Wymondham Board of Trustees Meeting
20th August 2026 at 19:30
Rugby Club

Minutes

1. Attendees and Apologies **1**
2. Declaration: **1**
3. Minutes from the previous meeting **2**
4. Treasurer report **2**
5. Membership Status **2**
6. The Club Development Plan 2026-2030 ..... **2**
7. Items that the Chair considers as a matter of urgency **3**
8. Presented Board Papers **3**
8.1. Membership Fees Structure & Financial Review 2026/2027 3
8.2. Xero Financial Audit & Historical Loss Analysis 3
8.3. Sponsored Archers Criteria and Requirements 3
8.4. Acceptable Use Policy - AI 3
8.5. Summary Report on Beginners Courses (Sept 2025 – Aug 2026) 3
8.6. Management Report: Leavers' Feedback Analysis & Strategic Retention Plan (Jan 2026 - August 2026) 3
8.7. Fundraising Report from John Packman 4
9. Date of Next Meeting **4**
10. Other Business **4**
Appendix 1 ..... **5**
Appendix 2 ..... **7**

1. Attendees and Apologies.

1.1. Attendees: Pete Hill, Dan Parnham, Pat Thompson, John Packman, Peter Barret, Mark Brookes,Salina Baboo, Laura Scott, David Hall

1.2. Apologies: Chris Norburn, Sandra Edwards, Dave Tonnision

2. Declaration:

2.1. An amended declaration was 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. We

are using an AI device (Pocket) today to help with the minutes. If you have concerns or do not consent, please refrain.

3. Minutes from the previous meeting

3.1. The Minutes of 21st July 2026 were accepted as accurate.

4. Treasurer report

Presented by Mark Brookes.

4.1. **Current Accounts:** Standard monthly activity observed.

4.2. **Exceptional Outgoings:** Issued refunds for coaching course fees; completed payments for two loan bow sets.

4.3. **Pending Liabilities:** Awaiting invoices for WRFC field hire, NSL, and WRFC socials. The expected total for these is £1,600.

4.4. **Equipment Update:** Tenzone has confirmed the delivery of four bosses for the first week of September.

4.5. **Cash Flow Management:** The routine transfer of funds to the savings account was suspended this month. This retains liquidity in the current account to absorb the traditional September spike in Archery GB (AGB) membership fee payments.

4.6. **Tournament Sub-committee:** Currently reviewing costs for acquiring tournament equipment. While some expenditures are minor, the primary financial commitment would be the purchase of additional bosses & equipment the trustee board will be approached for approval.

5. Membership Status

5.1. Primary Membership Report - Scorecard - including finance - See separate report.
Presented by Pete Hill

5.2. Second Club Members Report - Status - Remains consistent at 13 members.
Reviewed by David Hall

6. The Club Development Plan 2026-2030

Presented by John Packman

6.1. The Board were informed of a meeting with Chair and John Packman regarding Fundraising & Planning. Indoor Facility: The Board discussed a long-term goal for a dedicated indoor facility. Estimates range from £300,000 for a basic insulated barn to £3.6 million for a national-standard resource. Chair and Fundraising to develop a prospectus to engage AGB and local authorities for regional development funding.

Noted by the Board.

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7. Items that the Chair considers as a matter of urgency

7.1. Pete (Chair) informed the meeting that Laura Scott is stepping down from the Trustee Board. Pete continued by saying how grateful he was to Laura for her commitment and contributions to the Board thanking her for her work.

The Board added their gratitude and thanks also; stating how much she'll be missed.

Pat (Assistant Safeguarding officer) offered to take on the safeguarding role. This was ratified and approved by the board. Email accounts and website will be updated by the next meeting.

8. Presented Board Papers

8.1. Membership Fees Structure & Financial Review 2026/2027

8.1.1. The Board approved a membership fee increase for the 2026/27 season, driven by a 3.1% RPI adjustment and a £5 increase in Archery GB (AGB) fees. Adult fees will rise from £20.42 to £21.16 per month, effective from the 10th October collection.

8.2. Xero Financial Audit & Historical Loss Analysis

8.2.1. The Chair and Treasurer identified an administrative error from the previous year where disabled members were not charged the correct amount. The Board resolved to realign these fees for equity rather than seeking backdated payments. A formal apology will be issued to the affected members.

8.3. Sponsored Archers Criteria and Requirements

8.3.1. The Board ratified a new sponsorship scheme to support the club's elite archers, specifically Layla Annison and Richard Davies.

8.3.2. Financial Support: A budget ceiling of £500 per archer was set for the season to cover entry fees and travel, managed via a reimbursement claims process.

8.3.3. Ambassador Requirements: Sponsored archers must have been primary members for at least 12 months and sign a 12-month agreement.

8.3.4. Service Delivery: Recipients are expected to provide 10–12 hours of grassroots mentorship annually and promote the club via social media.

8.3.5. Policy to be written and shared with the Board via email for approval in due course.

8.4. Acceptable Use Policy - AI

8.4.1. The AI Acceptable Use Policy was approved, with a specific restriction against using identifiable tournament registration data (names, DoB, addresses) in AI tools.

8.5. Summary Report on Beginners Courses (Sept 2025 – Aug 2026)

8.5.1. A summary report was presented. See Appendix 1 below.

8.6. Management Report: Leavers' Feedback Analysis & Strategic Retention Plan (Jan 2026 - August 2026)

8.6.1. A summary report was presented. See Appendix 2 below.

8.7. Fundraising Report from John Packman

8.7.1. Covered above in 6.1

9. Date of Next Meeting

9.1. Tue 22 Sep 7:30pm - 9:30pm Mane Study WRFC

10. Other Business

10.1. Following an ongoing competition held at Have a Go's during the year, the naming of the Club mascot was reached.

10.2. Following a Board member vote, the club's dragon mascot has been officially named **Cornelius**.

Signed:

Pete Hill
Chair - Board of Trustees

Appendix 1

BOARD PAPER: Summary Report on Beginners Courses (Sept 2025 – Aug 2026)

To: Board of Trustees, Wymondham Archers
From: Pete Hill, Chair of the Board of Trustees
Date: 20th August 2026
Agenda Item: Beginners Course Performance, Metrics, and Feedback

1. Purpose
This paper provides the Board of Trustees with a comprehensive performance and feedback report on Beginners Courses run over the past 12 months (September 2025 – August 2026). It integrates qualitative participant feedback from feedback submissions requested at the end of each beginners course with quantitative metrics from the Committee Scorecard and Range Usage records to evaluate strategic delivery and guide future operations.

2. Background
Between September 2025 and August 2026, Wymondham Archers delivered significant beginners coaching activity across both indoor and outdoor ranges:

- **Course Volume & Sessions:** Coaches delivered **594 individual beginner sessions** across **149 completed Beginners Courses**.
- **Session Scheduling:** Data shows delivery spread across four primary weekly slots: Monday evenings (144 sessions), Wednesday mornings/evenings (165 sessions), Thursday evenings (143 sessions), and Saturday mornings (142 sessions).
- **Participant Feedback:** Experience data was systematically gathered covering coaching style, facilities, equipment, and joining intentions.

3. Strategic Alignment
This initiative directly furthers the Charitable Incorporated Organisation (CIO) objects and operational mandates:

- **CIO Constitution Clause 3 (Objects):** Promotes community participation in healthy recreation by providing opportunities for individuals of all ages, abilities, and backgrounds to learn archery.
- **CIO Constitution Clause 9(1)(A) & 9(6)(A) (Membership):** Establishes an accessible gateway for new archers to join the charity. Out of 401 new joiners since September 2025, **114 new archers** were direct graduates of our Beginners Courses.
- **Retention & Growth:** The courses achieved an impressive **77% retention rate** (beginner-to-member conversion), directly expanding our active membership base (currently at 414 total archers).
- **Coaching Pipeline:** Underlines the vital role of upskilling and maintaining qualified coaches, consistent with governance metrics tracking active coaching status.

4. Key Considerations

Hire Bow Metric

- **Hire Bow Infrastructure:** 27 club members (6.52%) currently rely on club hire bows.

Summary of Participant Qualitative Feedback

- **Coaching Quality & Consistency:** Participants overwhelmingly praised coaches for patience, warmth, encouragement, and safety rigor. However, several learners noted that having up to 3 different coaches across 4 sessions caused minor confusion due to varying instructional techniques.
- **Learning Aids:** Requests were made for printed takeaways/handouts (e.g., bow anatomy, home resistance band exercises, syllabus breakdown) and completion certificates.
- **Facilities & Environment:**
    - Positive feedback regarding the outdoor range and supportive community.
    - Critical feedback regarding indoor range conditions during winter: dark/muddy access walkways requiring torches, lack of heating/excessive cold, absence of seating for waiting parents/spectators, and a lack of accessible toilets or drinking water on site.
- **Equipment & Inclusivity:** Equipment was rated as very good and well-maintained. Sizing flexibility (draw weights) and tab comfort (leather vs support tabs) were cited as key areas for minor improvement.

5. Recommendations for Board Action

The Board of Trustees is invited to:

1. **Note:** The 2025–2026 Beginners Course summary report and metrics.
2. **Suggestions: The** Board to make suggestions to assist with the successes of our Beginner Course programme.

Signed: *Pete Hill*
Title: Chair of the Board of Trustees, Wymondham Archers
Date: 12th August 2026

Appendix 2

Management Report: Leavers' Feedback Analysis & Strategic Retention Plan (Updated N=17)

Date: 20th August 2026
Target Audience: Board of Trustees & Management Committee
Data Source: Exit Survey Submissions (N=17) (26% of leavers in period)
Prepared By: Executive Management

Executive Summary

This report provides an updated management evaluation of feedback received from departing members ("Leavers") of Wymondham Archers CIO across 17 total submissions. The findings demonstrate an overwhelmingly positive baseline: coaching quality, leadership, and facilities are consistently praised across the board.

Crucially, **over 82% of departures are driven by external life factors**—predominantly medical recovery/surgery, geographic relocation, and work/family time constraints—rather than systemic dissatisfaction with the charity. Approximately **88% of respondents explicitly intend to rejoin** when their personal circumstances permit. In addition to core feedback on indoor winter heating and coaching demand, the latest submission contributes a poignant governance insight: ensuring the charity balances rapid growth by maintaining a warm, community-led "club atmosphere" rather than feeling purely like a transactional facility.

1. Key Metrics & Executive Summary

Metric / Indicator	Result (N=17)	Governance Context
Total Leaver Responses	17 Submissions	Expanded survey sample size
External / Unavoidable Departures	82.4% (14/17)	Driven by surgery, relocation, study, or work/family

Metric / Indicator	Result (N=17)	Governance Context
Positive Coaching & Culture Rating	100% Positive	Unanimous endorsement of club volunteers and coaches
Expressed Intent to Rejoin	88.2% (15/17)	High long-term lifetime member retention opportunity

2. Root Cause Categorisation of Departures

Primary Category	Share (%)	Key Drivers & Direct Member Feedback
Medical / Injury / Recovery	**35.3%** (6/17)	Wrist surgery, recurring shoulder injuries, ongoing cancer treatment, physical inability to draw bow. *"Leaving temporarily as having operation on wrists."* | *"I'm battling cancer and have been for a year."*
Relocation / University	**29.4%** (5/17)	Relocating to London, Manchester, university courses, long commutes. *"I wish I didn't have to leave! Can you move to London? 😂"* | *"Moved away to university... until summer 2027"*
Work & Family Commitments	**23.5%** (4/17)	Heavy workload, conflicting children's sports/hobbies, poor personal time management. *"Struggling to get there often enough with child's other interests."* | *"Purely due to work commitments"*
Preference / Club Fit	**11.8%** (2/17)	Cost-to-usage imbalance, preferring another local club style, waning interest. *"Just not using enough to warrant the cost"* | *"Not my type of shooting... found a Club I prefer"*

3. Thematic Qualitative Analysis

A. Culture, Coaching, and Strategic Perception

- **High Coaching & Leadership Regard:** Coaches and committee volunteers continue to receive exemplary feedback (*"AMAZING"*, *"exemplary"*, *"lovely"*, *"approachable"*). Pete and Terry were specifically credited for creating a welcoming and constructive environment.

- **"Best Club vs. Biggest Club":** A key strategic insight emerged cautioning that rapid scale can occasionally make the club feel like an impersonal shooting facility rather than a close-knit club community (*"More of a club atmosphere as at times it can feel just like a facility, as well as sometimes the focus felt a bit like it was more on becoming the biggest club rather than the best"*
    - ***[Ed, although the same respondent also asked if we could move the Club to where they live now and expressed the intention to rejoin if possible in the future*).**

- **Volunteer Appreciation:** Departing members acknowledged the massive unseen volunteer effort of the committee, noting past AGM dynamics and thanking trustees for running the club with high standards.

B. Facilities & Operational Logistics

- **Winter Range Heating:** The indoor shooting range being cold during winter months remains the single most common facility observation across multiple leavers.
- **Range Management:** Suggestions included introducing clearer organization/storage for outdoor target faces and managing capacity during peak booking slots.
- **Outdoor Social Space:** Suggestions were made regarding an outdoor clubhouse or sheltered area during summer shooting.

C. Community & Non-Competitive Inclusion

- **Social Isolation for Casual Archers:** Off-peak shooting during winter can feel isolating for new or casual archers who do not intend to compete.
- **Social & Themed Events:** Strong demand exists for regular fun shoots, informal social group slots for first-year members, and simple tea/coffee facilities to encourage interaction.

4. Strategic Recommendations & Board Action Plan

1. **Implement a Formal "Medical / Dormant Hold" Policy (Retention)**
   Introduce a structured membership pause option (up to 12 months) for members undergoing medical treatment, surgery, or temporary life disruptions. Retain them on MailChimp communications to maintain connection and ensure frictionless return.

2. **Preserve Club Warmth alongside Scale (Governance & Culture)**
   Ensure club communications and strategic goals emphasize quality member experience, community warmth, and mutual support alongside membership growth,

ensuring the club maintains its unique identity rather than feeling purely like a shooting facility.

3. **Sports Physiotherapy Signposting Link (Health & Welfare)**
   Create an official signposting link or directory to local sports physiotherapists specializing in archery-related shoulder, wrist, and postural rehabilitation.

4. **Introduce Year 1 Social Shoots & Refreshment Hub (Community Engagement)**
   Establish non-competitive social shoots and a designated tea/coffee refreshment space to integrate new members and reduce off-peak winter isolation.

5. **Indoor Winter Comfort & Range Maintenance (Facilities)**
   Review cost-effective radiant/localized heating options for the indoor hall to improve winter comfort, alongside tidying target face storage at the outdoor range.

5. Governance Summary & Conclusion

The leavers' feedback confirms that Wymondham Archers CIO operates with exceptional coaching standards, strong leadership, and high overall member goodwill. Member departures are overwhelmingly due to unavoidable life events rather than operational failure. By implementing a medical hold policy, establishing allied physiotherapy links, enhancing winter indoor heating, and investing in non-competitive social shoots, the Board can protect long-term retention and safeguard the charity's welcoming club culture.

Chair: Board of Trustees - Wymondham Archers
August 2026