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| Forest of Bere BowmenMinutes of the General Committee MeetingHeld at Tabelek Systems: 19:00pm Thursday 29th September 2022 |
| **Present**Kevin Cassidy (Chairman)Roger Spicer (Treasurer)Jessie Robbins (Secretary) | John Taylor (Tournament Officer) David Jones (Ordinary Member)  | **Apologies** Wayne Goble (Ordinary Member) Pete Hulme (Records Officer)Adele Hulme (Welfare Protection)Brian Chandler (Equipment Officer) |
| **Item** | **Notes** | **Action/When** |
| Last meeting Minutes  | 1. *Mentor for WA shoot:* JT has spoken with club member Terry Meech who he is going to mentor to help run the record status shoots. This will include being registered with ArcheryGB. - Ongoing
2. *Painting party:* Bus shelter has now been painted. The longbow hut, clubhouse and benches might still require this. - Ongoing
3. *Astroturf:* This has now been laid under the trees by the container. – Complete.
4. *Target pipes:* All bosses now have target face tubes of 2 sizes on the back attached above the frame. – Complete.
5. *Bees nest:* Report of bees’ nest near gents toilets. Committee can not find the nest currently and as indoor season is starting this is not a priority. – paused.
6. *Guest shooting rules:* Previous meeting raised the inconsistencies of guest shooting of indoor vs outdoor and limits on time. Committee decision to not outright limit number of visits per annum as long as sponsor is present and at committee discretion. Committee reserves the right to refuse guest entry to anyone violating rules and guidelines of the club. Current fees remain £5 outdoor, £6 indoor. – Complete.
7. *Gas earn:* Hot water earn to be purchased for next outdoor event. To get 3 cost prices to treasurer. – Ongoing.
 | **1 – TM** to shadow **JT** for WA and be registered in time with AGB.**2 –** Remaining items to be painted in time for next outdoor competition. **May** (weather dependent over winter). **ANY****7 –** 3 costs sent to **RS** for purchasing. (supplied for New years day shoot) **WG/ANY** |
| Matters arising | Cooking gas bottle - Club members John/Gill Merrett have reported that the gas bottle used for the gas stove in the club house is running very low and will need refilling in the immediate future. There will need to be a system in place to organise the refilling of the gas. The money for this can be claimed back from the Treasurer with a receipt. (Morrisons have been the historic shop used) | **BC** to get a refill and claim back from **RS.** (immediate for next darts **15/10/22** |
| Committee meetings | The club’s constitution states that there should be a minimum of 4 general committee meetings per year. This has been changed to 6 per year of every other month, to be held on Thursdays. The aim will be to plan for the next 3 to not have clashes. Meeting guidelines were discussed. These include having some information sent out before the meeting for members to be able to have questions (documents can include proposed changes to current policies and documents, plans for shooting schedule, reports, etc.). Minutes of the meeting will be distributed to members within a week of the meeting. A session for guidance and advice on reports will be scheduled in advance of the AGM to allow for changes to be made. The structure of meetings will focus more on the day-to-day running of the club and looking at the future of the club, with reports on yearly happenings will be formally given to club members at the AGM.  | **JR** schedule the distribution of minutes for the **6/10/22.****KC** to meet with **WG** to check for the availability of the fire station/book in meetings **w/c: 26/10/22.**  |
| Clarification of constitution | At the AGM, it was agreed to add a coaching coordinator to help organise various coaching/beginner related tasks through the year. Discussed further in the minutes.KC and RS have thoroughly read through the constitution and relevant official rules about membership refusal due to an issue arising from the AGB held on the 17th August 2022. In this meeting, a member issued a complaint about another member (not present) relating to coaching commitments, the members present unanimously voted to withdraw the membership of the person in question. It has now been ruled that due process and the constitution of the club were not upheld. Since this event the member in question has issued a formal complaint with the club in relation to Item 3 AOB from the before mentioned AGM. The committee has come to the decision that the complaint will be upheld as the original action was not in accordance with the club constitution and has since returned to the status quo and the member has subsequently renewed. A disciplinary procedure has since been produced and issued to the committee to review. - Ongoing | **ALL** to read/review the disciplinary procedure provided at the meeting (digital to be sent out)Committee to follow through with the new D. procedure **(KC/RS/JR) - ongoing** |
| Renewals | Constitution states that the 3rd Sunday of September is the deadline for membership renewals. This was extended due to the extenuating circumstances of the state funeral to the 22nd September. We have had 141 of 165 members respond to the emails about renewals (85.45% responded and 14.55% no response). 102 members (72.34%) have renewed for the 1st October 2022 with 2 joining from a beginners’ course. 10 members have delayed renewal due to get the finances. 7 have responded with the hope to re-join in a year and 4 have stated that they are away at university. 18 have stated that they are not renewing the prevailing reasons being either financial or health. This is in line with the predicted 3rd not renewing. In the past year an offer was made to some university students for them to have affiliation to SCAS/HAA through the club while at their university to be able to shoot at the county/region competitions and half year cost from April onwards, this is being offered again to 2 members currently (FE & RG).Regional renewals will go through once the AGB fees have cleared from the accounts | AGB renewals are currently being processed. HAA/SCAS are to be submitted once accounts are clear **(RS/JR)** |
| Committee members terms of reference | The documents relating to each post are going to be electronically distributed for members to read and correct as needed. This is to prepare for any eventual handovers. The aims of these documents are to outline job roles and processes. Other documents can be produced including procedures on how to complete certain essential tasks (i.e., essential equipment/ considerations for events etc.)A consolidated database system on the cloud has been discussed and is to be further researched. This should streamline certain roles and is expected to cost in the region of £65 for 3 years.  | **ALL** to check and edit the document corresponding their role.**KC** to look at database options. **(ready for next meeting)** |
| Crookhorn | The licence for the Crookhorn (non-record status) has now been procured. The shoot has a maximum of 240 spaces over the 3 sessions. Currently all 3 sessions have availability. The club would require 140 spaces to be filled to break even at £11 fee per session. There are currently ~120 spaces filled.We are nearly at break even and the committee is of the opinion that it is worth going ahead even with a small loss. We are currently uncertain on the exact cost of the hall hire; this is being investigated by JT/RS. Currently we are looking to find the agreement with Mountbatten to enable a visit to agree to the specific requirements to be able to conduct the shoot (access, locking fire door for safety on the range). We are now ready to book the hall for next years.Club members JB & GM have inquired about if the tombola is happening again. Committee is happy for them to run it and go ahead with plans.  | **JT/RS** – locate the agreement/forms for the hall. **JT** – to meet Mountbatten staff to organise specific hall requirements.**(ASAP)****JT**- to book hall for next year **(Pre – dec)** |
| Club coaching clarification | At the AGM it was decided to look for a coaching coordinator. One coach is currently interested (NC) who will be directed to KC to discuss the role. The proposition is to be related to coaching and not events like have-a-goes and Fairs etc. The committee agreed that this would be suitable.HAA and AGB have recently issued new guidance on the running of beginner’s courses and coaching sessions. The biggest issue for the club is the change in guidance surrounding safeguarding qualifications. This now includes experienced archers volunteering at courses to have completed the course at a cost of £25pp.Relating to this the committee has decided to fund committee member DJ (OM), who has helped on multiple courses over the last year, to complete the relevant safeguarding course and to provide feedback to the committee on it. The committee has decided to focus on the immediate future to work on setting up Introduction to Archery courses (currently a waiting list of +20 to do a course).The committee has looked at the number of coaches within the club and found that some have let their coaching license lapse in the last few months. Reminder emails are going to be sent to the coaches to query if they plan to renew, where their DBS certificate is held, where their coaching certificate is held, Safeguarding certificate. The committee has discussed the potential of finding ways to fund new coaches (i.e., Funding 50% of the course with a view to covering the rest of the cost on completion of several Intro Archery Courses). Coaches need to be contacted to discuss their availability for Intro Archery Courses. Make an agreed lesson plan for all to follow (provided to beginners) with a focus on achievement and enjoyment. And to make the focus on shooting without too much waffling. However, once organised the committee then plans to look at workshops and sessions geared to newer/intermediate members on various topics (bow setup, fletching, form etc.) Discussed included how to get this information to the club. Both the website and Email and Facebook have been discussed with email being decided as the most reliable way of getting info to the members.  | **JR** – To contact AGB to find out requirements on safeguarding. Etc.Club funds **(RS)** to pay for safeguarding course for DJ. **DJ** to complete. **KC/RS** – to look at booking indoor sessions for B. Courses (weeks/ slots available) **(1/11/22)****JR**- to contact coaches about plans for renewal/ updates etc. **(1/11/22)****JR** – To contact AGB members who are recently qualified (DS & PJones (how to add on the system) – **pre-B. Course** |
| Any other business: |  |
| Fun Shoots and engagement | The committee have discussed planning for more fun shoots throughout the year and to attempt to increase the engagement of the club members. Fun shoots currently planned include New Year’s Day Soup and Shoot, X-Mass tree shoot (indoors), Knock out tournament. Potentially plan a frostbite pudding shoot. Other suggestions include planning meal gatherings (after a shoot) and skittles evenings.Junior engagement - since the lockdown there have not been as many juniors shooting and those present seem a little isolated from other members. Committee has planned to set up targets 1 to 3 as junior targets during the frostbite season to set habits. This is to hopefully engage our younger members with other club members.  | Set up a junior area on Sunday club shoots. |
| Score sheets | It was pointed out to the committee, that after one indoor session more scoresheets were submitted than over a month of the previous year. Last year the club struggled with some internal competitions as not enough score sheets were entered to run properly. This was after direct instruction before the shoot to collect and use the scoresheets.  | **Committee** at indoor – point out/ hand out scoresheets. **Continuing**  |
| Future competitions | JT – Wished to set dates for some competitions including the longbow, secret shoot, WA and Crookhorn. All were agreed. It was also discussed changing the longbow shoot that was struggled to fill this past year (~20 archers) with a UK record status York that would appeal to both longbow and barebow archers. This would change the shoot from a western to a York/Hereford at a cost of £25. The entry fees would change to reflect its status.The WA costs £140 for the 2 days and is planned for the 1st weekend of July. To help with the organisation of the WA weekend, it has been suggested to purchase walkie-talkies. The costs suggested included 4 for ~£55 or 6 for ~£95. It has been decided that looking for an option of 6 would help us to better organise the day.  | **JT/RS** – to purchase walkie-talkies **(pre-comps)****JT** – to organise to booking/setup of UK record status (York) **(Jan)** |
| Site Maintenance | After the painting of the bus shelter, it has been suggested that new notice boards should be purchased. This has been approved, cost dependent.  | **ANY/BC/JT/RS** – Produce costs for the notice boards, and fit as appropriate.  |
| Bere Facts | While Bere facts is well received, we currently do not have a member able to regularly write it. While SB has suggested that in the future, he may take on the role again he is not currently in the position to do so. The committee will continue to look for a volunteer to create the document. | N/A |
| **Meeting Closed at 21:40** |
| Next Committee Meeting tba |