Minutes of the AC Delco committee meeting held on Thursday 20 April 2023

Present: Graham Rosamond (Chair), Phil Butler (Club Secretary), Nick Coe (Coaching Co-ordinator), Emma Edwards (Safeguarding Co-ordinator), James Murfitt (Field Co-ordinator), Steve Gould (Club Shoot Organiser), Stuart Reilly (Vice Chair), Alex Murray-Twinn (Membership Secretary), Elliott Coe (Communications Co-ordinator), Duncan Turner (Treasurer).

Apologies: Gary Carr (Records Officer)

1. Matters arising from the minutes of the last meeting:

The minutes had been approved by correspondence in advance of the meeting and distributed to all club members and placed on the Club web-site. A hard copy has been placed in the Club’s minute book.

1. Memorial Coffee Table: This is now on order and is part built.
2. Card Reader for Membership Secretary: The current card reader is unusable.

**ACTION; Membership Secretary** to purchase another card reader.

1. Chris Sherwood Tournament:
* The committee considered a quote from ACE Liftaway for the provision of a standard toilet unit and an accessible unit for the tournament.

**ACTION: Committee** to consider what toilet units to order when there is more information about entries for the tournament.

* Hire of competition stands: The tournament organiser presented a quote for hire from Tenzone. The cost of hire is too high for a small tournaments but could be considered for the planned record status tournament when the cost of hire can be mitigated by the higher entry fees associated with record status competition.
* Parking: The field owner has suggested that the far field adjacent to the Club field could be made available. The committee agreed this would be suitable.
1. Security Codes for gate to field and workshop: The committee agreed that there was no need to change the security code on the lock for the Club workshop but that the code for the gate to the Club field should be changed.

**ACTION: Field Co-ordinator** to arrange change of code which will be announced at the Annual General Meeting.

1. Cost of field Hire: The field owner has agreed that the rent for 2023/24 will remain at its current level. However, it is likely that there will be a rent increase when club membership levels increase and the club is more able to afford it.
2. Membership tags: These are now ready and are being distributed to all club members. New members will have a generic membership tag in the first instance. The committee thanked the Membership Secretary and Egan Cary for their work on this.
3. On target: The Club’s On-Target specialism with Archery GB has been allowed to lapse as there was no obvious benefit for the Club
4. Annual General Meeting (AGM):
5. Fees for 2023/24

Fees are usually set by club members at the AGM following recommendation by the committee.

The Treasurer reported that the Club was on target for a financial operating loss of over £2000 for the current year from 11 June 2022. This was in part due to the cost of re-roofing the workshop and the purchase of a bow press but, even so, it was the view of the committee that a fee increase was necessary.

The committee recommended that fees for 2023/2024 should be set as follows:

£80 per year for Senior, Cadet, Disabled and Associate members and £50 per year for Junior and Student members. In accordance with custom and practice, and in line with the Archery GB fee structure, it is recommended that fees from 1July to 31 August should be reduced by 75% across all membership categories for any new members joining within this period; full fees would apply from 1 September.

The committee also recommended that, in line with the Archery GB fee structure, there should also be a fee reduction for new members joining within the period 1 April to 31 June of either 50% or 30% subject to a vote at the AGM. Full fees would apply from 1 September.

**ACTION: Club Secretary** to arrange a vote at the annual general meeting.

1. Ballot arrangements.
* The Club Secretary reported that he had received applications for all the committee positions but that, so far, only the position of safeguarding Co-ordinator was contested.
* The Club Secretary explained that he was aware of a number of resolutions so far put forward for the AGM:

That club fees should increase in line with the recommendations of the committee.

That the co-opted post of Communications Co-ordinator should become a full committee position.

That new members should be subject to a probation period.

That green fees can be waived for guests of the Chairman.

That any executive member of the committee may serve beyond the maximum three years in post set out in the constitution if no other member comes forward to take on the role.

That target faces should be provided to club members free of charge.

The committee has discussed the latter at a previous meeting and recommends club members reject the proposal on the grounds that the target faces have to be paid for one way or another and the current arrangements are fair and easy to administer.

**ACTION: Communications Co-ordinator** to arrange for a system to enable electronic voting which will ensure no one can vote twice and that only those eligible to vote are able to do so.

1. Committee reports:

All members of the committee should provide an annual report to the AGM relating to the work they have done on behalf of the Club. This report can be presented verbally on the day of the AGM or in writing. The Club Secretary indicated that it would be helpful to have all reports as written reports provided in advance of the meeting although there is no obligation to do this.

**ACTION: All members of the committee.**

1. House-keeping arrangements:

Signage to the meeting room will be provided. Teas and coffee facilities are available for those club members who wish to make themselves coffee or tea.

**ACTION: Chair** to print and laminate some signs.

1. Web-site development:

There have been 242 unique visits to the web-site. The “home” page is visited most often followed by the page for beginners and that for the coaching team. There are almost twice as many visits from a mobile phone than from a PC. Traffic is more or less split 50:50 through direct access and via Facebook.

The committee considered a proposal put forward by a club member to combine the “News” page with the “Events and Notices” page. The proposal was agreed.

There is an difficulty with sending bulk emails from club email addresses e.g. when the Club Secretary needs to send a communication to all club members.

**ACTION: Communications Co-ordinator** to liaise as necessary to make the change regarding the web-site and to make recommendations to the committee about bulk email communications.

1. Dates for next indoor Season: It was agreed that the season should run from two weeks before the clocks go back to one week after they go forward.

**ACTION: Club Secretary** to provisionally book the sports hall at Thornden School**. Membership Secretary** to make enquiries to see if alternative provision can be made available at Crestwood School for the following year.

1. Approval of recent new members: The Membership Secretary proposed membership for a number of archers new to the Club. All were accepted.
2. Ramp/Step for kitchen: A club member had asked if a step or ramp could be provided to allow better access to the kitchen. The provision of a step to the kitchen was approved; there is already a hand rail for entry to the kitchen. It was not agreed that a ramp to the kitchen was necessary because the kitchen is not big enough for wheelchairs. It was agreed that a second hand rail for the ramp to the club hut was required.

**ACTION: Field co-ordinator** to arrange the necessary works.

1. Committee reports:

Chairman: The Chairman reminded the Committee that Emma Edwards is standing down as Safeguarding Co-ordinator after two years in post and will not be applying for re-election. He made reference to Emma’s very valuable contribution to the work of the committee and the committee recorded their warmest thanks and wished Emma well for her future as an AC Delco Archer.

Vice chair: The vice chair observed that more club members appeared to be becoming interested in competing in tournaments. The club is intending to expand the provision of small internal competitions to further encourage this.

He also expressed an interest in seeking sponsorship for the Club and will report back with further proposals to the next committee meeting.

Field Co-ordinator: The field maintenance day was a success and another is to be arranged during the summer. The marker lines on the field are due to be re-marked in the near future.

Coach Co-ordinator: One of our archers has now started his level 1 coaching course and two of the Club’s Junior archers will be taking part, for their first time, in a forthcoming training day organised by the Hampshire team manager. Three of our coaches have been assisting with coaching in Wiltshire and Dorset, at the request of Wiltshire and Dorset Archery Association, as access to coaching in those counties is limited at present.

Tournament Organiser: It was reported that Lionheart can provide flags which we can then use at competitions and other times when it is useful to promote the Club. The committee approved the purchase of two extra-large Tear Drop Flags at a total cost of £300 including poles and ground spikes.

ACTION: **Tournament Organiser** to prepare designs for the committee to approve before making the purchase.

Membership Secretary: A welcome pack is to be prepared for new archers to the Club. The Membership Secretary will pass a first draft to all committee members for advice on content and for approval before the pack is issued.

1. Date and time of next meeting: 7:15 pm to 9:15 pm **Thursday 22 June 2023** at the Chairman’s home.