



Wymondham Archers

Minutes of Committee Meeting

20th May 2019 19:00

Record of Attendance:

Date	Pete Hill	Sarah Hubbard	Daron March	Dave Tonnison	Sandra Edwards	Amy March	Dan Parnham	Gillian Harris	Iain Pautard	Jo Tonnison	Nigel Bailey	Peter Aldridge	Damien Lewington
Feb	Present	Absent	Present	Present	Present	Apologies submitted	Present	Apologies submitted	Absent	Present	Apologies submitted	Absent	Absent
Mar	Present	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Apologies submitted	Present	Absent
Apr	Present	Apologies submitted	Present	Present	Present	Apologies submitted	Apologies submitted	Present	Present	Apologies submitted	Present	Present	Absent
May	Present	Present	Present	Present	Present	Present	Present	Apologies submitted	Present	Present	Present	Present	Apologies submitted
June													

Present; Apologies submitted; Absent

Item/Comments/Actions	Person/s responsible	Due Date	Progress
1. Guests Present None			
2. Minutes of the Last Meeting The minutes of the meetings which took place on 24th April 2019 were agreed.			
3. Action Points Action points will be dealt with within minutes.			
4. Secretary Report Pete continues to deal with the club administration. Club membership has increased to 84 so the club is doing a great job of attracting new members. Well done to everyone. There is some grumbling with regards to the number of members shooting and when independent collection is not available. The space between the two ranges needs to be altered to adhere to AGB best practice guidelines. It is currently 20m along the range. It needs to be 25m at shooting line and 30m at 100m line. ACTION: The range lines need to reflect the above line spacing requirements.	Pete	ASAP	

<p>There is an increasing pile of documentation from beginners and new members. We do not want to keep hardcopies however the forms will all be scanned and kept electronically, for the appropriate period, as a backup.</p> <p>ACTION: Documentation will be scanned and stored electronically. Once documentation has been successfully scanned the documentation can be shredded and disposed of.</p>	Pete/Sarah	August 2019	
<p>5. Treasurer Report 84 members (66 Senior, 18 Junior) 41 Beginners The club is in a good financial position. See treasurer's report for full breakdown.</p> <p>Daron asked for a volunteer to become the deputy/assistant treasurer – Mark Brookes agreed and has been accepted into the role by the committee.</p> <p>The beginners' courses continue to bring revenue into the club and any club members expressing negative comments in relation to the number of beginners should be reminded of how important they are. Beginners facilitate the running of the club through addition of funds, experience and the cost of annual membership. Fewer club members would lead to increased fees. The club is committed to growing and improving the facilities available to members.</p>			
<p>6. Records Officer Report Data is up to date and backups are being transferred to a club USB on a monthly basis.</p> <p>Members have been earning 252 badges which is fantastic however we are going to need to purchase more badges very soon. Stocks are lowest for 20y, 30y and 40y.</p> <p>Action: Sarah to get a quote for ordering more badges.</p> <p>Outdoor classification badges will also be awarded to members who qualify for them. These will be presented at the club BBQ. See record officer report for more details.</p> <p>Members would like to have more details regarding classifications. There is information available on the club website and through AGB however a blog will be written to cover the topic briefly with reference made to information sources.</p> <p>Action: Pete will write and publish a blog about progression and classification badges awarded by the club.</p>	Sarah	July 2019	
<p>7. Competition Officer Report</p> <p>7.1 Club Tournament/s a) 22nd-23rd June 2019 WA 1st Weekend i) Update: 22 entries all payment received. Medal inserts have been purchased. ii) Allocation of duties is required.</p>			

<p>Action: A list of duties will be produced, and each helper given clear instructions for each day.</p> <p>Action: Medals need to be purchased.</p> <p>b)25th August 2019 NAA Outdoor County Champs i) Update: 5 entries all payment received. ii) Allocation of duties will be assigned prior to the day.</p> <p>7.2 Postal League/s The club will participate in the NAA Summer postal league which will involve archer's nominating a day, each month, to shoot their Short Metric round. Scores will be given to Sandra who will then select the best scores for online submission. Scores for each month must be submitted to Sandra before the 1st of the next month.</p>	<p>Sarah/Sandra</p> <p>Sarah</p>	<p>21st June 2019</p> <p>21st June 2019</p>	<p>Ongoing</p>
<p>8. Website & Social Media Officer Report The website is working well, attracting beginners and the blog is receiving comments and compliments from members, from archers at tournaments, etc.</p> <p>A donations page has been added to the website.</p> <p>Jordon has agreed to interview club members for the blog. Questions and interviews need to be organised.</p> <p>Action: Pete (Sandra) will assist Jordon in compiling a list of questions which can be used.</p> <p>Action: Club members will be invited for interview, interviewed and blog posts will be written to reflect archer's answers.</p> <p>Need to add our tournaments to the club calendar. Action: Add club tournaments to website calendar.</p>	<p>Pete/Sandra/Jordon</p> <p>Pete/Jordon</p> <p>Dan</p>	<p>August 2019</p> <p>August 2019</p> <p>June 2019</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>9. Junior Officer Report Amy is organising a competition for juniors – Sunday 11th August 2019 has been proposed.</p>			
<p>10. Chairman Report</p> <p>10.1 Winter Shooting Option The venue at HOHS may no longer be viable due to their financial situation. Action: We need to find out if the hall is still available, etc.</p> <p>The industrial unit on Elm Park is not available. The old WRFC site on Tuttle Lane is not available.</p> <p>Pete has looked at various other halls for availability and unfortunately, they are often too expensive (£40 per hour) and do not have the availability we require.</p> <p>Pete continues to encourage all club members to keep an eye</p>	<p>Pete</p>	<p>July 2019</p>	

<p>out for possible venues. There are several members assisting with this.</p> <p>Discussions with Centre Paws and use of a potential indoor venue were held and as a result the club has been investigating the possibility of purchasing one of our own indoor facilities – temporary hanger.</p> <p>Discussions around purchasing an indoor venue have included WRFC and BAL training all of which are interested in having an indoor venue, onsite.</p> <p>Action: Discussion will continue, the committee will hold additional meetings as required and feedback will be provided at the next scheduled meeting.</p> <p>The committee unanimously agreed the following: Plan A – purchase own indoor venue. Plan B – CONA partnership for one season Plan C – Potential use of unit through Graham of Green Storage Company.</p> <p>The club has a contributor (P.T.Pipelines). WRFC will display the advertising board around the first pitch on our behalf.</p>	<p>Pete/ Committee</p>	<p>21st June 2019</p>	
<p>11. AOB</p> <p>11.1 Tournament training Daron will arrange provision of tournament information sessions for members who are interested and for those who will be attending tournaments. The training has been written and dates need to be arranged. Action: Training sessions to be advertised and run.</p> <p>11.2 Equipment training Daron/Peter will arrange provision of equipment training sessions for members who are interested. Action: Training sessions to be designed, advertised and run.</p> <p>Action: Invite David Long, Jason Mills and arrange for equipment sessions to include string making, tuning and arrow repair.</p> <p>11.3 Equipment Inventory Iain will organise for a complete inventory of club equipment to be made. Peter offered to assist. Action: Complete club inventory to be compiled.</p> <p>Thank you to Kevan for the Bow Rack in the shooting shed</p> <p>11.4 Electronic communication devices and headsets The AGB has amended rules regarding electronic devices used for scoring. The individual/s using headsets have been informed that they are not permitted on the shooting line.</p> <p>11.5 Selling Club Goods in the WRFC shop</p>	<p>Daron</p> <p>Daron/Peter</p> <p>Pete/Daron</p> <p>Iain/Peter</p> <p>Pete</p>	<p>June 2019</p> <p>July 2019</p> <p>July 2019</p> <p>June 2019</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p>

<p>Currently there are a number of club shirts available for purchase from the WRFC shop.</p> <p>11.6 Have a Go Sessions Volunteers have been identified and these sessions are going very well. We need to purchase more arm bracers. Action: Purchase more arm bracers.</p> <p>Charged £2 for minis; £5 for young farmers.</p> <p>11.7 Summer Memberships The UEA is not affiliated with the NAA or AGB so this is not viable. Other clubs in Norfolk have been contacted and invited to become summer members of Wymondham Archers.</p> <p>11.8 300 Club Has been set up and currently has 14 members (15 tickets)</p> <p>11.9 Extra Voluntary Contributions Club members will be given details of how they can donate to the club should they wish to do so. This will include details of awards available as part of the scheme or outside of the scheme. Action: Pete to write to club members.</p> <p>11.10 Supporting Coaches Pete has suggested seeking volunteers to become supporting coaches who will assist the current coaching team. This will allow members to consolidate their own development and the development of other club members whilst also alleviating some pressure on the current coaching team. The committee supports this idea and believes that it will facilitate greater resilience within the club coaching team in the face of continued club growth. Terms of reference are required Action: ToR need to be written for supporting coach role. Action: Invitation to become supporting coaches to be sent to club members</p> <p>11.11 Annual Archers Fundraising Dinner It has since been decided that regular lunches after shooting once a month would be more attractive to club members. These will be paid for upfront by members (£5 each) for themselves and any guests they wish to invite. The plan is for lunches to be held on the first Saturday of each month after shooting. Action: Jo to organise with WRFC (menu) and will publicise to the club for participants.</p> <p>11.12 Family BBQ Proposed to be held towards the end of the season.</p>	<p>Pete</p> <p>Pete</p> <p>Pete/Daron Pete</p> <p>Jo</p> <p>TBC</p>	<p>June 2019</p> <p>July 2019</p> <p>July 2019 July 2019</p> <p>June</p>	<p></p> <p>Ongoing</p> <p></p>
<p>14.0 NEXT MEETING 18:00, 21st June, WRFC</p>			

This is a true record of proceedings.

Signed  Name Date

S. (R. H.)
Sarah Ruth Husband 6th July 2020