



# Wymondham Archers

## Minutes of Committee Meeting

14<sup>th</sup> November 2019 20:00

### Record of Attendance:

Date	Pete Hill	Sarah Hubbard	Daron March	Dave Tonnison	Sandra Edwards	Jordon Edwards	Dan Parnham	Lee Meacock	Jo Tonnison	Damien Lewington	Mark Brookes	Chris Norburn	Amy Meacock
September													
October													
November													
December													
January													
February													
March													
April													
May													
June													
July													

Present; Apologies submitted; Absent

Item/Comments/Actions	Person/s responsible	Due Date	Progress
<p><b>1. Guests Present</b></p> <p>None</p>			
<p><b>2. Minutes of the Last Meeting</b></p> <p>The minutes of the meeting which took place on 30<sup>th</sup> September 2019 were agreed.</p>			
<p><b>3. Review of Action Points</b></p> <p>Stock take of badges conducted by Sandra. Details on Records Officer report.</p> <p>William/Wilma Tell shoot to be the Christmas shoot to be run by Carole on 21 December 2019. Details attached to agenda.</p> <p>Reservations about using real fruit. 21 December will be last shoot for 2 weeks as college shuts down.</p>			

<p>Pete has sent details to Chris about the ‘kids off the street’ grant.</p> <p>Halloween shoot was enjoyed by those who took part.</p> <p>Pete still to talk to running club about rerouting but not a real issue until the outdoor season.</p> <p>Mark has laminated the induction checklist bit has but identified error in risk assessments on the website, which Pete has now rectified.</p> <p>Trees have been ordered and are coming soon.</p> <p>Jo providing Nelson Journey certificates to be displayed. Possibly to replace Waitrose certificate in outdoor shed.</p> <p>Adding members to the website – Pete would prefer pictures to be added of the committee if members are happy for them to be on there. Dan still has old photos which could be used. Everyone present save for Jo and Dave are happy for their photos to be online. Amy to check with Lee. Dan to email those with no photos.</p> <p>Dan still considering how best for club records to be put onto the website. Inviting consideration of who is eligible to hold a club record. Agreed that the record should only be held by someone who is a member of Wymondham Archers as their main club. There is to be a ‘main record’ page, and then a ‘rolling record’ page which resets very year. Dan and Sarah to go through records to ensure the right people are maintained.</p> <p>Clothing – Sarah has had 7 orders so far. Minimum required for the jackets is 5 or 6. No minimum for t shirts really. 4 week turnaround time. Need to order soon if they want for Christmas. Pete thinks people may be concerned about sizing and want to see them first. Ones at rugby club seem different and they only have limited sizes to try. Sarah to speak with them to see if they will make a smaller number of jackets in the first instance. Sarah to email the club to remind them to place orders.</p> <p>Refreshments indoors – Refreshment box being maintained by DM and JT and is being kept in good order. Tea and coffee more popular since bringing table into the gym. People to be reminded to bring own cup with lids to limit waste. Those cups in the store are to be kept for tournaments. Sarah to get price for Wymondham Archers mugs. Indoor refreshments to remain going forward.</p>	<p>Pete</p> <p>Dan/Amy</p> <p>Dan/Sarah</p> <p>Sarah</p> <p>Sarah</p>	<p>Before outdoor season</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>Lee has no issue with his photo being on the website</p>
<p><b>4. Secretary Report</b></p> <p>Sandra has been given access to sport 80. Pete continuing to do membership.</p>			

<p><b>5. Treasurer Report</b></p> <p>£13000 in. 83 members. £800 in beginners' courses fee. £7500 out in AGB fees, hall and WRFC fees, etc. Approx. £2000 up on financial year at the moment. Probably to be used for new bosses and repairs. See Treasurer's report for full breakdown.</p> <p>Pete reporting that every club in Norfolk struggling for membership except Wymondham. We have 20% of all archers in the county. Lowest number is Moulton and District who have 3 members. Technically not a Norfolk club but affiliate with Norfolk. Pete providing member numbers for all clubs in Norfolk.</p>			
<p><b>6. Records Officer Report</b></p> <p>Sandra reporting that Terry is still scoring outdoors. Around 20 archers are scoring indoors. Continues to be a steady awarding of badges. Still second for compound and longbow. First place for recurve and barebow. The score sheets are on the website but need tweaking. Sandra asking that archers look at them to see what they feel needs amending. Stock take for the badges has been completed. See Records Officer report for full breakdown.</p>			
<p><b>7. Competition Officer Report</b></p> <p>Sarah reporting that planning for indoor and outdoor shoots is coming along. The entry form is ready. There is a to do list for some bits and pieces and Damien may come and ask for assistance in due course. The Indoor Competition is 1 March 2020. Pete would like to run a raffle if possible. Daron saying that raffle is how me make the money. Jo agreeing she will run the raffle. Pete to add to the blog. Sarah/Damien to check with Easton whether they will provide food. Not expecting they will but asking out of courtesy first. Jo asking of we could run a BBQ outside but there is unlikely to be anywhere to set it up. Pete has posted links to application forms.</p> <p>Pete reporting that Easton college likely to change the way they run in future now they have merged with City College. Pete has already indicated we are likely to want the hall for another year as Wymondham High School is unlikely to be ready for us next year, if we go back at all.</p> <p>Pete also in discussion with WRFC about a building and has made enquires with administrators for Hethersett Old Hall School about division of asset and possible renting of a building.</p> <p>Police gym at the Headquarters not an option due to leasing terms. Pete confirming that the club started shooting 25m indoors yesterday. Pete to identify specific dates for 25m shooting and add to the blog. Daron suggesting half of session is at 20m and then last hour or so at 25m.</p>	<p>Pete/Sarah/ Damien</p>		

	Pete		
<p><b>8. Website &amp; Social Media Officer Report</b></p> <p>Dan confirming there is nothing further to add about the website to that already said in the action points above.  Pete asking if there is a limit to space and whether we need to buy more. Dan to see how easy it is to add. Photos take up most of space. These can simply be reduced in size when uploading.  Pete asking for lessons to wrap text.  Pete has worked with Sarah to look at linking to Instagram/Facebook. Need Instagram password from Amy.</p>	Dan/Pete		
<p><b>9. Junior Officer Report</b></p> <p>Jordon interviewed Terry yesterday for the blog and got some good answers. Jordon to type up responses and give to Pete to put on blog. Jordon asking if there are any questions other people want to ask of the archers he interviews and to let him know if there are. Pete/Daron suggesting that Jordon interviews Kevin next.</p>	Jordon/Pete/ All		
<p><b>10. Coaching Officer Report</b></p> <p>Pete reporting in Lee's absence.</p> <p>13 people currently on beginners' courses and the requests for courses keep coming. Comments have been made about our good, clean website which seems to lead to a lot of people choosing us over other clubs. The regular blogs help to keep website current and high up in google searches. Pete has changed address to rugby club, which has meant we are now linked to searches for WRFC and as a result he have got 1493 hits on the website this month.  The conversion rate about 60-70% from beginners to member. Daron advising that 6 who have finished recently, 5 have joined.  Dave asking if we want the photos updating for indoors and Pete agreeing we do.  Pete would like for all the coaches to have meetings once every couple of months to ensure all are on the same page and ensure standardisation of the courses. Pete expressing his thanks to all of the coaches as none of it could happen without them. He also grateful for patience of other archers. Dave observing that beginners are less intrusive in this space then at school.</p>	Dave		
<p><b>11. Chairman Report</b></p> <p>Request for cover for the beginners course next Wednesday 20th November – Damien will be attendance and will assist.  Pete reporting we are continuing to grow, membership went down to</p>			

80 in September, as part of the September Exodus and is now up to 83 this month. We have raised £800 on beginners courses since the new year began with 13 people going through their courses, and we look to encourage many of these into the club. Female archers are at 31%. We have the largest junior club in the County and we are the largest club in the County. We are the only club to offer three nights per week indoors, coupled with a 360+ days per year outdoor range. We are arranging our sponsorship of the boss by Armultra with Imprint designs.

Bill Banks Jones continues to paint the outdoor range. Thanks to Bill. Pete has accompanied two archers of late, to Clickers to support their purchase of new equipment.

Danny Smith made some ground quivers for the club. Thanks Danny. We recently had a SCAS Grant turned down, on the grounds that we are too big and should be supporting ourselves. This was difficult to read as when we applied for our first grant they said they couldn't give us what we wanted because our business case was flimsy and we were too small. We could consider asking for the £1,000 that SCAS had previously offered as a loan. As long as the terms are interest free and the repayments are within our capacity to afford. The committee agreed to proceed with the loan.

Pete has explored the company GoCardless and found that they don't charge too much for their Direct Debit handling at around 1% per transaction with a minimum of 20pence and maximum of £2.00 transaction costs. He would like to introduce this methodology to collect funds from future members – if the committee are willing. He will create a payment plan and any member who is currently on the ARC Scheme will be encouraged to transition over. Future archers wishing to pay by DD will be placed directly on to the plan with a deposit up front and monthly payments.

We can use the same system to encourage members to take part in the 300 club, to enter tournaments via this route and other payments.

We ought to obtain a card payments system also, so that we can obtain funds from archers should they wish to pay via a card. This will help with the purchase of clothing in particular and possibly tournaments. There is a cost to these systems but iZettle are one of the cheapest and is a paypal system. Jane Aldridge has shown us the iZettle system she uses when she visited recently.

[https://www.izettle.com/gb/pricing?utm\\_expid=.QdD1ZWQPSb2ORjte9REOfw.0&utm\\_referrer=https%3A%2F%2Fwww.izettle.com%2Fgb%3Fgclsrc%3Daw.ds%26%26gclid%3DCj0KCCQiAk7TuBRDQARIsAMRrfUYV88TmbgFMzVrPxoSMvYtx\\_toTzrc84Lmeeb9s8y9ytGIMwUk-HXwaAuI7EALw\\_wcB%26gclsrc%3Daw.ds](https://www.izettle.com/gb/pricing?utm_expid=.QdD1ZWQPSb2ORjte9REOfw.0&utm_referrer=https%3A%2F%2Fwww.izettle.com%2Fgb%3Fgclsrc%3Daw.ds%26%26gclid%3DCj0KCCQiAk7TuBRDQARIsAMRrfUYV88TmbgFMzVrPxoSMvYtx_toTzrc84Lmeeb9s8y9ytGIMwUk-HXwaAuI7EALw_wcB%26gclsrc%3Daw.ds)

Alternatively there is SumUp.

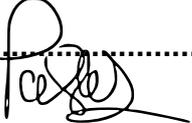
<https://sumup.co.uk/credit-card-processing-pricing/>

Concerns raised generally over the fees the club will be charged per transaction.

We have been approached for another request for a Have a Go, but this was declined due to the shortness of time. The Lemon Day was cancelled due to a lack of support – although it clashed with the

Rugby World Cup.			
<p><b>12. AOB</b></p> <p>A couple of members have recently been diagnosed with diabetes and have had episodes whilst at the club. Pete reminding everyone we just need to be aware of them and speak with them if we believe they look unwell and stop them shooting if necessary.</p> <p>Pete saying it seems club evenings/afternoons seem to be running ok without the need for double details at this time. Dan in agreement. Dave suggesting marks should be used again to make it clear where someone is shooting from on the line. Pete has spoken to Colin at Easton about markings and they have agreed provisionally to put our own markings on the floor.</p> <p>The committee was in agreement to take part in a Have a Go at Ladybelt Park on 5 July 2020. We have gained members from this event before and it is fun to participate in.</p> <p>Pete advising that there is no shooting at the college between 21 December 2019 – 8 January 2020. This is a total of 6 sessions. He and Daron have therefore discussed the possibility of having a Frostbite shoot on 28 December 2019 at the outdoor range. The shoot would consist of 3 dozen arrows at 30m then a club lunch of soup in the club house afterwards. Pete will add to the blog. Daron to speak to Joe about food.</p> <p>Following the NAA meeting on Sunday, Pete has agreed that the NAA bosses can be stored in our container at the rugby club. Dan raising whether there is any implications on our insurance for us to store them. Pete agreeing to check the insurance and any additional costs is to be covered by NAA.</p>	<p>Pete/Daron</p> <p>Pete</p>		
<p><b>14.0 NEXT MEETING</b>  <b>23 January 2020 at WRFC – 7.30pm</b></p>			

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

Signed .....  ..... Name ..... Date .....



SARAH RUTH HUBBARD 6<sup>th</sup> July 2020