcome/Apologise for absence. | Apologies received from SB-R. |  |
| 1. Minutes of previous meeting; matters arising not on Agenda or in actions | PB opened the meeting and proposed that item 4 was not for discussion due to the sensitive nature. This was agreed.  Minutes of previous meeting were approved as a true and accurate record.  Matters arising from the minutes :  NW to speak with PW/DT – this was superseded by a discussion between AB and EP.  AB has reminded members by email that they need to assist with set up and put down. |  |
| 1. Committee member updates | **Secretary –**  NW explained that the club membership was as follows :  48 senior members  33 junior members  3 honorary members  4 associate members  7 disabled members |  |

|  |  |  |
| --- | --- | --- |
| Agenda item | description | Action and target date |
|  | There is a WAA meeting in Pembrey at the end of August and nominations are sought for Chairman and Treasurer.  He also stated that KS had come forth in the Euro Nations.  **Treasurer** –  AG stated that since the EGM voted in a monthly shooting fee, the majority who had stated that they would take up this option have either set up a standing order or paid their fee. He continued that some who the Committee had not expected to pay in this way had also signed up, which demonstrated that this was the right way to go.  He explained that due to an error with the setting up of his signature with the bank, a cheque is due to bounce as he had signed the cheque before the bank had completed the set up. This is for the Trust, but they are aware of this and it is to pay the hire charges for April, May and the Fita. June charges will be paid once the bank have actioned the change of signature.  AG will arrange for a standing order to be set up on the last day of the month to the Trust shortly.  Total signups to date are :  25 adult members  14 junior members  One adult and 2 junior members are due to set up a standing order from 01.10.2014.  AG shared a document outlining the money required v. the amount of people who have signed up and explained that he was looking to set a fee for those who do not wish to make a monthly payment. He continued that he was not expecting that the monthly fee would be a separate cost to the membership fees. |  |

|  |  |  |
| --- | --- | --- |
| Agenda item | description | Action and target date |
|  | He stated his belief that all should make a financial contribution to the club, not just those shooting regularly and proposed that the annual membership of £50 for those who do not want to take up the option of a monthly shooting fee. PB responded that with the GNAS (£40), WAA (£14) and GAA (£6-8), this would take the figure over £100 and felt that keeping the cost under £100 may be more acceptable to these members.  AG replied that if monthly paying members are happy to pay £15 membership per year, others should pay more. He continued that he felt that all members needed to take responsibility for the club, as it needed new equipment and they needed to make a financial contribution. He stated that they could convert to monthly payments if they wanted to.  PB raised reservations at the cost being more than £100, EF asked whether the club wanted members who would not make a financial contribution. NW asked what the advantage would be to having some members who don’t contribute, AG replied that if the cost was only £20, this would unsettle monthly payers.  AG continued that there were 10 people on the list to do a beginners course and that would help to increase the monthly fees to £1k than the Club needed to pay the hire charges. He explained that having reviewed last year’s accounts, there was a need to raise £3,600, with £2,200 available for equipment. He stated that if the Trust reduces the fees, this would then be passed on to monthly paying members.  PB appreciated this and NW stated that there was a need for financial buffer in the accounts. AG stated that less than half of the membership were making a financial contribution and that he had sent out emails to everyone, but half of them did not respond. He appreciated that some may choose to leave the Club. |  |
| Agenda item | description | Action and target date |
|  | PB asked if the Club could afford to lose any members, AG replied that there are 44 people who he had never seen. AG continued that this could result in a lean club with active members who contribute, that there had to be an optimum number of members and the Committee may need to set a maximum number.  EF referred to the document and stated that it would be easier to manage if the annual membership for junior members was £10 rather than £7.50 as this assists when it is pro-rata’d for those joining part way through the year. AG replied that he would recalculate on this basis. He reminded those present that any new members would go onto the monthly fees.  JS asked whether the Committee were looking at setting 12 month memberships like gyms, AG replied no, that if someone doesn’t shoot for six months, it will be assumed that they have left the club.  NW asked how those who don’t pay monthly will be identified during Club nights, AG replied that he had set up a new form which shows those who make monthly payments (there is a tick box next to the name for them to complete when they shoot). PB asked whether cards needed to be issued, AG replied that there was still a need to do a shooting form, as a fire register and for insurance purposes. He continued that he would print and ensure there were forms available for use.  AG asked if anyone else had any ideas as to how to manage the monthly payments, he would be able to recalculate the figures if there was. JS asked what was happening to those who were not paying the monthly fee, were they planning to leave the club. This is not yet know.  AG explained that 44 people paid to shoot between April and June, totalling £70 over the 3 months. He asked the Committee if they should look to set the membership level to those not paying monthly to £40, stating that he did not want to upset those paying monthly. |  |
| Agenda item | description | Action and target date |
|  | AG commented that it was important to raise more money than was needed to cover shooting fees at present, so that we can build up a buffer if members leave the Club. AB felt that the Club should offer only monthly payments. PB reminded those present that this would be reviewed in September, AG replied that the calculations had been based upon a two tier system, continuing that if all members are informed of the cost from September, they will then get a notice of this.  AG proposed that a two tier system be put in place for 12 months only, with the Club then moving to monthly payments only. This was put to a vote and was unanimously carried.  **Records Officer –**  AB stated that this is ongoing, that it had taken longer than anticipated to collage all information.  **Equipment Officer –**  PH stated that he was in the process of doing a full inventory and the estimated value of stock was £12k.  He updated all that the locks had been taken off the containers but it appeared that nothing had been taken. JS asked if the police had been involved, PH replied no, as nothing had been taken. He continued that he had now replaced these with security locks on the one, with shorter barrels on the other one. AG suggested that JW could weld a cover for the locks to reduce the likelihood of further break in.  PH proposed selling the old bosses as is and that he would take the names of those with an interest in these. AB suggested that they are auctioned off.  AG stated that he would be purchasing 50 x 122mm  faces and 80mm for the Glamorgan shoot, together with 5 x 10 litres of white liner. He asked if anything else was required and whether the Club needed to paint white lines in for the Euro Nations. |  |

|  |  |  |
| --- | --- | --- |
| Agenda item | description | Action and target date |
|  | PH replied that GR was sorting this out. AG asked if target faces were needed and PH replied that there was no need for more than 50 target faces, they would use 10-12 only. He said that he was not aware of anything else required.  KR raised a question on behalf of DR, namely that the straw bosses were soft in places and asked if they needed replacing. PH said that he needed to sort and check the straw bosses. AG asked if the Club needed to order new ones. NW stated that it would be cheaper if all clubs worked together and bought goods together. AG proposed that a full equipment list be prepared for discussion, stating that his projections took into account £2k on equipment this financial year.  NW stated that some of the stands needed replacing also, EF replied that SBR was checking these. PH will check the dates on the bosses to ascertain the oldest. AG proposed 10 were purchased and stated he would ring Cricks to see if there is a discount available to the Club, continuing that it would be nice if new bosses could be available for the Glamorgan shoot. NW asked if the Club needed backing discs, explaining that small straw bosses were used at a recent shoot and were very effective. AG to research this.  **Junior Club Representative –**  SBR not in attendance.  AG stated that he had spoken with GR and it is possible to continue Junior Club throughout the school holidays. PH stated that he and EF were happy to run this, continuing that there was a benefit in running it weekly throughout the summer. EF said that she would prefer to run the Junior Club every Tuesday and not 3 out of 4. AB replied that he would prefer to keep the 4th Tuesday free in the indoor season. AG proposed 3 out of 4 during the indoor season and every Tuesday during the outdoor season. EF replied that she was unhappy with this as the Juniors pay to attend each week and the Trust are paid for this also. |  |

|  |  |  |
| --- | --- | --- |
| Agenda item | description | Action and target date |
|  | PB stated that the Junior Club should be able to shoot every Tuesday.  **Communications Officer –**  EF stated that she was trying to get an up-to-date email address for all members. AG said that there was one for adult members but there was a need to get them for junior members. PB proposed doing a profile sheet for juniors to update their details. NW will send the membership list to EF.  AG explained that NW is trying to get a full picture of the membership, PH asked if he had access to GNAS information, NW replied that he did. It was agreed for NW to share the membership list with the Committee for updating. EF will share the junior information already held.  EF asked if beginners courses were going to be held on junior night, AG stated that he was intending to discuss this later in the meeting.  **Merchandise Officer** – AG advised all that the new Club merchandise had now been ordered.  **Tournament Officer** – this will be discussed under point 5.  **Ladies Representative** – AB advised those present that this role had already been removed from the Committee at a previous AGM. JS stated that she had been happy to undertake this role, AB replied that it was not a real role. NW asked if this was a useful role, AB replied no. | NW to send membership list to EF asap  NW to share membership list with Committee asap  EF to share junior information asap |
| 1. Ongoing internal saga | Not discussed, as agreed at start of meeting. |  |
| 1. Glamorgan/BJ Open and future tournaments | AG stated that this was to discuss working parties, etc. NW stated that these discussions should help the Committee define how they wanted to run tournaments. AG stated that 58 were currently booked in. He asked whether Glamorgan pay for the hall direct and the cost. |  |
| Agenda item | description | Action and target date |
|  | NW replied that they had been given the price previously, AG asked if this included set up the day before, AB replied that it was. He continued that he would advise Emma Price of the cost of the hall as it had increased. NW asked if the Club should split the fees with Glamorgan, PH replied that they received all the entrance fees. NW stated that the Club’s costs needed to be covered, AG replied that they would pay for boss hire and target faces, but that they would not be aware at present about the increase in hire fees. PB explained that they would pay the Trust direct.  AG stated that a working party was critical as there could be 15/16 targets . He noted that AB/PB/KR/DR/SB-R/EJ and himself would be available to do this, asking if DT would help. AB assumed that the working party would been needed all day. PH stated that he could assist before and after shooting. He proposed marking up the field the week before. AG stated that the setting up was the biggest part and a number of people, including himself and NW would not be available the day before because of another shoot.  JS asked if this could be set up on the Friday night, AG replied that it would depend on whether there were any beginners courses running, stating that JW may be available.  PH stated that all members needed to be contacted and advised that help was required. JS stated that she could get her nephew to help look for lost arrows on the day. NW said that it was for the Committee to tell people that help was required rather than ask for volunteers.  AG asked about the layout of the field, PH replied that it was not much different to the Blandy shoot. AG stated that any extra assistance would be better and asked who would speak with Gill about getting the field cut. NW said that he would.  NW stated that the Club needed to invest in better equipment for finding arrows, suggesting that a Wasp2 had been well recommended by others. | NW to speak with Gill to cut, 2nd week before, so that the field can be marked up. |

|  |  |  |
| --- | --- | --- |
| Agenda item | description | Action and target date |
|  | PH replied that the difficulty is that there is a lot of spare metal in the field and that the one owned by the Club currently was very good, but people don’t have it on the correct sensitivity setting.  NW stated that this could form the template of what would happen in future tournaments, asking if there was going to be an indoor tournament in the indoor season. AG suggested a Portsmouth or Fita 18. NW replied that the Club would need something different to get people in. PH suggested a Vegas. AG replied that they would need to check the dates to see if there was one free. AB reminded all that the hall was small, AG proposed 2 sessions, one in the morning and one in the afternoon. PB replied that this could only be a single.  AG proposed that prior to the next Committee meeting, they could identify free dates, avoiding local competitions. NW said he would do this. | NW to check for free dates. |
| 1. Vacant posts   and   1. Beginners Courses and “Have a Go’s” | AG said that the Club desperately needed a Coaching Co-ordinator, KR replied that DR was happy to put himself forward for this role, but was concerned that he did not have a coaching qualification. AG explained that this was not needed and that he had spoken with MS but she did not want to do this. NW stated that the Coaching Co-ordinator would have to use the Coaches for support.  EF stated that the Club had people on the list for taster sessions for more than 3 months. AG explained that they regularly email to ask when they can do these, but not all Coaches will give their commitment, so they have had to put them on hold.  AG said that the way the Club arranges beginners courses has to change as it is not working to have it held on one day. He stated that it was recently covered in the Archery magazine, that they should be held in 6 x 2 hr sessions, explaining that there could be an effect on insurance. EF stated that she was happy to organise junior sessions on the Junior Club nights, stating that she could use the side room to start, moving them into the larger group, with a target pulled forward. AG replied that it would help |  |
| Agenda item | description | Action and target date |
|  | if all junior courses could be held on a Tuesday night and asked if they were all getting 12 hrs of coaching. EF replied that it was dependent on their need, minimum of 4 hrs, maximum of 8 hrs, explaining that MH doesn’t formally sign them off. AG raised concerns that the Club are charging for a 6 x 2 hr course. EF replied that no-one is told the number of hours the beginner courses are for, but that the Juniors get continuous coaching.  AG stated that he knew of 3 adults and 1 junior who were on the current list, with 3 starting this week (AG/PB/EF/PH to help out). He proposed a further start date for the next group in 4 weeks. EF replied that this was too long. AG stated that it was necessary to let people know when they were likely to start. EF replied that the Club needed to role the courses out, holding those for adults on a Senior night. She continued that Coaches needed to help and that the Club needed to stop the waiting list increasing.  AG stated that the Beginners Courses needed to run to AGB standards, EF suggesting that rules were put in place for these. AG proposed a minimum of 4, maximum of 6, at any time. NW suggested that there was a need to justify reasons for less than this. EF stated that there were a lack of procedures, with PH continuing that the beginner handbook was been amended. PB proposed that there needed to be a procedure for what would be covered in each week of the course, with NW stating that there needed to be an information document for those interested in completing a Beginners Course. PB replied that there was a need to look at all the procedures. NW proposed that EF looked at drafting a procedure for each of the course sessions.  AG agreed with EF’s proposal that the junior courses were run separately from the senior ones, with a minimum of 4 x 2 hr sessions. Adult and junior sessions could be run on Fridays/Mondays and that the Coaching Co-ordinator. He suggested that 3 juniors start the coming Tuesday, with the next 3 in 4 weeks’ time. He asked how the Club proposed doing these if there is bad weather, PB replied that Club members can shoot on the remaining bosses. | EF to draft course outline |
| Agenda item | description | Action and target date |
|  | AG stated that SBR had asked why the Coaches would provide coaching if they have paid to shoot themselves. JS replied that it is about their commitment to the Club, continuing that all could say that about their different roles. She stated that people have to show their commitment. PB to speak with DR regarding Coaching Co-ordinator role. | PB to speak with DR |
| 1. Change record claims in line with Welsh Archery Association | NW explained that Veterans complete as Seniors and that WAA and GAA treat records differently. They allow Veterans to claim Senior records and Masters, proposing that the Club falls in line with this. AG agreed with this, asking if there would be any back dating. NW proposed that it be backdated the start of the outdoor season. AG asked if any Senior who could have a record taken from them would be unhappy approach, NW replied no.  Proposed – NW  Seconded – AG  Carried, unanimous. |  |
| 1. Shooting outside 2. One or two groups 3. Signs | 1. NW stated that he felt that shooting in two groups was too dangerous to contemplate. PH replied that he felt it was necessary as the group shooting is big. NW stated that this would split the Club.   AG suggested that those shooting could be chivvied along, NW proposed that the line captain should use the 4 minute whistle. PH said that the problem was that people tended not to put extra bosses out. AG suggested putting out extra bosses, NW replied that they should avoid two details.  Proposed one shooting group – NW  Carried, unanimous.  AG proposed that a process be outlined regarding looking for lost arrows, AB suggested that a time be put on this, 2 – 3 minutes. AG said that the alternative was that this was left until the end. Agreed that this will be outlined in the next notices email. | AB to include in notices email |
| Agenda item | description | Action and target date |
|  | 1. NW said that signage was needed to warn people that they should not walk past the boxing club. JS commented that there had been a problem the previous day. NW proposed that a small group got together to agree the content of the signage. AG stated that the only way was to have a physical barrier. NW proposed that there was also a need to have a sign stating that the Club are located there pointing people to the website, showing shooting times, etc, with a separate sign for safety. PH suggested that 3 safety signs were required – on either side after the railings. PB to look into this further. NW explained that the Trust have offered to do this for the Club. JS explained that there is a facility for making signs where she works. | PB to consider wording and costs for signs |
| 1. AOB | **Charity Event –**  AG said that McMillan were asking sports clubs to put on events to raise money (eg, inter Club events) although this would be a lot of work. NW replied that it would be difficult to get a clear date with other shoots already being arranged, noting that it would be a shame if the Club couldn’t do this, but that it may not be an option. AG suggested that it could be a charity head to head competition, JS suggested a sponsored shoot. AG replied that the more Clubs we tried to involve, the more difficult it would be to get everyone together, but this would raise money for the charity. AB suggested that a £3 fee/shooter could be asked for on a Club night. AG suggested a Sunday event, NW commented that it could be difficult to find a suitable date. PB proposed that this be reviewed again at a later date, all agreed.  **Future Committee Meetings** –  NW proposed that these are not held on a Club night in the future. All agreed, 2 monthly meetings.  **State of building after event –**  JS raised concerns at the state of the building after an event by another user, showing photos to those attending of the oil on the floor. NW said that there was a need to speak with GW regarding this. AB replied that she only had a set number of cleaning  hours. AG said that he felt sending an email to the |  |
| Agenda item | description | Action and target date |
|  | Trust was justified and that the hall needed to be sorted out before the Junior Club tomorrow. AB commented that the Club had been asked to attend the event last year, but had not made a donation to the Drop In Centre, so the Club had not been asked to attend this year.  **Keys –**  KR commented that it was proving difficult to shoot on a Sunday as key holders were not always attending to open/close. PB stated that there was a need to collate all keys (currently held by PH/KS/NW/ AB/SBR). He asked if they had been returned from PLJ and Gareth? AB replied that technically the Club were not supposed to have keys but that the Trust provided them for convenience. NW stated that he would prefer if the Trust opened and closed, as this would enable them to turn on the heating 2 hours before. He asked if all Committee members should have keys, suggesting that the padlocks get changed and new keys cut. JS suggested putting the onus back on the Trust to open and close. AG suggested that a full set of keys be locked away in the equipment room. PH stated that there was a need to get a bow cupboard key. NW reiterated that he felt it was necessary to change the locks and PB proposed that only Committee members have keys.  PB to speak with GW regarding –  State of kitchen and disabled toilet  Cutting field for competition  Replacing padlocks (as current one is falling apart).  **Fridge –**  JS proposed that a new set of locks be put onto the fridge as the current ones were unsatisfactory, with her holding one set and a second set being kept in the key cupboard. Agreed.  **Sponsorship/Donations –**  KR advised the Committee that she understood that the Wind Farm gave out money to local clubs, schools, etc. KR to provide contact information. PH continued that Aviva trains also sponsor corporate events. JS said that she understood that the local | PB to speak with GW.  KR to provide contact information. |
| Agenda item | description | Action and target date |
|  | Housing Association sponsor events and may be worth contacting. DR suggested that he could approach his employer also as they support local event/clubs.  **Upcoming Club Shoot –**  JS will email all members asking for raffle prizes for the upcoming event. She continued that she has spoken with Glenally and they are happy to provide the same arrangement. She commented that not all the working party were aware that they could have a free burger/sandwich. She continued that the catering provider did not make a profit on the day, but broke even. PH said that the Club did not make any money on the catering, AB replied that it was hassle free for the Club. DR proposed that the working party paid for their food. AG stated that some clubs will limit those who shoot, to ensure they have a reasonable working party, stating that others do more than they need to. PH replied that he was told the day before that the food would not be free to working party members. PB said that on the day, he had stated that it would be arranged as normal. AB stated that previously the working party were given tickets to use. JS proposed that free food was only given to judges, PB replied that the Club had always provided this previously.  DR asked if all those competing in the shoot had been told that catering would be available, EF replied that this had been done last time. PB suggested that those who help on the day should get free food, EF replied that it should be all or none, as some help out prior to the day.  Proposed all pay for food, with exception of the judges, carried (not unanimous).  **Child and Vulnerable Adults –**  KR advised the Committee that she had been in contact with Oxford Archers, who are happy for the Club to use the statement from their website.  **Junior Euro Nations –**  AG asked if the Club needed to do anything on the day, PH replied no, that they provided their own working party. |  |
| Agenda item | description | Action and target date |
| 5. Date of next meeting | 3rd September 2014, 7pm, Mountain Hare Pub, Brynna |  |