

RANDWICK ARCHERY CLUB COMMITTEE MEETING MINUTES

Tuesday, 5 May 2026, Google Meets

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

Apologies:

Attending members:

Minutes taken by: Anna Soo

Start Time: 19.02Hrs

Confirmation of previous minutes

Committee meeting dated 9 April 2026

AC 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

This month I had an epiphany and have managed to correct the accounts, so they are now accurate. There are no random Current Assets attributed to payment types that we do not use, and the Account Credit liability now matches the amount of account credit listed in Hello Club. This did mean a lot of manual journals in the accounts background, especially to correct the EFTPOS. There is now an asset holding account (Hello Club Account Credit) that will show any new credits that are processed. When I see anything in this account, it will prompt me to create a month-end journal to re-code. Unfortunately, this process cannot be automated.

As we have not submitted the financial statements for the 2025/2026 tax year, I went back and created a journal each month to offset the EFTPOS to what it related to i.e. beginner course coach credits,

	tournaments entry refunds or credit purchased by members etc. For previous years, I went through the past four years of accounts and created a journal for each year, but it is dated this month. This is why there is a negative value for Beginners Courses and Other Income this month. It cannot be back dated as we have filed those years. I have attached all manual journals I created to this report so you can see the numbers. If you are interested, I have kept all spreadsheets of my calculations; just reach out and ask. Income this month has mainly come from Indoor Season fees, tournament income (mostly WAA600 with a few for the Winter RMT) and membership payments. The negative amount for Mound Fee's is the payment to Trentham for the Clout Shoot. Spend this month has been above average. Alex G bought a new BBQ; coded to Food & BBQs, and Amy bought damage butts. We also paid Archery NZ affiliation fees for our newest members. I have run the Profit and Loss for the financial year so far, and even with the correctional journals that make it look like such a big loss/spend, especially this month, we are in fact in the black with a net profit of \$XX AG moved the treasurers report. Seconded by MM. All in favour, No objections. Carried.
Coaching report (MM)	NC has done a range assessment on potential new member. Shooting skills are ok, but needs to upskill on range protocol. Agreed that as we are not running beginner's courses for a while we could offer supervised shooting sessions, buddied up with a coach. Needs to complete a range assessment at the end of session. MM to contact and arrange. AC happy to assist. Robbie Anderson would like to run a coaching session on 24 May from 1-3pm. Date is fine with no conflicts. MM will go back to Robbie.
Memberships report	160 Members. No new members as no beginner's courses being held. ANZ affiliation fees up to date. Report moved by AG. Seconded by EC. All in favour. No objections. Carried.

Field Captain's report (AJL)	Oceania round being held on Sunday 16th May. RMT on 15th May from 12.30pm. WAA600 held on 9 May had 37 archers attending. Order placed with Advanced Archery for belts, quivers, 8 bow stands and 6 dozen more carbon arrows. AL decided not to follow up on incomplete target butts, but will not use Archery Warehouse as a supplier again in the future. Report moved by AG. Seconded by NC. All in favour. No objections. Carried.
Progress on action items from previous meetings	1. Sign for gate and wrap for DOS box: Expenditure approved at March meeting. Anna to arrange for DOS box to be collected for additional fee. 2. Leak container 1: Geoff Taylor advised that leak in container 1 still present. Update: AG to ask container maintenance company for quote to fix the leaks. Awaiting quote. 3. 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. May update – To consider current World Archery program. 4. Stock take To complete a stocktake and update of assets register. AL to develop a quarterly maintenance schedule quarterly. Date moved from 19 April to 31 May due to availability of committee. 5. Permanent butts Agreed to have two butts at 30m. Committee all in favour of repairing current 2 x 30 m targets and use Jandal stacks for targets with closing door. NC to spearhead design 6. Additional container May update – Container shelter idea presented and discounted due to cost and ongoing maintenance requirements. AA to finalise his proposal (Mapping and fully priced out) for the committee to approve and send out to members for feedback on actioning or not. 7. 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. 9. Bathroom To install ventilation in the bathroom via a grill in door. Fantail have done a site inspection and recommended putting in two passive fans in the bathroom and a transfer grill on the door. They will also instal the camera outside. Awaiting quote to be received. 10. Bylaws and constitution March update – MM had forwarded section 4 proposed amendments to the committee. Not discussed as have not been read yet. Discussion by committee about amending the constitution so that bylaws can be amended by the committee without requiring SGM. MM advised that this clause was there to provide checks and balances to committee. AG felt that the elected committee should be able to make changes without consulting members as they have been elected by the members. Alex noted that the constitution does not have a process for how to manage nominations received. This will need to be addressed when constitution next updated to reflect the end-to-end process. MM to draft material for SGM before AGM. 11. Windsocks and flag pole AL has purchased two world archery windsocks. Still to purchase a flag pole to put by RAC sign. 12. String jig STB asked where it was. To check if Bernie knows. 13. Notice board in container 1 EC has obtained one from her work. To transport to club. 14. Container three NC confirmed that container 3 is sound and does not need to be replaced. Repair work on a few patches may be necessary. NC to check. 15. Arrow building workshop AL has spoken to Steve Harding re running an arrow building workshop. They will coordinate dates. Likely held at Northland Community Centre.	
General Business	1. AGM Date set for 1 pm, Sunday 20th September. Fun shoot to be held in advance. To hold club champs prior a few months earlier. MM to book venue.	Initials MM

	2. Meeting procedures AG raised that he was not happy that the committee meeting got postponed. And that invites for the meetings are not coming out early enough. MM noted that we had to discuss the container options and it was important that all committee members had a voice and that committee members who had not been able to attend had expressed their thanks for postponing the meeting. AG noted the outstanding action items. AL noted that we are all volunteers and work full time. Agree to remove updating website as not urgent and working bee as not the time of year to hold given the weather. 3. Access to Vice President email. AG need access to email. AL to arrange. To advise members that AG is new VP. AS to email members. 4. Timing lights AL raised purchasing a set of timing lights for RAC own use. Can also rent out to other clubs in the area. Motion to approve spending of \$4,500 plus shipping for timing lights to be property of RAC. All in favour. Motion passed. 5. The old BBQ AG suggested we hold silent auction for the old BBQ. Motion to hold silent auction for the old club BBQ, exclusive to RAC members, pickup required. All in favour. Motion passed. AL to add to next email out to members. 6. Grants available to RAC AC emailed committee list of grants that RAC would be eligible to apply to for future projects.	AL/AS AL AL
Meeting closure	20.35 hours	
Next Meeting	7.00pm, 9 th June 2026 via Google meets.	

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