



Wymondham Archers

Minutes of Committee Meeting

30th September 2019 19:45

Record of Attendance:

Date	P e t e H i l l	S a r a h H u b b a r d	D a r o n M a r c h	D a v e T o n n i s o n	S a n d r a E d w a r d s	J o r d o n L o n g	D a n P a r n h a m	L e e M e a c o c k	J o n n i s o n	D a m i e n L e w i n g t o n	M a r k B r o o k e s	C h r i s N o r b u r n	A m y M e a c o c k
September													
October													
November													
December													
January													
February													
March													
April													
May													
June													
July													

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 8th July 2019 were agreed.

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3. Review of Action Points

- Range lines have been moved in accordance with the spacing requirements. Bill is to continue to maintain the lines going forward.
- Pete does not want hard copies of beginners' documentation. If people do not join these will be shredded. If they do join, the documentation will be scanned and sent to Archery GB and then destroyed. Daron raising whether all documentation has to be kept in accordance with GDPR. Sandra raising it had previously been agreed it would be kept for a year. Ultimately decided that documentation would be destroyed as per above suggestion.
- Quote for club shirts – referred to later in the minutes.
- Pete confirming that the blog for progression awards is still in progress.
- Application for National Tour – referred to later in minutes.
- Interview of club members for blog – Jordon confirming he is happy to start the interview with the club members. Pete suggesting he starts with Terry.
- Junior competition completed.
- Winter shooting hall – completed.
- Discussion are continuing with Wymondham Rugby Football Club about the purchase of an extension to the building. This is still in it's very early stages and Pete will keep the committee updated. This likely to take years rather than months.
- Move of indoor equipment to Easton College completed.
- Tournament training is ready to go but Daron confirming he won't get it to in in near future as he is currently concentrating on form and equipment.
- Equipment inventory - Penny and Robert are willing to do full inventory. Norfolk County Council have donated 3 cabinets for the store. These are now full. There is now an additional lock on the door. Code has been circulated to some committee members. Dan to speak with his father about a new lock.
- More arm bracers purchased.
- Additional voluntary contributions – Pete saying a couple of members are making these and expressing his thanks to them.
- Coaching support – Pete reiterating anyone can volunteer for it. Danny has expressed interest. Kevin has helped in the past.
- Annual dinner has been replaced with the lunches and we will continue with these going forward. Consideration being given as to whether we can do these at the College as the Rugby Club can be busy over winter. Possibly pizza or fish and chips, though the margins may not be the same.

- Jo has received the certificate from Nelsons Journey for the Shoot to the Moon donation. This will be laminated for display. Pete to send round in the blog.
- AGM was held.
- Helping Hands roles have been circulated.
- Additional lines on the outdoor range have been painted.

<p>4. Secretary Report</p> <p>Pete reporting that the beginner's courses halted when we came indoors. A number of members also decided not to rejoin. We finished the year with 106 members and will start the year tomorrow with 81. Pete is happy about that as many clubs lose more. The club did very well last year. A further 2 people attended tonight who are interested in a beginner's course. Mark asking if we know why people decided not to rejoin. Pete explaining this could be due to people being "holiday archers" who like to do it over the summer but then do not come back in the winter. Archery GB having set renewal date in September rather than anniversary membership can add to this issue. Some also just move on and other have circumstances which change. The retention of members still bucks the trend overall.</p>			
<p>5. Treasurer Report</p> <p>£10000 in so far, £9500 from subs meaning we have already reached target from subs. Extra members will ease pressure but we are still very very short. There is a lot of money going out in the next couple of months, such as Archery GB fees and fees for both venues. We are about half way to where we need to be for the year. Jo saying that the money is still to come in from the last meal. See treasurer's report for full breakdown.</p>			
<p>6. Records Officer Report</p> <p>Not many indoor scores coming in yet. There are still some outdoor scores being submitted but these are dropping off. The club is second place in the Postal League for compound and longbow, first place for Recurve and Barebow.</p> <p>The record sheets are now on the website for indoor rounds.</p> <p>There is now a myscoreswymondhamarchers@gmail.com email address to send scores too rather than the minutes address. Pete thanking Sandra for score sheets.</p> <p>See Record Officer's report for full details.</p> <p>ACTION: Stock take of new badges.</p>	Sandra	By next committee meeting	

<p>7. Competition Officer Report</p> <p>To be dealt with at the next committee meeting.</p> <p>Pete confirming the Club has not been selected to host a stage of the National Tour as we have not yet demonstrated we can run a head to head tournament. Our tournament next year is therefore likely to be a double WA70 on first day and a head to head on second day. The date is still to be confirmed but likely late May. Damien is to be assisting Sarah in arranging that.</p> <p>Chris also raising the possibility of an indoor tournament. Pete confirming this is looking likely to be happening in February. A full day's use of the hall can be negotiated. A Worcester is the preferred round.</p>			
<p>8. Website & Social Media Officer Report</p> <p>Dan confirming there is nothing much to update other than the addition of What3Words (W3W) to the website to assist people in finding the college. Dan continues to check blogs, which are being well received.</p> <p>Pete informing that a club mascot has been donated. He will do a story on the blog about it and ask for suggestions for a name.</p>	Pete	ASAP	
<p>9. Junior Officer Report</p> <p>Jordon confirming there is nothing to report.</p>			

<p>10. Coaching Officer Report</p> <p>Lee and Amy have devised spreadsheet which has been shared with Pete which is to be added to when have new beginners interested in starting courses. This is so we know the number of beginners on each course going forward.</p> <p>Lee confirming that he and Chris began their coaching course at the weekend. Other archers on the course expressed how lucky we are with outdoor and indoor range.</p> <p>Lee wants to arrange further fun shoots in the future. It may be that these are after Christmas however to allow him time to complete the necessary hours for the coaching course. Sandra is also raising the possibility of doing a Halloween and/or Christmas fun shoot. Pete also advising that Carol wants to do a “William/Wilma Tell” fun shoot. She will be left to decide how she wants to run that.</p> <p>Lee raising the distance of targets on the outdoor range, wanting to make sure new people felt comfortable with distances of targets. as some may not feel confident to ask they are moved and feel they have to shoot longer distances straight out of the beginners course.</p> <p>Pete agreeing this will be kept under review Pete will also add how to move the bosses safely to the induction.</p> <p>Chris asking if there is any plan for a Level 2 coach for the club. Pete confirming that at the moment there isn't but it is hoped there can be one in the future.</p>	Lee	Jan 2020	
<p>11. Chairman Report</p> <p>Pete reporting that lots had happened since the last meeting, the main thing being we have moved indoors. All committee members should know how the net is put up and taken down. Pete has re-tightened the nuts on the wall plate.</p> <p>Hard work is continuing to raise funds. He has applied for another grant and the trampoline club who use the hall after us are interested in joining us in finding an indoor space. There is also interest from a group with disabilities and he is encouraging them to come along.</p> <p>Chris raising that the crime commissioners have funding available for clubs to “keep youths off the streets”. Pete saying that there may be a conflict in him applying for this funding, but there is nothing stopping others from applying for this and he can provide the contacts.</p>			

<p>12. AOB</p> <p>12.1 Addition of committee members to the website/shooting shed/indoor range – Sandra saying not all club members know who is who on committee and it would therefore be helpful to add them to the website, shooting shed and indoor range. Not everyone happy with having photo taken but profiles can be done with or without. Pete suggesting people draft a short paragraph about themselves to be uploaded to the website. Names can also be posted in the shooting shed.</p> <p>12.2 Halloween/Christmas fun shoot – Halloween fun shoot to take place on Wednesday 30 October 2019. Christmas fun shoot to take place on Saturday 21 December 2019. Daron suggesting that given the short period of time between now and Halloween this one is done more informally with people being asked to provide refreshments, etc. Jordon happy to help arrange fun shoots. Pete to send details out in blog.</p> <p>Dave raising that the logistics are slightly different indoor and the social element not the same. Pete explaining we have been advised not to pull the benches in the hall out as they are difficult to put away again. Pete saying it had been raised as to whether we should have tea/coffee at all during the sessions. Both Dave and Damien believe that this should remain. Daron saying that the box is getting messy and that it was always the same people who had to clean it. This needs proper management. Pete suggesting it is monitored for a month or 2 before a final decision is made.</p> <p>ACTION: Pete to ask if there is anywhere we can use to clean the box properly like in the old venue. He will also add to the blog about the importance of the box being kept clean. Pete will also ask whether we can keep the doors wedged open to enhance the social element.</p> <p>12.3 Clothing - Sarah has researched clothing and has provided details of sweatshirts/hoodies and lynx jackets. Club members will be able to order these direct themselves from Badger. The Committee voted for the green piping version of the lynx jackets. Pete confirming we would look to have the t shirts in the style of the lynx jackets as well. The material of the t shirts is still being considered. Lee raising if cotton could be an option. The logo is to be based on newer font/artwork from website. The clothing will match styling of rugby club but in styling but not club colours. The dragon is to be kept facing the same way and on the front left hand side of the shirt. Sarah is thanked for her work on clothing so far.</p> <p>12.4 Health and Safety - following an incident with rugby players , Pete has informed the club via the blog confirming that if there are any players on the training pitch that does not have barriers nearest the range then the right hand third of the archery range is not to be used and people must move to the left</p>	<p>All</p> <p>Pete/Jordon</p> <p>Pete</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	
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<p>hand two thirds of the range. The risk assessment has been amended.</p> <p>ACTION: Discussion with the running club about the route for their runners.</p> <p>Induction checklist and risk assessment to be laminated and put up.</p> <p>ACTION: Mark to print and laminate.</p> <p>12.5 Clout shooting - Terry Reeve has asked if we can clout shoot. WRFC have said no regardless of Archery GB guidelines. The overshoot can go into the pond. The committee would love to be able to have clout but the risk assessment indicates that we do not have the space to do clout. Moving the shooting line does not give enough overshoot. Agreed that a clout could be run at some point in similar way to the Shoot to the Moon was done. The peg at the end of the field needs to come up.</p> <p>ACTION: Decision to be communicated to the club.</p> <p>Pete advising that 1000 trees are to be planted around field. Around 450 will be down the left hand side of the range. Pete has also asked that they do between container and the fence. This is expected to happen between now and March 2020.</p> <p>12.6 Licence – Pete has already consulted with some committee members over about wording of licence and this is now close to being signed. It is a 10 year licence and the club is subject to an annual increase in rent, in line with the Retail Price Index .There is a year's notice period.</p> <p>12.7 Field Maintenance Pete has asked for the blades on the mower to be lowered to 30mm rather than the 50mm used for rugby. This has been agreed by the grounds maintenance contractor for WRFC.</p> <p>Meeting closed 9.05pm</p>	Pete Mark	ASAP	
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14.0 NEXT MEETING

Committee meeting 14 November 2019 at 8pm WRFC

This is a true record of proceedings.

Signed  **Name** **Date**

S. (R. H.) D

SARAH RUTH HUBBARD 6th July 2020