



Norfolk Archery Association AGM

27th November 2020 20:30

Online via Zoom

Minutes

Attending: Pete Hill (Chairman & Child Protection Officer) Richard Mill (Vice Chairman) Derek Sizeland (Treasurer & Coaching Organiser) David Hall (Press Officer) Sean Fox (Squad Manager) Graham Harris, Rob Lucas, Fraser Brown, Sarah Hubbard, Daron March, Sandra Edwards, Colin Starling, Michael Skinner, Sam Parker, John Masters, Terry Reeve, Chris & Layla Annison, Elaine Burbidge, Jason Mills, Tori Mill, Phillip Grey, Mark Green, Hayden Cook, Geoff & Carrie-Ann Wright, Clive Back, John Bruce, Dave Dack, Andy Hood, John & Hannah Tacey and Teresa Mackenzie.

Apologies: Chris Moore, David Dowle, Richard Smith, Oli Mays, Peter Aldridge, Marie Shakespeare, Iain Pautard, James Wonnacott, Gillian Harris and Dan Parnham.

1. Minutes of the 2019 AGM

Due to the loss of the Secretary shortly after the 2019 AGM there were no minutes produced. Pete said it was a difficult situation and could only apologise for this.

2. Matters Arising

It was raised by a member that the communications for this AGM hadn't reached all members and that they only got given the document from another archer, they were not happy and found it unacceptable. The documents need to be circulated more efficiently to ensure all members get notifications on matters going on within the NAA. The NAA has got a sign up for communications on its webpage but not all members sign up. It's going to be looked into, so we have effective communication with our members.

3. Officers' Reports:

- a. **Chairman** – Pete Hill reported That it had been a difficult year that started out with the loss of the NAA secretary. It was reported that in response to the questions raised regarding mothballing the NAA, this cannot be done as we are required to have an association to be part of ArcheryGB. As part of updating the NAA Derek Sizeland has been working on updating the constitution. There is a proposal of a grant to assist clubs in this difficult year, which will be voted on. The Outdoor Championships were cancelled this year but there it is hoped to still be able to hold the Indoor Championships in February 2021. Clubs were congratulated for their efforts in getting back up and running and they were encouraged to continue to promote archery for their areas. The NAA want to encourage clubs within the NAA to compete as it is fun and challenging for archers.
- b. **Secretary** – No report.

- c. **Treasurer** – Derek Sizeland read out the income and expenses report for the year (attached below). There was a question regarding the Hall costs and what exactly they were, it was explained that it was the hire cost for meetings and also tea and coffee expenses at them.
- d. **Records Officer** – David Hall reported that there had only been a few scores submitted at the beginning of the year.
- e. **Coaching Organiser** – Derek Sizeland reported that nothing has been able to happen this year, the previous L1 course in 2019 had 12 attending who all passed and there was a coaching workshop done also. There is also a Session Coach course potentially planned for September 2021, however due to the shift in online learning and AGB trialling a more online focused course this may be able to happen sooner.
- f. **Press Officer** – David Hall reported that there have been issues with communication this year. The website has been updated when he has been given information, some of these being competition dates. It can only be updated when he is given the information. It was added that if possible, to give David as much notice as possible as he is a busy person.
- g. **Squad Manager** – Sean Fox reported that not much has really happened, there was a match planned in January between Norfolk, Essex and Cambridgeshire but this was cancelled. It is not clear yet if there will be one in 2021.
- h. **Child Protection Officer** – Pete Hill reported that there had been no issues within the county in the last year.
- i. **Club Development Officer** – No report.

Club Reports:

Wymondham Archers – Wymondham reported that it had been a difficult year and had to cancel two of their shoots, but they are doing well and have now got 108 members since the renewals of their membership in September which they were pleased with.

Wherry Archers– Wherry reported that they now have 16 members. Due to Covid 19 they have had problems with their field which they lost at some point but now have it back.

Fakenham Bowmen – Fakenham reported that they were able to restart shooting outside after getting all measures needed in place after the first lockdown. They were able to put on some fun shoots that were attended by other club members also. They also reported that their membership has suffered, and they have lost a few members.

Iceni Archers– Iceni reported that they got back to shooting when possible. They are pleased that they have had people show interest in joining their club. They are hoping to have roughly a dozen members.

City of Norwich Archers – CONA reported that all was fine. They are hoping to run 3 indoor shoots next year.

Grey Goose – Grey Goose reported that they had gained and lost a few members. They got up and going well after lockdown. Their members are ok the only problem they have being that one of their members is in Tier 3.

Norfolk Bowmen – Norfolk Bowmen reported that they have cut the grass to use as lane markers with 4m target centres. They have only dropped 5 or 6 members. They have run a club shoot and they also ran an outdoor Stafford shoot which went well. They are also running another open shoot at the end of the year.

Hingham Bowmen – Hingham reported that they had a good start to the year having hosted the County Indoor Championships. They had to shut down during lockdown and for longer after due to the fact they are a small club but were back up and running before the second lockdown. They are unlikely to have any indoor shooting this season due to the costs and venue size. Their club numbers are also down slightly.

Kings Lynn Bowmen – Kings Lynn Bowmen reported that after the lockdown they had difficulties getting back to shooting on the school field initially but are now back shooting outdoors. They have decided not to shoot indoors this season mainly due to cost and membership numbers.

Marshland Archers – Marshland Reported that they had an interesting start and that they managed to get outdoor area set up. They had just managed to get indoors set up and then we went into the second lockdown. They have lost members, some of their members have been isolating during and after lockdown. They have had requests to do beginners sessions. They have had issues with their indoor hall due to the increased demand of it and may need NAA help.

Proposals:

- i) The Changes to the constitution were gone through separately, each being read out before voting on them took place.
 - 4.3, 4.4 & 4.6: Removal of points - Carried.
 - 4.8, Now 4.5: Removal of Vice Chairman as only allowed 3 signatories - Carried.
 - 4.9, Now 4.6: Addition of point to set financial year - Carried.
 - 5.3.4: Change of wording to externally examined. After discussions it was agreed to change this to “independently examined” – Changed then Carried.
 - 5.3.6: Change of title to Media Officer to make more relevant - Carried.
 - 5.3.9: Change of title to Safeguarding and addition of role duties - Carried.
 - 5.6.1: Change of the number of meetings required in the year - Carried.
 - 5.6.3: Addition of wording to “appoint a club” – Carried.
 - 5.7: Addition of point Executive and sub points, to adopt executive committee members. After some discussions it was agreed not to add the point or sub-points – Not Carried.
 - 6.2: Addition of method of communication to email, after discussions it was agreed that we would include all members who have volunteered their details to the point also – Changed then Carried.
 - 6.2: Change of time frame to twenty-eight days, to reflect modern communication methods – Carried.
 - 6.3: Change of time frame to twenty-one days to allow for members to respond. After discussions it was agreed that it would be changed to fourteen days – Changed then Carried.

6.10 & 7.5: Change of the quorum limit to twelve – Carried.

8.2: Change of wording to reflect previous point number changes – Carried.

Additional: It was also discussed about having a note stating that the word “Meeting” would include in person or online. It was agreed that the exact wording of this would be entrusted to Derek and this was carried.

- ii) Proposal to offer a grant to each club equal to the amount paid in their county subscriptions, with a cut-off date of the 31st December 2020. This was discussed and carried by all those present. It was also agreed that David Hall would produce an application for clubs to apply for the grant. A few points were raised during this discussion regarding membership and the fact that communications hadn't got through and subsequently been replied to requesting information regarding the fees for the year. Apologies were made for these problems and clubs will be contacted regarding the membership.
- iii) No other proposals were received.

4. Election of Officers

All positions were agreed by general consent, with no additional persons proposed for any of the positions except Records Officer, which had two people wishing to stand one of them withdrew their proposal.

Chairman	Pete Hill
Vice Chairman	Richard Mill
Secretary	Sarah Hubbard
Treasurer/Membership Secretary	Derek Sizeland
Records Officer	Hayden Cook
Media Officer	David Hall
Association Reps to Regional Council	Derek Sizeland & Jason Mills
Squad Manager	Sean Fox
Safeguarding Officer	Sam Parker
Coaching Organiser	Derek Sizeland
Club Development Officer	Pete Hill

5. Election of President

This post runs for two years so is due to be elected at the 2021 AGM. David Long continues as president for 2020/2021 year.

6. Shooting Calendar

27th December 2020 Norfolk Bowmen Outdoor Portsmouth

31st January 7th & 28th March 2021 CONA Covid Indoor Series

7th February 2021 NAA County Indoors Championships WYM Archers

20th & 21st February 2021 Wymondham Archers WA Combined

2nd & 3rd May 2021 Fakenham Bowmen May Day Weekend

TBC June 2021 Norfolk Bowmen Strawberries and Cream

12th & 13th June 2021 Wymondham Archers WA Weekend

TBC 10th & 11th July Fakenham Bowmen Summer WA

TBC August 2021 NAA County Outdoor Championships

9th & 10th October 2021 Fakenham Bowmen & NAA Clout

TBC November 2021 Fakenham Bowmen WA18

14th November 2021 Wymondham Archers Winter Worcester

Pete thanked all in attendance and encouraged members to sign up to the NAA newsletter on the website.

The meeting closed at 22:25

This is a true record of proceedings.

Signed:

A handwritten signature in black ink, appearing to read 'Pete Hill', with a stylized flourish at the end.

Name: Pete Hill

Date: 30th November 2021

2019/2020 Accounts

Income and Expenses		notes
01/10/2019 - 30/09/2020		
Coaching Income		
Coaching Events	£100.00	
Coaching Income - TOTAL	£100.00	
Coaching Expenditure		
Coaching Events	£75.00	
L1 Assessor fees	£350.00	L1 Course in previous year
L1 Course Expenses	£481.52	L1 Course in previous year
Coaching Expenditure - TOTAL	£906.52	
COACHING INCOME - EXPENSES		-£806.52
County Income		
County Shirts Contributions	£55.00	
Subscriptions		
	£2,103.0	
Clubs	0	
Direct Members	£32.00	
	£2,190.0	
County Income - TOTAL	0	
County Expenditure		
County Medals & Trophies	£596.10	
County Shirts	£113.28	
Meetings	£133.00	
Maintainance	£35.08	Target frames from Clickers
Web Site	£30.00	
SCAS Subscriptions	£782.00	
	£1,689.4	
County Expenses - TOTAL	6	
COUNTY INCOME - EXPENSES		£500.54
TOTAL INCOME - EXPENSES		-£305.98
Balance on 1st October 2019		£10,409.13
Total Income - Expenses		-£305.98
Balance on 30th September 2020		£10,103.15

Constitution added for record

NORFOLK ARCHERY ASSOCIATION CONSTITUTION 2020

This Constitution replaces, in its entirety, all previous versions

Printed	: 1984
Amended	: 1985
Amended	: 1987
Amended	: 1991
Reprinted	: 1991
Amended	: 1992
Reprinted	: 1993
Amended	: 2003
Reprinted	: 2004
Amended	: 2014
Amended	: 2015
Amended	: 2017
Amended	: 2020

CONTENTS

1.0 NAME

2.0 OBJECTIVES

3.0 MEMBERSHIP

4.0 FINANCE

5.0 MANAGEMENT

6.0 ANNUAL GENERAL MEETING

7.0 EXTRA-ORDINARY GENERAL MEETING

8.0 COMMITTEE MEETING

9.0 CHANGES TO CONSTITUTION

10.0 DISSOLUTION

Note: where 'in writing' is stated, it includes 'by email'

1.0 NAME

1.1 The association shall be named "Norfolk Archery Association", hereinafter referred to as "The Association".

2.0 OBJECTIVES

2.1 To promote and encourage the sport of archery in all its disciplines, other than bowhunting, in the county of Norfolk.

3.0 MEMBERSHIP

3.1 Membership of The Association shall be open to:

3.1.1 Any properly constituted club, in the county of Norfolk, which is affiliated to Archery GB.

3.1.2 Archers not attached to such clubs, who are resident in the county of Norfolk and are Direct members of Archery GB.

3.1.3 Archers who, although not resident in the county of Norfolk, are Direct members of Archery GB, elect to shoot for the County of Norfolk and inform Archery GB accordingly.

3.2 Honorary membership may be bestowed upon an individual by general meeting in recognition of outstanding service to archery and the County.

3.2.1 Honorary Lifetime members:

The Association has recognised the following people with Honorary lifetime membership.

Mr John Watts
Miss Mel Clarke
Mr Kenny Allen
Mr Geoff Barham
Mr Andrew Keeler

3.3 All applications for membership are accepted at the discretion of the Committee and the Committee reserves the right to refuse membership to any club or individual without explanation.

3.4 If, in the opinion of the Committee, any member who shall have been guilty of conduct which makes it undesirable that such a member should remain a member of The Association, then the Committee shall be empowered to suspend or expel such a member after a proper hearing.

The Committee shall not be called upon to state a reason for such action to any person other than the member concerned.

The Association, or its members, shall not be liable to pay compensation over such action.

3.5 Appeals Procedure:

See Codes of Practice 1.0

4.0 FINANCE

4.1 All income and assets received on behalf of The Association, shall become the property of The Association and shall be applied solely towards the promotion of the objects of The Association as set forth in this constitution.

4.2 Each affiliated member shall pay to The Association such sum as shall be decided by general meeting each year.

4.3 Removed.

4.4 Removed.

4.5 Each University club shall pay, to the Association, such sum as shall be decided by general meeting each year.

4.6 Removed.

4.7 A bank account shall be maintained in the name of The Association.

4.8 All cheques or orders withdrawing monies from the account shall be signed by any two of: CHAIRMAN, SECRETARY or TREASURER.

4.9 The financial year of The Association shall be from 1st October to 30th September.

5.0 MANAGEMENT

5.1 The affairs of The Association shall be governed by the A.G.M.

5.2 The normal running of The Association shall be entrusted to a County Committee which shall comprise of elected officers of The Association and one representative from each affiliated club.

5.3 Elected officers and their duties

5.3.1 CHAIRMAN

Shall preside over general and committee meetings.
Shall direct the overall affairs of The Association.

5.3.2 VICE-CHAIRMAN

Shall assist the Chairman and stand in for the Chairman as may be required.

5.3.3 SECRETARY

Shall administer the business of The Association on a day to day basis.
Shall conduct the general correspondence of The Association.
Shall convene meetings of The Association.

Shall collect and keep readily available, all information and data likely to be useful to The Association.

Shall prepare and present to the A.G.M., a report on the activities of The Association.

Shall keep minutes of all meetings

5.3.4 TREASURER/MEMBERSHIP SECRETARY

Shall receive monies due to and disburse monies owed by The Association.

Shall maintain a set of accounts showing the state of The Association's finances.

Shall control the collection of subscriptions and levies.

Shall maintain an up-to-date record of membership.

Shall prepare and present to the A.G.M. an independently examined balance sheet.

5.3.5 RECORDS OFFICER

Shall maintain an up-to-date and complete set of County records

5.3.6 MEDIA OFFICER

Shall be responsible for promoting and publicising archery throughout the County of Norfolk on behalf of the Committee.

5.3.7 ASSOCIATION REPRESENTATIVES to REGIONAL COUNCIL

Shall represent The Association at Regional Council meetings.

Shall report to The Association on all Regional matters.

5.3.8 SQUAD MANAGER

Shall be responsible for selecting teams for County matches.

5.3.9 SAFEGUARDING OFFICER

Shall be responsible for overseeing the implementation of the Archery GB Policy for the Protection of Children and Vulnerable Adults in relation to County organised events and will advise Clubs on Safeguarding matters.

5.3.10 PRESIDENT

An Honorary role, nominated by the Chairman (or Vice Chairman in his absence) to any individual who over a substantial period of time has shown exceptional dedication to promoting the Association. This office shall be held for a maximum of 2 years voted for at AGM and reserves no extra voting rights.

5.3.11 COACHING ORGANISER

Shall be responsible for coaching matters within the County.

5.3.12 CLUB DEVELOPMENT OFFICER

Shall be responsible for assisting clubs in all relevant matters.

Shall be the point of contact for all newly affiliated clubs.

5.4 All officers shall be elected annually at the A.G.M.

5.5 Mid-term vacancies may be filled by co-option by the remaining committee members.

5.6 DUTIES OF COMMITTEE

5.6.1 Shall meet as may seem expedient but not less than two (2) times each year.

5.6.2 Shall be responsible for the proper management of The Association.

5.6.3 Shall appoint a club to organise the County Championship(s) each year.

5.6.4 Shall select teams to represent the County.

5.6.5 Shall consider complaints, proposals and suggestions put by members and take appropriate action.

5.6.6 Shall review the organisation and financial position of The Association as required.

5.6.7 Shall make recommendations to the A.G.M.

5.6.8 Shall appoint such sub-committees as may be considered necessary.

6.0 ANNUAL GENERAL MEETING (A.G.M.)

6.1 Shall be held in November each year, on a date decided upon by the Committee.

6.2 All club secretaries, committee members, ordinary members who have volunteered their details to The Association, direct members and honorary members shall receive notice and preliminary agenda, in writing, not less than twenty-eight (28) days prior to the meeting.

6.3 Only proposals received, by the secretary, not less than fourteen (14) days prior to the meeting and properly proposed and seconded shall be included on the final agenda.

6.4 Only items included on the final agenda and properly proposed and seconded amendments thereto, shall be voted upon.

6.5 All club secretaries, committee members, ordinary members and honorary members shall receive a final agenda not less than fourteen (14) days prior to the meeting.

6.6 Only fully paid-up members, who have attained the age of fourteen (14) years, shall have voting rights.

6.7 Each eligible member present shall be entitled to one vote.

6.8 A simple majority, by show of hands, shall suffice on all voting matters.

6.9 The Chairman shall be entitled to an additional, casting vote should there be an equal number of votes cast for and against a motion.

6.10 Twelve (12) members shall constitute a quorum.

7.0 EXTRA-ORDINARY GENERAL MEETING (E.G.M)

7.1 The Committee may, or at the written request of not less than fifteen (15) members, shall; convene an E.G.M.

7.2 No business shall be transacted at an E.G.M. except that which is announced in the notice convening the E.G.M.

7.3 All club secretaries, committee members, ordinary members and honorary members shall receive notice and agenda not less than fourteen (14) days prior to the meeting.

7.4 Voting shall be as set out under section 6.6.

7.5 Twelve (12) members shall constitute a quorum.

8.0 COMMITTEE MEETING

8.1 All club secretaries and Committee members shall receive notice and agenda not less than fourteen (14) days prior to the meeting.

8.2 Voting shall be limited to Committee Members as defined under clause 5.2.

8.3 Five (5) members shall constitute a quorum.

8.4 The Committee may co-opt a member or members, not already holding office, to assist the Committee for a specific purpose and for a specific period of time.

8.5 Persons co-opted under clause 8.4 shall not be entitled to a vote on Committee.

9.0 CHANGES TO CONSTITUTION

9.1 Can only be carried out at an A.G.M or an E.G.M convened for the purpose.

9.2 Can only be carried out by a majority vote of the attending membership with the Chairman not having an additional, casting vote.

10.0 DISSOLUTION

10.1 In the event of dissolution of The Association, all debts shall be cleared and all remaining assets, with the exception of clause 10.2, shall be passed to The Association's bankers to be held in trust pending a possible rebirth of The Association.

10.2 All donated trophies shall be returned to their respective donors, if such an agreement exists.