Wymondham Board of Trustees Meeting
21st Sept 2026 at 19:30
Rugby Club Minutes

1. Attendees and Apologies..... 1
2. Declaration:..... 1
3. Trustee Interviews and Selection..... 1
4. Minutes from the previous meeting..... 2
5. Treasurer report..... 2
6. Membership Status..... 2
7. Policy Ratification: WA030 Sponsored Archer & Ambassador..... 2
8. Working Group: Annual Return..... 2
9. Digital Orchestration (Mailchimp & Automation)..... 2
10. Date of Next Meeting..... 3

1. Attendees and Apologies.

1.1. Attendees: Pete Hill, Dan Parnham, Pat Thompson, Peter Barret, Mark Brookes, Salina Baboo, Laura Scott, David Hall, Chris Norburn, Sandra Edwards, Dave Tonnision

1.2. Apologies: John Packman

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. Trustee Interviews and Selection

3.1. The Board conducted interviews for the vacant Trustee position. Four candidates presented were interviewed. The candidates applications were then discussed by the board

3.2. An anonymous ballot was carried out with Aga Seweryn being selected as the new trustee by majority vote

3.3. The Board will revisit Jason and Karen for potential roles within the (SMA) group to leverage their social and developmental passion.

4. Minutes from the previous meeting

4.1. The Minutes of 20th Aug 2026 were accepted as accurate.

5. Treasurer report

5.1. Asset Valuation: Total club assets are valued at £125,911.80, following inventory take.
5.2. Capital Expenditure: £3.3k used for targets and foam; £1.3k unexpected expenditure for lighting upgrades and indoor range switch replacements.
5.3. Liquidity: The current account holds approx. £12k, sufficient to cover the impending AGB membership fees without drawing from savings.
5.4. Resolution: The Board formally accepted the valuation and empowered the Treasurer to renew insurance policies with the NFU.

6. Membership Status

6.1. Current Roster: 425 members on the AGB portal; 330 active paying members.
6.2. Attrition: 95 members departed during the financial year.
6.3. Second Club Status: Four renewals confirmed; the "two-strike rule" will apply to non-responsive members after September 30.

7. Policy Ratification: WA030 Sponsored Archer & Ambassador

7.1. The Board reviewed the Sponsored Archer and Ambassador Policy.
7.2. Amendments: Removed redundant "applicant" terminology. Wording adjusted to ensure immediate commitment upon signature.
7.3. Strategic Intent: To leverage elite archers as brand ambassadors for coaching and masterclasses.
7.4. Decision: Policy WA030 was ratified.

8. Working Group: Annual Return

8.1. A working group was convened to prepare the Charity Commission Annual Return due June 2027.
8.2. Members: Pete H, Peter B, Mark B, David T, and John P, Salina B,
8.3. Objective: To prepare the activity report and financial independent verification for Board approval prior to submission.

9. Digital Orchestration (Mailchimp & Automation)

9.1. Pete demonstrated new automated workflows in Mailchimp, including renewal reminders (20-day lead time) and member birthday acknowledgments.

9.2. Board Directive: All automated communication content must be vetted by the Board prior to deployment to ensure tone consistency and professional provenance.

9.3. GDPR/Privacy: Acknowledged one member has unsubscribed and is currently uncontactable; safety protocols require active communication channels for range access.

10. Date of Next Meeting

10.1. Thus 15 Oct 7:30pm - 9:30pm

Signed

Pete Hill
Chair - Board of Trustees