

**RANDWICK ARCHERY CLUB**  
**COMMITTEE MEETING MINUTES**

Tuesday, 16 December 2025, 19.30 hrs, Google Meets

**Present:** Michele McGaughran (President), Amy Lewis (Field Captain), Neville Clark, Emma Collins (Treasurer), Alex Collett, Alex Gillie, Allan Atkinson

**Apologies:** Scott Taylor-Beech, Anna Soo (Secretary), Matt Waight (Vice-president)

**Attending members:**

**Minutes taken by:** Michele McGaughran

**Start Time:** 19.30Hrs

**Confirmation of previous minutes**

Committee meeting dated 18 November 2025

AC moved that the minutes are a true and correct record of the meeting. Seconded by AG. 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

**Profit and Loss**

November had an increase of income with the majority coming from beginners' courses. The 2nd largest income for the month was membership payments followed by tournament income. Other revenue was for the "Have-a-go" shoots. The vast majority of the tournament income was for the Walter Nash competition again (\$XX), the rest being the WAA 600, the Kausaiwana and WAA AGM Shoot (\$XX, \$XX and \$XX respectively).

The main expenditures for November were the insurance renewal and new target faces for competitions. All the tournament costs were attributed to the Walter Nash competition. There was

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|  | <p>also a 2<sup>nd</sup> invoice from Archery NZ for affiliations for an adjustment of member numbers.</p> <p>All in all, we made a very healthy profit of \$XX</p> <p>MM moved the treasurers report. Seconded by AG. All in favour, No objections. Carried.</p>   |
| <b>Coaching report (MM)</b>                            | <p>Seven courses almost completed. More courses scheduled. Participants all enjoying themselves. MM queried if we need some 72 inch bows as we have some very large participants on current course. General discussion, concluded that these were outliers and no need to purchase 72" bows.</p> <p>Report moved by EC. Seconded by AC. All in favour. No objections. Carried</p>   |
| <b>Memberships report</b>                              | <p>145 Members.</p> <p>Affiliate membership (excludes WAA and ANZ fees) set up in Hello Club. Noted that affiliate members cannot be keyholders, only full members.</p> <p>Report moved by EC. Seconded by NC. All in favour. No objections. Carried.</p>   |
| <b>Field Captain's report (AJL)</b>                    | <p>Good numbers on Tuesday club nights.</p> <p>WAA600 had 37 attendees and went well.</p> <p>Kausiawana on 26/27 Dec -signups going well.</p> <p>Additional bows ordered, waiting on sights from UK. AL to order some longer carbon arrows and additional arrows as MM noted several incomplete carbon sets in short and medium sizes. Waiting on quote for danarge butts from Archery Warehouse.</p> <p>Report moved by AC. Seconded by AG. All in favour. No objections. Carried.</p> |
| <b>Progress on action items from previous meetings</b> | <ol style="list-style-type: none"> <li>1. <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</li> </ol>   |

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|  | <p>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>2. <b>Sign for gate and wrap for DOS box:</b> waiting on revised quote.</p> <p>3. <b>Website revamp:</b> In progress, Scott now has 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.</p> <p>4. <b>Drainage Container 2:</b><br/>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.</p> <p>5. <b>Leak container 1:</b><br/>GT advised that leak in container 1 still present. STB to fix. Waiting on good weather and time to do so.</p> <p>6. <b>Summer BBQ and have a go day:</b><br/>To be held on the 1<sup>st</sup> February. Agreed that:</p> <ul style="list-style-type: none"> <li>- Have a go – MM to run</li> <li>- Team fun shoot – AL to organise</li> <li>- AG – to run BBQ</li> <li>- 10 am for a 10.30 am start, with BBQ commencing at 12 pm. Shooting to stop in time for BBQ.</li> <li>- To charge \$5.00 fee.</li> <li>- Motion for EC to investigate Pay Clip from ANZ to facilitate payments. Spending approved up to \$150. Motion passed all in favour.</li> <li>- AL to do Hello Club invite</li> <li>- MM to do poster for containers</li> <li>- Motion for expenditure for BBQ approved for up to \$700. Moved all in favour. Noted that additional expenditure above this to be approved based in numbers attending BBQ.</li> </ul> <p>7. <b>Clout session:</b><br/>EC to coordinate with Trentham to arrange another clout session. Message Irving for a time in mid Dec.</p> |
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|  | <p><b>8. Business cards</b><br/>Business cards received and looking great. MM to organised thank you gift for Vincent.</p> <p><b>9. Development of beginners</b> – 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.</p> <p><b>10. Resources link on website</b> – MM raised having a resources page on website for members. To consider what links are relevant.</p> <p><b>11. Stock take</b><br/>To complete a stocktake towards the end of April 2026. Asset register to be updated at the same time. AL to check bows, sights and Arrows now and develop a quarterly maintenance schedule quarterly.</p> <p><b>12. Permanent butts</b><br/>Agreed to have two butts at 30m. Using '11' targets. NC and AL to devise plan for target butts. Further discussion suggested we survey members to see what distance they want butts at. Two options to be presented – 2 x 30m or 1x 30m and 1 x 20m. AL to organise survey.</p> <p><b>13. Additional container</b><br/>AA suggested purchasing another container for individual training/coaching and bow tuning. Estimate including \$7k. No decision made. No quotes received yet. MM noted that we need to make sure positioning of the container is appropriate.</p> <p><b>14. Security system/Web cam</b><br/>AG presented two options for web cam for security. Motion to purchase \$400 camera, and SIM data at \$80 per month and \$300 for router. Motion passed all in favour. AG to organise electrician to do installation.</p> <p><b>15. Bathroom</b><br/>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 once finished security system project.</p> <p><b>16. Bow tuning session</b></p> |
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|                         | <p>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>17. 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>AA proposed that we do not add any more items to our to do list until we have cleared some. He will raise the other items he has proposed next year.</p>   |   |
| <b>General Business</b> | <p><b>1. Rubbish bins</b><br/>To be put out further down the street by the telephone exchange as the trucks have been causing damage to the neighbour's fence. MM to organise box of chocolates for Billie. NC to see if we can repair the section of capping on the fence. EC will email keyholders to ask that they put bins further down the street.</p> <p><b>2. Afternoon at Randwick – 720 on 20 December</b><br/>AC reported that signups are going well. AC happy to run more RMTs if the December one goes well.</p> <p><b>3. Short-range and when range closed for events</b><br/>Complaint received by club member re short range being closed too early for beginner's courses. MM advised that no one had been asked to leave prior to the course commencing whilst set up was being done. Discussion held if we needed a whiteboard to communicate when beginners' courses were being held. Discussion that it would not be seen. Consider putting on container door. Courses are already published on the online calendar. Agreed that coaches are to communicate if the short range is being used for beginner's courses and FC to advise when range is closed for competitions via FB updates.</p> | <p><b>Initials</b><br/>MM<br/>NC<br/>EC<br/><br/><br/><br/><br/><br/><br/><br/><br/><br/>AL</p> |

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|                 | <p><b>4. Club member records.</b></p> <p>AL has several certificates for members who have achieved records at shoots. Agreed to present quarterly at club events. AL to purchase frames as needed for the certificates. Next presentation scheduled for 1 Feb 2026.</p> <p><b>5. Working bee</b></p> <p>To be held 11 January. AL to devise list of jobs that need to be done. F&amp;C lunch afterwards.</p> |  |
| Meeting closure | 20:50 hours  |  |
| Next Meeting    | 7.30pm, 13 January 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