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| **Date:** 25 February 2019Commenced at 6.35pm | **Present:** Astin Darcy (President), Klara Fay (Secretary); Joseph Neville (Coaching Co-ordinator), Alex Smith (Vice-President)Rachel Morgan (Recorder), Aaron Lowther (Facility manager),  |
| **Apologies:** John Dowden (General Member), Suzanne Hartshorn (Treasurer) |
| **Previous Meeting Minutes and Actions:** |
| **Item** | **Discussion** | **Action** |
| Approval of minutes | Motion to approve minutes as tabled: JosephSeconded: Rachel |  |
| Business arising from previous minutes | 1. Lawn mowing
2. Banking – Astin has sorted out his component of the banking, one more executive has to sign up
3. Vacant Committee positions – (possible Jess Cox for Event coordinator, once Bill is available then he is open to taking up the Resources manager)
4. Reminder: to put together a folder of their role and handover for next person to fill the role by end of financial year (inc. access passwords etc.)
5. Reminder: Aiming for a late winter / early spring AGM (Sept at the latest) – 1 month notice to notify, and agenda out by 2 weeks. All position nominations in 2 weeks prior.
6. Still have $800 in the presidents purse – would like to get this down
 | * Aaron to ask Stuart about Government contact for lawn mowing
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| AACT Presidents Forum | 1. Should get more communications out to beginners and more posters around the club and advertise more ACT shoots (inc. clout, target, field, medieval etc.)
2. Member protection officer – Risk assessments to be conducted on facilities and equipment available, spraypaint bulging concrete and lodge an issue with access Canberra, appropriate signage
3. Anything anyone wants to raise – the next meeting will be in 6 months
 | * Aaron to lodge the concrete issue with Access Canberra (outside women’s toilets)
* Astin and Joseph to work together about what signage would be appropriate
* Aaron and Astin to put the lockable notice boards on the outside of the shed’s
 |
| Target Faces | 1. Need to replace the ones we borrowed off Weston (x100)
2. Need to buy some 3 spot indoor faces (recurve) – all the ones in the club are compound faces
 | * Astin to order target faces through Eliza archery wholesale (will consult as to what is a good deal)
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| AACT Joint Purchasing Account | 1. For AACT to buy equipment in bulk, AACT would pay for that and then bill the clubs – likely to be a quarterly order (still to be sorted)
2. CAC happy to sign up to it and use as required, but have some queries as to how this will work
 | * Astin to contact regarding this
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| WWVP Cards | 1. Klara, Alex and Suzanne (to confirm) still to get
 | * Everyone to send Klara your WWVP card number – Klara to create a list and send to AACT
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| Risk Assessment | 1. [see item 8] create risk assessment
 | * Astin to get a template and bring to next committee meeting
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| Tournaments in 2020 | 1. Astin to start process and inquire about hosting the:
	1. Nationals in the joint arrangement with AACT (18 months from now)
	2. Hosting the joint Australian Open and NMS final (about Feb) – rankings at the club then finals event at a more central location – would need to replace the box targets for this event (approx. 26)
	3. Australia Day shoot format for next year – could put compound on Sat, 1440 on Sunday and Recurve on Monday? (ask AA if it is a possibility then gauge if people are favourable to this)
2. Tournament AV equipment – needs to be replaced. Good trial run would be ACT State Champs. (defer discussion of purchasing to next committee meeting)

Motion to inquire about hosting the tournaments: JosephSeconded: Alex | * Astin to ask AA and Pat about the future intentions of the Open and NMS final
* Astin to ask AA if they are happy with the possibility of putting the NMS over the Sat and Mon.
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| Mercure Hotel Meeting | 1. Contacted the club about having a meeting, not sure on the offer
 | * Alex and Klara to go to the meeting and report to committee on the offer
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| Website Progress | 1. Have three domains registered (info from Stuart)
	1. Stuart has requested to purchase archery.com.au from the club
	2. CanberraArchery.com.au is being redirected to our current one (Canberraarchery.Club) need to check who John is hosting with – just Wix or if there is a secondary hosting
2. ACT uses hostgater ($2.75US per month) can host with Wix (current platform) or pay (+$3.84US) a month to build the website with them
	1. This will enable all emails and contacts to be under the same host name. Also enables the easy set-up of distribution list
3. Club information page has the club minutes on it
 | * Klara to put past agreed minutes on the website
* Alex to set up a new Club dropbox
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| Container Progress Update | 1. Plans are ready to go ahead – waiting on confirmation regarding banking set up and Bunnings account to be activated
2. Ventilators have been sorted
3. Containers have been organised but further shelving still to be done
	1. 1st container to be storage of faces, centres etc. with 6 shelves across the back (2m wide 1500 wide, 540 deep), then store things like paint etc. Shelving is $219 with workbench option ($99.00 in addition)
4. Need a camera in the (come and try container) – Aaron to look at relocating one existing camera to use (in the future would be good to do a camera audit to ensure the right things are being covered)
 | * Suzanne to update Committee on Bunnings account and look into setting up a Kennards account (for hiring of machinery)
* Aaron to put container plan on paper and submit to Klara
 |
| Plan for Clubhouse | 1. Survey and plan is on the computer
	1. Need to look at plan and what options are available
	2. $140,000 is available in the bank (total) – how much do we need to budget for the clubhouse?
	3. Shade sails to be prioritised ($80,000 is the quote)
 | * Aaron to check with Stuart to check if the survey (DA) has been submitted
* Rachel to ask the companies who gave the current quotes for further/revised quotes
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| Restating of Responsibilities | 1. Defer until next committee meeting
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| BBQ Access and BBQ Lunches | 1. BBQ
	1. Look at storing in the container in the future
	2. Check with juniors parents about volunteering
	3. Have them at working bees
	4. Club is happy to fund the occasional sausages/patties/vegetarian/bread
 | * Rachel to add Alex to facebook
* Alex and Klara to host a club BBQ
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| Other General Business | 1. State target entry – archers diary entry
2. Need the club (offsite session) trailer to be bought back to the club for the trailer and the contents to be reassessed for safety
3. Outstanding tasks for presidents shoot – organise lunch
4. Think about how we advertise the club throughout Canberra any events/markets/festivals?
5. AACT end of year function – CAC has been asked if we can host. Happy in principle but need details i.e. budget, date etc.

Motion to agree in principle: JosephSeconded Alex1. Need to be aware that when hosting working bees that we are being held personally liable for the people involved so things are being done safely and in the correct procedure – have a list with a risk assessment. (Aaron to manage, but if he is not around others need to make sure everything is done safely)
2. Aaron will get new dual padlocks with keys so that the shed is more accessible
 | * John to bring to the club or someone to pick up
* Rachel to arrange lunch for the presidents shoot
* Klara to look at winter venues for Committee Meetings
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| Meeting closed: 8:41 pm |
| Next meeting: second week of April midweek– date and venue to be determined. |