

Canberra Archery Club - Committee Meeting



Date: 28 July 2019 Commenced at 4:06pm	Present: 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), John Dowden (General Member)	
	Apologies:	
Meeting Minutes and Actions:		
Item	Discussion	Action
Approval of minutes	Motion to approve minutes as tabled: Rachel Seconded: Aaron	
Business arising from previous minutes	<ol style="list-style-type: none">Update of information boards and signage<ol style="list-style-type: none">Sign on the back of the club house Sign to be put up at the next working beeSign on round-a-bouts to be deferred to income committeeBank account update (AACT use NAB)<ol style="list-style-type: none">Propose to incoming committee that bank account be changed to NAB (or similar)Propose to incoming committee to open a new PayPal account and transfer funds from current one as it is in Stuarts nameClub documentation (minutes/computer back up)<ol style="list-style-type: none">Back up has been doneClub advertising options<ol style="list-style-type: none">Continue to advertise with Holiday HappeningsOption to have PickUp Stix about advertising on the club / also take about on the gateNew PA system has been purchased and will be used at ACT Shorcourse (includes wireless microphone)	<ul style="list-style-type: none">Klara to speak to Pick-Up-Stix about advertisingAstin to look at potential reviews of the Grant Policy

Canberra Archery Club - Committee Meeting



	<ol style="list-style-type: none"> 6. Shade sail quotes and other plans for clubhouse <ol style="list-style-type: none"> a. Aaron to meet with ACTPLA on 12th August about where CAC stands and what will be required of us to get anything done (i.e. approvals) 7. Working Bee Report <ol style="list-style-type: none"> a. Job list completed, lots of people attended 8. Grant policy review to be conducted 9. Archery Shop Club account <ol style="list-style-type: none"> a. Astin has a wholesale account with Eliza Archery which CAC members can use if they would like to buy personal equipment b. Astin to talk to Eliza Archery about a club discount code 10. Joseph to write a proposal contract for coaching. Deferred to next committee. <ol style="list-style-type: none"> a. Joseph still looking into rules and regs. Not looking likely b. Information session could still happen. TBD once answer to (a) 11. Advertising to ACT para sports and veterans to be considered by future committee <ol style="list-style-type: none"> a. Archery Australia are putting though a proposal to encourage veterans to attend come a try sessions free of charge (to be covered by Archery Australia). Archery ACT are looking for interested clubs 12. Risk Assessment Process <ol style="list-style-type: none"> a. Astin to send through templates to Sec b. To be completed by in coming committee 	
Club Grant Applications	<ol style="list-style-type: none"> 13. Jason Hurnell <ol style="list-style-type: none"> a. Motion to Accepted: John, Seconded: Alex 14. Nathan Rowley 	<ul style="list-style-type: none"> • Klara to send through acceptance letter and provide bank details to Suzanne

Canberra Archery Club - Committee Meeting



	a. Motion to Accepted: Rachel, Seconded: Suzanne	
Short Course Preparation	<p>15. Tasks</p> <p>a. Field and equipment are ready to go</p> <p>16. Volunteers</p> <p>a. Danielle has agreed to do the BBQ</p> <p>b. Joseph to ensure there are enough people around to run the rest of the club</p> <p>c. Rachel to purchase BBQ meat</p> <p>d. Don't need any further volunteers</p> <p>17. Buy-Swap Sell</p> <p>a. Alex to have access to Presidents Float to facilitate transactions</p>	<ul style="list-style-type: none"> •
Role Handover Booklets	<p>18. To be submitted to Klara if outgoing/contested by Friday 5pm</p> <p>a. To include: List of accesses, forms, available templates</p>	<ul style="list-style-type: none"> • Klara to send Suzanne the Treasurer role document
Club Theory Sessions	<p>19. Draft Schedule (Joseph)</p> <p>a. Feedback to Joseph if you have any</p> <p>b. Finalisations to be deferred to next committee</p>	
New Member Processing	<p>20. Previously been a role under the treasurer</p> <p>a. Has a manual activation – seems to be a problem with Astin's access is limited as he can't see pending memberships – to be looked into</p> <p>b. New member joins via AA, they get an auto generated email from AA, Committee approves members, New member is sent information about coming down to the club for induction</p> <p>c. Secretary to take over the manual activation step and email committee to consider application before activating.</p>	

Canberra Archery Club - Committee Meeting



	<ul style="list-style-type: none"> d. Still waiting on Archery Australia to change Club contact details e. Roles with regard to new members to be agree by incoming committee 	
ACT Annual Dinner Update	<ul style="list-style-type: none"> 21. End of year function arrangements <ul style="list-style-type: none"> a. Booking made at The Tradies Dickson b. CAC paying Deposit, but AACT contributing \$1500 c. Question around who collects money for event and who runs the event (Klara to check with Mel) d. Sports TG might be the right payment process 	<ul style="list-style-type: none"> • Klara to confirm with Mel about payment process and invite
AGM	<ul style="list-style-type: none"> 22. Agenda / nomination email / note on website <ul style="list-style-type: none"> a. To be put out this week to all members 23. Nominations <ul style="list-style-type: none"> a. Junior Rep would be a general member (act as a liaison) 24. Officer reports to Klara by 5pm Friday 25. Constitutional Changes to be announced at the AGM <ul style="list-style-type: none"> a. To be conducted at the Special general meeting (which we need to include at the audited accounts) b. Members to be notified a month before SGM of the changes 	<ul style="list-style-type: none"> • Klara to put note about AGM back on the website and send out nomination email • Alex to check with ACT policy as to how many exec and other members are needed to make quorum • Alex to type up new changes for incoming committee to approve
QRE Process	<ul style="list-style-type: none"> 26. QRE Process to be written formally and committee to be notified all 	<ul style="list-style-type: none"> • Klara to type up a QRE application form to be considered by the incoming committee
Other General Business	<ul style="list-style-type: none"> 27. State Target will need volunteers 28. Need to order cores before State Target 29. Future committee to update club brochure 30. Future process of meeting minutes – circulate to committee members, make any changes, get signed by presiding officer, upload on website 	<ul style="list-style-type: none"> • Klara to get all past meeting minutes signed for this committee

Canberra Archery Club - Committee Meeting



	31. Target faces – Rachel order faces from Pat Approved: Alex, Seconded: Astin	
Meeting closed: 17:57		
Next meeting: AGM 3rd August 2019		

Minutes approved by Chair
President
Astin Darcy

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