



## Meeting Notes 21<sup>st</sup> January 2024

### 1. Call to order and Apologies

In attendance NB, TG, TM, RC, CR, SL, IB, TB, JB, DL  
Apologies and NF AG CW CM

**Action** TB to check with NF on participation.

2. Minutes of the meeting 26/11/2023 were approved as an accurate record of the meeting. Proposed TG and seconded NB.

### 3. Risk Assessment Review

TG has agreed to review the club's risk assessment with a couple of the other committee members via a web meeting during February. With a view to circulate before the March meeting a draft assessment for review and signoff. It was confirmed that the scope of the Risk Assessment is on health and safety.

**Action** - review the club's risk assessment with Equipment Officer (IB), Range Officer (CW) and RB work with TG to arrange this.

### 4. Membership / Committee

TB reported that the current membership is 74 (69 Adults 5 children), with two others still intending to renew their membership. Need to check AGB payments for two members as there might be a discrepancy on what was paid.

**Action TB** to review and resolve two AGB membership issues.

**Sunday Rota** – Currently only 5 people have added their names to the Rota. CR confirmed she will cover from 2pm most Sundays so would not cover a Sunday morning. More morning cover is needed from 10am.

**Action TB** – to send out Sunday Rota list to committee again.

**Action ALL** – to populate Sunday Rota with availability on an ongoing rolling basis.

### 5. Safeguarding

**Generic Committee Role** badges RC reported that they had been received.

**First Aid Course** – CR arranging for up to 12, and Saturday was preferred.

**Action CR** to check if Forestry addition could be added to cover Ticks and Ballistic injuries.



**Code of Conduct – Action TB** to look for a Code of Conduct generic template we can develop for the club.

## 6. Range

The new shed is all but complete with just locks and additional flooring to be added. The meeting wished to record our thanks to CW for coordinating this work and arranging a working party to get it to this stage.

**Action TB** to arrange shed flooring boards to be moved from storage.

**Internal lighting** for the shed was agreed with a cost of up to £50. With solar panel on the roof to power led lights. **Action TB** to discuss with CW and arrange lighting.

In preparation for the Training starting early March new 80cm waterproof target faces will be purchased. **Action TB** to look at optimum quantity / cost of waterproof 80cm target faces.

**100y/90m target** - meeting agreed to set this distance up this year. So will arrange for grass cutting to cover and for back stop netting to also cover this distance along with 80y boss. **Action TB** to discuss setting up 100y target with CW.

Maintenance on target bosses – it was agreed to purchase 1m of 130cm Layered Foam circa £200. **Action TB/CW** to order 1m of 130cm Layered Foam.

Crossbow target not needed at present and therefore risk assessment on hold.

## 7. Equipment

Equipment audit / inspection completed for the bows, and all now bagged and labeled.

**Action IB** to arrange a small working party on a Saturday in February to agree items required to get all bows serviceable, including sufficient sights. This also includes inspection of arrows.

The meeting agreed to mark all arrows with colored tape to indicate length, to purchase new arrow tubes to store all club arrows by length.

## 8. Training



CR report 52% of Beginners Courses and 29% Taster Session booked already from vouchers and register of interest in just 15 days.

Training Rota needs populating further. With gaps for Reception, Range Cap, Setup and Take down. **Action CR** to circulate Training Rota for volunteers. Two Coaching Clinics have been run with positive feedback with next is on 28<sup>th</sup>.

Technical Session – Agreed RC would run an Equipment Check and Target Face Setup this coming Sunday along with the Coaching Clinic.

Future Technical Sessions (one a quarter) will be for Compound Bow setup DL and Recurve Bow Tuning SL. Others to cover competition training for outdoor Target, Field and Clout.

**Action TB** to arrange dates for future technical sessions.

We agreed that training participants should be more involved in the set of the event and changes during it.

It was agreed that at the AGM we will review training charges once a year.

## 9. Club Programme / Activities / Records / Badges

JB reported that AGB will not be making the new indoor classification badges available until the 2024/25 indoor season. And have recommended clubs use up their existing stock of A-H badges.

RC agreed a Hatton Cup would be purchased but now with a smaller stand. Will be awarded at the AGM to the most improved archer (based on handicap). The intention will be to get Roger and Maureen Hatton to present the inaugural award.

It was agreed after some discussion that we would move to weekly target days every Sunday and run scheduled “Competitive Events” from February. This is subject to the Technical Session to be run by RC (See Training).

## 10. Finances

Still waiting for County Fees to be taken.

St Edmunds assets ring fenced until CASC registration complete.

RC reported that the registration has been applied for.

Agreed the insurance quote from Howden for £572.37 for 2024/25 to be paid in February.



**Action TB** to transfer Q3 SGC payment into other account.

### 11. Events (Event Officer TBA)

The meeting agreed that the club would host an Open Field Event at nearby Haughley Park on the 30<sup>th</sup> June 2024. The site hire costs £200 for the day, we will run a 12-target course that up to 48 participants will shoot twice at a charge of £12 each. The committee agreed to an additional £300 funding on top of the original £600 (of which about half has been spent). It will require about 10 volunteers – who would be eligible for club fee discount on renewal.

Start Archey 2024 – meeting agreed to scale back from last year and offer one day Saturday 11<sup>th</sup> May from 10am to 4pm. Cost or free to be agreed, shoot for 30 minutes and have 15 minutes between session to setup.

### 12. Communications

DL outlined what the club could do with its social media presence, to automate more aspects such as training booking and payments. The automation of messaging across platforms and improved security. Our current platform is due for renewal in March. **Action DL** to provide a little more detail along with costs for the next meeting. And how best to manage the interim until the new platform is established.

### 13. AOB

**Club Sign** - TB shared the latest example of the club sign. The view was the blue still needs to be lighter, remove line under words. And some without SGC on. **Action TB** to progress the club sign design changes.

The Chairperson thanked all for attending and the meeting closed at 16:20.

Next meeting Sunday 7<sup>th</sup> March