# Present:

Pete Hill (Chair), Richard Mill, Dave Long, John Watts, David Eagle, Derek Sizeland, David Dowle, Graham Harris, Andy Hood, Rob Lucas, Caroline Coates, Chris Moore, Joshua Moore, Andrew Smith, David Hall and Sandra Edwards (Minutes).

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| **Item/Comments/Actions** | **Person/s responsible** | **Due Date** | **Progress** |
| **1. Apologies**  Jason Mills, John Bruce |  |  |  |
| **2. Minutes of the Last Meeting**  Minutes require several corrections to include spelling of surnames and preferred first names. It was requested that minutes be circulated as soon as possible after meetings and that they be submitted to the executive committee prior to general distribution.  **ACTION**: Correct previous minutes as required  **ACTION**: Submit minutes to Executive Committee Members  **ACTION**: Secretary to forward on, subject to approval | Sandra  Sandra  Jason | 30/04/19  30/04/19  31/05/19 | 28/04/19  28/04/19 |
| **3. Action Points**  Action points will be dealt with within minutes. |  |  |  |
| **4. Secretary Report**  Nothing new raised. |  |  |  |
| **5. Treasurer Report**  The estimated balance is approximately £7000 (£4000 main, £3000 coaching)  The general and coaching accounts are still separate  Requests that the financial year is altered in the NAA constitution to 1st October-30th September to reflect the AGB financial year.  **ACTION:** The coaching account will be merged into the general account by the next meeting (July 2019)  **ACTION:** Dave to send David the current NAA constitution document  **ACTION:** David to ensure the current document is available on the website for the committee to review  **ACTION:** Constitution to be updated to reflect AGB Financial Year  **ACTION:** Provide the County & Region Fees for 2018-2019 to David for adding to the NAA website. Add to website | Derek  Dave  David  Committee at AGM  Derek/David | 15/07/19  30/04/19  30/05/19  TBC  15/04/19 | Ongoing |
| **6. Club Development Officer Report**  All affiliated clubs will be visited to determine what they would like the NAA to do for them. To include informing the clubs what the NAA can do for them. Dave requires a list of contacts for each club and would like to know when their club shoots are. Visits can then be arranged. **ACTION:** Dave to obtain list of club contacts from Jason and begin arranging visits.  Dave does not have contact details for all clubs and therefore has not been able to arrange visits with many clubs.  Dave has spoken with ICENI archery club and will be visiting them soon.  **ACTION**: A complete list of club contacts needs to be compiled.  There are currently 4 clubs using the standardised beginners’ course format. When clubs are visited, they will be encouraged to use this information. | Dave/Jason  Andy | 05/02/19  30/04/19 | Ongoing. |
| **7. Coaching Officer Report**  **ACTION**: Determine Number of active NAA coaches  The latest AGB listings for coaches do not include the new Lvl 1 Coaches. Difficult to determine the number of active coaches when the AGB website information is incomplete. Approximate numbers:  Lvl 1 = 28; Lvl 2 = 6; County Coaches = 3  The committee agreed that a list of coaches within the NAA should be added to the website. An email will be sent to each coach requesting how they would like to be listed on the NAA website. This will include how they wish to be contacted.  **ACTION**: Derek/Duffy will email all coaches to obtain permission and information for the website.  **ACTION**: Coaches information will be added to the NAA website as per their wishes.  Three development days were organised. The first (Hingham) and third (CONA) were cancelled due to lack of attendees. The second, hosted at Wymondham, was oversubscribed.  It is challenging to ensure enough County coaches attend as coaches. In addition, for some archers the travel distance required to attend courses in and around Norwich, is difficult.  It has been proposed that a different approach be used. Whereby coaches travel to clubs who wish to receive additional coaching. It is hoped that this would also encourage local clubs to participate together in order to make the most of coaches’ time. This would improve club networking and facilitate progressive coaching e.g. implementation of the AGB’s BOOST scheme.  **ACTION**: A complete list of club contacts needs to be compiled.  **ACTION**: Clubs to be contacted to determine interest in coaching days.  Level 1 Coaching Course 2019: Duffy is uncertain whether there is enough interest for him to arrange a course this year (Sept/Oct). AGB insists that a minimum of 8 candidates must participate and AGB must be notified in advance of the course dates and of course the venue needs to be booked. It was thought that the Wymondham Rugby Football Club would be a suitable alternative to the Scout hut and may save the NAA money.  **ACTION**: Pete/Duffy to investigate cost of having WRFC host the coaching course days.  Discussion identified 3 archers from Marshlands and 2 archers from Wymondham archery Clubs. In order to ensure that a coaching course can be organised and run the committee felt that an email should be sent again to each club to seek other participants.  **ACTION**: Upon compilation of club contact details (see previous actions) Duffy will contact each club regarding the course.  It is also possible to promote Facebook posts, for a small fee, in order to raise the profile and increase circulation of an advert seeking interest in a coaching course. | Derek  Derek/Duffy  Derek/Duffy /David  See section 6.  Andy/Derek /Duffy  Pete/Duffy  Duffy | 05/02/19  15/07/19  31/07/19  31/07/19  31/05/19  31/05/19 | Ongoing |
| **8. Records Officer Report**  The records on the website are up to date, including 3 new records and the Hall of Fame. |  |  |  |
| **9. SCAS Representative Officer Report**  All clubs are encouraged to submit grant applications to make use of the available funds. They have a large amount of funds which should be used for the progression of archery within the region.  The SCAS website provides full details and criteria for grant applications.  Some clubs were not aware that they could apply to SCAS for funding, a couple of clubs have been successful with applications to SCAS and some clubs do not see the point of applying for monies.  The overall feeling was that SCAS have funding available but rarely release it to clubs.  A request was made that the NAA website provide ideas/links to websites/companies from which grants may be obtained  **ACTION: TBC** |  |  |  |
| **10. Safeguarding & Child Protection Officer Report**  Nothing to report. |  |  |  |
| **11. County Team Manager Report**  Duffy requires a few more archers for the county team.  **ACTION**: Duffy to forward Graham a request for County Team volunteers. Graham to forward the above to participants of the NAA Indoor County Champs.  County team organiser requires an NAA email.  **ACTION:** David to set up an NAA email for the County Team Manager  See attached report.  Winter Postal League went well although there have been some issues with club/archer participation. The league was won by Higham Bowman, Wymondham Archers were second, King’s Lynn Bowman were third and Hainford Archers were forth.  Hopefully the upcoming summer league will address some of the issues encountered during the winter league.  The County match between Cambridge and Norfolk has taken place. Cambridge won this match.  Discussion are underway for a Tri Inter-County match involving Essex & Suffolk vs Cambridgeshire vs Norfolk on 22nd September 2019.  During the previous committee meeting the committee unanimously agreed that instead of the NAA funding attendance of a County team to Lilleshall that the funding be used for funding attendance of County teams to several inter-county tournaments.  Several archers stated that they were going to fund their own attendance at Lilleshall and asked the committee whether they could represent the NAA during the tournament. No comments were made to oppose this and therefore the committee agreed that this would be fine.  *Duffy resigned his position as County Team Manager, effective immediately. An interim replacement officer is now required to take on this role until the AGM.*  **ACTION**: Appoint an interim County Team Manager and or organise for individuals to fulfil the role of the County Team Manager until the AGM | Duffy/Graham  David  Pete | 15/04/19  30/04/19  ASAP | COMPLETE |
| **12. Chairman**  Congratulations were given to Pete for receiving the AGB’s Archer of the Year award for all of the work he is doing to progress archery at Wymondham Archers and Norfolk as a whole.  ***12.1 Trophies***  Previously the committee agreed to move away from perpetual trophies due to the time, effort and costs associated with using them. Dave and Pete have investigated possible alternatives which were shown to the committee. Discussions resulted in the following:   * Those companies who have sponsored a trophy should have the option of having them returned if they are no longer required. * The perpetual awards were revamped 3-4 years ago, and some felt discontinuing their use would be a waste of NAA resources. * Agreed that it is a chore to regain trophies each year and when this is not possible the NAA is spending more resources to replace. * Provision of new style awards is too expensive and therefore perpetual trophies will continue to be used. * The committee unanimously agreed that ALL of the perpetual trophies would be recovered. **ACTION**: Chris Moore to become custodian of the perpetual trophies. Responsibilities will include locating and retrieving all the trophies. * Going forward it was agreed that winners will be photographed with the trophies, the trophies will be engraved, the winner will take home a medal – but the trophies will be retained and displayed in Clickers. **ACTION**: Engraving costs must be determined before the NAA will decide on whether the winner is liable for the engraving fee or not.   ***12.2 Constitution***  The constitution requires updating.  **ACTION:** See previous action point in section 5.  **ACTION**: Add as a standing agenda item  To allow for an efficient AGM: ALL proposed changes are to be submitted to all committee members prior to the meeting allowing for decisions not discussions at the meeting.  **ACTION**: The committee will review the constitution and submit proposed changes at least 1 months prior to the AGM. | Chris Moore  TBC  Sandra  Committee | 31/07/19  15/07/19 | COMPLETE |
| **13. AOB**  ***13.1 Terms of Reference***  David requires information regarding terms of reference for his role.  **ACTION**: ToR to be emailed to David for review and inclusion on the NAA website.  ACTION: ToRs, including name and contact details are to be added to the NAA website  ***13.2 Standing Agenda Items***  Agreed and added to the Agenda template. **ACTION**  ***13.3 Dealing with issues***  As part of the NAA governance processes a policy needs to be produced to deal with raising concerns and their escalation within the NAA when required. The committee agreed that final decisions regarding any concerns will be made by the NAA Executive Committee.  **ACTION:** Identify the AGB Policy and refer members to this on the website, etc.  ***13.4 NAA Coaching Shirts***  It was proposed that the NAA could provide all NAA coaches with a shirt highlighting their coaching status. The shirts will use NAA colours and logos and have ‘COACH’ written on the shirt. These shirts will only be worn by active coaches. The committee unanimously agreed this was a good idea.  The number of coaches needs to be determined and the size of shirt required by each determined.  **ACTION:** Derek to email all active coaches to see if they would like one (at a cost of £10) and to determine the correct size of shirts to order.  ***13.5 GDPR***  In order to ensure that the NAA complies fully with GDPR several committee members have agreed to attend training: Jason, Dave, Andy.  **ACTION:** Investigate courses and arrange for attendance of Jason, David and Andy.Several courses have been investigated and the cost is prohibitively expensive therefore the committee will rely on those members which have undergone GDPR training as part of their jobs to advise the committee as appropriate.  ***13.6 NAA Website***  Is out of date and needs updating and making more user friendly. **ACTION:** The website needs to be updated  David reminded the committee that he is not responsible for content only for arranging it to be added to the website and is therefore not responsible for incorrect information should it be present.  The committee agreed that there should be two members with access to the webpage to facilitate efficient running of the website. **ACTION:** Identify other members of the committee to assist with the website. Pete and Dave will assist with specific aspects e.g. calendar updates, records and hall of fame.  The committee agreed that there should be a County Hall of Fame on the website to list all County award winners.  **ACTION:** See previous action in section 8  The NAA Outdoor County Champs needs to be added to the website. **ACTION:** David to update website with details.  The NAA Indoor County Champs 2020 has been booked at CONA, Hellesden High School 2nd February 2020. This also needs to be added to the website.  **ACTION:** David to update the website with details.  David has been working to speed up the website and some improvement has been seen.  ***13.7 Outstanding AOB from 5th February Meeting***  **ACTION**: Norfolk Bowmen to plan and organise the Holkham County Fair Tournament with support provided by the NAA.  Need to publicise  **ACTION**: Devise a communication pathway which will inform NAA members of the appropriate individuals to contact for all aspects of NAA business. | Pete  David  Sandra  Dave  Derek  Jason  David  David/Dave /Pete  Dave  David  David  Dave  Pete/Jason | 25/04/19  30/04/19  01/04/19  05/02/19  05/02/19  05/02/19  05/02/19  05/02/19  05/02/19  05/05/19  05/02/19  05/02/19 | COMPLETE  COMPLETE  Ongoing  Ongoing  COMPLETE  Complete  Ongoing |
| **14.0 NEXT MEETING**  19:00, 15th July 2019, Bob Carter Centre, Drayton. |  |  |  |

**This is a true record of proceedings.**

**Signed ...............................................................**

**Name ................................................................... Date ..................................**

# ACTION POINTS

| **ACTION POINT** | **Person Responsible** | **Due Date** | **Progress** |
| --- | --- | --- | --- |
|  | **Dave** | **Update on 5th Feb 2019** | **Ongoing** |
|  | **Pete, Jason** | **5th Feb 2019** | **Ongoing** |