



NAA Committee Meeting  
3rd October 2023 at 19:30  
Inspire Training Suite & Online via  
Zoom



## Minutes

Present: **Committee Members:** David Hall (Chair), Derek Sizeland (Treasurer), Sam Parker (Safeguarding), Jason Mills (Coaching Officer), Max Roantree (Website and Social Media), Fraser Brown (Records), **UEA:** Kieran Newell-Thomas. **Kings Lynn Bowmen:** Melissa Reeve.

Meeting Opened: 19:30

### 1. Apologies

Elaine Burbidge, Sarah Hubbard, Tony Bower, Lorraine Haymes

### 2. Approval of Previous Meeting Minutes

The minutes from the meeting held on 6<sup>th</sup> June 2023 were approved.

### 3. Action points

- a. Max is to form a sub-committee to look into what we can do with the website and the options for hosting packages. After a discussion the committee agreed to set a preliminary budget of £300.00. Max to continue his work on this. **COMPLETED**. Max presented information to the committee, suggesting that costs will likely increase but will have greater control of the website and be able to modernise it.

**Action Point:** Max to compile his findings and present a report at the AGM for a course of action to be decided and voted on.

- b. Max to communicate with Fakenham and finalise the details, and then put online and inform the membership. **COMPLETED**. Due to minimal interest from the NAA membership and clubs, the clout league will be looked at and planned for 2024.
- c. Sam will be collating the information of the clubs and their current situation and will be sending communications to the club Secretaries to cascade information to the Chairs and safeguarding officers, about what needs to be done. **COMPLETED**.
- d. Max will send the PDF of the presentation to the club mailing list, which goes to the club Secretaries. **COMPLETED**.
- e. Sarah to liaise with Derek regarding entering minimum 4 teams upon the opening of the competition. **COMPLETED**. Sarah has entered the teams.

### 4. Treasurer's Report

Income YTD effectively £2000 not accommodating early payment from some clubs. Expenditure YTD £4500. Deficit £2500. Suggested to increase adult NAA membership (non-disabled, non-youth) to £5. Current account stands at £7990 so while in deficit there is not immediate concern – there is time to find solutions. One suggestion was coaching days.

Suggested to find ways of increasing income, such as increasing fees. Also suggested to change the financial year forward one month for ease of accounting.

**Action point:** Derek to propose appropriate changes to Constitution to enable simpler accounting for November AGM.

**Action point:** Derek to bring proposal of fee changes and any other suggested income opportunities to November AGM.

## 5. County Outdoors 2023 Report

Hosted at Fakenham Bowmen, fielding 18 bosses and 64 archers in 29 different categories. 10 Norfolk clubs represented with 12 individual trophies award, 18 gold, 8 silver and 5 bronze medals awarded for county championships. In open category: 11 gold, 1 silver and 1 bronze medals awarded. Questions regarding how events are run in connection to the Association discussed below.

An item suggested during County Outdoors was a County Scoresheet, for use at all events, as well as being easier than the lanseo ones, which people found confusing.

**Action point:** Max to create a standardised score sheet for all County shoots so they are consistent and easier to use than lanseo ones. This is to be included in the AGM proposal regarding County Championships – see [9a](#).

## 6. New Policy Proposals and Updates

David brought forward the drafted Equality & Diversity, Inclusivity, Visitation, and Complaints Policies had been sent out previously for examination. These documents were brought to the Committee for comments with the intention of presenting them at the AGM with any appropriate updates based on comments. These policies were unanimously approved without additional comment to be brought to the AGM.

Derek suggested the creation of a Committee Executive to make rapid decisions, especially on matters relating to finances that must be resolved with speed. Originally proposed as Chair, Vice-Chair, Secretary, Treasurer, Sam highlighted that AGB requires Safeguarding to be on all committees while Vice-Chair was not, so the position was added to the suggestion in place of Vice-Chair.

Max proposed that the definition of the Committee should be updated as the current Constitution includes a representative from every club as a voting position on the Committee. Derek also suggested that the SCAS reps are a minor committee position and should not be treated as a voting role, especially as they are often held by other Committee members.

**Action point:** David to present the new policy documents to the AGM for a vote on approval by the membership.

**Action point:** Derek to propose a Committee Executive at the AGM, comprising of Chair, Secretary, Treasurer, Safeguarding.

**Action point:** Max to bring a proposal of appropriate changes to Constitution to update the language and understanding of who is “on” the Committee – examples suggested were reframing the Committee to be exclusively elected officers with Club Representatives still being included at Committee Meetings, or defining precisely who may be a Club Representative (eg Club Secretary by default unless they are also on the Association Committee) or even both.

**Action point:** Derek to email the elected officers of the Committee before the AGM to discuss the nature of the SCAS rep position and whether a Constitution amendment should be presented to turn them into non-voting elected officer roles.

## 7. AGM Date Proposal

The AGM date was proposed for Monday 27th November 2023, which was agreed upon by all present, to begin at 7pm and hosted in-person at the Inspire Training Suite and via Zoom.

## 8. National Inter-counties Competition Report

David presented the report on behalf of Sarah, who was unable to be present. Teams were sent to build on success of previous year at the National County Team Championships, with more teams sent than in the prior year: compound men, Compound Women, Recurve Men, Barebow Men and Barebow Women. As with last year, Barebow women came away with medals in Saturday’s team shoot, coming 3<sup>rd</sup>. Mixed team event cut short due to weather but Tier 1 barebow team placed 2<sup>nd</sup>, Tier 1 compound team placed 2<sup>nd</sup>. Some teams were unable to shoot their H2H due to weather and could not challenge their placing so this is a fantastic result.

Sam also pointed out that many of the newer participants who have never entered that shoot before enjoyed it and would be willing to participate again. It would be good to see more new faces taking part in future years and encourage a greater interest in representing the county and shooting at a performance level. This is excellent news that archers less experienced in competition environments, especially ones as large as this event, were enjoying the experience and looking to continue. This was again returned to the question of how to improve coaching in the county to offer better opportunities to archers to grow and improve, such as offering coaching days (see above).

David noted that if we want to improve the environment further the indoor season should be used not only to plan and prepare opportunities for coaching days but also to set up outdoor events and get the word out earlier about the Inter-Counties to ensure that people are aware of it early enough and have opportunities to sign up for it.

An overall event budget of £2000 was set for this year, which was individually smaller due to more entries but was still a better way to manage the event. This budget included entry fees, shirts, any other costs and remaining budget to be split between participants to assist them financially for travel/accommodation, which Derek has confirmed will be £81 per person at the end of all the accounting, leaving a total budget rounding up to slightly above £2000. The shirts were sponsored by Clickers Archery, with whom we split the cost of the shirts with in exchange for placing the Clickers logo on the shirt.

**Action point:** Jason to look into and prepare to organise a coaching day, liaising with Derek about a potential venue that may be suitable.

## 9. AOB

### a. County Championships

It was suggested that the entry fee be paid to the Association, with the Association then paying a flat sum to the hosting club. The hosting club would then be free to continue to profit from the event in the usual manner (e.g. raffles), assisted by the Association. This would see the Association recouping costs for things like medals, which currently it does not see any money for.

Also need to consider what the appropriate strategy is to award trophies as otherwise it will necessitate purchasing trophies for all categories, such as every Junior category.

**Action point:** David to bring a question to the AGM of what categories should be used at County Shoots to make it uniform and give organisers greater knowledge of expectations.

**Action point:** David to bring a proposal to the AGM about how to create a standardised expectation of a County Shoot and how the Association may be able to recoup costs for things that are currently provided for free. This proposal will set out options available with the intent of one being selected as the preference of the members to pursue; two suggested options were a flat fee or a donation. This proposal also to include discussion of a tournament executive or sub-committee that will assist clubs in organising/running tournaments.

### b. County Medals

Currently 22 gold all on lanyard, 35 silver with 20 on lanyard, 18 bronze with 2 on lanyards. 11 yellow/black lanyards, 8 orange/black lanyards. Will stand as enough for County Clout but likely insufficient for County Indoors. Possibly enough silver/bronze but need more gold medals but bought as sets. Not helped by introduction of more Junior and also 50+ categories, plus not having trophies for every category.

Fakenham have offered to assist in covering the cost of the medals, reimbursing for medals awarded to visitors.

### c. Membership report

Derek highlighted that UEA Archery needed to re-register with AGB. Kieran (UEA President) explained that this was done pending payment, which is required from university clubs. There are three clubs missing payments: Holt Woodland Archery, Marshland Archers and UEA, but all clubs but UEA have renewed with AGB.

### d. UEA Safeguarding

Max reminded UEA that as a newly affiliated AGB club they will be required to have a DBS-certified safeguarding officer. Kieran confirmed that this process is being looked into to select an officer of UEA who will not be replaced every single year.

e. County Indoor Championships 2025

Kieran has indicated that UEA would like to be considered as the venue to host the 2025 County Indoor Championships.

f. Hybrid or pure Zoom

David asked for consideration as to whether the meetings should be continued as hybrid in-person and online meetings or moved exclusively to online.

g. NAA President

David pointed out that Sean Fox's term as President of the NAA will be drawing to a close. While the nomination of President is a matter conducted by the Chair, David encouraged the Committee to offer suggestions as to who might be an appropriate candidate for nomination to ensure that all who would be deserving of the honorary position would be considered before he makes the nomination.

Date and location of the next meeting: AGM on 27<sup>th</sup> November 2023 at 19:00

The meeting closed at 21:26

This is a true record of proceedings.

Signed: DHall

Name: David Hall

Date: 23/01/2024