

GVA Committee Minutes 9th February 2025- 14:00

1. Call to order and apologies (Stephen L)

In attendance SP, CP, TO, MF, TG, CM, AG, SL, RC, TB, TM, JB

Apologies from CW & JD

2. Minutes from previous meeting 12th January 2025 were agreed as a true and accurate record.

3. Club development plan

TO has sent a link to TB, SL to re-type the blurb and email out. It was agreed emails are still to be sent out with specific information as well as the newsletter with general information.

4. Membership/Committee

TB reported as of today we have 76 adult members and 10 junior members.

Sunday rota

This is to be looked at, but MF & CW are normally there early on a Sunday anyway, but it was agreed they would send a message via the committee WhatsApp if they would not be there.

Club email account access- has now been given to those that need access.

One drive access- It was agreed to restructure the clubs one drive so that each committee member has access to areas they need.

Action RC to structure one drive into groups and change passwords. In future this will be done annually after the AGM to reflect new committee.

CASC registration has now been completed.

Action- TO to change our status on the website to promote this.

5. Welfare/ Safe guarding/ Data protection (Trevor G)

TG reported bad language on the range, safeguarding and reputation of the club is put at risk, committee members should be setting an example.

TG raised a concern that it was felt the current range captain if 6 or more were present was not working and needed revisiting. In the meantime the club would use audible devices on the range when 2 or more people are present.

Action- SL to include in the newsletter.

Action- TB to purchase more squeezey whistles.

The club policies have been looked at and updated where needed:

- Smoking & Vaping policy has been agreed and adopted.
- Dog policy- TB presented a draft policy, SL to discuss with CW about possible range layout changes.
- Discipline policy was agreed and adopted.
- Online policy was agreed and adopted.

- Code of conduct & Etiquette is awaiting possible updates from AGB- RC to review.
- Range rules and running a club target day policy/guides to be reviewed by SL.

TG asked where the risk assessment matrix was as he would like that to be on the website.

Action- RC to review 2 policies. SL to review 1.

Action- TO to look at putting Risk assessment matrix online.

6. Range Equipment

No updates

7. Training equipment

MF spoke of having new strings for the bows by February, arrows still need to be sorted to see what is actually needed.

Large bow storage cupboard has now been purchased and due to delivered the first week of March, a stock take will then be done of all bows as they are moved into the new storage.

8. Training

CP & TB have agreed on dates for the beginner's courses and taster sessions.

The first 2 set of dates are to be released to those on the waiting list.

2 taster sessions will be run this year to clear the waiting list then they will stop, this will also be published on the website.

Action- CP to send out another call to aid for volunteers .

Action- TO to add some words to the website that the club are not running taster sessions (apart from the 2 this year to clear the waiting list) and the club will focus on beginners' courses.

9. Tournament Officer/ Club Programme

Open field competition- Haughley park- June 2025, CMS/ Club events is being used for bookings and payments which went live 1st February. Currently have 33 attendees.

10. Records officer

JB will order indoor classification badges from Merlin.

Indoor Club scores are now up to date. JB would now prepare web content to publish club records by the end of March. To support this the next newsletter will give notice the clubs intention to publish. Respecting people's privacy an opt out arrangement will be notified so any adult not wishing their name to be published may. The Web page will also state the same. Under 18 will not have their names included unless their parent/guardian chooses to allow it. The club membership forms will reflect this arrangement for new members.

Action- TB, JB, TO & SL to make these changes.

11. Finances

CASC registration now complete, formal closure of St Edmunds archers can now take place and ring-fenced monies moved to the club once complete, also means we can claim gift aid on financial donations to the club.

RC looking at spending by purchasing new bosses, sights and sight cases and maybe some proper storage.

Action- RC to update bank details to include SL & SP and replace previous chairman.

Action- RC would like a standard payment date from everyone for example 1st of each month starting from the next financial year was agreed.

A welfare check needs to be done on archers that are still paying but not shooting just to make sure they are okay.

12. Events (Events Officer TBA)

We have received an offer for the use of a trailer for the field event. Insurance details are being clarified and a check as to the trailer's suitability.

It was then agreed to offer a taster session to this person as thanks.

There was mention of an offer of a burger van for the event by MF.

Action- SL to follow up the offer from the actual member SD.

13. Communications

Website updates are still in progress.

14. AOB

The attendees of the first aid course were congratulated on passing by SL and a list of all first aiders who have made themselves known and willing to act as first aiders will be posted in the shed.

Behaviour & Etiquette at external shoots is to be upheld as we are representing the club, should inform the Tournament organiser if you are unable to attend or shoot,

Action- SL to add advice into newsletter.

More than 1 set of eyes needs to go over the newsletter before its published to everyone.

Action- SL, RC, TO & TB should review newsletters before publication.

Action- TB to put list of first aiders up

15. Date of next meeting

9th March 2025.

Meeting closed at 1530

