



## Wymondham Archers Committee Meeting Minutes

16th January 2024 at 19:00

At WRFC and Online via Zoom

### 1. In attendance

Pete Hill, Mark Brookes, Darren Creasey, Dan Parnham, Keith Brandon, Salina Baboo, Dave Tonnison, Alex Tonnison, Daron March, John Packman, Sandra Edwards, Alice Hawkes

Club Members Attending - Jake Francis, Bridget Wood

### 2. Apologies.

Minute Taker, Chris Norburn

### 3. Annual Strategy Discussion - January

3.1. A group discussion was introduced by the Chair, supported by the Vice Chair. The Committee and guest Club Members took part fully. The outcomes of the discussion informed the strategy for the Club in support of our way of working and efforts for 2024.

## Inclusivity, The Lens Through Which We Provide Access to Archery

- The meeting, representing our Club, considered that the lens through which we work should have as its priority - **Inclusivity**. A fuller summary of all that was discussed will be sent to members via a Club Blog. Our recent Survey, that will be published in the next few months, has already informed the Club's direction; along with our commitment to the Club Development Plan; due to be reviewed in 2025.

### We Have One Priority - **Inclusivity**

- Inclusivity is our Priority Value. In line with our commitment to fostering a diverse and welcoming community, we embrace the supporting values of being Friendly, Welcoming, promoting Diversity, ensuring Accessibility, as well as being Open to All.

Our club strives to embody these principles, creating an environment where every member feels valued and included. Archery GB's dedication to a supportive culture supports this, and we aim to echo their commitment within our community.

We are proud to declare: **'We say "Yes" to Archery'**, signifying our dedication to making archery inclusive, accessible and enjoyable for everyone, regardless of background or ability.



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### Our Six Key Pillars for 2024

The lens of Inclusivity above, led the committee to focus on **6 Key Pillars**, for our pathway or journey towards our strived-for outcomes. These are...

<b>Our Six Pillars</b>	<b>Lead Committee Member</b>	<b>Supporting Committee Member</b>
Raising our Profile and Improving our Communications	To be agreed	Salina Baboo and Keith Brandon
Improve the Clubs Governance, Policy and Procedures	Sandra Edwards - Policies and Procedures  CIO - Dave Tonnison and Pete Hill	Pete Hill - Policies and Procedures - Other Committee Members as needed  Other Committee Members as needed
Hosting Tournaments and Competitions	David Hall	Mark Brookes and Other Club and Committee Members as needed
Access to Archery	Pete Hill	Alexander Tonnison / Andy Beer
Review our 3 - 5 year plans	Executive Committee	Full Committee / Club
Enhancing our Social Dynamic with events and activities	Alexander Tonnison	Committee as needed

These pillars enable the Club to remain focussed on our key endeavours. Whilst we may be influenced during the forthcoming year with pressures that are unforeseen, when we'll do our best to be flexible; these pillars guide the Club's efforts.

We will strive to report on each of the Six Pillars at each future Committee Meeting.

It was identified that we need to consider opening a post of Social communication officer to improve our communications out to the membership. With responsibilities of maintaining all social media outlets.



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### 4. Items the Chair considers as a matter of importance

- 4.1. The Chair asked the committee to ratify the new members of the committee.  
Darren Creasey (supporting Committee Member)  
Alice Hawkes (Safeguarding Officer)  
**Committee unanimously welcomed and agreed the new Committee Members**

### 5. Action Log

- 5.1. As our Agenda required the full focus of our Committee and welcomed member guests, the Committee agreed to review our [Action Log](#) at the next meeting.

### 6. Treasurer's Report

- 6.1. See below.

### 7. Complaints Raised around Archer Etiquette

- 7.1. A recent complaint has resulted in additional information posters being placed on the indoor range for our Archers, Members, Families and Guests. Archers, Members, Families and Guests are reminded that each should be aware of the consequences of their actions.

Whilst it is a rare thing to receive such complaints the Club takes these very seriously.

**Action - Pete Hill - Get QR code added to New Archer Booklet, that links to Online Procedures**

### 8. Access to County Bosses

- 8.1. David Hall asked if the equipment in front of the County Bosses could be removed so the Club, Hingham Bowmen, could gain access to them. The Chair suggested Hingham Bowmen contact him for this.  
**Action - David Hall - Contact Hingham Bowmen ref calling Chair WA**
- 8.2. The Chair and Treasurer of WA expressed concern that the NAA Bosses are not insured and further asked if WA was the right place to store them.
- 8.3. David Hall to ask the NAA Treasurer about the Boss insurance. David Hall to raise with the NAA at their next committee meeting about rehoming the bosses, or providing a suitable shed for them at WA Outdoors, so that any Club could gain access to the bosses at any time, without the need for WA support.  
**Action - David Hall - NAA Insurance for Bosses**  
**Action - David Hall - NAA suitable storage shed for Bosses**



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### 9. Agreement to research changes to the WA Club Constitution

- 9.1. The Committee agreed to research and review the WA Club Constitution in light of our changing Club. Amended Constitution to be reviewed at the February meeting, in time to call an EGM for the April meeting.

**Action - Pete Hill, Sandra Edwards, John Packman**

### 10. Confirmation of Policy and Procedure Process

Discussion regarding the process for producing and publishing Club policies and procedures resulted in the below process and actions:

- 10.1. The Committee has agreed that the process to review and publish, policies and procedures would be as follows.
- 10.1.1. Once a nominated person or sub group has been asked to create the policy, they will research and write this; within an agreed period of time.
  - 10.1.2. The policy or procedure will be sent to the entire Committee for review; a period of 10 days will be allowed to pass, during which all comments should be returned to the originator within this timeframe.
    - 10.1.2.1. A non-response after the 10 days is considered as acceptance of the policy or procedure.
  - 10.1.3. The Executive Committee will review the document with amendments and finalise before publishing to the Wymondham Archers Website.
  - 10.1.4. QR code for policies will be displayed on the range for people to access
  - 10.1.5. Some policies e.g. complaints will be available in hard copy form at the range

**The Committee unanimously agreed to the above process.**

### 11. AOB

- 11.1. **First Aid Box Outdoors** - Alexander Tonnison working with Jake Francis to work towards providing a material first aid box for outdoors housed in a solid box, that is either digitally locked or secured in such a way that it is easy to see if it has been opened.

**Action - Provide and install first aid box outdoors - Alex Tonnison, Jake Francis - by end of January 2024.**

- 11.2. **Equipment Officer to be included in WhatsApp** Coaches Group Chat, to enable the quick repair of damaged bows and other equipment used when coaching.

**Action - Pete Hill - by end of WC 15th Jan 2024.**

- 11.3. Courses for the Safeguarding Officer. Safeguarding Officer to book onto Safeguarding Course and the Time to Listen Course with ArcheryGB. Committee Agreed that Club will pay for Courses. Expected cost to be under £100.



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**Action - Pete Hill, Alice Hawkes, - book onto courses by end of January 2024**

- 11.4. **Publishing Minutes : Raised by Jake Francis**, it was agreed that we would start to publish minutes on the website from Jan 2024 onwards  
**Action - Website to be updated**

**12. Date of Next Meeting**  
TBC

Signed  \_\_\_\_\_

Name         Peter Hill        

Date         14th November 2024