



# AGM Minutes

## 13 August 2023

**Time Start:** 12:05

**Time Finish:** 13:50

In attendance;

Alan 'Dug' Dunnighan (AD), Marc Lofthouse (ML) Aaron Mockett (AM), Eleanor Gordon (EG), David Chapman (DC), John Costigan (JC), Ian Watson (IW), Steve Leask (SL), Rebecca Scott (RS), Brett Vallis (BV). 4 Young Members. Kevin.

Apologies:

Laura, Steve, Reece, Georgina Clarke, Mike Howard, Terri Dunne, Caroline & Leon Hayman, Anna Smith

### 1. Committee Roles approved;

**Chairperson** = Alan 'Dug' Dunnighan

**Secretary** = Marc Lofthouse

**Treasurer** = Anth Smith (approved in absence)

**Records Officer** = Eleanor Gordon

**Coaching Organiser** = Brett Vallis

**Welfare Officer** = Laura Clarke (approved in absence)

**Asst. Welfare** = Rebecca Smith

**Junior Representative** = Aaron Mockett

**Asst. Junior Representative** = Hannah Vallis

**Equipment Officer** = David Chapman

**Tournament Team** = Aaron Mockett, (with Brett Vallis & Ian Watson to support)

**Calendar** = John Costigan

NB. Asst. Jr Rep Also was suggested we ask Reece to be a male junior asst. rep

Website to be updated in due course. All positions were seconded and approved by AGM Attendees.

### 2. Finances

Due to other issues, there were no key figures for the AGM. It was agreed that ML would receive this information and generate a quarterly report for the Committee.

[AD]: Funds are okay this year. Enough to cover this indoor season and next outdoor season.

[SL]: Asked about container being paid for  
[

AD]: Confirmed that container had been paid for. Awaiting better weather for ground to harden to allow it to be placed where it needs to go. Container was paid for out of club funds, not a grant.

[AM]: Asked about anywhere longer to shoot for indoor competitions [as current venue is too small]

## 2. Finances (cont.)

[AD]: Others are available, we are looking at Whitburn, but ideally we want Monkwearmouth Comprehensive for their sports hall and field. (Great outdoor facilities and suitable for longer distances inside)

[BV]: to clarify, we have enough for this indoor and next outdoor season?

[AD]: Confirmed this.

[BV]: Regarding finances; is there an audit, or something to present to the committee/club on request?

[SL]: Such as the bank statements?

[ML]: I would be happy to get the current data from [AS] and generate a report for committee. AD Agreed with this.

[AD]: Asked if AGM approved the two current signatories for the bank (AD & AS in their roles as Chair and Treasurer)

[BV]: A third signatory should be there, in case one of you cannot be around.

[AD]: Agreed. Secretary?

[BV]/Others: Agreed

[John] How many members are we up to?

[AD]: ~50

[SL]: Projection for 2023-2024?

[AD]: We estimate ~10% drop but ~15% increase (overall ~5% increase] year on year.

[AM]: Competitions are good for recruitment.

[BV]: We stayed for the people, the friendliness of the club as a whole.

[AM]: Agreed

[BV]: Vote: vote of thanks to 2022-2023 committee members. Vote approved. (so thanks!)

Action	Who	When
To investigate adding third signatory to Club bank account	ML/AD	Before next committee meeting.

## 3. Renewal Fees

[AD]: No change to current membership fee's for 2023-2024. Change to AGB fees.

[ML]: Will be updated on website and membership forms.

[AD]: There are various payment methods available, as long as AGB fees are paid, the individual and treasurer can discuss payment arrangements (on a case by case basis).

#### 4. Communications

[ML]: Going forward there will be no ad-hoc emails sent out of context, unless necessary and all communications will go through the secretary to ensure consistency and the right tone is used. Example; Important information regarding rules will have a different tone to a club update/newsletter type.

WhatsApp will be used for social communications, but not for formal or important comms. Continue to use as you are, sharing photo's, updates from competitions etc.

I will endeavour to send out information monthly, so if you have something to be added, please send it to me as soon as possible.

[AD]: We will get relevant committee people added to the gmail.com email address

[ML]: I would like to discuss the removal of that email and a more centralised approach

[EG]: Suggested discussion at first committee meeting

[ML]: Agreed

[AM]: Discussed various contact methods.

[ML]: Suggested all externals should ideally direct to secretary@ email address and this can then be distributed. Unless Welfare related which can go direct etc. Will work on website to update communication methods.

[ML]: Will also ensure people have access to their role specific email addresses.

[BV]: Any conflict of interest or concerns in comms, to bring to Chair?

[ML]/[AD]: Agreed

Action	Who	When
To update website (emails)	ML	ASAP
Committee Role Emails	ML/AS	October (when positions start)

#### 5. Coaching Update

[JC]: Last outdoor beginners course ends today. 4 possible members.

[AD]: No updates/changes to current plans/programme.

#### 6. Beginner Courses

[AD]: Usually 2 outdoor, 4 indoor. Ideally looking to change this?

[AM]: Junior beginners to members to come to Junior Team for mentoring when beginners course has ended?

[All]: agreed

[JC]: Next indoor is October. Will send details to ML to update.

[JC]: Any chance to drop a weekday evening to double the weekend?

[AD]: Speak to Kevin, but weekends are more expensive.

[EG]: Can look at curriculum work to propose to Monkwearmouth Comp? (TASK)

[AM]: You can get an archery GCSE in P.E.

Action	Who	When
Statement on value of archery for curriculum connections (task above)	Committee	Next Meeting
Look into Archery GCSE	EG	No date

## 7. Container Update

[AD]: Purchased. Need ground to be dry enough for lorry to drop it off in location.

[AD]: The company producing targets to be updated with delays etc.

[JC]: Targets will need treating for outdoor weather conditions on arrival.

[EG]: Organise a painting day

## 8. Merchandise Proposal

[EG]: Summarised to the AGM the proposal submitted by TD

[AD]: Would this be stock ordered in advance?

[EG]: No. Interest taken before stock ordered to keep costs low.

[EG]: Clarification: This does not stop others doing merchandise for the club, such as Ian.

[All] Agreed

[AD]: What about away shirt?

[BV]: Would this be a shooting shirt, or a polo?

[EG]: It would be a cool-polo shirt

*General discussion on importance of a club shooting shirt for competitions. Meeting agreed that the type of shooting shirt from TD be confirmed and that we should also discuss a distinctive competition shirt at committee.*

[BV]: It is okay for TD to make a profit, as going somewhere else they would make a profit in doing this. Brett didn't want Ian to be out of pocket for any of his merchandise either.

**VOTE: Does the AGM approve the proposal?**

**Outcome: Approved**

## 9. Smoking

[ML] Issue was raised to me by some people. I do not want to make a rule/by-law for this, I highly recommend using common sense. Don't do it around kids, and if people don't want to be around it, then to not approach someone when they do. Maybe stand to the side or be mindful of the wind direction.

[AD]: Agreed with common sense approach.

## **10. Golden Records**

[EG]: Proposed the use of the cloud version of Golden Records for the club. £60 for two years use.

[EG]: Explained what Golden Records was and how it works.

[EG]: Not to replace paper score sheets or her role, but a tool to allow people to see their scores online etc.

[AM]: Are club records on there already?

[BV]: Confirmed that existing records should be there when setup.

**VOTE: Does the AGM approve the purchase and use of Cloud Golden Records?**

**OUTCOME: Approved**

## **11. Skills Matrix**

[ML] Advised AGM that a voluntary skills matrix will be created in the near future to capture the skills and resources that are available to the club. This will allow us to see where we are and to make use of anything that can be volunteered.

[All] Agreed

## **12. Any other business (AOB)**

[BV]: Proposed an end of outdoor BBQ/Picnic to celebrate

[All]: In favour.

BV to gauge interest.

[BV]: How about a tuck-shop?

[All]: Agreed worth investigating

[AD]: Containers are not insured. This needs to be looked into.

[EG]: Expressed concern over lack of insurance.

[BV]: Asked if membership needed to increase to cover?

[AD]: Confirmed no need to increase, but insurance is a few hundred pound, usually.

[ML/AD] to look into insurance.

## Overall Actions to complete

Action	Who	When	Completed?
To investigate adding third signatory to Club bank account	ML/AD	Next committee meeting.	
To update website (emails)	ML	ASAP	
Committee Role Emails	ML/AS	October (when positions start)	
Gauge interest in BBQ/Picnic for End of Season (outdoor)	BV	ASAP	
Alternatives to gmail.com	ML	Next Committee Meeting	
Insurance for containers	AD/ML	Next Committee Meeting	
Statement on value of archery for curriculum connections (task above)	Committee	Next Meeting	
Look into Archery GCSE	EG	No date	
Golden Records	EG	Next Committee Meeting	
Social Media Officer Update (Rachael V)	ML	October (when positions start)	