

# RANDWICK ARCHERY CLUB

## COMMITTEE MEETING MINUTES

Saturday 21 December 2024, 7pm – at range

**Present:** Michele McGaughran (President), Matt Waight (Vice President), Emma Collins (Treasurer), Neville Clark, Robbie Anderson, Anna Soo, Scott Beech-Taylor

**Apologies:** Amy Lewis (Field Captain), Leonie Hunter-Smith (Secretary), Hamish Watt, Alex Collett, Lesley Wall, Geoff Taylor

**Absent:**

**Minutes taken by:** Michele McGaughran

**Start Time:** 10.01 am

<p>1. Confirmation of previous minutes</p> <p>a. Committee meeting dated 21 November 2024</p> <p>Matt moved that the minutes are a true and correct record of the meeting. Seconded by Scott. All in favour. No objections.</p>	
<p>2. <b>Quorum</b> was noted as achieved for the meeting.</p>	
<p>3. <b>Treasurer's report</b> <i>(prepared by EC)</i></p>	<ul style="list-style-type: none"><li>• Currently there is approximately \$XXX in the main account. Total \$XXX in total.</li><li>• 2023 and 2024 financial statements uploaded to Companies Office website.</li><li>• Balance sheet and profit and loss statement provided as attached.</li><li>• Emma has spent a lot of time coding transactions so we can now get a clearer picture of club income and expenditure.<ul style="list-style-type: none"><li>- Noted that only the Treasurer is to raise payment transactions on the accounts.</li></ul></li><li>• RAC owns circa 1,039 Vector shares (received when club operated in North St) that are currently registered in Peter Emmanuel's name. Emma to coordinate with Peter to change name over.</li></ul> <p>Scott moved the treasurers report. Seconded by Robbie.</p> <p>All in favour. No objections.</p>
<p>4. <b>Memberships report (AJL)</b> <i>(read by MM in AJL's absence)</i></p>	<ul style="list-style-type: none"><li>• Currently there are 154 members. We've had 8-9 new members this month. Interestingly, 51 members are under 21, and 38 are 50 or over.<ul style="list-style-type: none"><li>- MW noted that the dispersal of club members looks like it is following a normal bell-shaped distribution curve.</li></ul></li><li>• We've had a few non-renewals this month. Most often, this is people who signed up as members after their Beginners course, then don't renew after the first year of membership. Would be good to discuss some ways to engage them better and keep them in the club:<ul style="list-style-type: none"><li>- MM noted that a couple of club members have moved to Australia to pursue job opportunities.</li></ul></li><li>• I have discussed with Neville the idea of a coaching clinic or 'Beginners 2.0' course for archers in their first year of archery. Running for 3-4 sessions,</li></ul>

	<p>once every two weeks. Designed to help those fresh off their Beginners course to take next steps.</p> <ul style="list-style-type: none"> <li>- MM noted that this sounds very similar to the idea that Robbie raised a few meetings back. Neville and Robbie happy to work on this together.</li> <li>• I would also like to see the prospect of coaches charging for one-on-one coaching, if they feel comfortable doing so. It helps reinforce expectations from both sides. Could restrict it to only those coaches who also run Beginners courses, to avoid suggestion of individuals profiting off the club. Our Beginners coaches already give up a lot of their time and bring in a lot of income for the club.</li> <li>- Robbie raised that coaches have been able to do this in the past and charge people for their services at their own discretion. They have run into issue where the coach received money and did not provide the full number of lessons paid for. Therefore, the club received complaints.</li> <li>- If this goes ahead, it needs to be clear to the parties involved that this is between the coach and the student and is not associated with the club.</li> <li>- If club gear is used there should be some remuneration to the club. Suggested figure of usual mound fees of \$10.</li> </ul> <p>Report was moved by Matt, Seconded by Scott.</p> <p>All in favour. No objections.</p>
<p><b>5. Field Captain's report (AJL)</b> (read by MM in AJL's absence)</p>	<ul style="list-style-type: none"> <li>• The range is looking great - all lines have been poisoned, and we've got on top of the mowing after the mower was out of action for a while. Huge thanks to Neville for the work he has been putting in on weekdays.</li> <li>• The Kausaiwana shoot went well despite the wind, with 20 archers on the line. Some even attained the qualifying scores they needed.</li> <li>• There are three upcoming Beginners courses: Michele's starts on 4th January; Amy's starts on 9th January, and Eddie's starts on 27th January. All are fully booked.</li> </ul> <p>Upcoming tournaments:</p> <ul style="list-style-type: none"> <li>- Couple More 720s shoot (on OSA) - 20th Jan, Wellington Anniversary day</li> <li>- New Year fun shoot - 26th Jan</li> <li>- WAA Target Champs (on OSA) - 8th &amp; 9th February</li> <li>- Archery NZ North Island Youth Championships (awaiting registration) - 1st &amp; 2nd March.</li> </ul> <p>Lastly, tomorrow is the WAA AGM at the Northland Community Centre at 2pm. You are all warmly encouraged to attend! We really need the numbers to make quorum.</p> <ul style="list-style-type: none"> <li>- RA noted that the 720 was well run.</li> <li>- MM noted that if numbers are similar to the December 720, we need to close the range and advertise that it is closed to members as there was no room available for others to shoot.</li> </ul> <p>Report moved by Matt. Seconded by Robbie.</p> <p>All in favour. No objections.</p>
<p><b>6. Coaching report (MM)</b></p>	<ul style="list-style-type: none"> <li>• Three beginners' courses due to start as noted in Field Captain report.</li> </ul>

	<ul style="list-style-type: none"> <li>• Iain Hamilton, has contacted the people interested in completing coaching course and is in the process of arranging a suitable date.</li> <li>• Is it possible for coaches to be informed who has signed up after completing their course. To ask Amy to clarify if this is can be done as part of the membership application process.</li> </ul> <p>Report moved by Robbie. Seconded by Emma. All in favour. No objections.</p>												
<p>7. Progress on action items from previous meetings</p>	<p><b>Police Vetting</b> – Five vetting applications have been returned by the police. Still awaiting two to be sent back from the police. Individuals have been informed of the results and added to the key holder roster. (MW)</p> <p><b>Club gear:</b> Previous committee approved loaning out gear for specific competitions only. Under 16 year olds to be signed for by parent. Must have been a member of the club for six months before gear can be lent out. Hiring agreement to indicate liable for the cost of damaged gear. Before and after check by the committee member who signs it out. Time frame of loan to be specified. Amy to design agreement and log book and send to committee to review prior to Emma printing and binding. Still in progress.</p>												
<p><b>8. General Business</b></p>	<table border="1"> <thead> <tr> <th data-bbox="456 880 1355 943"></th> <th data-bbox="1355 880 1495 943"><b>Initials</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="456 943 1355 1043"> <p>1. <b>Website</b> – to remove old events that are appearing on the banner. LW to action.</p> </td> <td data-bbox="1355 943 1495 1043">LW</td> </tr> <tr> <td data-bbox="456 1043 1355 1173"> <p>2. <b>Calendars on RAC website</b> – discussion on if these can these be amalgamated into one calendar. Mixed opinion if this was useful. Amy to advise if this is feasible.</p> </td> <td data-bbox="1355 1043 1495 1173">AJL</td> </tr> <tr> <td data-bbox="456 1173 1355 1391"> <p>3. <b>Update re tools found at range</b> – MM advised that she lodged a police report. They called and advised that we can throw out the gear found. General discussion held re members being aware of importance of security and to consider security cameras. No further action.</p> </td> <td data-bbox="1355 1173 1495 1391"></td> </tr> <tr> <td data-bbox="456 1391 1355 1850"> <p>4. <b>Key holder duties</b> - Discussion held re closing range and duties in general. MM to do FB post reminding people that if they want to shoot in the afternoon, last call is to be there by 2.30 pm as containers will close at 3 pm. Noted that all padlocks need to be inside lock boxes not on the door face. MM to remind keyholders of duties.</p> <p>5. <b>New Years Shoot</b> - Agreed that club is to provide meat for the BBQ. BYO sides (or the club will provide a few if room in the budget). Budget of \$200 approved which should cater to circa 25 people. Approval in principle to increase budget if more than this attend. Alex Gillie has volunteered to run the BBQ.</p> </td> <td data-bbox="1355 1391 1495 1850">MM</td> </tr> <tr> <td data-bbox="456 1850 1355 2110"> <p>No charge for the shoot, but a \$5 charge to contribute to the cost of the BBQ. MM suggested that we do say 10 targets, plus 3D animals, six arrow ends and have one or two targets operating on a have a go basis for Archery in School group parents and family members of other archers. Committee supports for a have a go target.</p> </td> <td data-bbox="1355 1850 1495 2110"></td> </tr> </tbody> </table>		<b>Initials</b>	<p>1. <b>Website</b> – to remove old events that are appearing on the banner. LW to action.</p>	LW	<p>2. <b>Calendars on RAC website</b> – discussion on if these can these be amalgamated into one calendar. Mixed opinion if this was useful. Amy to advise if this is feasible.</p>	AJL	<p>3. <b>Update re tools found at range</b> – MM advised that she lodged a police report. They called and advised that we can throw out the gear found. General discussion held re members being aware of importance of security and to consider security cameras. No further action.</p>		<p>4. <b>Key holder duties</b> - Discussion held re closing range and duties in general. MM to do FB post reminding people that if they want to shoot in the afternoon, last call is to be there by 2.30 pm as containers will close at 3 pm. Noted that all padlocks need to be inside lock boxes not on the door face. MM to remind keyholders of duties.</p> <p>5. <b>New Years Shoot</b> - Agreed that club is to provide meat for the BBQ. BYO sides (or the club will provide a few if room in the budget). Budget of \$200 approved which should cater to circa 25 people. Approval in principle to increase budget if more than this attend. Alex Gillie has volunteered to run the BBQ.</p>	MM	<p>No charge for the shoot, but a \$5 charge to contribute to the cost of the BBQ. MM suggested that we do say 10 targets, plus 3D animals, six arrow ends and have one or two targets operating on a have a go basis for Archery in School group parents and family members of other archers. Committee supports for a have a go target.</p>	
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	<p>MM suggested we may need to come up with some non-tinsel ideas for novelty targets.</p> <p>Hello Club invite, Facebook and advertising in the container to be done. MM and AJL to coordinate.</p> <p>6. <b>Membership fees:</b> EC raised that at the AGM held in 2024 it was mentioned that the President, Secretary, and Treasurers membership fee was waived. Confirmation from RA and GT that this is correct and was included in earlier version of constitution.</p> <p><i>Robbie proposed motion that – Club fees be waived for President, Secretary and Treasurer as per previous situation and that this be reviewed when bylaws are updated.</i></p> <p>MM and EC abstained from voting due to conflict of interest. Passed unanimously by remainder of the committee.</p> <p>Noted that when this is reviewed to committee to consider adding in Field Captain role.</p> <p>7. <b>Use of range</b> - EC queried consistency when notifying other club members when planned shoots and beginners' courses are held on the range.</p> <p>Discussion that beginner courses were usually held during range opening hours in the weekend. It is only in recent years that course have been held in the evenings during the week. Beginners' courses to take priority over access to gear.</p> <p>Suggested that coaches advise club members when beginner's course are held during range opening hours.</p> <p>Also discussed encouraging people who have been using club gear for a while to get their own gear. NC noted that this is usually done on an individual basis.</p> <p>Club to consider holding tuning workshop next year so that what was learnt in regional workshop could be put into practice.</p> <p>EC suggested that keyholders who intend to shoot at the range over the holiday period do a Facebook post to let others know when containers are open. Noted that this should be at the individual keyholder's discretion and optional, not an expectation.</p> <p>Life range flag – Committee agreed it was appropriate to use a live range flag at the gate. One is stored in container three. Neville to look into setting this up.</p> <p>8. <b>Sign for gate:</b> AS presented sign design for the front gate. Committee approved the design of the sign. Cost likely to be circa \$850. To approve expenditure when quote has been provided.</p> <p>9. <b>Minutes posting on club website.</b> Lesley to action. To load as PDFs and redact financial statements.</p>	<p>AJL/MM</p> <p>NC</p> <p>AS</p> <p>LW</p>
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9. Meeting closure	12:00pm	
10.Next Meeting	Saturday 25 <sup>th</sup> January 10:00 am at range. Apologies for Jan, Feb and Mar committee meetings received from Robbie.	