

Neston Company of Archers

Annual General Meeting Minutes

4 June 2020 7.00 pm held virtually via Zoom

Attendees:

Steven Povey – Chairman
Carol Morris-Lewis – Vice Chairman
Chris Aslaksen – Secretary
Scott Gibson – Junior Sec / Child-vulnerable adult Protection
Helen Porter – Records/tournament officer
Steven Betteridge – H&S
Graham Gibson – ordinary member
Malcolm Lewis – Webmaster (from 7:30)
John Davis
Polly Davis

Apologies from Jim Wilson and Jim Street. Jim Street passed on his treasurers report to Chris.

Agenda of AGM

1. Approval of the minutes of AGM 2019
2. Chair's Report
3. Treasurer's Report
5. Proposed amendments to the Constitution/Club Rules (papers attached)
6. Election of Committee Members/Officers
7. AOB

Part 1: Business of the AGM

1. Approval of the minutes of AGM 2019

Helen reported that the results of an electronic survey sent a few days before the meeting. There were 13 positive responses to the question to approve the minutes. Nobody objected.

The 2019 minutes were approved.

2. Chairs report

Steve gave a brief summary considering the restricted time on the Zoom call. During the last year, there has been a reduction in membership numbers, resulting in reduced venue. However this is partly offset through

- Increased visitor numbers

- Higher attendance during the indoor season
- Successful beginners course
- Cheshire continuing to use our facilities for competitions and events

Steve does have some concern about current finance. It is now approximately 17K (the Treasurers report will give full figure) compared to 30K when he first joined committee.

The reduction in capital is partly due to the purchase of new equipment as replacements, but there has been no progress on outdoor toilet facilities, which we know would bring wider benefits to the club.

Steve also commented that the number of members competing at tournaments has been patchy and he has struggled to get Bray submissions for winter league – several times have to indicate no score.

This year has seen a unprecedented challenge to the club, with Covid-19 pandemic, but it has been great to see the club respond and setup outdoor shooting, albeit within a restricted operation. Thanks to to Malcolm, Scott, Helen for setting it up

Steve would like to thank Graham, Scott and Jim for their contributions to the committee in some cases over many years. Also thanks to new committee members that have joined.

3. Treasurers report

Jim could not attend the meeting and so he provided his report electronically and Chris read it out.

We began the calendar year with a bank balance of £19,697.64 and cash amounting to £365.90.

The books for 2019 have been audited and approved. Itemised purchases and expenses are detailed within the audit should you wish to check them.

With the loss of some members, receipts for membership fees were naturally reduced, but with improved attendance during the winter there was an increase in takings for indoor fees. The beginners courses continue to be a good source of revenue. Thanks to Malcolm and Scott for their organisation of these courses, which are also a good means of recruiting new members.

We are all very aware of the unusual circumstances which have affected us all during 2020. Some expenses are still outgoing, e.g. the website and we have continued to purchase equipment necessary for when we return to shooting. Despite the lack of shooting and tournaments we continue to be a financially healthy and able to sustain the cost of keeping the club running.

Currently our bank balance is £17,775.14 and the cash balance is £299.31

Jim Streets

2.6.20

Helen asked about the Sport England grant. Chris said that we had applied for approximately £2000, and had received £400. This hasn't been paid yet, partly because there was a problem in the email that Chris sent out to acknowledge receipt of the grant. This has now been resolved, however payment is not expected to be quick.

The attendees of the AGM accepted the Treasurers report.

4. Item 4

The agenda was accidentally numbered incorrectly – there was no agenda item for 4

5. Proposed amendments to the Constitution/Club Rules

Helen reported that the results of the second question on the electronic survey sent a few days before the meeting. There were 13 positive responses to the question to approve the proposed amendments to the constitution/club rules. Nobody objected.

The proposed amendments were accepted.

Helen thanked Scott for all the amendments to the constitution over last few years – agreed by all

6. Election of Committee Members/Officers

The proposed changes to the committee were distributed a few days before the AGM and are shown here.

Officer	Current officer willing to stand for re-election	Members wishing to be considered for election
Chairman	Steve Povey	Steve Povey
Vice Chairman	Carol Morris-Lewis	Carol Morris-Lewis
Secretary	Chris Aslaksen	Chris Aslaksen
Treasurer	Jim Streets	Jim Streets
Junior Secretary/ Child Protection/Vulnerable Adults	Scott Gibson	
Records/ Tournaments Officer	Helen Porter	Helen Porter
Welfare/Safeguarding Officer	Steven Betteridge	Steven Betteridge
Ordinary Member 4 positions available		
1. Assistant Club Secretary to be replaced as Ordinary Member role	vacant	
2. Ordinary Member	vacant	

<p>3. Communications Officer 4. Webmaster (Non Voting)</p>	<p>Janet Davis Malcolm Lewis</p> <p>J Wilson- Resigning G Gibson- Resigning</p>	
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The members of NCoA were asked to vote on these changes in the electronic survey. Helen reported there were 13 positive responses to the changes to the committee. Nobody objected.

Agree to re-election / election of officers and proposed changes.

Subsequent to the survey, John Davis put himself forward as an ordinary member. The participants in the meeting agreed and welcomed John to the committee.

Chris will provide electronic documents to Steven Betteridge as part of admin role. Chris asked about Steven receiving member details (e.g. email addresses). This was discussed and it was felt unnecessary at this stage and this would make it easier to meet GDPR regulations. It was therefore agreed that Steven would not be given any member details at this stage.

Chris asked about Steven being given access to the archery GB login, as a backup. Again this would enable access to members details and it was agreed that this was not required.

Chris will need to provide members email addresses to Janet as communication officer and Chris will send the information to Janet.

Chris will update the committee distribution email to include Janet and John and remove Graham, Scott and Jim.

7. AOB

An issue about document retention of hard copies of old committee information has recently been raised. A standard retention period should be defined and this will be discussed at the next committee meeting.

There was a comment that we haven't done awards. However we had already agreed (prior to Covid-19) that we would not do anything at the AGM and would hold a separate event. We need to see what we can do later in year.

Chris and Helen discussed that they still have a few trophies to collect together. Scott said that he had the handicap trophy?

New shooting arrangements.

Malcolm has already moved range to the new location that was proposed a week before the AGM. This was to allow the usual area to be reseeded. Moving the range will also make it easier to add more targets if required. As part of this move, Malcolm has made the tramlines 7.5 m apart – this is still more than the recommended 5 m by AGB. Steven will update the risk assessment, which he had been planning to do for a few days to include this change.

Helen commented that there has been a few glitches with booking (seems to be connected to using laptops). However it seems to be working.

The compound targets have usually been fully booked, but there has been space on recurve.

John asked if there was any intention to increase space – the new location will make this easier, but we need to let the current arrangement settle for a few weeks. It was agreed to have a committee meeting in a few weeks to discuss the layout, number of targets and whether to accept visitors (there have been some requests via the website)

John asked whether it was possible to use facebook for booking – Helen easy to keep using event brite now that it was setup. This was agreed by the other members.

Chris commented that there has been no further communication with Calday about sharing the range.

Steven will setup a committee meeting in 2-3 weeks (proposed 22nd June). Steve Povey to investigate using Microsoft Teams as an alternative to Zoom.