October Committee Meeting held on: 05/10/2023 18:30

## Attendance

### Present:

|  |  |  |  |
| --- | --- | --- | --- |
| Ian Crawford  |  | Mel Adams |  |
| Cherie TheyersDrew Norrell  |  | Kevin WattsMick Turner (late) |  |

Meeting was a general committee meeting.
Agenda Items:

1. Apologies

Ian McKinnon, Gary Hobson (called in to work, meeting was delayed until 7:10pm waiting for VP)

1. Acceptance of previous Minutes. (accepted, August meeting)
2. President’s Report
	1. Feedback from David Smith about grant sign off, was happy.
	2. Waiting on business response for more security tags.
3. Treasurer’s report.
	1. Hall Manager has changed, has been in contact with new manager.
	2. GST return due by end of October.
	3. Need colour decision on shirts for Junior Nationals volunteers.
	4. Drew suggested we need “committee member” shirts to be more obvious to club members: generally agreed, colour choice Pink.
4. Registrar’s report.
	1. 317 Active Members, 304 Financial, 13 unfinancial
5. Decisions made between meetings.
	1. New stock of club competition shirts and jackets ordered: new jacket style, but very similar to old style.
6. General Committee Responsibilities and reporting: see attached.
7. General Committee logons to web master for access details.
	1. Drew existing, Mel supplied, Cherie via recorder address, Ian M and Sangay outstanding.
8. Working Bees
	1. Need a position to co-ordinate them.
	2. Need to be planned, advertised sufficiently in advance, tied into events if required, equipment/supplies checked beforehand.
	3. Suggestion that a list of other jobs be produced and put into canteen for anyone with spare time (on Sunday?).
9. Halloween Shoot
	1. Is planned, is an event, Rachel and Drew to discuss.
10. Planning
	1. We should be looking at the calendar over the next 12 months and actively looking at planning for events 6 months out.
	2. 4 phases of events: planning, preparation, conduct, draw down.
	3. Templates are available that can be used: where? Drop box?
	4. Needs to be in writing to be a plan, signed off by president and/or treasurer, and published.
	5. People need to know the plan.
	6. There will be some resistance to this but it needs to be worked through.
	7. Need to produce an administrative instruction (Drew).
11. General Business (around the table)
	1. Kevin
		1. Centres for indoor targets are now supplied by Sherwood Archery of Coffs Harbour (previously BCE), material should be available in mid-November.
		2. Arrows from China have been ordered and awaiting delivery.
		3. Yellow come-and-try butts being redesigned so that they fall back instead of requiring a lift to replace/repair.
		4. Insurance due in December: 3 policies, Public Liability, Assets, Hall Building.
	2. Mel
		1. Will set up a digital working group to help with web site redesign, Cherie has some people from Ozbow who can participate.
	3. Cherie
		1. Starting to get some responses from Youth Nationals email.
	4. Drew
		1. Suggested an alternate app to emails for committee (for quicker responses). After discussion, WhatsApp was the decision, Mel to set it up, needs phone numbers from committee members to add them.
	5. Mick T
		1. Nothing
	6. Ian C
		1. Nothing
12. Next Meeting 2nd November
13. Meeting Close 8:15pm
14. Non-Committee roles reporting

|  |  |  |
| --- | --- | --- |
| Role | Name | Reports to |
| Junior Representative | Elizabeth Brew | ? |
| Junior Representative | Miley Woolaston | ? |
| AACT Representatives (3) | Ian McKinnon | committee 1 |
| AACT Representatives (3) | Drew Norrell | committee 1 |
| AACT Representatives (3) | Mel Adams | committee 1 |
| Web content | Drew Norrell | committee 1 |
| Webmaster | Angus Crawford | committee 1 |
| Wednesday Night Coordinator | Luke Pettit | committee 1 |
| Working Bee Manager | tba | committee 1 |
| Events Co-ordinator | Rachel Morgan | committee 2 |
| Recorder | Cherie Theyers | committee 2 |
| Ozbow Coordinator | Cherie Theyers | committee 2 |
| Come & Try Coordinator | Mike Hogden | committee 3 |
| Sunday Members Shoot Coordinator | tba | committee 3 |
| Equipment Officer | Gary Hobson | president |
| Registrar | Gary Hobson | president |
| Monday Night Coordinator | Ian Crawford | secretary |
| Vikings Representative | Ian Crawford | secretary |
| Canteen Coordinator | Caitlyn Slack | treasurer |
| Canteen Coordinator | Bek Brew | treasurer |
| Canteen Coordinator | Rachel Dunn | treasurer |
| Groundskeeper | Paul Robey | treasurer |
| Hall Manager | Danni Crawford | treasurer |
| Public Officer | Kevin Watts | treasurer |
| Workshop Co-ordinator | Ross | treasurer |