

**RANDWICK ARCHERY CLUB
COMMITTEE MEETING MINUTES**

Tuesday, 13 January 2026, 19.30 hrs, RAC Range

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

Apologies:

Attending members: Geoff Taylor

Minutes taken by: Anna Soo

Start Time: 19.30Hrs

Confirmation of previous minutes

Committee meeting dated 16 December 2025

AS moved that the minutes are a true and correct record of the meeting. Seconded by EC. 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

December is a slow month with income ~\$XX down from November with 56% of our income coming from membership payments. 35% of our income came from tournament income. This broke down to \$XX for the Kausaiwana and \$XX for the Afternoon at Randwick. The rest of the income is some early entries for the WAA Target Champs.

Operating expenses outweighed the income this month leading to a loss of \$XX as Amy went shopping. 70% of our expenditures in December, ~\$XX, was spent on 5 new bow set-ups, a couple of sights and lots of new arrows.

	<p>The general expenses were mainly for the new fridge, food & BBQ was the Club chippie night, tournament costs were for feeding the judges and we renewed our domain registration under website/computer expenses.</p> <p>AG moved the treasurers report. Seconded by MM. All in favour, No objections. Carried.</p>
<p>Coaching report (MM)</p>	<p>Seven courses almost completed. Three more courses underway/about to start.</p> <p>Report moved by EC. Seconded by AC. All in favour. No objections. Carried</p>

<p>Memberships report</p>	<p>150 Members.</p> <p>Renews and new members a bit static but good numbers</p> <p>Report moved by MW. Seconded by AG. All in favour. No objections. Carried.</p>
<p>Field Captain's report (AJL)</p>	<p>Tournaments held lately running well. Afternoon at Randwick RMT on 20 Dec had 20 attendees. Afternoon at Randwick 3 being held on 17 Jan.</p> <p>We were running low on 122cm target faces – ordered from 3 places. All orders came through, and 100 80 cm faces in stock - we are well stocked.</p> <p>WAA target champs limited to 10 targets as unable to get a regional judge. 18 people signed up so far.</p> <p>MM noted that some of the finger tabs need to be repaired.</p> <p>Still waiting on quote from Archery Warehouse for danarge butts. STB to follow up when in Auckland next week.</p> <p>Report moved by EC. Seconded by AG. All in favour. No objections. Carried.</p>

Progress on action items from previous meetings

1. **Club gear:** 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.
2. **Sign for gate and wrap for DOS box:** waiting on revised quote.
3. **Website revamp:** MM to take photos at WAA target champs. STB has access to update website. MM/ STB in progress.
4. **Drainage container two** - Water is pooling in front of container 2 due to heavy rain. After checking with Crown, we are able to do, but Crown has asked if we need resource consent. EC checking.
5. **Leak container 1:**
GT advised that leak in container 1 still present. STB to fix. Will do at next working bee.
6. **Summer BBQ and have a go day:**
To be held on the 1st February. Agreed that:
 - Have a go – MM to run
 - Team fun shoot – AL to organise
 - AG – to run BBQ
 - 10 am for a 10.30 am start, with BBQ commencing at 12 pm. Shooting to stop in time for BBQ.
 - To charge \$5.00 fee.
 - After investigating pricing of payment facility with ANZ decided not to proceed due to high costs and usage of facility too low to justify cost. Motion passed all in favour.
 - AL to do Hello Club invite update and MM to publicise on Facebook.
 - Expenditure for BBQ approved at December committee meeting for up to \$700. Noted that additional expenditure above this to be approved based in numbers attending BBQ.

7. Clout session:

EC has coordinated with Trentham to arrange another clout session. Will go back and propose either 28 or 29 March.

8. 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 reviewing Mana AC's scheme.

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

10. Stock take

To complete a stocktake and update of assets register on 19 April 2026, 3 pm AL to develop a quarterly maintenance schedule quarterly.

12. Permanent butts

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.

13. Additional container

AA suggested purchasing another container for individual training/coaching and bow tuning. Estimate including \$7k. No decision made. Committee is considering a few options to present to the members.

14. Security system/Web cam

Router ordered and awaiting delivery. Camera has been purchased. Next step – AG to get quote for electrical work.

15. Bathroom

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.

16. Bow tuning session

Approached by club member about hosting a bow tuning course. NC to forward email to WAA from Ian Hamilton to forward to club members to gauge interest.

17. Working bee

	<p>Postponed due to bad weather. New date set for 15 Feb 2026, 10.30 to 2 pm.</p> <p>18. What we would like to achieve this year.</p> <ul style="list-style-type: none"> • High level discussion on what we would like to achieve this year as a committee. To be worked through • Be more social and integrate new members into the club better • Upgrade kitchen, outdoor seating, website • Install a 4th container as a bookable resource • Bylaws/constitution – do a wrap up to ensure aligned • 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 later in year.
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<p>General Business</p>	<p>1. Shared drive Shared drive now available in google docs to store financial documents, lease documents, keyholder rosters and other important documents for future reference and easy retrieval.</p> <p>2. ANZ account – update signatories EC to action Steve Harding to be removed ANZ accounts</p> <p>3. Geoff enquires</p> <ul style="list-style-type: none"> - Geoff enquired if he can run a one-on-one beginner's session for an individual. Committee confirmed ok for Geoff to do. To charge \$125, a beginner's course certificate provided on successful completion of the course. Independent coach to do a range assessment at the end of the course to confirm individual passed. - Thanked Scott for putting the minutes online - Queried if WAA calendar can be put on RAC website. AL noted that this has just been done, following confirmation of WAA calendar. online <p>4. Rent – EC noted that we received an annual invoice this year, instead of quarterly. as annually than quarterly going ahead to pay</p>	<p>Initials</p> <p>EC</p>
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	<p>5. Complaint/feedback received</p> <ul style="list-style-type: none"> - Complaint received that committee members who are shooting in tournaments are not staying to help pack up. Noted that committee members should stay and help pack up after competitions. - Complaint received about beginners' courses being set up before start time. MM noted that this was only being done if the short range was empty and noted that the long range is available for archers to use. Resolution – setting up for beginners' courses not to start before at 1:30 pm on short range <p>6. Different payment rates</p> <p>AL queried why both coaches on beginner's courses are being credited the same amount. MM/MW advised that this was done based on feedback during the bylaw consultation process and that qualified coaches are now credited with the same amount. MW to confirm the consultation process and report back at next committee meeting.</p> <p>7. Keyholder & five-year coaches police checks</p> <p>MM asked if Sam Nelson had returned key as he no longer wants to be on duty roster – key has not been handed back in yet.</p> <p>MM to email keyholders to confirm still holding key and key number to record on key registers.</p> <p>MW to organise police checks for coaches that require a five-year check.</p>	<p>MW</p> <p>MM</p> <p>MW</p>
Meeting closure	21.03 hours	
Next Meeting	7pm, 10 Feb 2026 at Range (after club shoot)	

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