Minutes of the AC Delco committee meeting held on Thursday 24 November 2022

Present: Graham Rosamond (Chair), Phil Butler (Club Secretary), Duncan Turner (Treasurer), Nick Coe (Coaching Co-ordinator), Gary Carr (Records Officer), Elliott Coe (Communications Co-ordinator), James Murfitt (Field Co-ordinator), Steve Gould (Club Shoot Organiser), Alex Murray-Twinn (Membership Secretary).

Apologies: Emma Edwards (Safeguarding Co-ordinator), Stuart Reilly (Vice chair).

1. New Committee Members

Alex Murray-Twinn has been elected to the post of Membership Secretary.

Steve Gould has been elected to the post of Tournament Organiser.

The Committee confirmed their positions by unanimous vote and the Chairman welcomed Steve and Alex to their new posts.

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. A hard copy has been placed in the Club’s minute book.

1. Progress on agreed items of expenditure:

*Club Roof*: the work is now complete and paid for.

*Bow Press*: Purchased, paid for and secured to the Club Hut work bench. As the Bow press is potentially dangerous if not used correctly, permission to use it must be obtained from any of the following committee members: James Murfitt, Stuart Reilly, Graham Rosamond, Steve Gould. There must always be two people present when the bow press is being used.

**ACTION: Club Secretary to include in Club Rules**

*Coffee Table*: The chair reported that he has been in touch with the metalworker and is currently waiting for a quote.

**ACTION: Chair** to chase up.

*Defibrillator*: No action taken due to cost (see later item on fundraising)

*Event Shelter*: No progress.

**Action: Field Co-ordinator** to investigate cost of a replacement cover for the existing frame.

1. Committee role descriptions:

The Club Secretary had prepared draft role descriptions for the positions of Vice Chair, Field Co-ordinator, Membership Secretary and Coaching Co-ordinator. All were agreed.

**Action: Club Secretary** to draw up role descriptions for the Records Officer, Communications Co-ordinator and Tournament Organiser. Once this work is completed and agreed, every position on the committee will have a role description and these will be published on the Club’s new web-site when launched.

There is currently no-one assigned to look after club equipment and tools other than the Bow Press. It was agreed the Chair and Coaching co-ordinator would take on responsibility for the beginners equipment and the field team would look after all other equipment. The committee agreed the purchase of new bowstrings for the beginners bows

**ACTION: Chair/Coaching Co-ordinator** to source new strings.

1. Communications:

The new web-site launch is now scheduled for the end of November 2022

**ACTION: Communications Co-ordinator**

The Club Facebook page is now private. It was agreed that the page should in future only be open to current members and their immediate family. All others to be removed from access.

**ACTION: Membership Secretary**

1. Fundraising:

There has been a disappointing response to the suggested use of the Easyfundraising web-site. It was proposed that the Committee seek from the Club membership someone to co-ordinate fundraising for the Club. This might involve promoting the use of the Easyfundraising but also identifying and applying for grants for specific purposes such as the purchase of a defibrillator.

**ACTION: Club Secretary** to write to club members to invite expression or interest.

1. Membership:

It was agreed that there should be a way to verify club members who are on the field or at our indoor venue. In the past club members have worn membership cards on their quivers and these were issued every year in a different colour.

**ACTION: Membership Secretary with Field Co-Ordinator and Tournament Organiser** to investigate the possibility of membership tags that members can wear on their quiver.

1. Coaches Meeting:

A coaches meeting has been arranged for Saturday 26 November.

The committee recognised that the Club needs more session coaches (formerly level 1 or assistant coaches) and noted that we have only one female coach.

**ACTION: Coaching Co-ordinator and Club Secretary** to invite expressions of interest in coaching from all club members with funding available, in line with established policy, to assist with the cost of training.

1. Club Accounts:

Barclays Bank now have all the paperwork they need to change the Club signatories on the savings account but have so far not completed the task.

**ACTION: Treasurer** to chase.

The Club still need appoint a person to audit/inspect the accounts.

**ACTION: Communications Co-ordinator** to approach a family member who has the necessary skills.

1. Non-record status tournaments:

Entries for these tournaments can be made en-block through the Club and the Safeguarding Co-ordinator has kindly agreed to do this and is currently taking entries for a non-record status junior tournament in January 2023. The committee thanked the Safeguarding Officer for agreeing to take on this responsibility and asked if she would, for future tournaments, only accept payment of entry fees by BACS through the Club’s current account as this assists the Treasurer.

**ACTION: Safeguarding Co-ordinator**

1. Open Competitions at AC Delco.

The Committee agreed that the Club’s first Open competition since the pandemic would be the Chris Sherwood Shoot on Sunday 27 August 2023. Distances will be Imperial and the rounds shot will be Westerns in keeping with previous practice and tradition. The entry fee is to be set at £10 per archer. In 2024 the Club will arrange a World Record Status shoot. This is a major undertaking and all club members will need to contribute; accordingly, no entries from AC Delco will be taken. This shoot is about raising the profile of the Club and it should raise a significant amount of revenue which can then be invested in the Club.

**ACTION: Tournament Organiser and Field Co-ordinator** to lead.

1. Field maintenance day

This has been set for Saturday 10 December 2022. The Club Secretary has already written to all club members about it and will send a reminder closer to the date.

**ACTION: Club Secretary** to send out reminder

1. Green Fees

This is about the charge made for any visiting archer to shoot on our field. Most clubs make such a charge.

There was a proposal that Green Fees at AC Delco should be abolished on the grounds that it raises little money and imposes a disproportionate administrative burden but there was no support for this. The charge will remain at the current level of £5 per archer per day. Visiting archers must sign the visitors book in the club hut, show their AGB card to a member of the committee and pay the fee before shooting.

1. Reports from committee members
2. Membership Secretary

It was agreed that membership forms for new club members should no longer be kept once a new member is affiliated to AGB and HAA/SCAS.

1. Records Officer

Agreed to send the Communications Co-ordinator advice for members about handicaps and classifications to go on the Club Web-site.

**ACTION: Records Officer**

The records officer also reported that coaches renewing their licence must now complete a tutor lead safeguarding course every 6 years and a non-tutor lead course every 3 years in addition to a DBS check every 3 years and the usual continuous development requirements. Also, HAA are asking coaches to wear Hampshire “reds” when coaching.

1. Treasurer

The Treasurer reported on the current funds available through the current account and that Barclays had still not processed the Club’s application to change the signatories on the savings account.

**ACTION: Treasurer** to chase up Barclays

1. Date and Time of next meeting.

7:00 pm to 9:30 pm Thursday 19 January 2022 at the Tournament Organiser’s house.