

Thanet Archery Club
Committee Meeting minutes.



Saturday 13th May 2023 2pm(ish!) at:

**Frank Pullen Building,
Thanet Archery Club,
Kent International Airport,
Manston.
CT12 5BL**

1/ Apologies – Lewis Bullen-Steed, Roy Holden.

2/ Present – Dick Bailey, Dave Batchelor, David Brown, Chris Bullen, Mike Davis, Andy Doyle, Helen Fox, Anne Fretwell, Bob Gawler, Fred Hammond, James Plummer, Pete Verrall, James Whiddett.

3/ Acceptance of minutes of previous meetings (20th March & 19th April) – Accepted.

4/ Officers Reports

a/ Secretary (including Correspondence)

- (i) On 26th Mar, I received notification of the SCAS AGM despite us having been independent of Archery GB for 18 months. Passed on to associate members and honorary members who are AGB-affiliated. One advantage of keeping associate membership is I don't have to send these emails to all members.
- (ii) On 15th April, I had contact with Reece Morley, (30) who is looking to get back into archery after shooting nationally in his teens. Forwarded to Dick.
- (iii) On 18th April, Hannah Heath-Hall got back to me and cc'd Mike, Jim & Dick in about running archery sessions during holiday camp in the summer. Replied back as before saying we would be happy to host up at the field, but not feasible to run it at the school.
- (iv) On 24th April, I had an update from Archery GB which included a link to a 10th May webinar on the new handicap/classifications, which I forwarded on to Anne in case she found it useful.

- (v) Also on 24th April, I received notification of Canterbury Archers Longbow shoot which I forwarded to associate members and honorary members who are AGB or BLBS-affiliated.
- (vi) Also on 24th April, John Barnacle contacted me about his son Charlie who was a member of TADSAD. Passed on contact to Dick and Bob. Charlie has now had an assessment and has joined the club.
- (vii) Also on 24th April, Bob forwarded me notification of some WKAS shoots taking place over the next few months. Apologies for the delay in sending that out to members.
- (viii) On 25th April, Genevieve Sanders, a PE teacher from St. Anthony's contacted us enquiring about the possibility of us running a taster session for some of their pupils. Passed on to Dick, Bob and Roy Holden.
- (ix) On 30th April, I sent out a final reminder to renew membership. After that I had contact from Alex Watt's sister, James Kermack, Paul Treadstone, Ivor Smee, Simon Kinsey & Leon Zanre, and I also contacted Alec Kelly to try and help him get his membership renewed, either by coming up to the field mid-week with his mum, or dropping in on James at home. James is aware of all of them and will be able to update us on their renewals.
- (x) I have now updated the email lists with this years' lapsed members removed to a Lapsed Members (2023) folder and deleted all the lapsed members contact details from 2020 as per our GDPR practice.
- (xi) I've created a new email address to handle all the automated app emails (Sign-In, Incident & Lone Shooting) tac.management.system@gmail.com so it doesn't flood the Club Secretary address with emails.
- (xii) Document version audit for Dropbox and web site completed (see Outstanding Action points and separate TAC Dropbox documents 13th May 2023.pdf).

b/ Treasurer

- £11,251 in bank
- Insurance renewal due soon, (approx. £500) but not sure if we owe any other money. Mike said there will be some plant hire costs coming in for the path, plus lawnmower costs.

c/ Membership -

- 102 membership renewals - £5,978
- There are still a few renewals in progress.

d/ Coach's report - Beginners' course tomorrow (May 14th) Doing things slightly different this year. Rather than taking them to the practice range to get kitted up, we will

do that here in the building along with the introductory talk, and then walk them to the field, so they immediately learn the correct route. Then we run through the safety stuff before starting.

e/ Records officer – After some discussion between Anne and Mike, it has been agreed to use the new AGB classification system for several reasons:-

1/ Golden Arrows scoring app has been updated to the system, though an older version has been found, it doesn't work very well.

2/ Anne will only take into account scores that are witnessed. We can accept witnessed scores up to Bowman on club 'events' as defined by the constitution i.e. Saturday, Sunday & Tuesday, Wednesday & Thursday evenings. We accept witnessed scores up to 1st class on any other days. This will also apply to our own TAC48 scheme, which will start from Sat 20th May.

f/ Junior rep – None.

g/ Equipment officer update – Update on progress

We have now been in the workshop area; the workshop has now been tidied up. We can now find things, even things we did not know we had; please put things back where you found them.

All the beginners' bows have been checked and are ready for the beginners' course and all arrows are ready. With Linda's help all the have-a-go equipment has been maintained and the bows & arrows for corporate days or filming are all good to go. Thanks to Bob and Linda for all the equipment prep.

We have also purchased a Popinjay & two 3D targets with a box of flu-flu blunt arrows which Brian Horne is going to refurbish, hopefully by the meeting. We will have completed the second walk back allowing members to practice from a 100yds or 90m; the Field crew are going to alter the 3D layout and have a FITA field course. The foam layered targets are on order but will probably be a couple of months before they are ready for delivery. There are a couple of backstop nets to hang behind the top walk-back target – they will need to be hung loose the other side of the fence.

h/ Building officer update –

Works recently done and yet to be done prior to 2023 Spring/Summer

Generally complete:

- Gutter and downpipe repairs also improve downpipe discharge.
- Fix to windows for security nylon mesh to date still to complete 5/6 windows.
- Set a rota within the club for cleaning the building & rubbish removal involving the members.
- Light inside main door now working plus all corridor lights now working from main door switch only (using existing tubes no LED)
- Waste rubbish in rear room removed.

Yet to be done or looked at :

- Improving the pathway to the main entrance to reduce soil etc coming into the building using left airport fill material and left over fill material plus paving slabs)
- Rear area of flooring to TADSAD room adjacent the old boiler to be lifted and replaced to investigate water build up once room area is clear.
- Consideration for an internal practice shooting area in the future?

i/ Field officer update – Need to purchase a strimmer to clear along the edge of the paths. Chris has cut back the tree as requested. Asked if we could keep a can of spray paint at the shooting line so people can mark any roots that are growing back through. *Mike asked if the weeds by the building entrance could be cut back as he has some type 1 scalplings to dump there. On Friday a digger will be arriving with Lee's van to collect from the airport to lay the path through to the building, and also to the no1 & 2 target shooting marks.*

j/ Safeguarding officer – Helen is still waiting on a couple of DBS's from committee members. She will then put the list on Dropbox so we know when each was done, and needs redoing. *Andy is waiting on his new passport before he can do his DBS form.*

5/ Matters Arising

a/ Updating lone shooting guidelines/clarifying approval process following meeting (see Matters Arising 19th April). **[Action 5(g) 3/23]**

Committee agreed that with the new 100yd walk-back target, we should avoid over-complicating the rules and approval process.

- Add advice to use only 3D or walk-back targets if an archer is physically unable to cover targets or move back-stop netting. These are already requirements in the booklet, and it is the committee's role to consider an archer's reliability/experience when approving, not their health.
- Add requirement to only use walk-back when shooting alone.
- Alert members to limitations on scoring rounds
- Allow at least a week for those who know the archers best to add comments prior to approval
- Comments should be pertinent to the requesting archer and enable those approving to make informed decisions
- Have a published list of lone shooters.

Also to get around the problem of committee not knowing all the field archers, enable Tim Seed and John Marshall to comment on the app.

Since the constitution states that a committee meeting must have present either Chair, Secretary or Treasurer, these are the ones who ideally should approve, but practically speaking Safeguarding officer is more often present on a Saturday. If there are no concerns, it will then require just a short chat to agree to approve. As the app provides a record, we won't even need to minute that chat. If there are concerns, they should be discussed at a full committee meeting.

b/ Setting prices for corporate days/events.

- Target shoots (1/2 day) only - £25 (corporate £40)
- Target/3D shoot (full day) - £50

c/ Timing on Saturdays - target pins by 9:45am vs gate attendance until 9:45am

- Jim had a chat with Ashley, and he had mocked up an updated app to include target distance selection on the sign-in app. Can try it out before he updates the live version of the app.

d/ Beginners' course – any last-minute details? *James available to take membership forms/fees at the end. Will take any course fee balance at the beginning before kitting up.*

6/ Outstanding action points.

[Action 5(a) 3/23] - Organising Sylvia shoot, entry forms etc. (Jim Whiddett).

- 11 from club
- 11 from Canterbury
- plus unspecified number from Folkestone
 - Western on main field
 - Junior western on practice field as overflow if required

[Action 5(e) 3/23] – Archery advice board; Andy Doyle's call for contributors – update?

- Not a massive response, so Andy suggests using the WhatsApp group for people to post questions, and then those with the know-how can advise. Perhaps a confidence thing, but he's not calling for experts, just those who have gained enough experience to make steady progress. Interesting thing is that, with the replies already posted, he is already able to build a mini-reference for members. **[Ongoing]**

[Action 5(g) 3/23] – Lone shooting guidelines/disclaimer? Changes to the club booklet. *Done – action closed.*

[Action 7(a) 3/23] - Document storage/version control (PV) – See separate document.

No issues with info provided, but it turns out not everyone could see the files/folders as presented. Mike and Andy Doyle assisting to help Pete sort that out.

[Ongoing.]

[Action 7(f) 3/23] – Purchasing Danage bosses; order gone in – timescale for delivery?
Two months.

[Action 5(b) 4/23] - Create role-specific email addresses for named roles as appropriate – leave it to the individuals concerned to set those up. Did anyone decide to do that?

Helen has set up a Safeguarding address tacsafeguarding@gmail.com and Mike has created a Club Chair address chairmanthanetarchery@gmail.com.

7/ A.O.B.

- Incidents requiring discussion – None - but should be added in future as a standing agenda item, along with any outstanding lone shooting requests.
[Action 7(a) 5/23]
- Modifications to 3d field – Andy Doyle would like to run another target down the far side behind the FITA targets near where the planned clout range will be. Would just need a footpath marked/cut out. Could get the digger to clear a path while we have it.
- Mike suggested having an induction session one Tuesday evening after the beginners' course. Run through the induction document, make subsequent Tuesday evenings a new archers' coaching session, in addition to Saturday mornings. Allocate bows for each archer, with a set of arrows to use with the bow. Store allocated bows in locker in sign-in room. **[Action 7(b) 5/23]**
- Supporting new archers on a Saturday – using the practice range. Discussed doing this without burdening committee members who want to shoot. Dave Batchelor and Pete V are both happy to assist Dick if there is enough take-up. As regards capacity, if we have too many to accommodate on main range, we can then use the practice range as overspill for the shorter distances.
- Helen suggested running a quiz night as a fund-raiser, charging £10-15 per team (not just for club members). If committee agree it's a good idea she will work out the details.
- Helen also asked about the possibility of running some archery for her schools' end-of-year festival (21st July). They have a very large field that can be used. Need to check the field and the schools' public liability insurance. The biggest issue is transport, availability of Terry's or Lee's vans. The school does have a minibus which they may be able to use to transport the foam targets. Helen to check on school insurance, availability of minibus, etc.
- Dave asked if we might be running another have-a-go, as he has had some interest. Depends how many, and whether they're happy to have it during the week.
- Dave Batchelor also has had a request from the Fordwich local group that would be hosting a French archery club. Details sketchy, but would we be willing in principle to host them and have a shoot with the French club, as we have done in the past. *Yes, but we need more details from them.*
- Outstanding lone shooting requests (Barry Finch, Craig Walters) – *Both approved.*
- Beginners' discount for next year? *Given that the beginners' fee includes 3 months free use of club equipment, do we need to offer a discount at all? Agreed not to offer discount.*

- On 11th May Bob had the following email for Helen Knell at Liberty Group FE college.

“Good Afternoon Bob.

My colleague spoke to you previously regarding the use of your archery facilities. We are a small independent college of further education and are working with Garry Blake (who suggested that we get in contact with you). We will be working from the lookout tower based at Manston starting from September. We would like our students to experience archery. We would be looking to have multiple groups use the facilities throughout the week and possibly multiple times throughout the academic year.

My colleague was quoted £25pp would this be up for negotiation, or would you have a package you could offer us? We have limited funding for activities but did not want to miss out on a possible opportunity to work with you. If this is something you would consider, we could discuss this further and are happy to arrange a meeting at your convenience.

Would it be possible to get some quotes for the following:

- What services can be provided.
 - How much the sessions would cost.
 - How long the sessions are for.
 - What’s the minimum and maximum group amount you can accommodate.”
- Pete V sent the following reply on 14th May:-

“Hi Helen,

Thanks for your email to Bob about this. I can tell you that max. numbers per session would be about a dozen people.

Individual sessions would be possible as well but would obviously be more expensive per person as they would be getting one-to-one coaching.

Probably the best thing to do would be to arrange a time to come to the club and chat about costs, what we will be able to provide and what we will perhaps not be able to provide. We are a club run by volunteers and as such rely on their availability to run taster/coaching sessions.

I've cc'd Bob, our head coach and club chair in.”

Meeting ended:- 8:55pm

Next meeting:- TBA