

Minutes of the AC Delco committee meeting held on Thursday 17 August 2023

Present: Graham Rosamond (Chair), Phil Butler (Club Secretary), Nick Coe (Coaching 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: James Murfitt (Field Co-ordinator).

2. Matters arising from the last meeting:

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

a. Memorial table.

The granite table top which was broken during transport has been replaced. The committee thanked the Field Co-ordinator for sourcing and fitting the replacement table top which was at no cost to the Club.

ACTION: Club Secretary to source a blank plaque in marine quality stainless steel and **Vice Chairman** to arrange for the Club crest and memorial tribute to be laser printed on it.

b. Card reader for Membership Secretary.

ACTION: Membership Secretary to purchase one.

c. Change of security codes for gate to field.

The committee agreed it was not practicable at this time to change the code but a new lock has been purchased because of the condition of the current one.

d. Chris Sherwood Tournament.

Entries: the number currently stands at 63

Toilets: An extra portable toilet will be delivered on 23 August and taken away on 30 August.

Additional Parking: Will be available in the right hand (facing the shooting line) field. The side gates from both adjacent fields to be closed

Medals: New ribbon had been purchased..

Lady Paramount: Libby Eden, Lifetime Club member, has agreed to take on the role.

Food tent: There will be coffee/tea throughout the day with bacon sandwiches available in the morning and BBQ food and cakes at lunch. The food tent will provide for the Lady P and the judges.

Trophies: Polished and ready to be awarded.

Presents for Judges and Lady P. arranged along with colour prizes.

Line painting: Field co-ordinator has it in hand.

Judges: have been secured.

Scoring and ranking: We have an app for that.

All other matters appear to have been arranged and got ready.

e. Changes to constitution.

The revised constitution, agreed at the AGM was signed by the Executive committee members.

f. Skip for rubbish on field.

ACTION: Vice Chair to arrange.

g. Review of Club development plan: all club members have been consulted on the review and the Club Secretary drafted a new plan based on feedback received. The draft plan was approved.

ACTION: Club Secretary to publish on Club web-site and to put an item from the Plan on every committee meeting agenda in order to maintain momentum.

3. Club accounts.

The treasurer reported on the financial year to the end of May 2023. At the end of the year the Club had balances of £23,069 which includes £14,272 set aside for contingencies. Income for the year was £19,616 and expenditure £22,817. Therefore, expenditure exceeded income by £3,201. The Club operated at a significant deficit but this was mostly due to large one off items of expenditure necessary for the Club's recovery following the Covid Pandemic.

It was the view of the Committee that this was acceptable and affordable but that expenditure should be contained within income going forward.

The detailed Club accounts have not yet been independently verified.

ACTION: Treasurer to make arrangements for independent verification of the accounts.

4. Approval of new members.

The Membership Secretary explained that there had been no new members since the last meeting. However, there is a beginners course which is nearing completion and a significant number of participants have already expressed their intention to join.

Membership renewals are due by 31 August and it was reported that over 50 existing members had already renewed early.

5. Non-shooting members.

Junior Club members must be supervised on the field by a responsible person, who is also a member of the Club, until their 18th birthday. This is set out in our constitution. In a few cases juniors have been supervised on a regular basis by a parent or other adult who is not a club member. The committee noted that the Membership Secretary is aware of this and now has procedures in place to bring the Club back into line with its constitution.

6. Liability insurance.

The Club, and all the members who are affiliated to AGB, are covered by liability insurance arranged through AGB. However, Non-shooting members and visitors to the Club who are not affiliated to AGB are not covered by liability insurance. There are now signs at the field entrance advising visitors that they come on to the field at their own risk. They are advised to sign the visitors book and read the safety instructions. Non-shooting members are made aware of safety when they join as they receive a joining pack which covers this.

7. Use of AGB Club Management System (CMS).

The Communications Co-ordinator reported that the CMS appeared to be focussed on Clubs that do not have their own web presence and, as such, had only limited potential for AC Delco Bowmen. However, there might be some functionality related to the management of club membership fees that could be useful. The committee agreed to ask AGB to make the Communications co-ordinator a Sports 80 Super Administrator for the Club. This will allow him to look at whether the CMS could be of any use to our Club.

ACTION: Club Secretary to contact AGB

The Committee asked that the logo of Laserplane should be displayed on the Club web-site homepage in recognition of the company's recent generous financial contribution to the Club.

ACTION: Communications Co-ordinator to arrange display of lasersplane logo as discussed.

The Communications Co-ordinator then reported he was working on a system that would allow the sending of electronic scoresheets on phone apps direct to the Club records Officer through the Club web-site.

8. Maintenance of club beginners equipment.

There are club members who carry out specific functions in support of the elected committee. For example with club clothing and fund raising/grant applications. Those club members who carry out these very valuable roles are not members of the Committee though they may be invited to attend from time to time (in a non-voting capacity) if an issue affects their contribution. In effect, these are co-opted roles. The meeting noted that Egan Carey has been repairing and maintaining equipment in the beginners container. The committee thanked Egan for his work in this respect and agreed to formalise the arrangement with immediate effect.

ACTION: Club Secretary to draw up role descriptions for the co-opted roles so far established. The **Chairman** and the **Coaching Co-ordinator** will take responsibility for maintaining stock checks of the beginners equipment.

9. Grant application.

Sarah Meikle has made an application to Compton Parish Council for a grant towards the cost of matting to improve wheelchair access to the field. In the meantime the Committee agreed (by email vote in between meetings) to purchase some matting and this has already been laid to form a 50m accessible lane and a partially accessible shooting line. The committee thanked the Field Co-ordinator for arranging the matting to be laid and agreed the purchase of extra matting to complete the layout on the shooting line in-time for the competition at the end of August

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

10. Fun shoot for Halloween.

The committee agreed that this annual event should go ahead for another year.

Action: Chairman and Membership Secretary to make the arrangements with assistance from other enthusiastic club members.

11. Field Maintenance day.

The Committee thanked all those club members who had assisted at the recent field maintenance day which was held to prepare the field for the open competition being held on 27 August.

It was agreed that field maintenance days would in future be held four times a year as called by the Field Co-ordinator.

12. Use of field for HAA team practice.

The Chairman reported that he had agreed the HAA team could use the Club field for practice on Saturday 19 August between 2:00pm and 5:00 pm. This should cause minimal disruption for members because few archers use the field on Saturday afternoon and, in any case, the field will still be open for them.

AC Delco will have 6 or 7 archers at the HAA practice.

The committee recorded its support for the arrangements.

13. Request for assistance by Merdon Bowmen.

The Chairman reported that he and the Club Secretary had met with the Club Secretary of Merdon Bowmen. It is possible that the lease on Merdon's field will be terminated in the first half of next year. AC Delco may be able to assist Merdon until they find a new range by hosting competitions on their behalf and/or allowing their members to use our field when it is not too busy. We have not yet received an approach for assistance at this stage but the committee agreed in principle that AC Delco should do all it can to help if formal proposals were to be put forward in future.

14. Indoor shooting at Thornden School:

The dates are: Tuesday 17, 24, 31 October, 7, 14 November, 5, 12 December. All Tuesdays from 2 January to 26 March.

Note that there will be no shooting on Tuesdays 21 and 28 November because the sports hall is needed for school exams.

ACTION: Club Secretary to write to club members and post dates on club web-site.

ACTION: Tournament Organiser to arrange shooting rounds at regular intervals to include Portsmouths, Worcesters, FITA 18s etc.

ACTION: Chairman to arrange for refurbished indoor stands to be returned to Thornden School and to arrange replacement of any spent bosses from stock at the field.

15. Committee reports.

Communications Officer: informed the meeting that he and the Membership Secretary were developing a web-page for new members.

Deputy Chairman: reported that the disabled parking bays had been moved to give easier access to the shooting line.

Records Officer: reported that Southampton University Archery Club (SUAC) are losing their indoor shooting range and wondered if some of the students might be able to take up any spare capacity with us on Tuesday night indoor sessions at Thornden. The committee agreed in principle depending on numbers and set the fee at £5 per session.

ACTION: Records Officer to provide an update on likely number to the next meeting so that the committee can decide whether or not the students can be accommodated.

16. Date and time of next meeting

7:15pm to 9:15 pm **Thursday 5 October** at the Tournament Organisers home.