



Meeting Notes – 4th June 2023

1. Call to order and Apologies

In attendance NB, TB, RC, JB, CR, AM, TM, TG, WS. Apologies from SL, AG, AH, DH, NF, MM, JG.

LG has stood down from the committee as equipment lead. The committee would like to record its thanks to LG for his work in leading the team that built the second hut and instillation of secure lockers.

Note – as the club will publish committee minutes on its club website going forward an individual's initials will be used rather than their full name to ensure we are GRDP compliant.

2. Minutes Last Meeting

The minutes of the last meeting were accepted as a true and accurate record of the meeting on 12/03/2023.

3. Membership

The club currently has 95 members on AGB system, 27 joined this quarter, 6 have left and 3 will be leaving. There are about 14 members we have not seen this year. Circa 70 members shooting regularly.

The meeting discussed whether a maximum club membership was required. Agreed not at present but review again at 120 members. Parking was out of our control, but don't believe anyone had had to go home as they could not park. One possible solution is to double park club cars if they were identified via a sticker.

4. Safeguarding

TG reported that his recent safeguarding audit showed the club as compliant, with a few minor actions required.

Action TG to share audit and ensure actions have owners and are implemented.

Need for an accompanying Parent / Guardian to be made aware of their responsibility in supervising of an under 18 at the range. Also covers should a stand in coming along to allow an U18 to shoot.



Action RC to create some words for circulation to the committee to review and **NB** to laminate once agreed.

Agreed to purchase generic badges to identify certain committee role members. **Action RC** to arrange purchase of badges for circa £70.

5. Range

- Opening Hours

Agreed to keep SGC hours of operation apart from planned / arranged OOH events like clout. That means leave the site by the closing time.

Action TB to request of SGC if the 1st Wednesday of the month during the summer could go to 8.30pm.

- **Solo Archers**

The meeting reviewed this and agreed that as we can't satisfy AGB Rules of Shooting rule 103(c) and that SGC insurance does not cover solo archers the risk to the club is too high. It also agreed that even archers with personal insurance to shoot on private land was not justified as the land is not private and has public access via a public footpath.

Action TB to communicate this decision to club members.

- Tournament Officer

In the absence of this role the following was agreed.

Action TB to ask for volunteers to learn how to run Clout Shoots and Club Target Days.

Action RC to run a Clout Shoot Learn session as part of the planned clout shoot on Saturday 1/7 so that someone can run the one on the Saturday 12/8.

Action AM has agreed to run the July Club Target Day Sunday 2/7.

The club program covers club target days to the end of December 2023. Agreed that at the AGM we should agree rounds to be shot for 2024 Club Target Days both outdoor and indoor.

6. Equipment

- The club needs a new Equipment lead to co-ordinate the team managing equipment.

Action NB to contact AH to see if he is prepared to lead an equipment team.



- Member Equipment Sales

It was agreed that any member selling / buying does so at their own risk without any come back to the club. **HOW DID WE THEN LEAVE THIS - ARE WE OFFERING A SALE SUNDAY OR NOT.**

- Donated Equipment

It was agreed to publicise a sale of club equipment. Which can be inspected on the 2 July from 10am to 2pm. Sealed bids would then be accepted over the minimum asking price up to **(DATE)**.

Action (??) – who going to do this? – Prepare an itemised list and minimum bid of equipment available on the 2nd July.

Action TB to communicate the sales including sending out the itemised list of equipment on offer including minimum bid.

Action RC to advise on the 2 July and help members understand the equipment on offer. Members wishing to bid do so via email to RC via his e-mail.

- Bow and Arrow inventory.

Needs to be done with input from Coaches to determine what equipment needs replacing or replenishing.

Action (New equipment lead TBC) to arrange.

- Bow stringers.

The meeting agreed to purchase 5 standard stringers and 2 string type longer ones.

Action TB to order from Clickers.

- Back Stop Netting

Agreed needed behind main range 40y/m and possible 30y/m targets. Various options discussed including use of the club's existing netting. Purchase of scaffold poles and wheely bins.

Action WS agreed to look at what could be done to set something up with input from equipment lead / team.

- Rubber Matting

Was discussed but deferred to the next meeting. Might also be solution to removing shooting / waiting line ropes which are a trip hazard.



Short term we have agreement from SGC to use something to kill a line of grass on

both lines. White vinegar and washing up liquid would be an organic way to do this short term.

7. Training

CR reported that bookings are coming in, some because of Start Archery event. June and July tasters and July beginners are now full. Ten new club members from the special "Join the club Event". Booster sessions not well attended.

AG is hoping to join the L1 coaching training starting next week.

8. Club Programme / Activities

The meeting confirmed the club programme of events was fine.

9. Finances

TM reported that the club finances were in good shape with circa £6000 currently in the bank. There was Q4 SGC payment on 1st July estimated at £1252.75. Also £450 still to pay Southsea Archers 1st August. The club still has about £1000 of club fees still to come this archery year. The club has effectively made a profit of £800 so far this year.

Club Fees - Concern Monthly members can just leave and stop paying club fees but members who paid for the year don't get a refund. This was agreed as unfair and with the club finances looking good, we should ensure the same treatment.

Action TB to redraft the refund policy to allow members who paid for the year who leave the option to ask for a refund.

10. Events

AG provided proposals on how we manage events better going forward and offered to prepare a proforma covering what the event organisers wanted and what as a club we need to arrange. This to be agreed and volunteers sourced before we commit to doing a given event.

Action AG to draft proforma and share with committee for review.



operate.

🏠 Stowmarket Golf Centre Cafe
📅 Date: 4th June 2023
🕒 Time: 3-5pm

Action TB to publish on the club website the event T&C (basically the contact we used last year but in generic form) so customers can be pointed at it to understand how we will

Including the need for a minimum of six weeks' notice to ensure the club has time to establish whether the event can be supported.

The following two items were not discussed and will be picked up at the next meeting.

- Field, Target, BBQ and Clout event
- Trial field shoot at Easton

Meeting briefly discussed learning from Faith School visit – 51 participants 31/5/23 - £240 raised. Will incorporate this in to plans going forward.

Review the following events to ensure we can cover.

Claydon Cubs 26th June 6-8pm

Club Members – team building 28th June 2pm – 16 expected.

Claydon Scouts – 7th July 6-8pm

Kesgrave School – 19th July – 10am to 1pm – 17 expected.

50th Birthday Event – 4th September 10am to 1pm – 2 expected.

Action TB/AG to ensure (using the new proforma) we can cover the necessary to support these events.

11. Communications

- WhatsApp Club Main Group

The meeting agreed that the main WhatsApp group is now not appropriate for what it's being used for by the membership. So, to reflect our much bigger club this will in time (target 1st July) move to only be for arranging range visits and not for any other purpose.

Action TB/NB to review and change the rules and purpose of the group.

All club events, messages and announcements will be via (hopefully no more than monthly) via e-mail and a club newsletter posted on the club website. Stressing everything club members need is posted on the club site. Which hopefully will stop / reduce the chatter that has grown up on WhatsApp as the club has grown. Which is not now helpful in our much large club.



- Facebook

Facebook should be used by members wishing to post info about themselves and their archery activities rather than WhatsApp going forward. Still have copy/ clone and needs fixing via a re-boot. Also requires a marketplace for club members equipment sales.

- Club WhatsApp Subgroups

The meeting agreed to record the subgroups operating within the club. But felt it was down to each group and their members to agree on how they operate rather than impose a blanket approach.

Action (??) – who going to do this? – list the WhatsApp subgroups.

Committee decisions that need membership wide communication will in future be via the monthly newsletter via e-mail and posted on the club website.

The club will also publish meeting minutes on its club website, with the use of just initials to identify club committee members.

- Instagram

Action TB to request update from MM on what's happening / required to support the club's communications strategy going forward.

12. AOB

- Charity donation – agreed the club make up donations from Start Archery event to £50.

Action TB to check with NF who the cheque needs to be made out to.

Action RC to prepare cheque and hand / post to NF.

- Drinks left over – the small excess drinks from Start Archery are being sold to club members for £1 a tin and 50p bottle of water.

- Club wide Risk Assessment

The meeting agreed that given its size now it should undertake a much broader club risk assessment.

Action ALL - To give suggestions on what should be in scope of such a club wide risk assessment to TG via his email address.



Action TG to draft initial club risk scope based on inputs for next meeting.

- **Members Code of Conduct**
The meeting felt that to ensure the club continued as a harmonious, friendly, positive, inclusive and safe club it would be helpful to have a membership code of conduct. This will help members understand what the club will offer to them as members and what the club expected in return for that membership. This will help the club to manage members who were not able / willing to operate within the spirit of the club's ethos.
Action AG – Had kindly offered to draft an initial code of conduct based on a gun club code of conduct. For review by the committee. With the view to agree at the September AGM.
- **Sale of an old, nearly all white 90cm boss from Southsea Archers given free to a long-standing club member – when the club no longer needed it as barrier on range when back stop netting is available. Was agreed for a cost of £10.**

The Chairperson NB thank the committee for their contribution and input to the meeting and closed it at 5.10pm

Date of Next Meeting – 16th July from 2-4pm