



Wymondham Archers

Minutes of Committee Meeting

24th April 2019 19:00

Record of Attendance:

Date	Pete Hill	Sarah Hubbard	Daron March	Dave Tonnison	Sandra Edwards	Amy March	Dan Parnham	Gillian Harris	Iain Pautard	Jo Tonnison	Nigel Bailey	Peter Aldridge
Feb	Present	Absent	Present	Present	Present	Apologies submitted	Present	Apologies submitted	Absent	Present	Apologies submitted	Absent
Mar	Present	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Apologies submitted	Present
Apr	Present	Apologies submitted	Present	Present	Present	Apologies submitted	Apologies submitted	Present	Present	Apologies submitted	Present	Present
May												
June												

Present; Apologies submitted; Absent

1. Guests Present

Stacey Bishop, Helena Brackles-Bishop, Chris Norburn and Jordon Long

2. Approval of Previous Meeting Minutes

The minutes of the meetings which took place on 4th March 2019 were agreed.

3. Matters Arising

See action points update.

4. Action Points Update

14 action points have been COMPLETED.

13 new action point have been raised and 10 action points have rolled over and are highlighted in bold on the last page.

Action points discussed as appropriate within minutes.

5. Secretary's Report

Pete continues to deal with the club administration and will delegate work to Sandra. Pete will continue to provide training as required.

Club membership has increased from 27 in September 2018 to 79 in April (to date) so the club is doing a great job of attracting new members. Well done to everyone.

6. Treasurer's report

78 members (61 Senior, 17 Junior) *As of today the club has 79 members.*

37 Beginners

The club is in a good financial position. See treasurer's report for full breakdown.

Thanks were given to Daron for all of his hard work.

7. Records Officer Report

Data is up to date. Data is currently backed up onto the hard drive of the club laptop. A more robust method of backup is being considered. Currently the data is being backed up by Sandra and a copy of the data held on USB by Daron.

There have been an additional 7 archers submitting scores which is brilliant.

Indoor classification badges have been awarded.

Several individuals have submitted scores via email. This means that the club records are not complete as there is no second signature to verify scores. The committee agreed that a second person must confirm the score. This can be achieved electronically if the scoring archers sends their score to the scoring archer who then sends the score onto to me, etc.

Score sheets are also available via the website so members can print and use these sheets too.

See record officer's report for more details.

8. Competitions Officer Report

Postal League/s

Currently the club is participating in two postal leagues, BA (Gillian) and NAA (Sandra). See record officer report for more details.

NAA Postal League results for March have been submitted and the final rankings reported. The final rankings have Wymondham Archers in 2nd place. This result is fantastic considering the number of scores we were able to submit, due to the number of archers being able to submit scores in each of the categories. As a result of the club's hard work we were awarded a £15 voucher for Clickers. Well done everyone.

Club Tournament/s

The club is running a tournament on 22-23rd June 2019: Wymondham Archers 1st WA Weekend. This will involve Double 720, WA 1440 and Metrics.

- The entry form is now available, and entries have been received as follows:
 - 10 entries for the whole weekend

- 4 entries for one day (Saturday or Sunday)
- The club needs to purchase more medals for the tournament as there are not enough left over from last year. Several medals were circulated for selection by the committee. The medal chosen for our tournaments was the shield shaped one. More Wymondham Archer inserts are required. **ACTION**
- Discussions with Jo (Red Lion Bistro) have been undertaken and it has been arranged for archers to have access to special rates for the weekend to include tea/coffee, breakfast buns (e.g. bacon, sausage, egg), various paninis for lunch and chilli for dinner (Saturday night only). The Red Lion Bistro's regular menu will also be available as will the WRFC bar.
- The club has received a donation of number boards from Norfolk Bowman. These will be used and replaced as required for future tournaments.

Host Tournament/s

The club has agreed to host the 1440 County Outdoor Champs on behalf of the NAA, 25th August 2019.

Other members of the club have agreed to help during the tournament however their exact roles need to be agreed and finalised. **ACTION**.

Documentation has been submitted and approved by AGB and the entry form is now available.

9. Website and Social Media Officer's Report

Website

The new website is looking great and working well. Gillian is still getting used to the software.

Pete will add a section on how donations can be made to the club subject to approval by the committee. Approval given. **ACTION**.

The document page on the website has been and will continue to be updated with additional club information and general archery information, references, etc. as required.

A tournament/competition page has been added in order to show case the club's participation in this side of archery.

Consideration was given to whether a page for club members to sell equipment is possible. It has been agreed that archer's wishing to sell equipment can do this informally at the club and can use social media to do so however there are no plans

to add a 'selling page' to the website now. This can be reviewed in the future if required.

Social Media

The Facebook page is working well with members interacting with the club and each other.

The Wymondham Archers blog is brilliant and has received positive feedback from within and outside of the club.

10. Junior Officer's Report

The club needs to work on encouraging junior members to compete in tournaments. Thoughts on how to do this were sought with the following being offered as possibilities:

Junior tournament between Norfolk and Cambridge and/or other local regions.

ACTION

For all archers, not only juniors, the first and most challenging hurdle is participation in first tournament. The club will work to reduce the unknown and fear factors which are likely affecting club participation in tournaments. **ACTION**

11. Chairperson's Report

Indoor Range

Hethersett Old Hall School has been visited by the committee and all have agreed that the venue is fit for purpose albeit at a much greater cost than the current hall. The increase in price is representative of other options considered to date.

A contract has been received and the committee agreed that once a 'termination of contract' clause is added that Pete can sign this on behalf of the club. **ACTION**

See AOB for more information on possible venues.

Outdoor Range

The Rugby club is very happy with us. The range has dried out sufficiently for the grass to be cut and fertiliser to be added. It is hoped that we will be able to use the range from mid-late May. Line painting (metres and yards as appropriate) will be organised once the range is okay for use.

It has been noted that the club's permanent range is in a more protected area of the grounds than the temporary range. For instance, there was far less wind at that end of the grounds today.

Shooting Shed

Chris Parnham continues to work on the shooting shed, currently the space in-

between the two containers, in order to provide a protected shooting range for practice/coaching, etc. Assistance is required on Saturday to progress this.

Further painting is required and will be carried out by Jason Baker.

Beginners courses

Going very well. The number of club members remains on the up with a steady increase each month.

Beginners are enjoying the atmosphere at the club: social, fun, informal with obvious help for each other within the club.

Largest club in Norfolk.

Long-Term bow hire agreement

The bow hire agreement has been added to the document section of the website. Any comments regarding content are to be given to Pete.

An inventory of hire bow equipment needs to be compiled. **ACTION**

AGB Award

Chris Norburn has nominated Pete for an AGB award. Pete has been selected to receive this award. Congratulations Pete, AGB, Archer of the Year 2019.

Raising Wymondham Archers' Profile

Pete is working on a few things with WRFC (Andrew and Rob) which includes the 'have a go' sessions. The result of this work is likely to increase the numbers of beginners' courses and club members.

In order to deal with the increased workload, it will be necessary to:

- Manage beginners' courses which will include varied formats allowing for single day sessions, etc. Daron has produced course plans to facilitate this. Pete will be undertaking a one-day course with two WRFC members.
- Manage the club's hire bows. The club may need to purchase more, and the hire bow numbers will be monitored before further action is taken. Daron/Iain has agreed to make an inventory of the hire bow equipment. **ACTION**
- The club will need to increase the number of coaches and seek volunteers to support the coaches – Chris Norburn and Alex Tonnison.

12. Any Other Business

PREVIOUS MEETING ITEMS

Have a Go Sessions

Currently there are 5 sessions planned: see website for details

A couple of these 'have a go' sessions will raise money for the club through donations from WRFC, as they are involved in arranging the attendees. The remaining sessions will raise money based on the numbers of participants (paying per person).

Equipment Training

The equipment day held by Norfolk Bowmen (10th February) was attended by several club members who thoroughly enjoyed the day and have recommended that a similar day be arranged at Wymondham Archers. This session involved hands-on training and guidance for string making, arrow repair and more. **ACTION**

In addition to the above training day a bow tuning session/day has been requested by members/coaches. These sessions would concentrate on the bow equipment from information regarding equipment available to how to set up and tune individual bows. This would be a hand-on session too. **ACTION**

Supporting Coaches

Pete has suggested seeking volunteers to become supporting coaches who will assist the current coaching team. This will allow members to consolidate their own development and the development of other club members whilst also alleviating some pressure on the current coaching team. The committee supports this idea and believes that it will facilitate greater resilience within the club coaching team in the face of continued club growth. Terms of reference are required. **ACTION**

Club Member Interviews

In addition to the current blog posts it has been suggested that the club arrange interviews with willing club members, to tell their archery story. It is believed that this would provide interesting and valuable information regarding what attracted them to archery, their archery experiences, etc. for the club and for the sport.

A bank of questions would be provided to the volunteer interviewer who would then interview willing members.

Jordon agreed that he would like to be an interviewer for the club. **ACTION**

Seasonal Membership

A suggestion was made that the club may wish to offer a seasonal membership to attract more members during the outdoor season. This may be more attractive to the WRFC players who have a full schedule during the indoor archery season. **ACTION**

NEW AOB ITEMS

a) Partnering with UEA

Propose asking UEA archery club if they would like to join us for the summer or more if necessary - £70 per person, up-front payment only. Note: Age range is 18-25.

Membership will include being a social member of the WRFC, will involve all archers undertaking the club's induction and the summer season will be from April through to and including August. Should summer members wish to continue shooting at the club they will be invited to join as full members. As members of the club they will be entitled to shoot as current members do (i.e. they will not be guest members).

The committee discussed, voted and agreed in principle to this proposal. Pete will write to the UEA archery club and invite them. **ACTION.**

b) Summer Membership for other Archery Clubs

Propose inviting other archery clubs to join us for the summer or more if necessary - £70 per person, up-front payment only.

Membership will include being a social member of the WRFC, will involve all archers undertaking the club's induction and the summer season will be from April through to and including August. Should summer members wish to continue shooting at the club they will be invited to join as full members. As members of the club they will be entitled to shoot as current members do (i.e. they will not be guest members). Age specific criteria must be met according to WA rules.

Note: Guest members from other clubs are only permitted to shoot on club shooting nights.

The committee discussed, voted and agreed in principle to this proposal. Pete will write to appropriate archery clubs and invite them. **ACTION.**

c) Shooting Shed – see previous comments.

d) Painting the Shooting Shed – see previous comments.

e) 300 Club

Committee agreed to the organisation of a 300 club. **ACTION**

Wymondham Archers are introducing “**The WA 300 Club**” and are making it open to all existing members of Wymondham Archers. 300 Clubs have been running across hundreds of Clubs, Societies, Schools and many other collectives where friends and families congregate for the good of their chosen theme. They have been found to be very successful and easy to run.

And here, not only will you be supporting the future of our club, you could also win some great prizes. And it's simple and easy to take part.

The Prizes

Winners Prize - £150.00 or (£165 Clickers Vouchers)

Second Prize - £90.00 or (£99.00 Clickers Vouchers)

Third Prize - £60.00 or (£66.00 Clickers Vouchers)

f) Extra Voluntary Contributions

Pete is donating to the club. Other club members have also donated money to the club voluntarily.

Proposal of an awards scheme for those who wish to donate money to the club. The committee agreed to implement this scheme as described below. It is important that all member's of the club have access to the 'awards' outside of any scheme.

g) Other fundraising ideas. Committee voting results.

Item	Comment/Vote
Sponsorship	Unanimously agreed to progress. We currently have 2 sponsors being finalised. The WRFC has kindly agreed to give WA space on fencing for sponsor advertisements.
Session cost share approach for winter season sessions	No votes
Shooting fees for each winter season session	No votes
Run 'Have a go' sessions and tournaments	Unanimously agreed to progress
Tightening our belt	Unanimously agreed to progress and acknowledge that we are already 'tight'
Run beginners' courses	Unanimously agreed to progress
Encourage/allow donations to the club	Unanimously agreed to progress
Shorter winter season	Unanimously agreed to be reviewed annually
Organise a 300 Club	Unanimously agreed to progress
Offer coaching to HOHS students	Unanimously agreed to progress
Increase club fees	Not carried (one vote for, majority against)
Organise club session raffle/s	Unanimously agreed to progress
Offer WRFC as a wedding venue	No votes

h) Hall for winter – see previous comments.

i) Potential use of an industrial unit on Elm Park Commercial Estate

Lightweight unit due for destruction in 18 months or so. 30m x 40m. Currently empty, has electrics, would require heating, toilet and fresh water supply. Pete will update and arrange visits if potential use is indeed possible.

j) Annual Archers Fundraising Dinner

Proposal to organise a fundraising dinner. Committee agreed. Proposed date of July 26th 2019, at WRFC. Details to be finalised. **ACTION**.

Additional suggestion made to hold a family BBQ with fun and games too. Committee agreed to discuss this option with WRFC. **ACTION**

k) Potential use of the old WRFC clubhouse, Tuttles Lane.

Not in use currently, due for destruction in 12-18 months. Would require renovating the inside to make a shooting range. Electricity, water and toilet facilities are in place. Negotiations are in progress and Pete will update when possible.

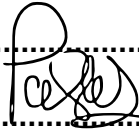
1) Selling of club merchandise in the WRFC shop

Would we be allowed some space within the WRFC shop to display/have available club merchandise for members to purchase? **ACTION**

13. Date of next meeting: 20th May, 7:30pm.

This is a true record of proceedings.

Signed



Name

Date

S. (PC) HND

SARAH RUTH HUBBARD 6th July 2020

ACTION POINTS

Action & Person's Responsible	Comments
Sandra and Dan to organise more robust backup of club records. Potential to export to club Gmail but will use a USB drive in the interim.	DONE
Peter is to organise an end of season club competition. During this event the indoor classification badges earned by members will be awarded. Wednesday 3 rd April.	DONE
Sandra has submitted the required documentation to AGB, SCAS for the WA Weekend Tournament and entry forms are now being received.	DONE
<p>A medal was selected by the committee for use at WA tournaments.</p> <p>Pete to organise purchase of medals for tournaments.</p> <p>Sandra to organise purchase of medal inserts.</p>	<p>NEW</p> <p>NEW</p>
<p>Sandra to submit application form to AGB for the NAA County Champs (Outdoors).</p> <p>To include review by David Hall.</p>	DONE
<p>Sandra/Pete to identify volunteers for assisting with the organisation of tournaments.</p> <p>Sarah/Sandra Need to expand this to include jobs/roles, days required, etc</p>	Ongoing. Update at next meeting.
<p>Should the club website have a page for selling equipment? Dan/Pete</p> <p><i>Please note this action was omitted from the actions table in the previous minutes in error.</i></p>	DONE, Not at this time.
<p>Dan to add a tournament/competition page to the website.</p> <p>Jo to submit a written article for inclusion on the website.</p>	<p>DONE</p> <p>DONE</p>
Pete to add 'Donations' page to website	NEW
<p>Daron will arrange provision of tournament information sessions for members who are interested and for those who will be attending tournaments</p> <p>Amy will organise a competition for juniors</p>	<p>Ongoing</p> <p>NEW</p>
<p>Indoor range plans for 2019/2020 to be finalised.</p> <p>Pete will sign contract with HOHS subject to the addition to a 'termination of agreement clause' being added. Agreed by committee.</p>	Ongoing

Action & Person's Responsible	Comments
Pete to arrange for hire agreement to be added to the website and committee members can feedback regarding any comments they have to Pete.	DONE
Daron will produce an inventory of the hire bow equipment Iain will do/assist for ALL club equipment with additional help as required	Ongoing NEW
Pete to mark target bosses which have limited strength. NOT for triple spot target faces.	Indoor – postponed until September
Positions on the shooting line will be marked by Iain. These will also coincide with centre marks on the bosses.	Indoor. DONE
Sandra will order the agreed club shirts	DONE
Pete will remind members that electronic communication devices and headsets are not permitted in front of the waiting line.	Ongoing – note that AGB now does allow electronic scoring devices at the targets.
Pete to identify volunteers for ‘have a go’ sessions	Ongoing
Daron/Peter to arrange equipment training sessions. Develop session contents, delivery, volunteers, etc. To include contacting David Long and Jason Mills regarding an equipment session for string making, etc.	Ongoing Ongoing
Pete to ask for club volunteers to become supporting coaches and write terms of reference	Ongoing
Sandra/Pete to submit the Wymondham Archers tournaments to Brighton Bowmen	DONE
Sandra to see whether Jordon is willing to become an interviewer for the club blog Jordon/Pete/Sandra to organise interview questions to allow Jordon to begin interviewing willing club members.	DONE – Jordon agreed NEW
Iain will organise a working party to fix some of the club bosses on Saturday 9 th March. Pete will arrange for the club session to be extended until 4pm and provide Iain with the caretaker's number.	DONE
Committee to consider whether the club should offer seasonal membership and if so, think of how this would work. Pete to write to UEA and other local archery clubs inviting them to join as summer members.	Ongoing NEW

Action & Person's Responsible	Comments
Organise 300 club for WA. Pete to write to club members with details.	NEW
<p>Extra Voluntary Contributions.</p> <p>Pete to write to club members with details of how they can donate additional monies to the club should they wish to do so.</p> <p>To include details of awards available as part of the scheme or outside of the scheme.</p>	NEW
Other fundraising ideas to be progressed by committee, club volunteers, etc. ALL	NEW
Annual Archers Fundraising Dinner to be organised	NEW
Family BBQ Fundraising event to be discussed	NEW
Iain/Pete, Potential for selling club merchandise from the WRFC shop to be planned and discussed.	NEW