



Wymondham Board of Trustees Meeting

16th June 2026 at 19:30

At Rugby club

1. Apologies.

Laura Scott, Chris Norburn, John Packman, Sandra Edwards, Dave Tonninson, Mark Brookes

2. Attendees

Pete Hill, Salina Baboo, Pat Thompson, Dan Parnham, Peter Barrett, David Hall

3. Declaration to Read out

In the interests of transparency and integrity, meeting attendees must declare conflicts of interest, abstain from related discussions, and refrain from voting on such matters. By joining the meeting you consent to the capturing of audio and video recording of your attendance, questions and contributions; for the purposes of accurate compiling of minutes and for Club development and learning. If you have concerns or do not consent, please refrain from participating.

Meeting minutes from previous meeting confirmed by board

4. Summary

The Board of Trustees for Wymondham Archers met to review financial performance, debate the adoption of AI within their Google Workspace, and formalise a five-year Club Development Plan. The meeting focused on balancing technical modernisation with the charity's core mission of community-based archery.

5. Financial Oversight

- 5.1. The club remains in a strong financial position with approximately £77,000 in total assets.
- 5.2. Current Accounts: £4,939 in the main account and £98 in the secondary account.
- 5.3. Savings: £77,000 held in a premium account, that includes a £30,000 restoration fund and £27,000 operational reserve.
- 5.4. Recent Activity: Income over expenditure is currently exceeding £19,000. Notable recent income includes £1,000 from Archery GB for coach training and £1,200 from successful "Have-a-Go" sessions.



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- 5.5. Outgoings: Major expenses included new loan bow sets (£1,000), Norfolk Showground fees (£983), and utility bills (Electricity: £1,290).

6. AI Governance & Workspace Intelligence

- 6.1. A significant debate occurred regarding the enablement of Gemini AI features within the club's Google Workspace.
- 6.2. **Ethical & Environmental Concerns:** Objections were raised regarding the environmental impact of data centres and the ethical implications of model training data.
- 6.3. **Operational Utility:** Proponents highlighted the benefits for accessibility (e.g., assisting dyslexic members), drafting risk assessments, and creating presentations.
- 6.4. **Decision:** The board rejected a total ban (Option A) in favour of Option B: Managed enablement.
- 6.5. **Controls:** Use is strictly limited to drafting assistance with absolute human oversight. The use of autonomous "AI Agents" is expressly prohibited. A formal Acceptable Use Policy (AUP) will be drafted within 60 days.

7. Club Development Plan (2025–2030)

- 7.1. The board reviewed a three-part roadmap to ensure long-term sustainability.
- 7.2. **The Archer:** Focus on removing financial barriers through subsidised membership pathways and expanding the "Hire Bow" scheme.
- 7.3. **The Bow (Governance):** Strengthening trustee training, strengthening the Sport England Tier 1 status, and ring-fencing "Have-a-Go" revenue for strategic development.
- 7.4. **The Target (Infrastructure):** The primary five-year milestone is securing a permanent, thermally efficient indoor range to replace the current "problem child" facility, which suffers from high heating costs and limited space.
- 7.5. **Amendments:** The plan will be updated to give equal strategic weight to the sustainability of the outdoor range and to include specific metrics for member retention and progression.

8. IT Administration & Resilience

- 8.1. To ensure operational continuity, the board agreed to expand the number of "Super Admins" on the Google Workspace to five. This provides resilience for emergency situations, such as safeguarding incidents, when the primary administrator might be unavailable.



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9. Actions and TODO's

- 9.1. **Policy Officer:** Draft and implement a short AI Acceptable Use Policy (AUP) within 30–60 days, ensuring strict boundaries against autonomous agents and requiring human oversight.
- 9.2. **Web Officer:** Conduct a systems review of Google Workspace to identify specific AI features and investigate DLP (Data Loss Prevention) controls to protect member databases.
- 9.3. **Web Officer:** Provide a brief summary for the board outlining which Gemini features are available and which will be restricted.
- 9.4. **Web Officer:** Grant "Super Admin" status to Vice Chair and Assistant safeguarding to establish administrative resilience.
- 9.5. **Web Officer:** Establish a dedicated communication channel for the Google Workspace Admin group.
- 9.6. **Chair:** Update the Club Development Plan to include a focus on outdoor range sustainability and specific strategies for member retention and progression.
- 9.7. **Chair:** Continue outreach to South Norfolk and Broadland Councils regarding potential community asset transfers for a permanent indoor range.
- 9.8. **Chair:** Monitor reports of member dissatisfaction and prepare to act if needed.
- 9.9. **Treasurer:** Calculate the club's "break-even" point, specifically the minimum membership count required to cover fixed operational costs.
- 9.10. **Board of Trustees:** Incorporate the "Roadmap" (Development Plan) as a standing item for regular review in future meetings.
- 9.11. **Tournaments Officer:** Maintain the second club member dataset and ensure continued alignment with the main database.

The meeting ended at 21:23 hours.

Next meeting July 21, 2026 at 7.30pm (in person)