

GVA Committee Minutes 6th July 2025- 10:00am

1. Call to order and apologies

In attendance SL, CP, SP, TB, JB, MF, TM, CM & CW

Apologies from TG, JD & RC

2. Minutes from previous meetings 11th May 2025 were corrected and agreed as a true accurate record

- Minutes from previous meeting state large shed should read strong bow/large cupboard.
- CM not in attendance at previous meeting, question on if registered with Suffolk funding was raised by SL on behalf of.
- Suffolk funding to be investigated again by TB, CM asked if we should re-register.
- Welfare checks were agreed but having no action plan was highlighted as to how this would be done, TB said he does do this but didn't specify if it's a formal process and who will continue this?

3. Club Development Plan

HMRC update on ST Eds has now been closed as per letter read by CM, all assets now belong to GVA.

Action- RC to un ringfence any monies.

No development on indoor venue

Action- CM to investigate further

4. Membership & Committee

Club membership now at 92- 81 adults & 11 juniors

Discussion about junior numbers as may have enough by AGM to form a junior club.

Committee Position review- all members asked to review job roles as per agenda, discussion followed on: the possibility of MF, CW & JD merging roles into 1 joint job title, options were Armoury team, Equipment officers etc.

Event organiser role was then brought up as redundant as we've not had one for a while, committee was in favour of folding this job role.

That then followed onto a discussion on future committee roles where an addition of sponsorship/fundraising officer was suggested which CM is happy to take on. TB raised the idea of a membership secretary going forward due to the size of the club and his pending stepping down from the secretary role. SL raised adding in a club captain/vice-captain instead of tournament officer. SL looking at standing down from tournament officer role at the AGM.

Current vacancies and next year's committee was discussed with most happy to stand for current roles and some to look at changing.

5. Welfare/ Safeguarding/ Data Protection

Range rules to be updated to what was agreed at the last meeting and then uploaded onto the website

Action- TB to do

Ongoing investigation regarding incident on beginner's course awaiting report from TG, no further discussion was made on the subject as per his request.

6. Range Equipment

CW provided an update into the security cameras, found potential systems and briefed committee. Phone signal was raised as may be an issue and would need looking into. Data storage cost was brought up at £60-£70 pa for unlimited. The idea on adding into Duncans security system was also raised, however due to the lack of incidents whilst being there it was asked if the addition of cameras would raise the profile/ risks and cause an issue. Committee agreed not to go ahead.

Action- MF to look at sorting bows and arrows and fixing any with issues.

7. Training/ Coach Coordinator

Mirror purchase is still being investigated; however, CP spoke with Marie as she has contacts that may be able to help.

RC to co-ordinate with the coach's ref sizing of club shirts

Action- TB to move forward

Club voucher update from TB was that we have just 1 outstanding and the rest have expired. Looking to add voucher holders to day 1 of beginner's courses.

CP proposed dates for beginners' course for 2026, dates to be published onto the website with link for a 1 touch experience. SL also proposed training for new joiners for progression.

Action- CP to take dates to coaches to finalise.

8. Tournament Officer/ Club Programme

Field competition was opened to 96 entries, 82 were received, 8 people withdraw, 6 x1 day entry & 10 international archers. 11 national records were submitted, and a £500 profit approx. was made from the weekend. Mostly positive reviews were given however we did have a negative about the bosses, but this was sorted, SL thanked everyone involved. Volunteers are going to be required for future field events as found this year too much work for the field party.

SL had the possible offer from Braintree bowmen of 3d targets for any future events, storing them may be an issue.

Target competition day is 13th July 2025

9. Records Officer

Outdoor records to be posted online

Action- TB/JB to do

WA900 round is now recognised by Archery GB.

Action- TB/JB to investigate this

10. Finances

TB raised club events payments going from monthly to yearly to save the club money- SL proposed, MF 2nd.

Action- TB to do

It was also suggested for the club to explore further uses of club events in the instance of internal coaching sessions, volunteer days and getting members to book availability.

Updating the clubs bank details is still ongoing, RC not present to give update, SL still to complete forms.

Projected actual expenditure and income to date against budget set for 24/25, TB asked if we are tracking against agreed budgets and that it would be nice to know the income from each against the expenditure.

Standardising monthly payment was discussed to make them a specified date.

Action- SL to contact RC and discuss preferred dates.

TM asked for any outstanding relevant receipts for accounts by mid-August to have accounts checked by the AGM.

11. Events (Event officer TBA)

TM asked about food for the AGM and asked for a volunteer as unable to do it this year, will be discussed at next meeting.

12. Communications

An update is required for the clubs WhatsApp group as they are out of date, committee members should be made admins. NB to be removed from admin role for general group as no longer a committee member.

Action- CP to be made admin for the coaches group chat

Action- CR is admin on committee group and needs to be removed.

One drive access is to be investigated.

Action- RC to give access of specific items to individuals.

Facebook and website are out of date and need an update.

Action- TB & CP to investigate Facebook and update

Action- TB to run website, SL to approach TO about reconsideration.

13. New Items

TB asked about AOB on the committee minutes but meant that there is no AOB in the AGM.

On Target plan to be drawn up by MF & TG

CW to chase Dan about finishing the hard standing.

Meeting end: 11:46am

Next meeting to be held via teams on 16th August in 1700.

Action- TB to set up and send out invite