

## Minutes of the AC Delco committee meeting held on Thursday 22 June 2023

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

### 1. Apologies.

There were no apologies as there was full attendance at this meeting.

### 2. Welcome to new members of the committee.

The Chairman welcomed newly elected Vicky Loader and Jack Duncan to their first committee meeting.

He also took the opportunity to acknowledge the work of the field team in maintaining the field in such good order.

### 3. Matters arising from the last meeting:

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

#### a. Memorial table.

The Chairman explained that the table was now complete but had met with an accident during transport to the field. The table was dropped and the granite top was broken. Fortunately no-one was hurt. The field Co-ordinator has kindly agreed to arrange for a replacement and then we will fix a memorial plaque which will be laser printed on stainless steel.

**ACTION: Field Co-ordinator** to make arrangements for a replacement top.

#### b. Card reader for Membership Secretary.

The Membership Secretary explained that she had made enquiries but it appears only the Treasurer is authorised to make the purchase.

**ACTION: Treasurer** to order a card reader through the "Sum Up" web-site.

- c. Change of security codes for gate to field.  
The Chairman has purchased a new lock and will now install it and set a new code. The Club Secretary will then send an e-mail to all club members to inform them of the new code. Club members should not share the code with anyone who is not a club member.

**ACTION: Chair and Club Secretary** fix a new lock and inform club members of the new code.

- d. Probationary period for new members.  
The committee agreed that the probationary period will comprise 10 visits to the Club. New members will have a form that will have to be signed by a senior club member to confirm the visit. The form is included in the welcome pack that is given to new members when they join.

The coaching team is also to arrange follow up courses for new members to help improve their knowledge and skills and a record of attendance at any of these can be recorded on the "10 visit" attendance form. However, there is no assessment associated with these sessions and attendance is voluntary.

- e. Chris Sherwood Tournament.

Entries: the number of entries has so far been disappointing.

**ACTION: Tournament Organiser** to ask for it to go on the HAA web-sites and to put on the Club's Facebook pages again. **Club Secretary** to ask the Hampshire Archery Association to write to all clubs in Hampshire to ask them to promote the competition and to write to all Club Members to ask them to enter the competition as it is suitable for archers at all levels.

Toilets: The committee agreed to hire one extra portable toilet unit for the event.

**ACTION: Club Secretary** to arrange through ACE Liftaway.

Parking: The field owner has agreed in principle to make extra parking available but the details need to be finalised.

**ACTION: Chairman and Club Secretary** to seek meeting with the owner to finalise the details. If the far adjacent field is to be used then they will discuss arrangements for grass cutting. They will also invite the owner to come on to the field towards the end of the competition to meet club members.

Medals: There are enough medals but we may need more ribbon.

**ACTION: Membership Secretary** to check and purchase more if necessary.

**Lady Paramount:** This is the person who awards medals and prizes at the end of the competition.

**ACTION: Club Secretary** to make approach to a club member suggested by the committee to ask if they would be willing to carry out the role.

Food for Judges/Lady P: A light lunch is needed [Chairman is usually included].

**ACTION: Membership Secretary** to make the arrangements for lunch and also for a BBQ for bacon sandwiches in the morning and other BBQ food for lunch. **Chairman** to check stock of gas for the burners.

Presents for Judges and Lady P. This is a tradition observed at many tournaments and at all AC Delco Bowmen Tournaments.

**ACTION: Tournament Organiser** to arrange.

Tent line: There has to be a line behind which shelters can be pitched.

**ACTION:** Field captain to arrange.

Judges: The Tournament Organiser secured the services of two qualified judges some time ago.

#### 4. Matters arising from the 2023 AGM:

##### a. Club accounts for 2023/24 – Treasurer.

There has been a delay but the accounts should be available for the next meeting.

##### b. Changes to constitution.

The Club Secretary presented an amended constitution which was changed to take account of decisions of the 2023 Annual General Meeting (AGM). The committee agreed that the changes reflected what was agreed at the AGM.

**ACTION: Club Secretary** to finalise the constitution as agreed and then arrange for it to be signed by the executive committee members before putting the new version on the club web-site.

5. Report of executive decision.

The Chairman reported that the executive committee had agreed to purchase some replacement Damage cubes because some of the bosses were in a poor state of repair. This matter was urgent and could not wait until today's committee meeting. The committee endorsed the decision and thanked the Field Officer for his prompt action in getting the bosses repaired.

The committee agreed that in future the sum of £2000 per annum should be ring-fenced within the club accounts for the repair/replacement of bosses and stands. Any unspent funds can be carried forwards to the next financial year.

**ACTION:** Treasurer to ring fence the necessary sum from the start of the 2023/24 season.

6. Approval of new members.

The Membership Secretary brought new members to the attention of the committee. All were approved subject to successful completion of their probationary period.

7. Review of Club Development Plan

The current development plan is in need of updating because some of the aims set out in it have been achieved. Committee members were asked to look at the plan in respect of their own committee responsibilities and let the Club Secretary know of anything they would like included in a revised plan. We also need the views of club members.

**ACTION: Committee members** to review the plan as agreed above and let the Club Secretary have their suggestions before the next committee meeting. The **Club Secretary** will seek the views of all members of the Club and present a draft of the revised plan to the next committee meeting.

8. Registration of individual have a go and beginners sessions.

The Chairman reported that all have-a go and beginners courses have to be registered with Archery GB before they take place to make sure the Club has appropriate insurance cover for these events. The registration is usually through the Membership Secretary although the Club Secretary and the Chairman are also authorised to do this by Archery GB.

Beginners courses are usually registered for a period of 6 weeks. Any 1:1 beginners sessions that take place during a period of registration are covered. However, and beginners sessions outside this period and all have a go sessions must be registered separately.

If anyone has any doubt as to whether or not a beginners course or have-a go is registered they should check with the Membership Secretary before the sessions start.

9. Skip for rubbish on field.

There is rubbish on the field that needs to be removed. The field officer reported that some of it can be burned (e.g. hedge trimmings) and that the field owner regularly burns such materials. However some committee members were concerned that burning could potentially upset residents in some of the houses around the field and also about the risks of burning during a drought.

**ACTION: Chairman** to speak to the field owner and report back to the committee by e-mail for a decision. No burning will take place without approval of the field owner **and** the committee.

10. Reintroduction of straw/layered foam bosses for traditional bows and other field issues.

It has been a club rule for many years that archers using traditional wooden arrows should shoot on a straw boss or a layered foam boss because wooden arrows damage the Damage bosses which are very expensive to repair or replace. However, the Club rule in this respect has fallen into disuse. The committee agreed that this rule is now reinstated.

Targets are currently placed at 50m or 30m. They can be moved but should be returned to their original positions when shooting is finished.

The committee agreed a new club rule: No shooting at Damage bosses at less than 30m with any type of bow or arrow. Club members should use the straw bosses or layered foam bosses for shorter distances. This is to protect the Damage bosses.

**ACTION: Club Secretary** to write to all club members about these rules.  
**Communications Co-ordinator** to add these rules to the Club web-site once the Club Secretary has written to members.

11. Committee reports.

Chairman: The Chairman had received a request for beginners equipment.

**ACTION: Chair** to purchase clingy bands and long arm guards as needed.

Coaching Co-ordinator: There are beginners courses arranged for June, July, August and November and this lead to discussion about the gap during the September/October period. The Coaching-Co-ordinator also commended the new Archery GB classification system and asked if the Club could purchase classification badges to give to members who achieve a classification or improve on one they already have.

**ACTION: Coaching Co-ordinator and Membership Secretary** to consider whether to arrange an additional course in September or October, move the November course to September or October or maintain the status quo.  
**Safeguarding Co-ordinator** to make enquiries about the badges.

Field Co-ordinator: The Field Co-ordinator made a request for some distance flags (they help archers judge the wind strength and direction). the request was agreed.

**ACTION: Field Co-ordinator** to make the purchase.

Records Officer: The handicap improvement medals have now been found. The records officer made a plea for scores to be passed to him so that he could award archers their handicap and classifications.

Club Secretary: The Club Secretary reported that Sarah Meikle has kindly offered to assist the committee with fund raising and grant application. The committee thanked Sarah for her offer which was gratefully accepted.

**ACTION: Club Secretary** to seek a meeting with Sarah to discuss the role and make a plan of action.

**Vice Chairman: The Vice Chairman reported that his company, LASERPLANE (which he owns) would like to make a gift of £2000 to the Club. The gift was most gratefully accepted and the committee passed a unanimous vote of thanks on behalf of every member of the Club. The Vice Chairman agreed to place the funds in the account held by the Club at Quicks Archery Shop where it will be use to buy a range of equipment necessary for the running of the Club.**

Membership Secretary: The membership secretary reported a gift of archery equipment from John Hooker who many Club members will know as a current member. John is seriously ill and the committee sends their best wishes on behalf of everyone in the Club.

12. Date and time of next meeting

7:15pm to 9:15 pm **Thursday 17 August** at the Club Secretary's home.