# Present:

Pete Hill (Chair), Dave Long, John Watts, David Eagle, Derek Sizeland (Treasurer), David Dowle, Jason Mills (Secretary), Sandra Edwards (Minutes), Graham Harris, Suzie Edwards.

*Please note that action point details are listed at the end of the minutes.*

# 1. Apologies

Richard Mill

# 2. Minutes of the Last Meeting

Minutes were not circulated to committee prior to meeting. Minutes will be sent directly to Jason for circulation.

# 3. Action Points

Action points will be dealt with within minutes and are summarised at the end of the minutes.

# 5. Reports

## a) Secretary

Nothing new to report.

## b) Treasurer

The estimated balance is approximately £7000 (£4000 main, £3000 coaching)

The account has been transferred to Barclays bank.

The account signatories are Derek Sizeland (Treasurer), Pete Hill (Chair) and Jason Mills (Secretary).

Two signatories are required for ALL account transactions.

Access to Sport80 has been provided to Derek.

Requests that the financial year is altered in the NAA constitution to 1st October-30th September to reflect the AGB financial year. **ACTION POINT**

Would like to have the County & Region Fees for 2018-2019 to be added to the website. **ACTION POINT**

There are a significant number of direct member (approximately 30) and a few clubs still to pay their regional fees.

## c) Club Development Officer

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 POINT**

## d) Coaching Officer

The latest AGB listings for coaches do not include the new Lvl 1 Coaches. All the coaches undertaking the Lvl 1 Coaching course passed (11).

Three development days have been organised. The first, to be hosted by Hingham, was cancelled due to lack of attendees; the second, to be hosted at Wymondham, is oversubscribed; the third, to be hosted at CONA, is struggling for numbers but is currently still going ahead. Wymondham have offered to host further development days as required. It has also been challenging to ensure enough County coaches can attend as coaches. **ACTION POINTS**

* Need to promote and publicise more.
* Not everyone uses Facebook, some individuals do not like to book online.
* Lvl 1 coaches are not required to participate in CPD and therefore may not be as willing to attend the coaching sessions.

Duffy has agreed to organise the Pip Bickerstaffe coaching days:

* 26th April 2019, 19:00-21:30 for coaches of all grades, £12 per coach. Hingham Sports hall, Watton.
* 27th April 2019, 10:00-16:00 for all archers, £25 per archer. Meadowcroft, Back Lane, Scoulton.

Norfolk Bowman are holding an equipment day, 10th February 2019, 13:00-17:00, Horsford Village Hall.

## e) Records Officer

Not many records are coming in and on occasion when they do the archer has submitted incomplete documentation/evidence and therefore Dave returns the submission to the archer. It is not the record officer’s responsibility to complete this documentation.

The records on the website are up to date.

## f) SCAS Representative Officer

Confirmation that subs are not changing.

There is now a development officer (Toby) who is part funded by both AGB and SCAS.

A grant has been awarded to Layla Annison (approximately £400) and more may be made available to support her.

Various awards have been made to clubs in the form of grants (Wymondham Archers and CONA).

SCAS are keen to invest income in club development and all clubs are encouraged to submit grant applications to make use of the available funds.

## g) Safeguarding & Child Protection Officer

Nothing to report.

## h) Squad Manager

NAA Postal League is going well. The rules will be reviewed and amended to facilitate ease of participation for more archers/clubs. A summer postal league is being considered. **ACTION POINT**.

The County Team requires a few more archers (for recurve and barebow) to participate in the friendly competition with Cambridgeshire. Graham will forward requests for County Team volunteers to participants from the recent NAA Indoor County Champs. **ACTION POINT**

R. Mills has proposed 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. Pete seconded and the committee unanimously agreed that this would be a more useful use of NAA funds for members.

As County Coach Duffy will have use of approximately £450 and should more be required to facilitate county team funding, he will approach the NAA committee for additional funds.

There are favourable noises being made regarding local inter-county tournaments and is likely to include an inter-county competition at Framingham (Alan Drinkwater) to involve Norfolk, Suffolk, Cambridgeshire and Essex.

Chris Moore has agreed to be the Team Captain when the County team is attending tournaments away.

County team organiser requires an NAA email. **ACTION POINT**

## i) Chairman

### Trophies

Will the NAA pay for engraving on perpetual trophies? No, archers will still be responsible for having the trophies engraved should they wish to.

Graham proposed having new trophies not heritage ones. This was discussed by the committee and unanimous agreement was given to have new trophies made available for future NAA competitions. **ACTION POINT.**

Graham agreed to store the perpetual trophies in a display at Clickers. **ACTION POINT**

### Constitution

The constitution requires updating. The committee will review the constitution and submit proposed changes at least 1 months prior to the AGM. This will allow for an efficient AGM where ALL proposed changes are known to all committee members prior to the meeting allowing for decisions not discussions. **ACTION POINT**

### Sport 80

Pete has requested that the Chair person have access to Sport 80 (which contains all county archer’s personal data). Access to data is requested to facilitate data mining to identify trends which may lead to improved use of NAA resources. The committee unanimously decided NOT to allow additional access to Sport 80. Jason and Derek currently have access and will supply any data requested to facilitate data analysis. This decision is in NO way a reflection on Pete, the current Chair.

### Radio Norfolk

Pete plans on publicising archery in Norfolk via as many broadcasts as he can arrange on Radio Norfolk.

# 6. AOB

## 6.1. Terms of Reference

All committee members have returned their drafts, and these have been reviewed and agreed.

These will be made available through the website with name and contact details for each committee member. **ACTION POINT**

## 6.2. Standing Agenda Items

The standing agenda requires a couple of minor updates to move the Chairman’s report to the end of the reports section; to remove the Press & Website Officer and Tournament officer reports. *See attached agenda*. **ACTION POINT**

## 6.3 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 POINT**

## 6.4 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 POINT**

## 6.5 GDPR

In order to ensure that the NAA complies fully with GDPR several committee members have agreed to attend training: Jason, Dave, Andy. **ACTION POINT**

Once completed these members will brief the committee. **ACTION POINT**

## 6.6 NAA Website

Is out of date and needs updating and making more user friendly. **ACTION POINT**

The committee agreed that there should be two members with access to the webpage to facilitate efficient running of the website. **ACTION POINT**

The committee agreed that there should be a County Hall of Fame on the website to list all County award winners. **ACTION POINT**

The NAA Outdoor County Champs needs to be added to the website. **ACTION POINT**.

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 POINT**

# 7.0 NEXT MEETING

The committee has agreed to alternate future meetings between Wymondham Rugby Football Club, Wymondham and the Bob Carter Centre, Drayton.

**Monday 15th April 2019, 19:30 – Wymondham Rugby Football Club.**

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

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

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

# ACTION POINTS

| **ACTION POINT** | **Person Responsible** | **Due Date** | **Progress** |
| --- | --- | --- | --- |
| Produce a complete Treasurer report to include current balance of NAA account. | Derek | 5th Feb 2019 | Completed |
| Open new NAA account at Barclays Bank and arrange for transfer of all NAA funds to a single account. | Derek | 5th Feb 2019 | Completed |
| Signatories to be Derek Sizeland, Pete Hill and Jason Mills. | Derek | 5th Feb 2019 | Completed |
| Ensure that all withdrawals/payments always require two nominated signatories. | Derek | 5th Feb 2019 | Completed |
| Produce a complete Treasurer report to include current balance of coaching account. | Derek | 5th Feb 2019 | Completed |
| Access to Sport80 to be provided to Derek. | Jason | 5th Feb 2019 | Completed |
| **Amend financial year in constitution to 1st October-31st September. Derek to formally submit closer to AGM** | **Derek** | **At least 2 months prior to AGM** |  |
| **Addition of County & Region fees to NAA website** | **Derek** | **15th April 2019** |  |
| **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.**  **Require contact details for each club.** | **Dave, Pete**  **Jason** | **Update on**  **5th Feb 2019**  **15th April 2019** | **Ongoing, update at next meeting.** |
| **Need to promote the NAA development days more and consider how to improve attendance.** | **All** | **15th April 2019** |  |
| **NAA Postal League rules will be reviewed and updated to improve club participation** | **Duffy** | **15th April 2019** |  |
| **Duffy to forward Graham a request for County Team volunteers.**  **Graham to forward the above to participants of the NAA Indoor County Champs.** | **Duffy**  **Graham** | **15th April 2019** |  |
| **The County Team Organiser requires an NAA email.** | **Jason/David** | **15th April 2019** |  |
| Pete to email each committee member with their appropriate terms of reference. | Pete | 21st Dec 2018 | Completed |
| Terms of reference template to be produced and emailed to each member of the committee to be used as | Andy, Pete | 21st Dec 2018 | Completed |
| **New trophies need to be produced and agreed upon for use in all future NAA tournaments.**  **The perpetual trophies will be collected and placed on display at Clickers when retrieved.** | **Dave**  **Graham** | **15th April 2019**  **15th April 2019** |  |
| **Update of Constitution.**  **Circulation of Constitution to committee members.**  **Proposed amendments to be submitted to Jason** | **Jason**  **All committee members** | **At least 2 months prior to AGM**  **At least 1 month prior to AGM** |  |
| Terms of reference to be reviewed and amended as required by each committee member | ALL | 5th Feb 2019 | Completed |
| **Addition of finalised terms of reference documents to be made available on the NAA website** | **Pete, David** | **End of Mar 2019** | **Ongoing** |
| Standardised agenda to be amended – see attached agenda document. | Sandra | 11th February 2019 | Completed |
| Options appraisal required to allow the committee to consider the proposals and the funding requirements before making a final decision. | Duffy | 5th Feb 2019 | Discharged as funding arrangements were agreed |
| **Norfolk Bowmen to plan and organise the Holkham County Fair Tournament with support provided by the NAA.**  **Need to publicise** | **Dave** | **Update on 5th Feb 2019** | **Ongoing** |
| Consideration of how the NAA should support tournaments, closed and open with regards to 7.1.3 | ALL | 5th Feb 2019 | Discharged |
| **Raising concerns and escalation policy needs to be produced. Identify the AGB Policy and refer members to this on the website, etc.** | **Dave** | **5th Feb 2019** | **Ongoing** |
| **Determine Number of active NAA coaches** | **Derek** | **5th Feb 2019** | **Ongoing** |
| **Contact active NAA coaches to ascertain the size of shirts required** | **Derek** | **5th Feb 2019** | **Ongoing** |
| **Communication pathway required to inform members of the appropriate individuals to contact for all aspects of NAA business** | **Pete, Jason** | **5th Feb 2019** | **Ongoing** |
| **Identification of a GDPR training session. Jason will look into Active Norfolk courses.** | **Jason** | **Update on 5th Feb 2019** | **Ongoing** |
| **Jason, Dave and Andy to attend GDPR training session** | **Jason, Dave and Andy** | **5th Feb 2019** | **Ongoing** |
| **Pete to contact Dave with regards to having the website updated** | **Pete** | **21st Dec 2018** | **Ongoing** |
| **Website requires updating:**  **Job roles; Hall of Fame; tournament details** | **David** | **Update on 5th Feb 2019** | **Ongoing** |
| **Identify another member to assist Dave with maintaining the website.** | **Pete** | **Update on 5th Feb 2019** | **Ongoing** |