

RANDWICK ARCHERY CLUB

COMMITTEE MEETING MINUTES

Thursday 20th October - Online by Google Meets

Meeting Began: 7:32pm

Present: Allan Atkinson (AA), Steven Harding (SH), Peter Rowe (PR), Elizabeth McKee (EMcK)
Thomas Ponnet (TP), Andy Ha (AH), Craig MacRae (CM), Amy Rowe (AR).

In Attendance: Michelle McGaughrin

Apologies: n/a

Minutes taken by: Amy Rowe

<p>1. Confirmation of previous minutes</p> <ul style="list-style-type: none">a. Committee meeting dated 18 August 2022 draft minutes.b. Special Committee meeting dated 1 Sept 2022 draft minutes. <p>Minutes of the above meetings were accepted as being an accurate and correct record of the meetings - Moved by AA, Seconded by PR. Vote:- all in favour. Motion passed.</p>	
<p>2. Progress on action items from previous meetings</p>	<ul style="list-style-type: none">a) Power options for containers (previously EH) - <i>a solar power solution to be discussed in General Business.</i>b) Clubhouse building. LINZ agreed via landlord to clubhouse, must be relocatable, not a dwelling, all costs belong to RAC. LINZ must consent to final plans. (AA) <i>AA has established a subcommittee, with draft design. AA will review the design with subcommittee - PR and CM. Minimum requirements of the design are a minimum size to accommodate an Indoor facility to shoot in.</i>c) Mower Repairs: Motion put to purchase new bearing assembly and seals for the mower. Emailed yet to get response. (PR)<ul style="list-style-type: none">- PR to contact another mower company by next committee meeting. SH to assist.<p>Action Point: PR/SH will provide progress update in two weeks.</p>d) Get pricing for printing and laminating membership cards (AR) AR has not made any progress as yet. <p>Action Point: EMcK to investigate.</p>
<p>3. Treasurer's report (CM)</p>	<p><i>Financially the beginners courses have been a good boost, and membership funds are coming in steadily for those renewals due.</i></p> <p><i>Round figures we have 37k in the bank plus a term deposit of 13.5k.</i></p> <p><i>I would like to do a bit of a budget for the year so if people can email me with items they would like to include for consideration. And any special projects to try to fund.</i></p>

	<p>We need to update the signatories and remove the non current ones.</p> <p>I propose the addition of Amy Rowe (Secretary) and Steve Harding (Vice President) as new signatories to the ANZ Accounts and the removal of David Velleman, Leonie Hunter-Smith, James Smith, Peter Emanuel from the Bank accounts</p> <p>Craig MacRae (Treasurer) moved that Amy Rowe (Secretary) and Steve Harding (Vice President) be added as signatories to the Randwick Archery Club bank accounts held by the ANZ bank. Motion was seconded by Peter Rowe. Voted:- All in favour. Motion passed.</p> <p>Craig MacRae (Treasurer) moved that David Velleman, Leonie Hunter-Smith, James Smith, and Peter Emanuel be removed as signatories to the bank accounts. Motion was seconded by Peter Rowe. Voted:- All in favour. Motion passed.</p>
4. Field Captain's report (PR)	<p>A busy summer awaits us,</p> <ul style="list-style-type: none"> • In the next few months we have a range of shoots at the club and I'd like a hand with some. • Postal has/will start on the 4th Oct • New target butts due on the 5th of Oct (delayed to beginning of nov) • Field faces for World's are here • Sorting 1m faces for World's • Have emailed WAA and trentham about trentham hosting silver knight Ruscoe Shield • Have ordered prizes for split arrow <p>AA proposed that one weekend per quarter year be kept available for a club working bee.</p>
5. Memberships report (AR)	<ul style="list-style-type: none"> • Members are beginning to renew their memberships for the 2022/23 season, and are now able to pay online. Everything seems to be going smoothly. • 38 members due for renewal since 1st October: <ul style="list-style-type: none"> - 24 have renewed (63%) - 5 have 'stopped' and decided not to renew (13%) - 9 have expired and not yet renewed (reminders sent) (24%) - Plus 4 new members, following range assessments. • We have two Beginners courses running, each with 15 attendees. These courses filled up very quickly - in under 40 minutes after they were released! • Beginners course waitlist continues to grow - currently at about 350. We can get up to 4-5 people adding to it per day. <p>The committee discussed the running of more Beginners courses, as coaches time allows. PR intends to run a Beginners course in Nov/Dec. AR intends to run one in January.</p> <p>EM asked if HelloClub has a system to identify non-renewing members who have Coach, Committee or Keyholder roles. AR explained that non-renewing members are highlighted in HelloClub, and can be identified by having the coaches, committee and keyholder tags.</p> <p>EM noted that some club flyers had been provided in the container. AR noted that these flyers have not come from the committee, and may be out of date. AR noted that the committee should review these flyers and develop new ones if desired/useful.</p> <p>Action Point: AR and EMcK to review club flyers and begin work on a new, updated version.</p>

6. Coaching report (AA)	<ul style="list-style-type: none"> • The weather has been pretty cold so Sundays have been pretty quiet recently • Beginners Courses have started again. There is a view to review the frequency at which they are run with a shift to twice weekly (Monday and Friday) being suggested as a way to get through more numbers of inductees. • The supply of wobble boards has been taken up with people using the cable strung device to enhance their balance and core stability. <p><i>AA noted as Coaching convenor, he would have a change in focus this year. He noted we would continue to improve our Beginners courses, and suggested running them on Monday and Fridays over two weeks, instead of the current four.</i></p> <p><i>AA intends to offer a higher level of performance coaching; and will develop a test group of archers to train with for three months. AA has been discussing with Neville Clark and the WAA to create a database of archery symptoms, to assist coaches in helping to identify issues with form. AA warmly invited coaches to attend a meeting with AA and Neville re: coaching.</i></p>
7. General Business	<p>Groundskeeping</p> <p>AR suggested a mowing roster to ensure the grounds stay tidy over the spring and summer. CM noted that the mower is not currently covered by insurance for driving damage. PR suggested the mower should only be used by the committee. AA suggested training on the use of the mower should be organised first.</p> <p>Action Point: CM and PR will discuss fuel for the mower with AA, and will determine a plan re: mower use and roster to be presented to committee at next meeting.</p> <p>Upcoming working bee - 19th November</p> <p>AA explained that we need to spray poison along the fenceline with neighbour to help clear out the vegetation backing on to the neighbour's property. PR suggested using a small digger to clear out the vegetation. AA noted that this would also extend the car parking area for the club, and will allow space for portaloos/coffee cart for North Island Champs.</p> <p>Action Point: PR to get quote for using a small digger for a day.</p> <p>Action Point: PR to get a quote for portaloos for NI Champs.</p> <p>EMcK noted she knew of a local coffee cart that supports local charities.</p> <p>Action Point: EMcK to get quotes on them attending NI Champs in April.</p> <p>Beginners courses</p> <p>AR proposed that as well as our usual Beginners course offering, we should offer a Beginners course packaged with a 1 year membership at a higher price point to appeal to those on the waitlist who are certain they want to become club members. CM and PR supported the suggestion. AA proposed that AA, SH, AH, and AR form a sub-committee to investigate have-a-go, beginners courses, and membership flow.</p> <p>Action Point: SH, AH, AR, and AA to meet and investigate have-a-go,</p>

beginners courses, and membership flow.

Incentivising assistant coaches

AR suggested that assistant coaches and primary coaches should be compensated for their time dedicated to running Beginners courses. She suggested a small credit to Hello Club, which could be used towards membership subscriptions and event fees for events run at Randwick.

Action Point: AR/CM to finalise proposed credit amounts and send an electronic vote around for committee to vote on.

Planning for Life Membership presentation

AR explained that she has emailed Eddie Hawkins to ask when he would be available for presentation of his life membership, but received no response yet.

Action Point - if no response is received in two weeks, AA will follow up with Eddie.

Post Office box

EMcK discussed investigations into getting a club PO Box. It was noted that a PO Box would be valuable for protecting privacy of the committee, but some functions require a physical/residential address of the Treasurer. CM noted that he was happy to have his address used. CM - suggested package deliveries be sent to PR, no deliveries to CM's address. COmmittee agreed there is no need for a PO Box at this time.

Keyholder duty jacket

EMcK proposed we get a Keyholder duty jacket, at a cost of approx.\$30 each. This would be useful to identify who is on duty, so new members and visitors to the range know who to talk to. AA noted messages should be sent by Email and Social media, and website to let members know about it.



AA moved that we acquire a hi-viz vest to identify the person who is rostered on for keyholder duty. Seconded - SH. Voted: all in favour. Motion passed.

Grants for NI Target Champs

EMcK explained that grant funding is available to help fund major events like the NI Target Champs. Has requested information from the committee to gather data required to progress enquiry with Hutt Council.

Action Point: PR to provide information on Target Champs to EMcK within 7 days: (how many people, where are they coming from? Type of equipment we would like to use, what space do we have available? Cost of target faces used & marquee etc).

Police Vetting

EMcK provided an update on police vetting process for new committee members.

Balance of keys with non-members

EMcK explained that five container keys have been returned in Sept/Oct. There are still two to come, with EMcK following up.

Digital Locks to Containers

CM proposed investing in digital electronic locks for the containers, noting they are useful for tracking keyholders, cheaper than cutting registered keys, or getting locks rekeyed. The locks are stand-alone, battery-powered units preprogrammed by Master fob. Battery life - 50,000 activations. Hutt Valley Deerstalkers have used them for 5 years, batteries still at 91%.

Costs: 6 new locks = approx. \$6000. Key fobs approx \$10 ea.

PR and AA noted maintaining our current locks is expensive.

CM highlighted another advantage that we can deactivate fob access for non-renewing keyholders instead of requiring a key return.

CM noted we have had the same locks at least 10-11 years, and for security reasons we should be re-issuing our locks when we have a significant no. of membership changes. CM proposed re-looking at the electronic locks in six months once the committee has a better idea of upcoming expenditure.

Action Point: EMcK to look at grants to help cover the cost of digital locks.

Plan for Bylaw update

CM noted the Club's constitution needed updating, but advised to wait until guidance docs from the Incorporated Societies office is released.

CM explained the bylaws need updating to cover many major functions of the club, and proposed allocating time & people to make a start. CM happy to make a start on the bylaws, AR and TP both volunteered to help.

Action Point: CM, AR, and TP to meet in person in the next three weeks to begin Bylaw update.

Proposal for an 'Associate' member class

AR proposed we look at an 'Associate' membership class, following enquiries from several members. There are members who are non-shooting and wish to be associated with the club, and others who are members of other clubs but wish to be members of RAC as their secondary club. CM agreed there was a need for an associate member class, as we're excluding secondary members. Secondary members need not pay the WAA and ANZ affiliation fees, as already paid through their primary club. EMcK noted that parents of junior members may want to become an associate member and keyholder.

AR moved that Associate and Secondary membership classes be considered and added to the Bylaw drafts for further discussion.

	<p>Seconded by CM. Voted:- all in favour. Motion passed.</p> <p>Discuss WAAs draft new shooting rules</p> <p>PR asked committee members to read over the draft shooting rules and provide feedback to him within the next 7 days. CM noted they are a bit overly prescriptive over what clubs can/can't do with different shoots.</p> <p>Action Point: PR to collate committee feedback and submit it to the WAA before 1st November.</p> <p>Randwickarchery.org.nz domain</p> <p>AR noted that the club is currently paying for two domains: randwick-archery.org.nz and randwickarchery.org.nz. Each is approx \$40 per year.</p> <p>TP recommended that we continue to pay for both domains, and redirect randwickarchery.org.nz to point to our existing webpage also.</p> <p>Solar acquisition</p> <p>PR proposes acquiring a solar power system for the containers from gridfree.store. Proposed purchase of the Bach Solar Kit for \$7500. PR noted that installation will be free as CM and PR can install. Ongoing maintenance is cleaning panels, and possibly replacing batteries. Storage space - takes up less space than the red bucket on the ground currently. Kit can be expanded to double the size to run a small household.</p> <p>PR noted this would be a significant saving over other options, as mains power connection \$27-35k; petrol generator - \$40k. SH explained he can also get batteries for the solar system at a significant discount. An expanded and reliable solar power system would allow the containers to have security system, webcams, lighting in the containers, fridge, use of tools like an arrow saw.</p> <p>Action Point: CM, PR, and SH will discuss a plan and gather pricing and benefit analysis and circulate the proposal to the committee before the next committee meeting.</p>
8. In Committee	<p>CONFIDENTIAL - COMMITTEE ONLY</p> <p>The meeting went into Committee to discuss issues of a sensitive nature pertaining to several individuals.</p>
9. Meeting closure	10:29pm

Resolutions made between committee meetings

The following resolutions were agreed by committee members electronically between committee meeting dates:

Purchase of carbon arrows

- AR proposed that we purchase some carbon arrows for use by Beginners, as many of our current aluminium arrows are not spined correctly for our club bows.

AR moved that \$1000 be made available to purchase 8 dozen carbon arrows and components.

Seconded by CM. Voted:- All in favour. Motion passed.

Notes for PO Box

1. Closest P O Box lobby to Randwick is Te Puni Mail Centre Petone (next to Bunnings)
2. \$220 per annum, addressed mail only, no packages for 6 day service.
3. To apply for a P O Box we need to –
 1. Provide a Resolution on letterhead that we would like to open a P O Box
 2. Designate the person who is opening the box on behalf of the club
 3. Provide identification for that person
 4. Complete an application form available from any Post Shop
4. Take all of this to the Unichem Petone Pharmacy and they will process the application. They are only open Monday – Friday 8.30am -5pm
5. We will be given 2 keys. \$20 fee for any lost keys.