

Minutes of the AC Delco committee meeting held on Thursday 5 October 2023

1. Present: Graham Rosamond (Chair), Phil Butler (Club Secretary), Nick Coe (Coaching Co-ordinator), Steve Gould (Club Shoot Organiser), Alex Murray-Twinn (Membership Secretary), Jack Duncan (Communications Co-ordinator), Duncan Turner (Treasurer), Vicky Loader (Safeguarding Co-ordinator), Gary Carr (Records Officer), James Murfitt (Field Co-ordinator).
2. Apologies: Stuart Reilly (Vice Chair), Sarah Meikle (Grants and Fundraising Co-ordinator – Co-opted).

3. Matters arising from the last meeting:

The minutes had been previously approved by the committee through e-mail correspondence.

a. Memorial table.

The stainless steel plaque has now been sourced.

ACTION: Vice Chairman to arrange for the Club crest and memorial tribute to be laser printed on the plaque. **Field Co-ordinator** to fix to table.

b. Independent verification of club accounts.

The treasurer has not yet been able to meet with the verifier but arrangements to do so are in hand.

c. Card reader for Membership Secretary. A suitable card reader is now in use.

d. Skip for rubbish on field.

Due to the cost of skip hire the Club will arrange a grab bag instead.

ACTION: Chairman to arrange hire of grab bag

e. Return of refurbished indoor stands to Thornden School and replacement of old straw bosses.

ACTION: Shoot Organiser, Field Co-ordinator and Chairman to arrange to return stands and replace old bosses.

4. Grants and fundraising:

The committee was asked to consider whether or not the Club should apply to HMRC for status as a Community Amateur Sport Club (CASC). Members of the committee had previously been provided with a web-link giving details of the scheme. The major benefit is that the Club would be able to claim gift aid on qualifying donations but CASC status does come with conditions some of

which have the potential to place a significant administrative burden on the Club.

ACTION: Club Secretary and Treasurer to establish a sub-committee to look into this matter and then to report back to the full committee with a recommendation. The sub-committee must include the Treasurer, Secretary and the Grants and Fundraising Co-ordinator but they may invite other club members to assist as needed. **Club Secretary** to write to Archery GB to see if they know of other clubs that have taken on CASC status and then to contact any nearby clubs that may be able to offer advice on this.

5. Approval of new members:

Renewals – the Club has 112 members (69 men/43 women) Of whom:
63 seniors
5 cadet
13 juniors
10 disabled
12 NSM
4 Associate

New members and transfers from other clubs – the names of these members were shared with the committee and their membership approved subject to successful completion of their probationary period.

Dates for 2024 beginners courses – to be arranged.

ACTION: Membership Secretary and Coaching-Co-ordinator to propose suitable dates which will be published on the Club web-site once agreed.

Membership Tags – the current tags are proving fragile so the membership Secretary is looking to source more robust alternatives for next year at a similar cost.

Club Information for beginners – The Membership Secretary proposed a number of amendments to the literature handed to archers who wish to join the Club on completion of the beginners course (or by transferring their club membership from another club to AC Delco Bowmen. All were agreed.

Gift Certificates – The Membership Secretary proposed a Christmas Gift Certificate (based on one used previously). The certificate was approved.

6. Club savings account:

The club savings account is currently with Barclays and earns very little interest. However, the current account is with Lloyds and they have a business savings account which pays a much better rate for savings over £10,000.

However, this is a fixed rate account and the savings would be locked away for one year with no withdrawals allowed.

ACTION: It was agreed the **Treasurer** and **Club Secretary** should make arrangements to transfer the Club savings to a fixed rate business account with Lloyds.

7. Communication/IT matters:

a. Upgrading of club web-site/ web-site.

The Communications co-ordinator explained that the Club had only purchased a basic package from the current web provider. An upgrade to the next level would allow more functionality. For example, the Club would be able to collect payments for membership and gift vouchers and allow archers to send their scores directly to the Records Officer. The Archery GB Club Management System also provides some of this functionality but our current web provider would be more convenient and more efficient for the Club to administer. The full year cost of the upgraded service would be £168 per annum but the Communications Co-ordinator thought he might be able to secure a 50% discount for the first year. Also there will be a charge of between 1.5 and 2.5% for any financial transactions carried out using the upgraded facility but this is similar to the cost of using a card reader to take payments.

The committee agreed the upgrade for a trial period of one year.

There was a question about the email addresses used for club committee positions. These are not working well because functionality is limited.

ACTION: Communications Co-ordinator to secure an upgrade to the Club's web-site and consider possible solutions for a better email service.

b. Club e-mail addresses for coaches.

All members of the committee have a club email address and there has now been a request for coaches to have a similar facility. The request was not agreed because communications with club members on coaching matters should go through the Coaching Co-ordinator.

c. Vetting of applications to join the Club's open Facebook group.

ACTION: Communications Co-ordinator to work with Membership Secretary to set up two or three basic question which must be answered appropriately before anyone can join the Club's open Facebook group in future.

8. Proposal for a new co-opted position of Match Secretary

For many years the Club had a Match Secretary to manage entries for club members wishing to enter non-record status competitions. There was a proposal to re-establish this position. The committee had been provided with a proposed role description in advance of the meeting. The proposal was agreed.

ACTION: Club Secretary to write to all club members, with the role description, to invite expressions of interest.

9. Archery GB (AGB) Classification awards and their administration within the Club:

The Club is to introduce the awarding of AGB classification badges in accordance with the scheme set out on the AGB web-site. The administration of the scheme falls within the remit of the Records Officer. However, the Records Officer is in the final months of his Senior Coach exams and asked if he could have temporary support with this function until his course is complete. This was agreed.

ACTION: Club Secretary to write to all club members to invite expressions of interest from anyone who would like to set up a scheme for administering and awarding classification badges. This is on a temporary basis at least in the first instance.

10. Course fees and fees for have-a-go/corporate events.

It was agreed that beginners course fees should be increased as follows:

1:1 beginners courses £100 per course.

Group courses £80 for adults and £60 for juniors.

It was agreed that have-a-go fees should be increased to £15 for adults and £10 for juniors.

It was agreed that corporate event fees should be increased to £500 for up to 12 participants.

ACTION: Membership Secretary to implement new fees from 1 January 2024.

11. De-brief for Chris Sherwood Shoot:

A small group of committee members had met, following the shoot, to prepare a debriefing report which was circulated in advance of the committee meeting. The overall view was that the shoot went very well and the main recommendation was that the Club should draw up a detailed competition check list to assist with the planning of future tournaments. The committee agreed that a sub-committee should be established to draw up a check list and report back to a future meeting of the full committee.

ACTION: Chairman and Shoot Organiser to establish a sub-committee with additional club members invited to join as needed.

12. Club Open tournaments for 2024

It was agreed that the Club would run the following open tournaments in 2024:

- Chris Sherwood memorial Shoot – open to all age groups and based on Western rounds.
- Bus Pass Shoot – aimed primarily at archers over state pension age but those under 66 may also enter. This shoot is organised on a midweek day and is based on an Albion and Western rounds.
- Juniors Tournament in association with Hampshire Archery Association (HAA). This will be open to individual juniors but HAA will invite County teams from nearby counties to join the tournament. This tournament will be based on a Junior Western with some shorter distances for younger junior archers.

In addition, it was agreed that the Club would consider re-introducing the Trinity Hereford Tournament in 2025 bringing the total number of open tournaments to four per year.

ACTION: Shoot Organiser and Chairman to recommend dates for each competition and to liaise with the HAA team manager regarding a date and the arrangements for the Junior Tournament.

13. Committee reports.

Records Officer: reported that he had not been receiving e mail messages that has been sent to him in relation to claims for records.

ACTION: Records Officer and Communications Officer to liaise.

Coaching Organiser: reported that the latest beginners course had lead to a number of very good new archers with promising potential joining the Club.

14. Date and Time of next meeting:

7:15 pm to 9:15 pm Thursday 14 December 2023 at the Membership Secretary's home.

