



Wymondham Archers

Minutes of Committee Meeting

10th Sept 2018 7:00pm

Present: Pete Hill (Chair); Dave Tonnison (Vice Chair); Sarah-Ruth Hubbard (Secretary), Daron March (Treasurer), Amy March, Dan Parnham, Iain Pautard, Peter Aldridge; and Sandra Edwards (Minutes; Records Officer).

1. Apologies for Absence

There were apologies from Damien Lewington and Sophie Yaxley-McLellan.

2. Approval of Previous Meeting Minutes

The minutes of the meetings which took place on 25th July 2018 will be reviewed and agreed at the next committee meeting.

3. Matters Arising

See action points update.

4. Action Points Update

3 action points have rolled over and are highlighted in bold on the last page.

14 new action point has been raised and is also highlighted in bold on the last page.

Action points discussed as appropriate within minutes.

5. Secretary's Report

AGB renewals are ongoing.

6. Treasurer's report

End of FY18 Summary

- We have a total membership of 56 (42 senior and 14 junior members).
- We have 27 paid beginners.
- To date we have a total of £12,286.73 at the bank. A profit of £2525.94 was made in FY18.
- Total income from the WA 720 Tournament was £123.97

FY19-to date

- We have a total membership of 38 (31 senior and 7 junior members).
- We have 0 paid beginners.
- To date we have a total of £13,437 at the bank.

Moving Forward

- Target membership is 70 FULL paying members (50+20) and £2000 income generation (from courses, competitions, grants, etc). The club needs to work on achieving this.
- Each year there is a drop-off in members, which is common and not unique to this club. The club needs to work on improving retention of members.
- Suggest a ring-fenced training budget for in-house coaching, visiting coaches as a percentage of income received through beginners' courses, etc. Committee approval was given for this.

7. Records Officer Report

Sandra has agreed to take on this role and is getting on well with the software and data entry. Data is currently up to date.

8. Competitions Officer Report

The Double 720 Tournament went brilliantly with good attendance. Feedback from attendees and judges was all very complementary.

Special thanks were given to Sarah for organizing the event. Excellent job.

Committee approval was given for next year's tournament to be held over two days, 22nd and 23rd June 2019. The format of the tournament is still to be confirmed. Sarah will be the Tournament Organiser, Sandra will be Assistant Tournament Organiser.

Requests were made to have greater clarity of 'work to be done' prior to future tournaments. Ideas included a project outline, pre-meetings, etc. Consideration of how best to organize this will be undertaken and discussed.

9. Website and Social Media Officer's Report

The website is currently being updated and reviewed by Gillian and Dan.

10. Junior Officer's Report

Currently 7 junior members have renewed their membership.

Only two juniors participated in the club tournament however this is not unusual for club tournaments.

It is anticipated that more juniors will attend the two-day tournament next year.

11. Chairperson's Report

General

Pete stated that the club is doing well.

Complaints

There has been one complaint regarding a remark made to a club member referring to their bow as a 'stick'. Pete has spoken with the parties involved and would like to remind all club members to respect each other and each other's equipment at all times.

Beginners courses

- Are going well and generating income for the club with 5 beginners on the current course.
- Aiming to have a beginners' course every month of the year.
- Single session beginners' courses have been requested by a few interested parties. Pete has agreed to deliver single session training with the understanding that to attend a 6-hour beginner's course individuals must be physically fit.
- Peter and Daron will assist Pete to deliver beginners' courses.

Website

Considering whether to subscribe to a website 'pitch hero', which is currently used by the Wymondham Rugby Football Club (WRFC). This would allow online purchasing (of membership fees, club merchandise, etc.), use of calendar and would be available as a link on both the WA website and the WRFC website.

Committee agreed in principle but would like more information and to see how it works before purchasing a subscription.

Mail Chimp Database

Pete has asked Sarah to show him how to use the database. Sarah has agreed and stated that she is in the process of updating records.

Details of non-members can be kept on record for a maximum of 1 year. After this time their details will be deleted in accordance with GDPR.

New bows, bosses and trolleys

The committee agreed to the purchasing of several new bow kits however it is now thought that only 2x70" bow kits need to be purchased. The committee agreed to this change in purchasing.

New bosses/targets will be delivered to the WRFC on 23rd September.

Pete has obtained various quotes for boss trolleys for use on the new field. Consideration for possible purchases will be undertaken in due course.

Grants

Various grants have been and are being applied for to supplement the club income

during this move of venue. These include Tesco, Waitrose and the Archery Foundation.

Pete has successfully secured £500 from SCAS with an additional £1K (0% interest loan over 3 years) held in reserve should the club need it.

New range

The new range will not be ready for the 1st October, there is no grass on the range and the ground requires some more preparatory work (such as stone removal). A working party is likely to be required to carry this out.

The WRFC has allocated the club a suitable interim range which will be available to club members from the 1st October. More information regarding use will follow in due course.

12. Plans for WRFC

- a. **Induction to WRFC Site:** Documentation has been reviewed and is ongoing. The committee members be responsible for carrying out induction training for club members. This will involve going through the induction paperwork with members and obtaining signatures to record compliance with the induction requirements. The induction documentation will be held on file by the club.
- b. **Line Painting:** Pete will arrange for the lines to be painted in April.
- c. **Membership Cards:** Sarah and Pete will progress this further.

13. Any Other Business

Communication

Club members would like to receive more information regarding the club move, pricing, etc. The committee agreed to reinstatement of the club white board for provision of information to club members. Iain has agreed to manage this.

Equipment Officer

The club thanked Sarah for her work as equipment officer.

Iain agreed to take on the role of Equipment Officer with the addition of 'working groups' and assistance from Pete.

Iain will organise the work required to maintain the club equipment and Pete will assign tasks to the working groups.

The working groups will consist of club members wishing to shoot on the day.

Additional Training

Suggestions for additional training of club members to include:

- An intermediate course. Great idea.
 - Pete does not have the time to take this on.
 - Volunteers to do this were sought.
 - Sarah/Pete to see whether other clubs have an intermediate training structure/outline that they would be happy to share.
- Equipment training. Great idea.

- Daron is happy to deliver. Suggested that a Saturday club session would be most appropriate.
- Portsmouth scoring. Encourage all members, especially beginners, to participate in scoring allowing them to see improvement and overall progress, etc.
- Consider extending the beginners' course by a session or add a 'free' session so that those completing a beginners' course can see what it is really like to shoot at the club.
 - Concern over additional workload for Pete and other trainers.
 - Need to consider legalities and how this could be managed.
- Wymondham High School is having building works undertaken next summer which are likely to extend into the indoor season on 2019, therefore Pete continues to actively seek an alternate indoor venue for the club.
- Guest shooting at the WRFC range
 - For non-local guests. 'Local' guests discussed previously.
 - A good way to generate income in principle.
 - Requires more thought with regards to practicalities:
 - Payment
 - Supervision
 - Limits, etc.

Club Membership

Need to improve membership renewals and retention of beginners.

Consider asking previous club members, those which have not renewed membership 2018/2019, why they are not renewing.

To be discussed further at the next meeting.

14. Date of next meeting: 22nd October, 7:00pm.

This is a true record of proceedings.



Signed

Name **Peter Hill**

Date **10/09/2018**

ACTION POINTS

Action	Comments
Pete to look into writing an article.	Ongoing. Update at next meeting.
Induction documentation to be finalized and implemented. Appropriate training for committee members to deliver induction for other club members. Pete to lead.	Ongoing. Update at next meeting NEW. Update at next meeting
Begin member induction for WRFC range. Pete to lead	NEW. Update at next meeting
Pete to write to Hingham and CONA partner clubs to inform them of all pertinent information regarding use of the new Wymondham Archers' facilities at the WRFC.	Ongoing. Update at next meeting.
Sarah/Sandra to consider how to 'project manage' organisation of the 2019 tournament and communication with club members.	NEW. Update at next meeting
Pete/Daron/Peter to develop training plan for club. To include standard beginners' courses, one day beginners' courses and additional courses (e.g. equipment) for 2018/2019.	NEW. Update at next meeting
Pete to arrange viewing/discussion of 'pitch hero' utilisation by the club for consideration.	NEW. Update at next meeting
Sarah to complete updating Mail Chimp and show Pete how to use the database.	NEW. Update at next meeting
Pete to organise working party for new range at WRFC.	NEW. Update at next meeting
Pete to arrange for lines to be painted on the new range in April 2019.	NEW. Update at next meeting
Iain to reinstate use of the white board to facilitate dissemination of club information to members.	NEW. Update at next meeting
Iain to determine club equipment routine maintenance requirements and devise a schedule of work for working parties to undertake in 2018/2019. Pete to assist in organising working parties to undertake maintenance work.	NEW. Update at next meeting

<p>Sarah/Pete to investigate whether other clubs are willing to share their intermediate training course structure with the club.</p>	<p>NEW. Update at next meeting</p>
<p>All committee members to consider:</p> <ul style="list-style-type: none"> • How to improve retention of members.... • How to entice more beginners to join the club after completing their beginners' course.... • How to manage guest (non-local) shooting at the new range... 	<p>NEW. Update at next meeting</p> <p>NEW. Update at next meeting</p> <p>NEW. Update at next meeting</p>