

# Canberra Archery Club - Committee Meeting



<b>Date:</b> 15 December 2018 Commenced at 10:14am	<b>Present:</b> Astin Darcy (President), Klara Fay (Secretary); Joseph Neville (Coaching Co-ordinator), Alex Smith (Vice-President) Rachel Morgan (Recorder), Aaron Lowther (Facility manager), Suzanne Hartshorn (Treasurer)	
	<b>Apologies:</b> John Dowden (General Member)	
<b>Previous Meeting Minutes and Actions:</b>		
Item	Discussion	Action
Committee Handover	Welcome to new members – On boarding; <ul style="list-style-type: none"><li>• New committee members to receive handover from outgoing committee members</li><li>• Working with vulnerable people checks</li><li>• Notify ACT government of new committee members</li><li>• Distribute Keys (complete)</li><li>• Secretary to get contact details of all committee members (complete)</li></ul>	New Members need to: <ul style="list-style-type: none"><li>• Get Working with vulnerable people checks (Astin)</li><li>• Notify ACT government of new committee members as part of annual return (Suzanne)</li><li>• ACT Gov Sports ground managers (Klara)</li><li>• Swap bank account signatories (Suzanne)</li><li>• Send Treasurer minutes of AGM and this meeting (Klara)</li><li>• Secretary to notify all Committee Members of next meeting (Klara)</li></ul>
Agenda for next meeting	<ol style="list-style-type: none"><li>1. Old business from previous committee meeting</li><li>2. New Committee Member handovers</li><li>3. Outstanding Australia Day Prep:<ol style="list-style-type: none"><li>a. Targets and Cores</li><li>b. Approach for lawn mowing:</li></ol></li><li>4. Contractor quotes</li><li>5. Option of purchasing mower</li><li>6. Ongoing club development:<ol style="list-style-type: none"><li>a. Retaining wall</li></ol></li></ol>	

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	<ul style="list-style-type: none"><li>b. Shade Sails</li><li>7. Acquiring of accounts:<ul style="list-style-type: none"><li>a. Officeworks</li><li>b. Bunnings</li></ul></li><li>8. Completion of hockey fence:</li><li>9. Plan for vacant committee positions:</li><li>10. Other General Business:</li></ul>	
Meeting closed: 10:40 am		
Next meeting: 18 December 2018, 6:30pm at CAC		

Minutes approved by Chair  
President  
Astin Darcy

A handwritten signature in black ink, appearing to be "Astin Darcy", written over a horizontal line.