

1. **Call to order and apologies (SL)**

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

Apologies from JB

“Matters arising” on Agenda clarified by SL, has been informed terminology/method outdated and replaced with the action log. If any item, is outstanding from a previous meeting, it needs to be put on agenda as a new item. (a few items were then added to agenda for this meeting only and “new” system to be operational next meeting).

2. **Minutes from previous meeting** 17th November 2024 were agreed as a true and accurate record.

3. **Club development plan. (SL)**

SL spoke of getting GVA registered to ‘on target’ through AGB which could mean we could access more types of funding if a specialism was chosen. However, following the quick questions last meeting not sure club ready to go down this route yet.

Had 6/15 replies from the questions asked at last meeting and taking the replies into consideration does not think the club is ready for a formal development plan yet.

SL to rephrase the questionnaire more towards a club improvement plan. Looking more for a short-term plan rather than a long-term plan at present, CM suggested a discussion group with archers. SL to email TB with questionnaire to circulate amongst Committee for their suggestions.

4. **Membership/Committee (TB)**

TB reported as of today we have 75 adult members and 10 junior members.

Sunday rota

This is something the committee agreed to carry on, SP suggested a quick message on the WhatsApp group on the night prior to confirm attendance, dates have been covered for January and February and to be posted on the website rota.

Club email account access- will be changed to SL, TB, RC and SP.

Action- TB to arrange account changes.

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.

ECAA website contact details need updating, details are of Alex who was Secretary two to three before Trevor. TB to arrange update.

CASC registration has now been completed and resubmitted, awaiting outcome.

5. **Welfare/ Safeguarding/ Data protection**

TG has nothing new to report.

Risk assessments can be dealt with as and when needed, update fluidly at least 3 people.

Data protection policy to be updated by TB. Was mentioned some members may need safeguarding training.

First aid training has been booked for 1st Feb the 9 members who volunteered.

6. Range Equipment (CW)

Have built one thunderbird stand and have two more to go. Grid and gravel shooting pegs are still in progress there are currently seven in place.

Boss restoration was spoke about but won't happen until the weather improves CW to action this.

CW suggested the rings in the curtains are upgraded to carabiners.

TG thanked range equipment people for what they have achieved so far.

7. Training equipment (MF)

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

Large bow storage cupboard to be purchased, this cupboard meets the needs of the insurance policy.

Shed storage to be tidied up once new bow cupboard has arrived.

8. Training

Coaching meeting was held on 27th November 2024.

- Due to several reasons coaching availability is down this year.
- It was decided subject to full committee we would not do taster sessions this year and concentrate on beginners' sessions.
- The people waiting taster sessions would be offered a place on the "start archery" week.
- The cost of beginners would remain the same but reduce from 12 to 9 hours.
- Numbers of participants would remain the same per course.

The full committee agreed with the above except for the start archery week which we will not run this year.

TB reported that there are 16 interested in taster sessions and 52 people in beginners' courses. This has not progressed because we have not had a head coach, meeting agreed that we really need a coaching coordinator; CP volunteered.

Action TB and CP to meet to coordinate handover.

CW asked whether we need to be seeking help from club members on beginners' courses or taster sessions. TB suggested putting the dates out to the club and see who can volunteer and what is required to help.

TG suggested evening tasters in the summer, SL also put forward about doing evening courses during the week (6x1.5hr=9hr instead of 3x3hrs) in the summer months.

Action- CP to look at the website Coaching section, update it and liaise with TO.

9. Tournament Officer/ Club Programme (SL)

The summer club programme is being developed however, there is a question in the club improvement plan and if time for this season the results will be incorporated.

Open field competition- Haughley park- June 2025, behind the scenes work in progress and on schedule.

CMS/ Club Events management system is being trialled this year for bookings and payments, due to go

live 1st February. The Club Events system can also be used for the beginner courses booking and payment within the cost of the current level of contract.

10. Records officer (JB)

JB would like indoor classification badges, to be ordered from Merlin. Approved

Club records are to be posted online however it was discussed about posting junior details online without parental consent, was then agreed parental consent would be sought prior to any junior details being published. TB(SP?) to progress converting existing members to the new permissions forms (was agreed last meeting new members would get the new form).

11. Finances

Increasing green fees to £5 was voted on and agreed, the website should be updated with this new cost by the 1st February.

12. Events (Events Officer TBA)

Start archery week 2025 is not happening as the committee have agreed tasters and beginner courses are more suited to the club.

13. Communications (TO)

Website refresh is still in progress, TO has training planned to aide this, a new web platform may be needed. WhatsApp for clubs/ club phone is something that is being looking into, the club Facebook page is in desperate need of a refresh.

14. AOB

Use of indoor facility at Wattisham is still ongoing CP & SP to follow up on this.

SL will be investigating a rifle range club and CM Finborough School.

SL highlighted seven of the clubs' policies on the website, these all need updating, TB to take on the Smoking & Vaping policy.

TO & TG to look at the online safety policy.

Members fees refund policy to be scraped as a policy and included on the membership fees page as a new paragraph.

Members Code of Conduct, etiquette guide and range rules RC & SL

Club Target day guide SL to review once other policies and guidelines in place as contradicts other docs at times.

Discipline policy only just introduced so no action needed.

Action TB to talk with Duncan RE dogs on the archery field due to change of AGB rules.

All to report back next meeting with suggested updates (including review dates and length between reviews and an "owner")

15. Date of next meeting

9th February 2025.

Meeting closed at 1600