

**RANDWICK ARCHERY CLUB  
COMMITTEE MEETING MINUTES**

Tuesday, 18 November 2025, 19.00 hrs, The Empire, Petone

**Present:** Michele McGaughran (President), Amy Lewis (Field Captain), Scott Taylor-Beech, Neville Clark, Emma Collins (Treasurer), Anna Soo (Secretary), Alex Collett, Alex Gillie, Allan Atkinson, Matt Waight (Vice-president)

**Apologies:**

**Attending member:**

**Minutes taken by:** Anna Soo

**Start Time:** 19.30Hrs

**Confirmation of previous minutes**

Committee meeting dated 14 October 2025

A.C moved that the minutes are a true and correct record of the meeting. Seconded by MM. All in favour. No objections.

**Quorum** was noted as achieved for the meeting.

**Treasurer's report  
(EC)**

- \$XX in the main Randwick bank account
- \$XX in the RAC Go account (no debit card attached, used for Xero fees)
- \$XX in the RAC Go account (with debit card)
- \$XX in the long-term deposit account.
- Total cash holding is \$XX

Term Deposit has rolled for another year.

MM queried if we should be putting some surplus cash onto TD. AL objects - not for profit organisations. Agreed to wait and see what expenditure the club has.

WAA and ANZ subs all paid.

AG moved the treasurers report. Seconded by AA. All in favour, No objections.

**Coaching report  
(MM)**

Initial courses completed or nearly completed. Four more courses scheduled.

	Report moved by MW. Seconded by AC. All in favour. No objections. Carried
<b>Memberships report</b>	142 Members.  Report moved by AS. Seconded by AG. All in favour. No objections. Carried.
<b>Field Captain's report (AJL)</b>	Walter Nash done - good weather. 28 archers participated.  WAA600 to be moved to 30 Nov. To do a bring a plate shared lunch in lieu of shared morning tea idea floated earlier.  Kausiawana to be held 26/27 Dec. Signups going well so far. A major shoot.  More sights on practice bows are being broken and missing screws. AL proposes 10 to 12 new sights.  AG to suggest stock audit (low in 70" bows)  Report moved by EC. Seconded by MW. All in favour. No objections. Carried.
<b>Progress on action items from previous meetings</b>	<ol style="list-style-type: none"> <li><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.</li> <li><b>Sign for gate:</b> waiting on revised quote.</li> <li><b>Wrap for DOS Box:</b> waiting on quote.</li> <li><b>Website revamp:</b> In progress, Scott to be given google logon to be able to update website. Photos still to be taken. MM waiting for nice day to take photos (and to remember her camera!). To ask if Gianni has any photos we can use. STB in progress. Waiting for AL to give access to STB.</li> <li><b>Drainage Container 2:</b></li> </ol>

Water is pooling in front of container 2 due to heavy rain. EC has checked with Crown. We are able to do, but need to go back to them with more information, before given final go ahead.

**6. Leak container 1:**  
 GT advised that leak in container 1 still present. STB to fix. Waiting on good weather and time to do so. Waiting for better weather. All good and fixed.

**7. Website:**  
 STB to now make changes and upload minutes to website. AL to provide access.

**8. Have a go session:**  
 STB to run have a go session 22 Nov from 3 pm. Geoff and Emma Smith assisting. Mound fees applicable. Waiting on final payments to be made.

**9. Summer BBQ and have a go day:**  
 To be held on the 1<sup>st</sup> February

**10. Clout session:**  
 EC to coordinate with Trentham to arrange another clout session. Message Irving for a time in mid Dec. Carry forward.

**11. Query re BBQ not being held** (fun shoot was cancelled due to weather). In lieu to do fish and chips on Tuesday club night. To be confirmed by AL

**12. Financial statements** – Paper submission required to file financial statements on the Companies Register website. EC got paperwork signed tonight and will submit.

**13. Business cards vs. Brochure**  
 Vincent has mocked up samples and committee decided on style and approved cards to be ordered.

**14. Development of beginners** – STB raised having a RAC up and comers challenge similar to those held at other clubs to develop and maintain engagement. Such as a pin and ribbon system like WAA600. Committee in favour of idea. STB to investigate and report back.

**15. Resources link on website** – MM raised having a resources page on website for members. To consider what links are relevant.

General Business	<p><b>1. Sights and bows</b> AL sought approval for \$2.5k to spend on 5 new bows (1 LH/4 RH) and 10-12 new sights. Moved -all in favour.</p> <p><b>2. Order vanes needed</b> AL raised that the vanetech vanes are expensive and can we move to a cheaper version. Suggested ask Bernie. MM to check with Bernie.</p> <p><b>3. Stock take</b> To complete a stocktake towards the end of April 2026. AL to check bows, sights and Arrows now and develop a quarterly maintenance schedule quarterly.</p> <p><b>4. Permanent butts</b> Agreed to have two butts at 30m. Using '11' targets. NC and AL to devise plan for target butts. Two more danarge targets to be order. AL to get quote.</p> <p><b>5. AGM minutes</b> – AG asked if we have a copy of the AGM minutes and can they be circulated to Committee to check they are accurate now rather than leave till next years AGM. MM to circulate.</p> <p><b>6. Additional container</b> AA suggested purchasing another container for individual training/coaching and bow tuning. Estimate including \$7k. No decision made. To discuss in more detail.</p> <p><b>7. Security system/Web cam</b> AG to look into web cam for security and to provide a live feed for the range.</p> <p><b>8. Bathroom</b> To install ventilation in the bathroom. AA had suggested a window. AG suggested a grill and extraction vent in the door as an alternative. Committee preference is for grill in door. AG to look into.</p> <p><b>9. WAA AGM Shoot income</b> – EC queried where the \$30 income goes. AL confirmed that it goes to RAC.</p> <p><b>10. Keyholder roster</b> AS to take over keyholder duties from EC</p>	Initials AL MM AL AL/NC MM AG AG
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	<p><b>11. Extra club night</b> Club member raised if we would hold another club night during the week to compensate for when the range is closed due to competitions on the weekend. No appetite from committee to do so. To ensure we communicate range closures due to competitions in advance.</p> <p><b>12. Bow tuning session</b> Approached by club member about hosting a bow tuning course. NC to contact Ian Hamilton to see if he intends to run another one.</p> <p><b>13. Integration into club</b> Resources for people who finished beginner courses and be part of the club</p> <p><b>14. What we would like to achieve this year.</b> High level discussion on what we would like to achieve this year as a committee. To be worked through.</p> <ul style="list-style-type: none"> <li>• Be more social and integrate new members into the club better</li> <li>• Upgrade kitchen, outdoor seating, website</li> <li>• Install a 4<sup>th</sup> container as a bookable resource</li> <li>• Bylaws/constitution – do a wrap up to ensure aligned</li> </ul> <p><b>Noted that AA has some other ideas to be discussed at next meeting.</b></p>	NC
Meeting closure	20.55 hours	
Next Meeting	7.30pm, 16 December 2025 at Range	

## **Agenda for committee meetings**

Meeting opened

Confirmation of those present and apologies

Confirmation of previous minutes

Quorum

Treasurer's Report

Coaching Report

Membership report

Field Captain's report

Progress on action items from previous meeting

General business

Meeting Closed

Date for next meeting