

Thanet Archery Club
Committee Meeting minutes.



Monday 21st August 2023 7pm at:

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

1/ Apologies – David Brown, Dave Batchelor, Lee Burns, Jim Whiddett.

2/ Present – Dick Bailey, Chris Bullen, Lewis Bullen-Steed, Mike Davis, Andy Doyle, Helen Fox, Anne Fretwell, Bob Gawler, Fred Hammond, Roy Holden, James Plummer, Pete Verrall.

3/ Acceptance of minutes of previous meetings – Accepted

4/ Officers Reports

a/ Secretary (including Correspondence)

(i) Had the following from Stuart McCluskey which he has asked be minuted.

“To the Committee

Alex, Trish and I would like to express our gratitude to all those members, who have spent a great deal of time and effort making the slope from the clubhouse to the pathway.

This has given the clubhouse back to Alex and is greatly appreciated.

Thank you,
Stuart McCluskey”.

(ii) Had a number of membership/beginners’ enquiries which I’ve forwarded James P and/or to Dick & Bob.

(iii) Also had some enquiries from holidaymakers wanting to come and shoot during the summer holiday. I’ve replied cc’ing Jim, Mike & Dick regarding visiting archers and/or newbies.

- (iv) One of these, Peter Board, was an archer from another club with AGB membership, so replied cc'ing Jim, Mike and Bob about best times to visit and prepared a shortened version of the induction doc adapted for visiting archers with some input from Mike to send to him, but in the event his schedule couldn't fit any archery in. But we do now have an idea how we accommodate archers on holiday in the future.
- (v) Had a conversation with the member with the outstanding lone shoot request, who has decided not to pursue the request at present. I explained our concerns, esp. after the 2nd injury in July. Also explained that there aren't many members who've requested lone shooting, so it's not that common among club members. The member, who was shooting with a buddy at the time, seemed to be coping OK walking around the 3D range and was able to assure me that they wouldn't take risks if they were struggling with their mobility. So we agreed to leave the lone shooting on hold for a while to allow a bit more recovery time and revisit in couple of months.
- (vi) Had email from Mark Davis on 10th August re: clout going ahead and if so if we wanted him to judge. Replied back cc'ing Mike D and Jim W saying we're waiting on confirmation of possible venue. (Jim W commented saying it was too late to organise/advertise - see also Captain's report).
- (vii) Also had email on 16th August from Michelle Goodwin who has a 22yo autistic son with learning difficulties. She doesn't think he'd cope with a full day's beginners' course. Replied cc'ing Mike & Dick, suggesting a short assessment with him to see how he might cope with a full beginners' course.

b/ Treasurer -

As of today 21st Aug 2023, we currently have £8,911.57 in bank, £590 in cash & £290 on the SumUp card reader.

In addition to the expenditure shown below, we have £4000 to pay out on the new weather-proof foam bosses and £500 for the insurance. In total, we have approximately £9,700 with £4,500 still to come out.

In addition, we had planned to keep £2,500 aside each year in case we have to relocate when the lease ends. Lloyd's have told us we can open a deposit account without any problems from them.

Income		Expenditure		BANK ACCT	£8,911.57
				CASH	£590.00
TAC membership	£7867.50	Insurance		SUM UP	£290.04
Target	£491.19	Field & target maintenance	£1266.72	Stands, faces, line markings, tarp, bungee	
Indoor	£1,708.00	Mower repair/petrol	£868.96	Mower, strimmers	
Beginners	£805.00	Hire indoor	£1,530.00		
Sylvia shoot	£269.00	Sylvia shoot	£56.04		
Sale of equipment	£471.00	Field hire outdoor			
Clout		Clout			
Coaching		Manston works	£5,738.63	s/b one-off costs, building repairs	
Have-a-Go's Corporate events, etc	£1,316.51	Purchase/repair archery equipt.	£2224.33	Beginners' equipment, bosses, 3D targets	
		Trophies, engraving	£126.52		
		Stationery, web	£896.88	Incl. Sum Up, car stickers, badges	
		Subsistence, Easter/Christmas shoots	£239.39		
		Folkestone shoot	£440.25		
		Bank charges	£4.96		
Total income	£12,928.20	Total expenditure	£13,392.68	Net movement	-£464.48

c/ Membership – We now have at least 122 paid members, incl. the 5 who joined this weekend.

d/ Captains report -

In my absence thought it best to comment for the club captain report. Not that there is much for me to comment on at the moment.

A question I have is do we need a risk assessment for the popinjay? How does this fit in with our range etiquette, or is it only open for use on “special shoots” by arrangement?

I've seen some incidents reported, two accidents that have caused injuries. From the limited comments on the WhatsApp group it sounds like both incidents are accidents that we have already considered in our risk assessment (trips, slips, and pulling arrows - please pass on my best to John and Fred). Unfortunately there is not enough info on either incident to determine if we need to review our current risk assessments. If any committee members has more info I'd be happy to review our policy.

Final one is the clout shoot, I did send an email with my view, but have had no reply so can this be raised at the meeting for confirmation one way or the other.

Scotland is fab, but lacking in archery clubs 🤔😞.

Re: Popinjay – no requirement for change to risk assessment as it's only for supervised use on special occasions, corporate days, etc. Will probably need change to club booklet. [See Action 5(a) 8/23]

Re: Clout shoot – committee agreed that it was too late to run the shoot this year and once we have prepped/agreed a location with RSP for a clout, we do a dummy run with the club prior to adding it to next year's fixture list. Pete V emailed Mark Davis to let him know that no clout is running this year.

e/ Coach's report – As requested from last meeting, here's a run-down of what happened with our beginners.

We started off with 16, but 4 didn't turn up at all. One of the youngsters found it a bit overwhelming and went home at the beginning. Another young man pulled out but has turned up a couple of times since with his own kit. Of the 6 who completed the course, one couple sent Dick a nice email saying that they'd enjoyed the course, but that their circumstances had changed. Two others haven't replied. We do however have a full group of 16 for the course on the 27th, and lots of people coming forward offering help. Just need to mark the lines out on Wednesday.

Bob mentioned that there have been a couple of requests from members whose partners want to learn, and that it's always worth prioritising them, as you're more likely to keep members when they come as a couple. (See Matters Arising for further discussion).

f/ Records officer – 35 badges given out; 6x 3rd class, 10x 2nd class, 10x 1st class, 6x Bowman 3rd class & 3x Bowman 2nd class. We'll probably reach a plateau with the badges for this season, with not too many more being won. On the 48 scheme, we have about 8 badges given out. A few new club records:-

Barry Friend - Long National & St. George

Alice Friend - U12 Western

Lewis Bullen-Steed - Warwick & Western

Alex Moss – National, Warwick & Western

Mike said it might be time to suggest Archery GB membership to those who are achieving Bowman scores in order to compete for the higher classifications. It is of course up to members whether or not they want to do so. James P said he can advise people how to join and a couple of members have already done so but it's the SCAS and KAA membership

that's actually more problematic. Anne to draft an email to send to members who are reaching that level. [Action 5(f) 8/23]

g/ Junior rep – Just a 😊. Will be at the beginners' course to help with the juniors.

h/ Equipment officer update – We have purchased 6 new have-a-go targets. The new foam-layer boss targets are being manufactured and should be ready for delivery in mid-September. We have also purchased some new beginners' bows and they are available for resale. We have managed to obtain 8 v. good condition 3D targets thanks to Terry & Andy. We are now hoping the 3D archers will arrange an event to help raise club funds, as we have purchased an arrow-cutter, and also hoping to obtain a spine tester and a six-arrow fletching jig and possibly other equipment from the Ten-Ring shop. Brian has already started making a list of the equipment that is there, and Linda is doing that now. Once that is over, we will have to get down to some serious fund-raising.

The next beginners' course is coming up and Dick will be wanting as much help as possible. All the equipment is ready for the next course.

The working party has been doing a sterling job each week, and there is an improvement to the club – well done to all.

I have registered the club with Sport England so hopefully we will be able to get funding from them also.

Pete V said he'd had a quick look at the Sport England link this afternoon, and while there are limits on what can be funded, length of lease or even whether a club has a lease certainly doesn't seem to be one of them.

James P asked if the new foam bosses which are due to arrive are slatted ones where the foam panels can be moved around/replaced as they wear ("Yes!" – Bob). So we can budget for these with several years' depreciation factored in.

i/ Building officer update –

Works recently done and yet to be done.

Generally complete:

- Light changed to Ladies Toilet now LED with Hand Driers
- 4 no smoke alarms installed
- Main entrance path and ramp completed
- Relocated First Aid equipment and Defibrillator to Shed near practice field therefore adjacent to ALL shooting areas

Yet to be done or looked at :

- Flooring to TADSAD room adjacent the old boiler to be lifted and replaced also area in Mens toilet. 2 NO OSG Boards purchased to enable repairs prior to the late Autumn period
- Means of access and escape from disabled toilet end of the building
- Letter box to timber door

- Small leak to disabled toilet discharge pipe connection when flushed
- External Painting to the Building

j/ Field officer update –

Been doing a lot of maintenance around the site; around the hut we just have the top left-hand corner to complete. Need to step up the grass cutting, as when we do cut it's getting beyond a joke at this time of year. We've heard back from the tarmac company – they do a full load of tarmac plus the team to lay it for £2250 + VAT (or 2 loads for £3900 + VAT) They are happy to visit and discuss. This is for tarmac'ing the pathways all the way round. One load will do from the road across to Alex's square plus the bit round the kitchen. Two will do all the pathways; Gary Blake asked if they would do a quote for the whole of the airport car park. It's possible that if they were to do the car park, we might persuade them to throw in our little bit of work in with it.

k/ Safeguarding officer –

A couple of items; 1/ **DBS 's** - still waiting on DBS certs from some people. Will email a list out to Pete. Will ask for 4 DBS sheets from Rebecca Bullivant at Kent Coast Volunteering as Bob and Helen's DBS's expire this year. So that means we'll have forms to do Helen's and Bob's by the end of the year with 2 spare to keep if/when required. 2/ **Quiz night** – have done a mock-up with a provisional date (Oct 21st), and she has persuaded her dad into hosting the quiz. Do we have the go-ahead?

Mike said there are 2 questions; do we use the Frank Pullen Bldg or ask the NAAFI? NAAFI can do tables, chairs, etc, space to accommodate. They can take 40-50, but NAAFI will cost money, extra refreshments would be available but they would cost too. Mike to find out how much. Do BYOB?

Mike asked Helen about 1st Aid courses given some of the incidents we've had recently. Helen said the British Heart Foundation can come on site to run a course but it's a lot of money. St John's have none locally. Anne said the Fire Service run the CPR course for free and they would come on site. There are free online courses, but online and in-person courses are very different. Pete said that the University of Kent's Safety, Health & Environment Unit run 1st Aid courses on site for staff, and they have been known to train staff from outside companies. Pete will ask at work about availability & prices.

5/ Matters Arising

a/ Outstanding incidents/lone shooting requests.

- Lone shooting request on hold until discussion at committee meeting. Suggest we chat again with the member next month with view to approving request. *Agreed – since member has signed disclaimer we have no cause to withhold if member feels confident in their own fitness/wellbeing.*
- Two incidents reported
 - o Trip/fall on 3D range (John Holton) *No change to RA or club booklet req'd – when we have visiting or new archers a warning about uneven footpaths should be part of the induction?*
 - o Arrow-pulling incident (Fred Hammond) *No change to RA req'd but highlighted a few changes to safety practice needed.*

i.e. First aid kit, defibrillator and arrow-puller moved to field hut by practice range. 1st aid kit be kept stocked from the new British-standard Workplace 1st Aid box in kitchen. PV to review club booklet to take these changes into account. [Action 5(a) 8/23] Any other relevant signage needs to reflect those changes.

- Safety risk – 30yd target bolts on back board need attention as loose. Cover eyelet damaged on front left side. (Chris Bullen) **[Done.]**
- Red ratchet mechanism fiddly, strap gets tangled/jammed and easy to get hands/fingers caught; recommend using blue straps only. (Pete Verrall) *Mike to find a couple of blue straps to replace them with.*

b/ Beginners' course preparation (See Coaches report)

c/ Beginners' courses going forwards incl. fixing max. no. of members.

*We have a long waiting list for beginners' courses, the reason being we hire out the kit for 3 months so we have to wait 3 months before we can run another one. Mike's suggestion is we run more beginners' courses, but we then have a waiting list to join the club **as equipment becomes available**. They can, if they choose, take the certificate and join another club. The issue is that on this occasion we booked 16 people on a course but only 6 joined the club. Pete asked if it's worth running an extra beginners' course to fill up the capacity and reduce the waiting list?*

The basic issues are:

- *We have 18 beginners' kits, so the capacity is there in terms of kit.*
- *Those new archers also need a certain amount of nurturing in the early weeks & months, so we also have to consider coaching capacity.*
- *We had Tues. evenings set aside for beginners' training night but take-up was low*
- *We also had Saturday mornings on practice field in the first weeks with Pete & Dave Batchelor available to help Dick, but take-up was low and that help was mostly not needed. Sunday mornings seem a more popular option but a smaller coaching team to call on.*
- *The longer the wait between the course and joining the club, the less effective the course will be.*
- *How do we ensure the waiting list is managed fairly?*
- *Taking money of punters and then making them wait to join the club won't gain us a very good reputation.*
- *What about Saturday afternoons after most have finished shooting – say between 2 & 4pm? People are still around to assist with coaching...*

Andy suggested offering more regular have-a-go's/taster sessions and from those you're able to filter the keen ones who really want to do a full beginners' course and take up archery seriously. That way we get a more committed cohort at the beginners' course, who are more likely to join afterwards. We then filter out those who just want to try it out, and reduce our waiting list in the process. Pete suggested advertising 2 or 3 have-a-go's early in the year but don't advertise or sign people up to beginners' courses until after those have happened. There is the risk that we don't then fill up the beginners' courses, but given the size of the waiting list, that might be a risk worth taking?

Mike said that the other issue is that of club capacity. We do have a maximum target capacity of 24 targets across target & practice field (max. 96 archers) + plus the 3D capacity of approx. 50 archers though they generally don't come and shoot as a large group. Taking into account that we do lose some members every year (loss of interest, change of circumstances, etc.), and that some new archers may opt to switch to field archery in due course, we do still need to set some limit, if only for H&S purposes. Bob suggested a practical max. membership of 200 (approx. 2/3 target &

1/3 field archers) given that even at a club championship, not everyone turns up. Our insurance covers us for up to 200 (?) archers, so however much room we had, that would probably be our limit anyway unless we opted to increase our insurance cover.

d/ Paths tarmac offer. *(See Field officers report.)*

e/ Derek Turners equipment. *(See also Equipment officers report.)*

This is what we have for sale

- Boxed bows
- Arrow Pullers
- Arrow shafts
- Half finished longbows
- bow bags
- stabilizer bags
- quivers, finger tabs, bow stringers, tassels
- tiller gauges, glues, score pads,
- 2 boxed bow stands
- shooting gloves, bow wax
- assorted carbon arrow shafts
- 2 left handed bows
- 14 right handed bows
- 1 snake bow

All will be listed/priced up and list sent out before the sale on 2nd Sept after that day's shooting.

f/ Bows purchased for sale

In addition there are a load of Samick recurve bows to sell at £80.00 each, ideal starter bows for new archers. Should help new archers get kitted out after their 3mths with club bows.

g/ Next year's target fees *(Bob's passed on his view – Snrs:- £60.00 Jnrs:- £30.00, no conc.) Quite a lot of discussion on this.*

Bob's thinking is that we used to be the cheapest club around and our fees are now higher than both Canterbury and Dover, and this would enable a lower flat rate for unlimited shooting while bringing roughly the same fees income. His concern is that we will lose members next year if the fees are not reduced/simplified. Bob also said that having discounted rates and a standing order payment option means that we don't know what our fees income will be in April.

Anne said that the fees are not working as those who paid for the 25-shoot membership haven't come and shot, - it's just the regulars who always shoot, and she is afraid those members will not renew. Pete asked how making the fee a flat rate of £60 without concession or S/O option will improve that.

*Pete objected to the proposal on the grounds that it goes against the additional part of clause 2 of the club constitution that we signed up to when we applied for CASC accreditation i.e " The club may have **different classes of membership and subscription on a non-discriminatory and fair basis.** The club will keep **subscriptions at a level that will not pose a significant obstacle** to people participating." He feels that scrapping all concessions violates that esp. if we scrap the option of payment by standing order as well. He also said that strictly speaking the 25-shoot membership rate is not a concession, but members paying less for shooting less. Retaining those fees allows the club to retain those less active archers who we might otherwise lose. His feeling is that a 50% fee for 25 shoots or a monthly standing order is better than no income at all from those archers. He also said*

that those members who pay by S/O are less than 10% of the membership, so it has almost no effect on the club budget, and enables us to have subscriptions that “do not pose a significant obstacle to participation”.

James said that most of the field archers pay £36 for 25-shoot associate membership as they also shoot at field archery clubs like Magic Dragon – would they be prepared to pay £60 despite not shooting very often? Bob and Andy both said they thought they would, as some of the older ones are considering keeping their NFAS membership but giving up membership of field archery clubs and taking up full membership with us partly because of our better accessibility.

Mike said that he recognised the need to adhere to the CASC clause in the constitution but felt that a 50% rate either for 25-shoot membership or as a concessionary rate for registered disabled archers was too low. Given the thought, effort, time and money we've put into trying to sort out disabled access over the last 9 months, he doesn't think it's unreasonable to ask disabled archers to contribute a bit more in fees by way of a smaller discount. We need to know at the start of the year (i.e. April) that we have enough income to fund ongoing maintenance and other development expenditure plans. Pete accepted that, but said that whatever fee structure we have, we will never know the full membership fee income for the year on the 1st April, because of late membership renewals, unknown beginners membership take-up, people joining mid-season from elsewhere, etc. He doesn't see a £60 flat fee as a magic bullet that will get all current members to renew by 1st April every year. Chris B said that as a disabled archer he gets to shoot a lot more than most members and he's happy to pay the full fee, and we can always work out arrangements with members who would struggle to pay the whole fee up front, as has been done before. Fred is also happy with that and a 10% discount for disabled archers. Pete accepted that the 50% rate will need to change but felt that making confidential ad-hoc arrangements on fees was not transparent. Our fees should be both fair and seen to be fair, which is why he felt that the fee structure should be clearly defined in the club booklet and flexible enough to cater for members in different financial circumstances (hence the S/O option). He accepted that there was a risk of too many members using this option, and the club not having enough cash early on in the season but said that this concern had been expressed at the AGM and in the months before the EGM, but the problem had not materialised this year - partly perhaps because of the way he'd worded the fee renewal email, and that the great majority of members had renewed in full because they understood the need for the club to have sufficient funds.

Fred said that you go to other clubs/venues and they don't all give concessionary rates; if you don't want or can't afford to pay, you don't take part. Pete accepted this but said that not every club has signed up to CASC with the commitment it entails, which is the reason he's arguing the case for maintaining that commitment including the S/O option to ensure fees are not a “significant obstacle to participation”, and he feels it would be dishonest to sign up to it to get our business rate discount and then abandon it. His only concern is that fees should remain fair and non-prohibitive as per the commitment made in our constitution.

Chris & Lewis said that 122 members paying £60 fee amounted to £7320 – or a bit less than that when you factor in the juniors, and the disabled archers at whatever concessionary rate is eventually agreed. Pete said you only have £7320 in April if all 122 members renew in April, and 100% renewal by April 1st has **never** happened. Whether those that don't pay don't shoot is irrelevant, it's about budgeting – membership fees not paid is money we don't have in the bank. As it is, our membership fee income this year was approx. £7800 and we had nearly £6000 of that by 13th May.

James felt we were tackling the fees question back-to-front, since we needed to agree a proper budget for next year before deciding what we needed to charge for membership. Mike accepted that, and also said that in doing so we will need to acknowledge that the income from corporate events, have-a-go's, etc has not been as great as originally expected,

and we'll need to find ways of stepping that up. On to the next agenda item... [Action 5(g) 8/23 Prepare figures/costs for next years budget]

h/ Corporate events

Mike has taken a lot of advice from Steve Nicholson (who used to run corporate events at Quex Park) on what events we should do and how we should go about them. While Mike agrees with Steve's advice, if we followed it all we'd have so many corporate events we wouldn't be able to cope. So it's a case of working out how many/what kind of events we can do each year without being overwhelmed. With an eye on the budget, it's also about having a realistic target we can include in the budget. The trick is to advertise them at the right level to get the numbers we want.

What might a corporate event look like?

- a bit of training, but not too much at this stage just so they can hit a target
- a bit of target shooting (a dozen or so arrows)
- move to the 3D range, do some field archery (again, a dozen or so arrows)
- put a flag up to do a bit of clout shooting
- Those would be the team events, after which we could have a couple of individual event
 - o move on to the popinjay for ½ dozen arrows each
 - o targets set up with the manager's face on to shoot at a longer distance to see if they can hit him. 😊
- With timings worked out by Mike, that would take up to 6 hrs, with time for lunch somewhere in between, perhaps between the clout and the popinjay?
 - o Fee depends on food £50 incl. basic lunch in the FP building, with supplementaries for a meal at the NAAFI or a pub meal.

Could work either as a corporate day or an experience day, how to get it out there, but not overload us with enquiries. Should we try this out as a family day for £10/head? Minimum age? Could we try this out with the police?

6/ Outstanding action points.

[Action 5(e) 3/23] – Archery advice board; despite limited response, Andy already has a mini-reference going; using WhatsApp group for people to post questions, and then those with the know-how can advise. How's that working? *Andy said very little further response forthcoming – seems the simplest means of offering advice is via the WhatsApp group. [Action closed]*

[Action 7(c) 5/23] - Quiz night – Further details; Mike's talked to the NAAFI, and they will host upstairs. *[Ongoing - See Safeguarding officers report.]*

[Action 7(3) 5/23] - Request from Fordwich local community group on hosting a French archery club. Willing in principle to host them and have a shoot with the French club, as we have done in the past. *Dave Batchelor not here.*

[Action 7(d) 7/23] - Creating 15yd range for schools/juniors/have-a-go's between the road and the building using the foam box targets. Would need to build a barrier between targets and the Heras fencing. Could also be used by Liberty Group college. For discussion. **[On hold]**

[Action 7(e) 7/23] - Also following on from that, should we run a junior club, one evening a week? Mike saw FB group advertising junior footie club for £3/hr, seems like an earner? Again, no definite plans but something to think about for later discussion.
[On hold]

7/ A.O.B.

- Andy Doyle – Bob’s volunteered the field archers (Andy D, George H, John M) to run a WA 3D archery introduction do a round of 24 targets; possible date 17th September and monthly after that. Price £5/person. Put it out to all the local clubs.
- Mike had another idea; setting up 2-way targets under shelter 20 yds apart – as per French target range, with targets under open lean-to’s. One to think about in the future.

Meeting ended:- 8:45pm

Next meeting:- Monday 25th Sept 2023