



# Wymondham Archers

## Minutes of the AGM 2018

7<sup>th</sup> March 2018 at 6.39pm

**Present:** Pete Hill (Chair); Sarah Ruth Hubbard (Secretary); Damien Lewington (Safeguarding Officer); Fay Lawson (Coaching Officer); Dave Morley (Assistant Equipment Officer); Sally Woollorton (Catering and Social Officer); Dave Tonnison; (Ordinary Officer).

**In attendance:** Sophie Yaxley-McLellan; Natalie Jennings; Nigel Bailey; Nick Poole; Mary Lawson; Michael Bobbin; Colin Starling; Louise Dye; Michael Dye; Paul Bond; Jeff Arnold; Jo Tonnison; Sue Wensley; Geoff Watts; Iain Pautard; Terry Reeve; Iain Harvey; Mark Leverett; Juergen Dieris; Peter Aldridge. Visitors from Wherry Archers, Gareth Hacon; Phillip Grey; Bernadette Stubbings.

### 1. Apologies for Absence

There were apologies from Daron March (Treasurer); Dan Parnham (Vice Chair); Gillian Harris (Website and Social Media Officer); Amy March; Alan Evans; Fran Richer; Nick Brooks.

### 2. Approval of the Minutes from 2017 AGM

The minutes of the meeting which took place on 13<sup>th</sup> March 2017 were approved and signed by the Chair as a true and accurate record.

### 3. Matters Arising from 2017 AGM

There were no matters that have arisen from the 2017 AGM.

### 4. Reports from Officers

#### a. Secretary

Sarah Ruth Hubbard talked about how in her first year as secretary she has completed all tasks necessary to the role and how she has been keeping members up to date with mail chimp emailing system which has greatly reduced the time in contacting members. Sarah thanked Mary Lawson for her hard work in producing the minutes for committee meetings. She talked about the positive things that have been implemented this year including the purchase of equipment insurance, a comprehensive risk assessment having been completed and now on display in the container. The archery GB renewals were done on the sport 80 platform this year which ran smoothly and made things much simpler especially with 68 members. She went on to talk about the new General Data Protection Regulation (GDPR), that will be coming into force in May this year. She explained that this will mean some changes but will be unlikely to affect the members. She explained that the club will be keeping members information for a much shorter period of time if they should leave the club their full records will be destroyed after 1 year. We adopt the Archery GB Privacy policy and will continue to do so. Sarah felt this has been a great year for the club and she is grateful to be a part of it and devotes as much time as she can to improving the club.

There were no questions from the members.

## **b. Treasurer**

This report was presented by Sarah Ruth Hubbard and Pete Hill in Daron March's absence in which a summary of the accounts was given which have been attached to these minutes, but we end the year in a good position, due to not having any large expenditures, and the income from the beginner's courses. The coaches were thanked for their hard work. It was pointed out that we need to be able to commit to raising additional income through events and courses and if this is not sufficient we may need to review the fees. Help and support from club members will be greatly appreciated with any events. The club has a good indoor venue and with the new outdoor venue from September we hope to become the best club in the county but also stay a family friendly club. It is hoped that the majority of the new fees will be paid by one lump sum, as the new venue fees will be paid upfront, but by giving the option of monthly payments will ease the burden for some. The new fees would probably mean a decrease in overall payment for most, but if you have any concerns about this, no matter how small, members were asked to please raise them here at the AGM for discussion or amendment.

There were no questions from the members.

## **c. Safeguarding Officer**

Damien Lewington was pleased to report that there had been no incidents since his appointment. He also informed members that there is a poster on display in the container and in the register containing a photo of himself and information on how to contact him if any members may have any concerns. He also stated that members may also contact the Multi-Agency Safeguarding Hub (M.A.S.H) if they have any concerns.

There were no questions from the members.

## **d. Equipment Officer**

Dave Morley reported that regular maintenance of the bosses has been completed with the help of club members, and maintenance of the beginners kits have also been carried out as and when needed. He reported that a stock take was completed this month and shows that our stock levels are increasing slowly. The container has been kept tidy and we have kept enough faces in stock, we have used sticky centers for the indoor target faces to prolong the life of them. Dave thanked everyone for their help throughout the year.

There were no questions from the members.

## **e. Coaching Officer**

Fay Lawson reported that over the past year the club had welcomed in a lot of new members from our beginners courses. She said that these will be continuing throughout the course of the year. She said that we will be putting some more members through the upcoming Level 1 coaching course.

There were no questions from the members.

## **f. Records Officer**

David Morley kindly stepped in last year after the previous officer stepped down. He reported that he has been keeping the records up to date collecting the paper copies regularly and then inputting them onto the club laptop. He also added that if anyone wants to view their records that it can be done and access can be given to members own records.

There were no questions from the members.

**g. Website and Social Media Officer**

A report was read out by Pete Hill in Gillian Harris's absence, in which she highlighted the usefulness of the calendar on the website, although other parts of the website are less popular. She stated that there is some good information particularly on coaching on the site for both compound and recurve styles. Facebook and twitter have been used to give members a window into what is happening in the club. There are plans to move the website this year making it more secure and that sections will be updated and expanded. Lastly, she thanked everyone who has helped with the website and Social media pages.

There were no questions from the members.

**h. Catering and Social Officer**

Sally Woollorton wanted to thank everyone for the company and conversation that goes on at her tea table. She also jokingly added that if anyone had any requests that they please check with the treasurer first.

There were no questions from the members.

**i. Competitions Officer**

Sarah Ruth Hubbard talked about the success with external competitions, having attended and encouraged members at some of these. She talked about the new County postal league as well as the BA postal league both of which the club are taking part in, and which our recurve team won last year. Sarah talked about the Outdoor open competition we are hoping to host in September, which will require support from club members but may also be a great extra source of income. More information about this being available soon. She talked about wanting to encourage more archers to compete and encourages members to come to her if they want any further information about competing.

There were no questions from the members.

**j. Chairperson**

Pete Hill Reported that throughout the year he has met all his responsibilities. He went on to explain about the growth of the club and how 22% of the membership is made up of families, the club has seen a growth of 33% this past year. Although the membership is healthy the actual shooting archers attending is still not enough to cover the increased hire fees. He went on to talk about the facilities and apologized for the inconvenience of the high numbers of hall closures, caused by school events which is out of our control. He talked about the additional income from increased visitors from partner club, the Have-a-go event, and also the rolling beginners courses that have continued throughout the winter. The courses being a particular success and having brought in new members. The club has hosted many successful events throughout the year, club competitions, the Christmas and the recent Norfolk Archery Coaching Group session, which was the largest this year. He mentioned the recent success of the club at local and national competitions, the list being a long one. He thanked Sally Woollorton for again running the tea table and being a constant within the club.

Pete went on to talk about the future of the club and our partnering with Wymondham Rugby Football club and the fantastic opportunities that this will bring for the club, our first summer season will officially start in April 2019. He hopes that we will run several have-a-go's that we will hope will encourage many

off-season rugby players and their families to take up archery. He talked about the secure premises and the rugby clubs brand new club house, which will have which will have a café, bar and restaurant.

Lastly, he said that we are planning to hold a 'Have-a-Go' at the new venue in September this year and seeks volunteers to help.

There were a couple of questions from members regarding the report.

It was asked if we could clarify where the new site of the rugby club is. This was explained and a map showing the exact location has since been sent to them.

A question was also asked about our indoor space. Pete explained that there may be changes at some point to the current hall, and reassured members that we will endeavour to keep them informed. He then went on to explain that as a precaution in the event that we do have to move indoor venue that other venues have been researched and that he has visited 16 different locations in and around Wymondham, none of which would be suitable for our purposes. He finally stressed that it is planned that we will be staying at Wymondham High Academy for our next indoor season, and that we have been looking purely to have an alternative in case of any problems arise.

## **5. Questions regarding partnership with Wymondham Rugby Football Club**

Pete talked about the list of questions that have been raised by both Wymondham Archers and Wymondham Rugby Football Club, as this comprises of over 60 questions a copy was available on the evening. This document is going to be made available to members on the club website in the members section.

## **6. The Club Constitution, proposed changes**

A copy of the proposed changes was circulated to all club members and made available on the website with more than 21 days before the AGM. The changes that were proposed to sections 2.3; 3.4; 3.5; 3.11; 3.12; 3.14; 3.16; 3.17; 3.18; 5.1; 5.2; 7.4 and 9.2 were read out highlighting any additions or deletions. Approval was sought from club members to agree to these changes. All changes were approved by method of a vote of attending members. The updated Constitution is available to be viewed on the Club Website under the documents section, and a signed hard copy will be placed in the register folder at the club.

## **7. Partner Archery Clubs**

Pete explained about the previous partnership with Hingham Bowmen and the benefits that this brings to our members in the form of additional shooting days for no more than Hingham Bowmen Club members pay, it also brings in money for our club as it is a reciprocal agreement, and we have had several regular visitors throughout the indoor season. It was proposed and agreed by separate unanimous vote for us to partner with both Hingham Bowmen and City of Norwich Archers (CONA) for 2018/2019.

## **8. Club Fee's 2018/2019 Changes and Collection Method**

These had been split into 3 sections to make it easier. These were voted upon separately and all were approved unanimously by the members. The adopted fee's and fee structures are.

- **Interim Club Renewal Fee and New Members April-September 2018**
  - Senior Club Members £20.00
  - Junior Club Members £10.00

- Shooting Fee for Members and Partner clubs £2.00 per Session
- Guest shooting Fee £3.00 per Session
- Equipment Hire £1.00 per session
- AGB Fees for new members will be 100% until April 50% thereafter
- **Club Renewal Fee and New Members September 2018 onwards**
  - Senior Archers Over 25 £180.00 by single payment or Monthly payments with an initial payment of £81.00 and then 11 monthly payments of £9.00
  - Junior Archers Under 25 £92.00 by single payment or Monthly payments with an initial payment of £37.00 and then 11 monthly payments of £5.00
- **Partner club shooting, Guest and Equipment Hire fees September 2018 onwards**
  - Shooting Fee for Partner clubs £2.00 per Session
  - Guest shooting Fee £3.00 per Session
  - Equipment Hire £1.00 per set per session

## **9. Date for EGM**

Due to the need to officially change the club year to start in September rather than April it was agreed to hold an EGM in August. The provisional date for this was agreed by general consent to be 20<sup>th</sup> August 2018

## **10. Elections and appointments of Committee Officers**

Pete Hill thanked all the committee member for their hard work over the past year, after which all committee members officially stepped down from their positions.

Sophie McLellan then Read out the committee position nominations received for 2018/2019. It was noted by Sarah Ruth Hubbard that for the position of Junior Members officer two nominations had been received both for junior members. The position would be split between these two to ensure that it would therefore not conflict with their school or college work. All position nominations were unopposed and it was agreed by general consent that all nominated persons be elected.

### **The positions and the elected Officers of the Committee for 2018/2019 are;**

Chairperson, Pete Hill

Vice Chairperson, Dave Tonnison

Secretary, Sarah Hubbard

Treasurer, Daron March

Safeguarding Officer, Damien Lewington

Equipment Officer, Sarah Hubbard

Assistant Equipment Officer, Iain Pautard

Records Officer, Bridget Wood

Coaching Officer, Fay Lawson

Website & Social Media Officer, Gillian Harris

Competitions Officer, it was agreed that responsibilities would be shared between committee for the time being as there was no nomination for this position.

Catering & Social Officer, Sally Wooltorton  
Junior Members Officer, Sophie Yaxley-McLellan & Amy March  
Ordinary Officer, Nigel Bailey  
Ordinary Officer, Peter Aldridge  
Ordinary Officer, Dan Parnham

**11. Any Other Business**

There were some questions raised by members present, the questions were all answered to the satisfaction of the members who raised them.

It was asked if the social Fees for the Wymondham Rugby Football club were in addition to the approved fee mentioned above. Pete Hill replied that it was included in the club fee so there would be no additional fee from the rugby club.

A question was asked regarding the maintenance of the new field, Pete Hill answered that the rugby club would be responsible for cutting the grass and would be marking distances with lines 4 times a year, and that we would also be placing permanent distance markers at the side of the field.

It was asked how permanent the bosses would be and it was explained that they would be on wheels and this would mean they would be able to be moved safely by one person when needed.

A question was raised about the broken partition in the hall that currently has to remain closed and if there were any plans for it to be fixed. Pete Hill explained that as far as we know there are no plans yet regarding it and that it is not necessarily the decision of the school but the trust.

Lastly a question was raised regarding the length of term of the officers and if their positions would stand for 18 months. Sarah Ruth Hubbard answered that at the EGM the positions would be carried over if there were no objections.

**The meeting closed at 7.42pm**

**This is a true record of proceedings.**

**Signed .....**

**Name .....**

**Date .....**

Annexe A: Account Summary – Format 1

<b>Wymondham Archers - Account Summary - 28/2/2018</b>			
Balance brought forward FY16/17: WA1: £2859.26		2859.26	
<b>Income</b>	<b>2017/2018</b>		
	Grants/Refunds/HavaGo's/BACS SF	£292.00	
	Club Membership Fees (inc NAA/SCAS)	£2,505.00	
	Beginners Courses	£1,870.00	
	Shirts	£256.50	
	Badges	£115.00	
	Bow Hire	£0.00	
	Tournement Fees	£155.00	
	AGB	£2,028.25	£7,221.75
	Estimated Shooting Fees/Bow Hire/Misc	£4,823.87	
	<b>Total Income:</b>		<b>£12,045.62</b>
			(Sum of above)
<b>Outgoings</b>	<b>2017/2018</b>		
	Food/Catering	£655.58	
	Administration (inc NAA/SCAS, Ins)	£811.01	(Insurance £207)(NAA/SCAS 2016: £176 & 2017 £289 - Total 465)
	Equipment	£1,144.50	
	AGB	£2,701.00	
	Hall / Field Fees	£2,370.00	(2 * Months still to pay to end year as 2 months behind)
	Courses	£45.00	
	Tournaments	£126.34	
	Merchandise (Shirts/Badges etc)	£474.55	
	<b>Total Outgoing:</b>		<b>£8,327.98</b>
	<b>Credit/Debit for Year:</b>		<b>£3,717.64</b>
	<b>Ending Balance FY 2017/18 in Bank: WA1: £4599.39 + WA2: £1977.51</b>	<b>£6,576.90</b>	Confidence check: £6576.9 <span style="color: green;">OK</span>

Annexe B: Account Summary – Original Format

Year to Date Report	Seniors	56	<b>Wymondham Archers Financial Return</b> (End FY 2017/18 1-Mar-17 to 28-Feb-18)
<b>2017-2018</b>	Juniors	23	
	Beginners	41	
	<b>Total Members</b>	<b>79</b>	

Income									
Grants / Refunds /Have-a-Go/BACSSF	Estimated Cash Shooting Fees	Membership fees	Beginners Courses	Shirts	Badges	Bow Hire	Tournament Fees	GNAS Fee	Total
£ 292.00	£ 4,823.87	£ 2,505.00	£ 1,870.00	£ 256.50	£ 115.00	£ -	£ 155.00	£ 2,028.25	£ 12,045.62

Expenditure									
	Food/Catering	Admin	Equipment	GNAS	Hall Fees	Courses	Tournaments	Merchandise	Total
	£ 655.58	£ 811.01	£ 1,144.50	£ 2,701.00	£ 2,370.00	£ 45.00	£ 126.34	£ 474.55	£ 8,327.98

<b>Income Expenditure: Profit / (Loss)</b>	<b>£3,717.64</b>
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Capital Assets			Money at Bank	£ 6,576.90
Archery Equipment, Storage and Ancillaries - Items	No. of Items	Replacement Cost		
	<b>1168</b>	<b>£ 21,531.26</b>		

<b>Value of Wymondham Archers, including Capital Assets at 20% of Value</b>	<b>£10,883.15</b>
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