

# Cambridge University Bowmen Committee Meeting

Minutes taken by: Liam Pattinson

Tuesday 25<sup>th</sup> June, 2019

## **Attending**

- Robert Spencer (Captain)
- Liam Pattinson (Secretary/Tournaments)
- Andrew Browne (Novice)
- Nancy Chen (Alumni)
- Abigail Pearce (Women's)
- Sam Kitson-Platt (Publicity)

## **Apologies**

- Lukas Cincikas (Treasurer)
- Zhengao Di (Equipment)
- Alexander Kent (Equipment)
- Kimberley Callaghan (Development)
- Mohammed Daudali (Webmaster)
- Yuhang Xie (Social)

## Agenda

- Welcome and apologies.
- Committee meeting times.
- Churchill fields vacation schedule.
- Selecting a welfare officer.
- BUTTS legs next year.
- Vacation coaching.
- CAA AGM.
- Committee handover progress.
- Bowloan pricing.
- Club registration.
- Secretary's report.
  - Insurance price rise.
- Treasurer's report.
- Equipment report.
  - Current bowloan status.
- Tournaments report.
  - Cuppers report.
- Publicity Officer's report.
- Development report.
- Web report.
- Any remaining business.

# Minutes

## Welcome & Apologies

The meeting started at 18:02 in meeting room MR1 at the Centre for Mathematical Sciences.

## Committee Meeting Times

Multiple committee members indicated they couldn't attend meetings on Tuesdays. It was decided that meetings should be held every three weeks on Thursdays at 6:00pm, starting July 18th. This will be reviewed at the end of August to account for the increased committee workload around the start of Michaelmas term. Therefore, later committee meetings are scheduled for August 8th and 29th.

## Vacation Shooting Schedule

After some discussion, a rough schedule for vacation shooting was drawn up. LP will open up on Tuesdays from 16:00 to 18:00. AB will open on Wednesdays from 17:00 to 19:00 until August, after which RS will take over these duties. Either LP or KC will open on Sundays from 14:00 to 18:00 depending on availability or whether a target day will be run.

Note that these shooting times are a guideline for the minimum number of sessions per week, and sessions may be cancelled due to inclement weather or schedule conflicts. Additional sessions may be organised on an ad-hoc basis by any key holders.

## Vacation Coaching

Coaching will continue throughout the holidays, though its frequency will decrease to once per three weeks. Sign-ups will be possible using a Google form, and RS will decide to whom spaces should be allocated. Attendance is expected to be low compared to term times.

*ACTION, RS: Create coaching Google form, link on website*

The starting date is not yet confirmed, but is hoped to begin July 3rd.

*ACTION, RS: Arrange coaching times with P&M*

## Selecting a Welfare Officer

As required by the club constitution, the committee chose to co-opt welfare officers. Both Abigail Pearce and Yuhang Xie were nominated for the role by RS and seconded by AB. Both were unanimously voted into the position.

*ACTION, LP: Inform Sports Centre of welfare officer choices*

## BUTTS Legs for next year

The BUTTS committee have proposed to remove one leg and allow De Montford University (DMU) to join, though which leg to remove is a contentious issue. Removing the first leg would give novices more time to train, ensuring they're capable of scoring a good round at their first competition. Alternatively, removing a leg in Lent term would free up a weekend in an already-busy schedule.

The committee agreed to continue with its previous decision to support the removal of a competition in Lent and to permit DMU to join the league.

## CAA AGM

The Cambridgeshire Archery Association (CAA) AGM will occur on July 2nd. Jack Atkinson will be attending and offered to take some committee members with him. The club will cover his petrol costs, and RS will also attend.

LP was asked to request for our secretary email to be updated with CAA to ensure their emails are sent to the entire committee.

*ACTION, LP: Update CAA email address*

## **Committee Handover Progress**

NC will continue as Treasurer until LC returns. LP hasn't yet had a handover for the Tournaments or Records roles.

Committee email addresses are currently doubled up, with both the old and new committees obtaining emails. This will be rectified by Friday June 28th. The treasurer address will continue forwarding to both NC and LC for a while longer.

Some committee emails have associated Google accounts so sensitive documents can be securely stored 'in the cloud' (this minimises security risks in case of stolen personal computers). These accounts should also be handed over.

*ACTION, ALL: Those with Google accounts should pass them on to their successors.*

The committee page on the website should be updated with new details and pictures. It was recommended for the new committee to arrange a meeting for posed photographs in stash in order to provide clearer and more unified pictures.

*ACTION, MD: Update committee page on website, with placeholder pictures for now*

## **Bowloan Pricing**

We currently charge £20 per term of bowloan (£10 for novices), which includes the following vacation period. However, there is no set policy for the summer vacation. The committee decided that all members, regardless of novice status, should be charged £10 for the duration of summer. Those who give bows back over summer should have priority for those bows again when they return in Michaelmas. Other bow loan prices will not change.

## **Club Registration**

LP has updated the Sports Centre with new committee information, though this is currently incomplete as welfare officers had not been selected.

This must be followed by a sports club registration, which has a hard deadline of October 8th, though we would prefer to have it done much earlier. This will require the renewal of several club documents such as health and safety assessments and risk assessments.

*ACTION, LP/RS: Get club registration done by August 8th*

## **Secretary's Report**

Endsleigh have been sent an updated inventory of club equipment, and our insurance quote has been updated. It has increased from £242.44 per annum to £358.86

UKSAA have been informed of our new committee. An email has not yet been sent for annual returns, though this should be done within the week.

*ACTION, LP: Annual returns email by June 28th*

## **Treasurer's Report**

NC is still collecting money from / paying expenses to several club members for activities during Easter term. She requested an update on the status of current bow loans (who has a bow, which have been returned, whether money is outstanding, etc.)

*ACTION, ZD/AK: Update NC on bowloan statuses*

NC has begun the process of changing signatures for the club's account. Signatories will now include: LC, RS, LP, AB, though LC cannot be added until he returns to Cambridge.

*ACTION, NC: Change account signatures*

## **Equipment Report**

ZD and AK will be away from Cambridge for a significant amount of time during the summer. Other committee members will need to look after equipment until July 14th at the earliest.

ZD Will buy new peg bags, and prepare for indoors around mid-september.

*ACTION, ZD: Acquire new peg bags*

## **Tournaments Report**

Cuppers was run successfully, with Trinity winning the day. The following barbeque was well received, especially since attendees did not have to move to a new location.

Target days will be held on Sundays every three weeks starting July 7th. Committee members expressed a preference for shorter rounds such as the Warwick.

*ACTION, LP: Advertise and run Warwick on July 7th*

## **Publicity Officer's Report**

SK is looking for write-ups for Easter term tournaments, especially BUCS and Cuppers.

*ACTION, SK: Obtain and post write-ups for past competitions*

## **Development Report**

KC would like to send an email to the club about how to keep working at archery over the summer break, including how to find a club and competitions. She requested advice from the committee.

*ACTION, ALL: Send KC summer training advice*

*ACTION, KC: send summer training email by Friday 5th July*

## **Web Report**

As new student emails use Outlook rather than Hermes, there are issues with setting up new aliases and identities, and therefore sending emails with the correct committee email. MD is working on a solution to this.

*ACTION, MD: Continue searching for an email aliasing work-around*

## **Any remaining business**

After consultation, the committee expressed a preference for communication via Facebook and email. RS asked for Facebook messenger to be reserved for minor requests or situations that require an urgent response. General committee communication should occur via email, especially if a record of any decisions would be advantageous.

Round Table have contacted the club and requested a taster day. Other clubs have been known to charge £25 per head for events like this, plus have required minimum numbers of attendees. It was suggested to ask other clubs for advice on how much to charge for such an event. The committee decided we could charge £20 per head, pending consultation with other clubs.

*ACTION, AB: Ask Netherhall about their taster sessions*

*ACTION, AP: Re-establish contact with Round Table*

An alumnus has requested a one-on-one taster session for their child. As the club does not currently contain any members with experience coaching juniors and this is not accounted for in our risk assessments, it was decided to reject this request.

Several constitution updates were passed at the AGM, though these have not yet been implemented.

*ACTION, RS/LP/MD: Update constitution on website*

Some guidance has been set for future meetings:

- The agenda should go out at least two days before each committee meeting.
- Minutes should be proposed and seconded at the start of every meeting.
- Only matters sent to LP will be included in the agenda, and only these points will be discussed.
- Any points raised during a meeting will be deferred to the section ‘Any Remaining Business’.
- When sending their reports for the next agenda, committee members should follow up on actionable items in the previous minutes, bring up any upcoming activities, and any other general club business.
- Items that should be brought to the attention of the whole committee will be included under their own headings, while items applying only to one role should be included under a heading for that individual role (e.g. ‘Captain’s Report’). Future agendas will not include reports for individual roles unless prompted.

## **Wrap-Up**

The meeting concluded at 19:30. The next will be on Thursday July 18th 2019 at 6:00pm at a location TBC. Please send items to LP for the agenda by Monday July 15th at the latest.