

**RANDWICK ARCHERY CLUB
COMMITTEE MEETING MINUTES**

Tuesday, 10 March 2026, RAC Range

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

Apologies: Matt Waight (Vice-president), Allan Atkinson

Attending members:

Minutes taken by: Anna Soo

Start Time: 19.30Hrs

Confirmation of previous minutes

Committee meeting dated 13 January 2026 and 10 February 2026

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

I have done some work on the historical issues this month and have created manual journals to correct Bank transfers (\$xx) and Pre-payments (\$xx).

- Bank transfers were coded as bank transfers when money was moved to the visas account from the main account but were coded as something different when received in the visa card account so they didn't cancel pit. I have calculated that adjustments based on what is usually spent on the visa card. This is not true of one transaction for \$xx which was transferred to Randwick from an outside account) and coded as a bank transfer when it should've been tournament entry. These errors range from several years ago to a year ago when I was still getting my head around this job.

	<ul style="list-style-type: none"> - Pre-payments were taken from archers for equipment orders but there wasn't the same amount of equipment coded back. They were outstanding from several years ago. <p>I added some new income account codes for Club events, Mound Fees and Have-a-go Shoots to show more detail than just "other income".</p> <p>Total income this month was \$xx. This was mostly made up of Amy's beginners' course and membership payments. The money from the BBQ (Club Events) includes the cash deposits plus bank transfers from the day. I also deposited \$xx cash that was excess from the float box.</p> <p>Tournament income was from the WAA target shoot with one person paying mound fees to use the range for practice before-hand.</p> <p>Actual operating expenses were \$xx but after journal corrections this increased to \$xx which means we officially made a loss this month.</p> <p>The main expenditure this month consists of payment for the Northland Community Hall for this year's Winter indoor shooting season, food for the BBQ, Archery NZ affiliations for new members, judges' levies for the Kausaiwana II and WAA Target Champs and the security cameras.</p> <p>AA moved the treasurers report. Seconded by AG. All in favour, No objections. Carried.</p>
<p>Coaching report (MM)</p>	<p>AL's course will be completed on the weekend.</p> <p>Beginner's courses have finished for the season, though MM may run one later in the year.</p> <p>AG asked what the conversion rate is. Generally, circa 30-50%, sometimes lower, though MM noted that this can be impacted when you have a few family groups taking up three to four spaces each on the course when none of them choose to join and it is often clear who is there having a go versus interested in pursuing further.</p> <p>Report moved by AC. Seconded by AG. All in favour. No objections. Carried</p>

<p>Memberships report</p>	<p>150 Members. 56 under 21 years.</p> <p>AG asked about running have a go sessions as a precursor to beginner's courses. MM noted that previous committees have not had the appetite to do this. zTo consider for the next coaching season as not likely to have beginners' courses until after October.</p> <p>Renews and new members a bit static but good numbers</p> <p>Report moved by MM. Seconded by AG. All in favour. No objections. Carried.</p>
<p>Field Captain's report (AJL)</p>	<p>720 booked in for 3.30pm, 28 March.</p> <p>WAA 600 on 26 April to move to 9 May as it conflicts with another external archery event. To hold BBQ at WAA600, details to be confirmed nearer the time.</p> <p>Timing lights need to be returned from Mana AC.</p> <p>70# Bows have arrived. Still to order sights and set up bows.</p> <p>Still waiting on quote from Archery Warehouse for danarge butts. STB follow up when in Auckland but did not get a satisfactory response. AL to follow up again.</p> <p>Report moved by AG. Seconded by AS. All in favour. No objections. Carried.</p>
<p>Progress on action items from previous meetings</p>	<ol style="list-style-type: none"> 1. Sign for gate and wrap for DOS box: Revised quote \$1,103.62 for DOS box wrap and \$323.79 for front gate sign. DOS box needs to be taken to Sign Foundry for them to apply wrap in their workshop. To arrange this. <p>Motion to approve expenditure for new sign and DOS box wrap as noted above. All in favour, motion passed.</p> 2. Website revamp: Photos with STB to update website. STB in progress. 3. Drainage container two - Water is pooling in front of container 2 due to heavy rain. We have consent to go ahead. To check and see if there is an existing soak pit before digging too much. AA and NC to look into. Update: The landlord has asked for an updated plan on this and additional container. EC to advise the landlord that we will let them know the plan once we have finalised it.

5. Leak container 1:

Geoff Taylor advised that leak in container 1 still present. Update: AG to ask people who are quoting to instal the fan if they can quote to repair the leak.

6. Clout session:

EC has confirmed session with Trentham for 29 March. NC is available. Cost payable to Trentham is \$10 per archer. AL to set up event invite in Hello Club.

7. 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.

8. Resources link on website – MM raised having a resources page on website for members. To consider what links are relevant. Update – AG provided some links for consideration. MM to collate.

9. 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

March update – AG noted that container three appears to be structurally unsound. Scrap metal dealers would probably pay \$780 for the metal, however, there are costs involved in removing and transporting the container.

AG – noted that the cost to repaint three containers will be circa \$2,500 (\$410.78 plus GST for 20 litres which covers half a container).

Committee due diligence ongoing. Two options being considered to present to members for feedback.

14. Security system/Web cam

Camera is waiting to be installed outside then is all good to go.

AG has shared document detailing access and passwords for the committee.

15. Bathroom

To install ventilation in the bathroom via a grill in door. AG is in the process of getting quotes.

16. Working bee

Postponed due to bad weather on 15 Feb. New date set for 17 May 2026, 10.30 to 2 pm. Can't hold earlier as shooting calendar is full.

17. ANZ account – update signatories

Steve Harding has been removed ANZ accounts. Two mandates in place as the Visa card required a separate mandate.

18. Different payment rates and Section 4 of the bylaws

March update – MM advised that she and MW have been working on this. MM did not have the information to hand in MW's absence. Will coordinate with MW and forward to the committee. MM noted that any change to the bylaws needs to be done via SGM/resolution in consultation with members.

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. EC noted that there is inconsistent wording in the coaching section of the bylaws and concern about the use of the word payment from a tax perspective. Can we use 'credit' as an alternative. MM to discuss with MW.

19. Windsocks and flag pole

AL has purchased two world archery windsocks. Still to purchase a flag pole to put by RAC sign.

20. Replace BBQ

Current BBQ is rusty and damaged. AG has looked at a 4 burner Weber BBQ at a cost of \$1,400 (full price). There is also a Massport one that looks good. To look out for sales over the upcoming public holiday weekends.

Motion to approve expenditure of up to \$1,500 to replace the current BBQ. All in favour. Motion passed.

21. String jig

STB asked where it was. To check if Bernie knows.

<p>General Business</p>	<p>1. BBQ STB asked if club members are able to use BBQ at the range on weekends to do a BBQ for members on the weekend to increase socialising. Ok to do this, but must clean BBQ afterwards.</p> <p>2. Matt Waight's resignation MW has handed in his resignation as Vice President as relocating to Auckland. To advertise vacant position to the membership and ask for nominations in line with section 6.12 (d) of the constitution. MM to email membership. MM formally noted her thanks to Matt for his time spent on the committee and in particular his contributions to the new constitution and bylaws. Motion to remove Matt Waight as a signatory on the club bank accounts. All in favour, motion passed.</p> <p>3. Notice board in container 1 The notice board frame needs repairing or replacing. EC to see what Office Max has available.</p> <p>4. Complaint Complaint against a coach discussed amongst the committee. The committee dismissed the complaint under section 13.7 (b) 1 of the Constitution of Randwick Archery Club finding that no material misconduct occurred. The committee notes that the coach involved has independently compensated you for the replacement costs of the arrows. This led to a wider discussion on liability on the coaches and committee who are all volunteers going forward. AL suggested emailing the members advising that when members approach the coaches for advice, assistance is provided free of charge and in good faith. No liability by the coach of the club is assumed.</p> <p>5. Indoors membership fee AC asked if we could potentially reduce the additional fee for indoor club nights. AL noted that the fee was usually between \$50 to \$100 for the indoor season. EC</p>	<p>Initials</p> <p>MM</p> <p>EC</p> <p>MM</p> <p>EC</p>

	<p>to look at costs and income from indoors in previous years to see the lowest level we can set the fee at whilst covering costs.</p> <p>6. Oceania Sponsorship (discussed without AC and NC present) Applications for sponsorship for Oceania competition received from Alex Collet and Neville Clarke were discussed by the committee. Motion to provide sponsorship to cover entry fees, including WAA fee and insurance levy and a \$90 contribution for the purchase of uniform. All in favour, motion passed. MM to let them know outcome.</p>	MM
Meeting closure	21.20 hours	
Next Meeting	7.00pm, 9 April 2026 venue TBC.	

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