Minutes of the AC Delco committee meeting held on Thursday 9 March 2023

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

Apologies: Elliott Coe (Communications Co-ordinator), Duncan Turner (Treasurer).

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. Event Shelter: There has been no further progress in finding a replacement cover for the existing frame. The Chairman has donated a gazebo for club use and the committee offered their thanks and appreciation.

**ACTION: Chairman** to consider sourcing another shelter in the late Spring when they usually go on sale.

1. Memorial Coffee Table: The design has now been received from the blacksmith . The design is for a table with legs representing a fully drawn bows with nocked arrows. The committee approved the purchase at a cost of £660 including powder coating.

**ACTION: Chairman** to contact the blacksmith to confirm the commission and **Field Co-ordinator** to arrange for the granite top (which he has sourced free of charge) to the blacksmith.

1. Coaching Team: Chris Knight has moved away from Hampshire and so is no longer available to coach for the Club. The committee thanked Chris, on behalf of all club members, for his service as a club coach and wished him well for the future.

Andy Keenan is due to start training as a level 1 coach in April 2023. Andy will assist with beginners courses, supervised as a candidate coach, until he is qualified.

The Club has also received three other requests for coach training and these candidates will be put forward for the level one course as soon as their personal circumstances allow and places on the training course become available.

1. Membership tags: The Chairman reported he had investigated the cost of metal membership tags used by a local golf club but that the cost was prohibitive. Instead, the committee agreed to buy plastic key ring fobs at a cost of approximately £33 per 200 fobs. Membership cards can be placed in the fobs and replaced each year. The fobs should be worn on quivers so they are clearly visible.

**ACTION: Chairman** to arrange purchase of key ring fobs**. Membership Secretary** to issue fobs with membership cards as soon as practicable.

1. Barclays savings account: The Club Secretary now has on-line access.

**ACTION: Treasurer** to seek on line access.

There was then discussion about the Club’s card reader associated with the Lloyds current account. It was agreed that the Membership Secretary should hold the card reader as it is needed to collect membership fees on the field (particularly for new members). It would also allow for the possibility of collecting donations for coffee and cake on a Saturday morning.

**ACTION: Treasurer** to make arrangements to pass the card reader to the Membership Secretary and help set it up ready for use.

1. End of year accounts: The Communication Co-ordinator’s partner has agreed to act as independent inspector of the accounts.

**ACTION:** Club Secretary to write to pass on thanks from the committee.

1. Field maintenance day: This is set for Sunday 26 March 2023 from 10:00am. This activity will generate a pile of rubbish which will be collected in one place ready to go in a skip. There will also be an opportunity to set aside wooden stands for transfer to our indoor venue so that some of the existing indoor stands can be replaced.

**ACTION: Tournament Organiser** to investigate the cost of hiring competition stands so that the current club Danage stands that have been set aside for competitions might be brought into general use on the field.

1. New web-site: The new web-site is now published. A maintenance protocol will be drawn up. This work was lead by Jack Duncan with support from the Communications Co-ordinator. The pages were mostly populated by the Coaching Co-ordinator, the Membership Secretary and the Club Secretary. The committee recognised the level of commitment that had gone into this project and expressed their thanks to all involved. The cost to register with the new web provider is £108 per annum. It will be necessary to maintain an e mail facility with the old provider until new arrangements can be made.

**ACTION: Club Secretary** to liaise with Jack Duncan and the Communications Co-ordinator about a maintenance protocol, further development of the site and arrangements for e mail provision.

1. Safeguarding policy: Appendix 1 for the new safeguarding policy is not yet available.

**ACTION: Safeguarding Co-ordinator.**

1. Club Development Plan**:** Feedback from club members has been positive. One of the responses was so well thought out and detailed that the Club Secretary went through all the main points raised. As a result changes relating to a number of areas were agreed. The committee expressed its thanks to Rachael Graham for her contribution in this respect.

**ACTION: Club Secretary** to amend the development plan as agreed and place on the new web-site on the documents page.

1. Confidential item: this matter is now resolved and the outcome recorded as a confidential minute.
2. Chris Sherwood Memorial Shoot: The prospectus and entry forms are now available and are on the new web-site and all club members have been informed of the details by email. Details are also available on a number of Hampshire Archery web-sites and paper copies have been left in Quicks Archery shop.

ACTION: **Tournament Organiser** to create an event on Facebook and to ensure details are taken for distribution to competitions that AC Delco archers enter over the Spring and Summer. **Club Secretary** to write to secretaries of local archery clubs to ask that they distribute details of the shoot to their members and to get quote for two extra toilets including a disabled toilet. **Chair/Club Secretary** to ask field owner if extra parking can be made available. **Field Co-ordinator/ Tournament Organiser** to get quotes for stacking box podiums. **Chair** to arrange quote for Feather flags.

1. Legacy gifts:

The committee had received a suggestion that the club might wish to establish a wish list of legacy gifts in respect of club members who pass away having previously expressed a wish to leave a gift to the Club. The committee suggested that contributions towards a Defibrillator would be appropriate but committee members all agreed to give the matter further thought.

1. Club Membership:

It is a requirement of the Club constitution that all new applications for membership are considered by the committee as all new members are admitted to the Club at the discretion of the committee. The committee agreed to make a proposal for a change to the constitution at the next Annual General Meeting (AGM). The proposal would be that, in addition to the existing arrangements, all new members are admitted to the Club for a three month period of probation.

**ACTION: Club Secretary** to arrange for a proposal to amend the constitution at the next AGM.

Two new applications for membership were considered (this item is filed as a confidential minute).

1. Annual General Meeting (AGM):

This is arranged as follows: 10:00am for a 10:15am start on Saturday 20 May 2023 in the Conference Room at Thornden School. The meeting is scheduled to finish no later than 12:45pm so that the Conference Room is vacated for 1:00pm.

**ACTION: Club Secretary** to issue formal notice of meeting, seek nominations for all committee posts (and arrange ballots), seek proposals and prepare an agenda. **All committee members** to prepare reports.

**ACTION: Chair/Club Secretary** to speak to field owner about rent for next year so this can inform the recommendation for the 2023/24 membership fee.

1. Community activities:

The committee agreed that future have a go sessions will only be arranged on the Club Field. This means that the Club will no longer hold these events at schools or at local community venues.

**ACTION: Membership Secretary** to register the Club for the Archery GB week scheduled for 6 to 14 may 2023 and also to liaise with Young Carers about their request for have a go sessions at the Club over the coming school summer holidays. With regard to the latter, more information is needed about the number of sessions required and the number and ages of the children involved. The committee set a cost of £10 per session per child.

The committee agreed not to support the Sport in the Park event organised by Eastleigh Borough Council unless they agree to pay for the event at a higher rate than last year.

1. Reports:
2. Field Co-ordinator:
* Club members who shoot indoors on Tuesdays are reminded that there is an expectation of help set up and take down the targets. Anyone who has to leave early should take down their target and put the stand and boss in the outdoor container.
* The committee agreed that a change to the code on the club gate was due.

**ACTION: Chair/Club Secretary** to speak to the field owner (as the farm needs to have access).

1. Safeguarding Co-ordinator: The safeguarding co-ordinator informed the committee that she would not be standing for re-election at the next AGM.
2. Membership Secretary: it was reported that a number of non-members had been admitted to the Club Facebook site. The site administrators were reminded that this site is for members only.

**ACTION: Membership Secretary** to remove all the non-members.

1. Records Officer: Archery GB have advised that the Club’s On target

specialism is due for renewal.

**ACTION: Records Officer** to look into this and report back to the next meeting of the committee with recommendations.

1. Chair: The Club has purchased three foot marker assemblies at a cost of £90. These are necessary for coaching visually impaired and blind archers.
2. Date and time of next meeting: 7:15pm to 9:30pm on Thursday 20 April 2023 at Alex’s home.