August Committee Meeting held on: 08/08/2024 18:30

## Attendance

Cherie Theyers Kirsty Lewis

Ian Crawford Rachel Morgan

Ian MacKinnon Melissa Adams

Tycho Neumann Rebekah Brown

Elizabeth Brew

Meeting was a general committee meeting.
Agenda Items:

1. Apologies
	1. none
2. Previous Minutes.
	1. accepted.
3. Banking forms for new executive positions for Rachel and Kirsty filled out, for them to submit
4. Question about containers from Men’s shed: as previously noted, will be removed by end of year
5. Key access for new committee members being sorted.
6. Jason going through web site for content and accessibility, will provide a report to the committee.
7. Upcoming events
	1. TAC hosting AACT end of year function. AACT pay half the cost, club can charge attendees.
	2. Youth Nationals @ Easter 12-17 April.
	3. Summer, Winter and other challenges: Rachel
	4. State Field and Indoors: Rachel
	5. Bhutan event: contact required
	6. Invictus Open Day March 2025 (we just provide venue)
	7. Jetts: check with Caitlyn
8. Ian MacKinnon discussed documents provided to meeting: see attached.
	1. Breakdown of Hall Facility Coverage and Treasurer coverage: see attached.
	2. Need to consider budgeting, authorisations, business plan, asset register, conflict of interest register
	3. Consider Drop Box for document sharing.
9. Discussion about purchasing Quick Books for club accounting: Rachel checked and could get it for $156 for first year, approved.
10. Approved to set up Bunnings Account and Office Works accounts with Cherie and Rachel named, $200 limit on each, for day-to-day expenses.
11. Discussion about Equipment Officer: there was no nomination from the AGM Gary was asked to return all equipment, currently upstairs in back are. Discussion again about setting up room two for better storage: had previously been agreed but not progressed. Look at meeting room 3 to see how often it is used.
12. Duty Statements for positions: Cherie to send around drafts.
13. Discussion about Bhutan fees and nationals cost
	1. BCE targets are now being paid for by the club, previously target butts were supplied by archers.
	2. Engineering report for structures still outstanding.
	3. They want another container for storage: seek permission from Rangers, Ian M to chase up.
14. Working bees: plan one for Saturday 7th September: field targets need work.
15. Committee meetings to be first Thursday of each month: 5th September next meeting. Put on website.
16. Asset audit required.
17. Orienteering ACT meeting with Cherie on 1st September.
18. Constitution to be looked at by Cherie and Ian M.
19. Cherie removed hall access for all previous committee members, which left the Tuesday group with limited access. Ian C to see which Tuesday Group members want access for e.g. hall maintenance.
20. Rachel’s phone number was given out to fire contacts, does not want it given out.
21. Kirsty to update Member Support/Protection documents. Also to investigate complaint mechanism and complaint resolution mechanism, noting that Member Protection is through Sports Integrity Australia.
22. Rachel to get a quote on some electrical work through an acquaintance. Also, Bow press component is broken and will look at a warranty claim. Reported continuing arrow cutter issues: do we need to have an induction course for users?
23. General Business (around the table)
	1. Cherie
		1. To update sign in form with more details.
	2. Rachel
		1. Shelving unit for target faces needs work.
	3. Bec
		1. Start organising for end of year AACT function
		2. Questions about Junior Rep responsibilities: be a voice for juniors, Kirsty can offer some advice, has been there previously.
	4. Ty
		1. Looking at being hall manager, will discuss with current hall manager (who had offered to remain until a replacement occurs)
	5. Ian C
		1. Noted that the Uni Sports booking of the hall during a week, mostly around existing hall hires, will generate something like $3.5k for the hall.
	6. Ian M
		1. Will talk to Kevin about getting an a/c dump.
	7. Melissa
		1. Had been asked about Clout come-and-try (at coaching course), was suggested either wait for next OzBow rotation or they can try Weston Creek who hold one every month.
24. Discussed and agreed to use Signal instead of WhatsApp for quick communications between the committee: being set up.
25. Next Meeting first Thursday of September: 5th @ 6:30pm
26. Meeting Close 8:10pm

Past Treasurer Activities

Regular Payments

Payments -To be processed promptly when Invoices are received! Paying bills needs 2 people to authorize electronic transfers,

Need at least two (2) holders of the various bank cards to process transactions (one for the day to day running expenses and one (1) for the events expenses etc.,

Note that this is not a complete listing.

Every fortnight - Poo Carriers

Every month

JJ Richardson Rubbish

ADT Alarms

ACTEWAGL Power

Gas

Telstra Phone

Canberra Fire Services – note that Kevin may have found a more economical option as mentioned at AGM.

Sanokil - Pay once a year.

There are at least 12 invoices to be sent out to hall users each month. Follow-up slow paying Hall users.

Pay all insurances, before they become overdue.

Collect the rent from the men's shed including their part of the insurances.

General Activities

Bookkeeping- enter all transactions into "Accounting Package Software".

Do the books each week (to keep on top of it)

Process GST return - to Tax Office - every 3 months

Sponsorship - Manage money for archers going overseas for Australia after C'tee approval. Nothing is given to archers going to events in Australia as everyone will be wanting to go.

Grants application development and management/acquittal of funds.

Renew all licences and leases when they become due - liaise with Government Agencies to do this.

Handle complaints from hall users and archers.

Co-ordinate bookings for hall.

Manage interface with Bhutanese.

Oversee scheduled maintenance of Mowers, Tractor etc.

Ensure there is fuel available.

Buying/Purchasing

Buy all the toilet rolls and paper towels.

Shadecloth - target faces - timber - paint etc., the list goes on.

Hire Cherry picker for the maintenance of lights etc.,

Facility Access

Meet with Government rangers, as required, during weekday working hours.

Sanokil - They come every week you need to let them in.

Toilets

General

Cleaning

Users

Toilet Paper

Short Term

Regulars

Casual

Soap

Other

Consumables

Number of Bookings

Per Month/Year

Per User

Floor Cracks Floor Polishing Floor Markings

Hall Lights Roof and Doors

General Depreciation/Sinking Fund

Maintenance

Operations

Bookings

Type of Booking

Long Term

Entire Hall Front Half Back Half

Meeting Rooms

Kitchen and Other Areas

Hall Management