



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



Meeting Opened: 19:03

Present.

City of Norwich Archers: Derek Sizeland (Treasurer/Membership Secretary), Fraser Brown (Records Officer), Max Roantree (Media Officer, Club Development Officer), Jenni Benstead
Clickers: Damien Lewington
Fakenham Bowmen: Elaine Burbidge *Online*
Grey Goose Archers: Sean Fox
Hingham Bowmen: Chris Moore, Stuart Burnett *Online*
Iceni Archers: Bob Pinkett, Dave Fuller
Kings Lynn Bowmen: John Bruce *Online*, Melissa Reeve *Online*
Marshland Archers: Bryan Coates *Online*
Norfolk Bowmen: Dave Long, Linda Long, Charles Sumser-Lupson, John Watts, Jason Mills (Coaching Officer)
UEA: Kieran Newell-Thomas
Wymondham Archers: David Hall (Chair), Sam Parker (Vice-Chair, Safeguarding)
Direct Members: Lorraine Haymes

1. **Apologies:** **Fakenham Bowmen:** Tony Bown **Hingham Bowmen:** Clare Stimson **Marshland Archers:** Rob Lucas, Caroline Coates **Wymondham Archers:** Sarah Hubbard (Secretary, Team Manager)

2. **Minutes of the Previous Meeting**

The minutes from the meeting held on 24th November 2022 were approved with one correction of a misspelt name.

3. **Officers Reports**

a. **Treasurer & Membership Secretary:** Derek reported that we have

If you look at the accounts, you will see that there are several notes:

The accounts are based on bank transactions within the financial year. Transactions for the year made outside the year do not appear in the accounts.

1. This will increase the actual income for the year by £1,169. And reduce the deficit by the same amount.
2. Cost of County shirts subsidised by a donation of £175.
3. Actual figure £1023 paid in 2023/24.
4. The payment to SCAS includes the second payment for 2021/22.

2022/23 payment was the total for the year.

Over the last two years, our bank balance has dropped from £10,796 to £7,990, a total of £2,806. Considering this, I am proposing the following fee changes with effect from the next financial year.

- Increase University fee from £15 to £20.
- Increase Senior fee from £3 to £5.
- Increase Direct Member fee from £5 to £8.

This will bring in approximately £1,000 more.

The current fees have been set at £3 per person since 2018.

Prior to that, the senior fee was £4, and I believe the junior fee was £2.50.

I am proposing leaving the junior, U25 and disabled fees all at £3.

If we increase all fees to £5, that will bring in an extra £400.



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



(All figures based on numbers on 1 st September 2023)

It was noted that a fee increase had not been included on the agenda and so would need to be addressed in an EGM, without voting at this AGM. Accounts are attached to the end of the minutes; membership numbers are as follows:

Junior	Junior Disabled	Senior U25	Senior	Senior Disabled	University	Direct Members
128	5	40	516	9	1	13

- b. **Safeguarding:** No incidents to report.
- c. **Records Officer: (Report not sent in advance)** 30 record claims since June, including new 50+ category. Claim form updated to Google form which makes record claims easier, records uploaded to website as a separate document to save constant re-uploading every time there is a claim.
- d. **Media Officer:** It has been an excellent year for media and communication within the county. I began with finding and updating all contact information for clubs, which has now been done - our website now has up to date contact info for clubs and we have a dedicated club mailing list to communicate with clubs. We've used this mailing list to provide important updates throughout the county, such as legal changes to safeguarding and providing information about changes made by Archery GB. We have been in touch with a lot of smaller clubs, getting updated information and also strengthening our relationship with them, as well as getting feedback from them, which I will touch on further in the Club Development Officer Report.
 In return we have seen increased communication between clubs and us, with them getting in touch with us to keep us up to date with more events they are putting on - I would like to see this further continue to turn the NAA media into a source of information within the county but this was an excellent start and I'd like to thank the clubs that have reached out to us with these dates or other important updates.
 Following feedback from members we have reintroduced email updates for a general mailing list, they aren't going on a schedule but just when we have enough information that it's worth sending out. This was asked for by members so I'm glad to have achieved it, hopefully as time goes on we can get more feedback and refine the quality/content but for the first year going, it's pretty good.
 The website doesn't look as terrible as it used to; I have updated a number of photos, changed fonts/colours, restructured the layout a little, etc. I'd like to overhaul it more substantially but that will be covered in my proposal later.
- e. **Team Manager: Team Manager was not present, so Inter-Counties report given at previous Committee Meeting (3rd October 2023) was read out to AGM:**
 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 3rd . Mixed team event cut short due to weather but Tier 1 barebow team placed 2nd, Tier 1 compound team placed 2nd . Some



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



teams were unable to shoot their H2H due to weather and could not challenge their placing so this is a fantastic result.

Discussion was had about whether it was worth continuing sending archers to the National County Team Championships, both for financial reasons and due to concerns about elitism - it may be perceived that the same people are consistently going, even if this is not the case. As the Team Manager was not present and this was their report, it was difficult to make inquiries as to the validity of the system and selection process.

- f. **Coaching Officer:** Shaky start, nothing rearranged or carried over from previous years. Trying to get coaching renewals, especially Level 3s, has been difficult, both due to the system and the lack of opportunities to develop/work with archers as coaches. No further forward at the end of the year than at the start. It has been frustrating to be required to contact a club in advance to organise a visit instead of simply turning up.
- g. **Club Development Officer:** I think this year has been a good step in the direction of progress for the NAA's relationship with clubs. This year has seen in-person visits to a couple of Norfolk clubs and virtual communication with a number of others, which has yielded some really good discussions. Listening to some of the issues facing these clubs, I was pleased to be able to offer advice in some regards and take feedback on others about how we could better help them. Some key takeaways are that smaller clubs have felt abandoned by the NAA in favour of larger clubs, so I would like to see what we can do in the future to help these clubs out where possible so they feel less isolated in their efforts to offer archery.
- The work done to connect the NAA with the clubs with updated information and subsequently communicate with them was a good step in the right direction to let clubs know that we are there to support them.
- One recurring theme has been that clubs often don't know what they're doing in situations and have no support - examples include getting coaching, improving beginner retention, hosting tournaments, etc. I think that an excellent step for the NAA would be to create a series of resource documents to be hosted on our website that clubs can use for reference. Having options to get coaching would take time, but advice on creating engaging beginners courses, running tournaments, or advice for archers about competition experiences would be great ways we can offer more help without costing us anything. While I will endeavour to work on this as Media Officer, I hope that experienced members of the Association and whoever next takes the role of Club Development Officer will assist me in pursuing this goal to offer greater resources to clubs and members going forward.
- h. **Chairman:** I am proud to be part of Norfolk Archery Association, and am pleased to see some progress has been made over the year in some areas, though I recognise there is still more work that we can do. It has been great to see a number of archers turn out at different club shoots over the year, and get to meet some more at the clubs that have been visited, something we'd like to continue to do during the upcoming year.

Online Meetings

We have continued with the online meetings, but have also added a physical meeting as well, with thanks to Sam for providing a venue which has come at no cost to the Association.. These hybrid meetings have been tried over the last year, but we have seen attendance dip both virtually and online, so we will need to look at how we can better engage members to be part of the meetings. Our meetings continue to be attended by clubs as far apart as Wherry Archers to Marshland Archers (with nearly 70 miles between each) thanks to the online option, and we are



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



looking at whether or not we revert back to online-only meetings in the future, save for the AGM.

Our Efforts

Our County Tournaments have continued, and have proved to be very popular, with both the County Indoors and Outdoors being very well attended, and in fact next year's indoors has already sold out as well which is incredible to see. A big thanks to the clubs that have hosted these shoots for us over the course of the year.

Our Media Officer also has been very busy and we are grateful for his effort. He has made progress towards a new and improved version of the website, as well as streamlining the communication between the Association and our members.

Our Safeguarding Officer has also had plenty to do this year, with some big changes coming in at the higher end of the sport, and we are very thankful to have someone as clued up as Sam to help get this information out to the Clubs and Members in the County.

We have also seen success outside the County, with teams attending the National Inter-Countries again this year, and one again coming away with some Medals to show for it, showing that Norfolk can be up at the sharp end of Archery in this Country. Even internationally we have had archers achieve success, most recently with Sarah Hubbard getting Bronze at the Kings of Archery event.

Behind the scenes as well, we have been attempting to strengthen and improve the structure of the Association, particularly in terms of how we operate, hence the policy document proposals that have been presented. This may not be flashy and exciting, but it is important work none-the-less to strengthen the footing of the Association going forward.

We have also visited some of the Clubs within the County, in an effort to see how we can help them as an Association. Whilst this has not always led to results, we hope the effort is appreciated, and we will continue to work on things that have been suggested to us from these visits.

Lastly, it is our Volunteers that are the source of energy for the Association and I thank all of them for the efforts they make; from our Committee and Officers, to all those Club Officials and Volunteers that lend a hand to get things done, and of course a big thank you to the archers who are choosing to be part of our wonderful sport, and are the reason we are all here.

Improvement

One clear area where we can improve as a County is in Provision of Coaching. We have shown that we have archers who can go and compete, but a lot of these are coached by external rather than internal coaches. We do have some great Coaches in the County, and we can do a lot more to provide this benefit to all our archers. I'd like to see a series of Coaching days take place next year, either at a fixed location or spread around the clubs that can share this knowledge and skill with our archers to increase the level overall.

Given our archers have relationships with external coaches it may even be possible to have these come in and help with sessions either for our coaches or our archers as well.

Overall I'm pleased to see the development we have made during the last year, but know there is more we can do, and if elected to remain as Chair, I want to see more progress being made in



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



terms of what we offer our members, but also in terms of how we run as an organisation, to enable us to best serve the Archers in the County.

4. Club Reports

- a. **Botolph's Bowmen:** No Report.
- b. **City of Norwich Archers:** It's been a good year for City of Norwich Archers. Membership remains stable at around 26 members and in the past year we have seen an increase in beginners and new members joining us. We've introduced more active coaching and are looking at more beginners courses for next year, which is a promising sign. We've continued to host our classic events like the Medieval Clout and are bringing back the CoNA Hit/Miss competition for 2024 as well, so everything has been going in the right direction and we're excited to continue into the next year.
- c. **Cromer Archers:** No Report.
- d. **Euston Park Bowmen:** No Report.
- e. **Fakenham Bowmen:** Fakenham Bowmen, incorporating Fakenham Junior Bowmen, have had a good year. Tony Bovern has taken over as Chair and is doing a great job. Likewise Smithy as equipment has learnt a lot from other county members and from You Tube. Our equipment has never been so well organised and cared for. Sadly Ken Merton has had to resign as Records Officer due to his wife's illness and Paul Gambling has taken that on. Tiffany Chandler is our new welfare and safeguarding officer.

We held a couple of very successful Have-a-Gos at our own venue during the summer which, along with some word of mouth recommendations, have brought in new members and therefore more enthusiasm. From a mere handful a year ago we now have 17 Fakenham Bowmen and 7 Fakenham Junior Bowmen members. We're back in the Sports & Fitness Centre for indoor shooting on Sunday afternoons.

Our May Long-Bow Meeting and May Day Shoot are firmly back in the calendar. We also hosted the NAA Championships 2023 and, alongside our metric Clout, the NAA Clout Championships within our Clout Weekend.

Members, especially new members, have enjoyed visiting other clubs for fun shoots. Thank you to those host clubs.

- f. **Grey Goose Archers:**

Outdoor

The club has a thriving outdoor section and with our 24/7 shooting access, the range is in use most days of the week. Our scheduled club "gatherings" are on a Thursday evening and Sunday afternoon. Our records officer runs a lovely Frostbite league and promotes other awards such as AGB 252.

Indoor



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



The club do not have an indoor venue but those who wish to shoot indoors, join Grey Goose Archery's sessions on a Tuesday evening. There are still outdoor club sessions on a Sunday afternoon.

Competitions

We do seem to enjoy our competitions, and the raffles, from junior archers upwards. The members have enormous fun and are shooting very well. Indeed, we have a number of Archers who are up there with the best shooters in the County. We currently have approx. 20% of our members shooting in competitions together.

Coaching

The club have a very good coaching set up having a County Coach, 2 x level 2 Coaches and 3 x level 1 coaches. Congratulations to Den Williams for attaining his Level 2 this last year. This, for a club membership of 45, is a very good ratio of Coaches per member. Regular coaching clinics were and are held alongside ad-hoc coaching at club shooting times, and are for club members of all skill levels. Coaches have also held a number of 121 sessions when a member has requested a more individual approach.

Membership

Membership continues to increase year on year. We now have 45 members and a cracking atmosphere throughout every level of the club.

Social

Grey Goose Archers love a jolly and have arranged some excellent social events, usually around food and we also tried our hand at 3D Field Archery this year, courtesy of Kings Lynn Field Archers.

Summing Up

Grey Goose Archers continue to thrive and have fun. We must thank Sean Fox (Grey Goose Archery) for his continued help and support.

Merry Xmas and Happy new year to all.

- g. **Hainford Archers:** No Report.
- h. **Hingham Bowmen:** Another good year for the club. Membership has grown steadily, most of the new members are from beginner's courses Duffy has run during the year. The Portsmouth Classic competition held on 5 th march was a great success. We also had a Fun Field Shoot in September which was enjoyed by everyone. We were asked again to run the Have a Go Archery at Hautbois Activity Centre Family Fun Weekend in May, and also a Have a go at Great Ellingham School fete. We run an indoors league during the winter months and members have been participating in AGB 252 outdoors during the summer. Many members have been attending competitions all over the country with great results. We are looking forward to holding the Norfolk Indoor Championships in February.



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



Places sold out in 3 days; an extra session has been added for those who missed out. We will also be holding our End of Season competition in March.

- i. **Iceni Archers:** We are pleased to report on continued steady growth at our small, friendly club. Our objective of offering training in a supportive environment, competitions for those that want to challenge themselves and above all ensuring an enjoyable experience for all members is building our reputation across the county. Iceni has a good mix of archers, of all ages and abilities, with recurve, compound and longbows all well represented.

Iceni welcomed 4 new archers this year, 3 having completed our beginners course and one joining us from another club. Our committee has also been strengthened this year, adding a media officer along with maintaining our traditional officer roles. Our chairman for the last 8 years, Dave Dack, has stood down but continues to be a valuable and experienced member, joining us on the line and offering positive coaching and encouragement to all.

At Horsham St Faith we are fortunate in having excellent outdoor and indoor facilities, although our indoor hall does limit us to perhaps 15-20 archers in a session. Iceni is investing in its equipment, recognising the importance of both maintaining quality targets and having loan kit to supply our beginners classes. We have Sunday morning and Wednesday evening sessions throughout the year, and run an indoor league each winter.

It has been a longstanding objective to engage with other clubs, through both competitions and more 'social' shoots, and 2023 has seen considerable success in competitions and more Iceni archers travelling to other club events. We hope to reciprocate the generosity of other clubs in inviting others to shoot with us in 2024.

- j. **Kings Lynn Bowmen:** We're on the up! It's been a steady year of growth for the club, seeing our membership rise from 18 last year to 31 at present. This is the result of several beginner courses and some range returners re-emerging after the pandemic. We have seen an increase particularly in the female and junior contingents. Attendance has also increased each week during both indoor and outdoor sessions.

We ran all the usual club competitions throughout the year - the St George's Day Clout in April, The May Metric, Longbow tournament, club championships and two memorial shoots. Our club league is regularly updated, as are our club records, with several long-standing records having been broken this year.

Sadly, we lost Nigel Hellon in the Spring. Nigel was a great character at the club and I'm not sure our Christmas shoot will be the same without him!

Two club members, John Bruce and Mark Martin represented Norfolk at the National County Team Championships at Lilleshall in September, and we saw two victories at the recent Ely Portsmouth shoot for Barry Lyons and Mark Martin in Longbow and Compound. We are looking forward to the coming year, hoping to increase our numbers and participation further by running more beginners' and improvers' courses. We are also hoping to increase our coaching staff.

- k. **Marshland Archers:** What an exhilarating year it has been for us! Throughout the past year, we've embarked on an exciting journey to enhance our club in various ways.



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



Our approach to rolling beginners' courses has proven to be a remarkable success, completing a full year cycle with great achievement. While our ambitious plan to launch an internal competition faced some unexpected challenges, the support we anticipated didn't quite materialise. Undeterred, we are determined to bring this vision to life in the future.

In the spirit of embracing the outdoors, we continued our archery sessions at the Paddocks every Saturday, extending the season to include the month of October, thanks to the favourable weather conditions. We've continued our indoor season, shooting at Downham Alive between November and April.

Now, let's talk numbers! Our club is thriving with a vibrant community, boasting a membership of 16 adults and 4 juniors. The members support continues and the enthusiasm within our archery family are truly something to be celebrated.

Here's to another year of pushing boundaries and overcoming challenges!

- l. **Norfolk Bowmen: (Report not sent in advance)** A good year, the club continues to grow, grounds improving, indoors venue moving along. Membership remained relatively stable. Lot of fun shoots, as asked for by members, although serious shoots are still offered. Good to see other clubs participating in events offered by Norfolk Bowmen.
- m. **UEA: (Report not sent in advance)** A good year, concluding at 123 members (academic year), successes in University local league: 2nd for Experienced team, 1st for Novice team. Multiple members performed well at University national circuit with podium finishes. Looking to get more involved with other local clubs and be more active within the Norfolk Archery community.
- n. **Wherry Archers:** No Report.
- o. **Wymonham Archers:** No Report.

5. Constitution Changes

a. Proposal to change the nature of Committee membership

1. Amendment to: 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

Proposal

5.2 The normal running of the Association shall be entrusted to a County Committee which shall comprise of elected officers of the Association, as detailed in 5.3

2. Amendment to: 8.2 Voting shall be limited to Committee Members as defined under 5.2.

Proposal

8.2 Voting shall be limited to Committee Members as defined under 5.2, as well as one assigned representative from each affiliated club, which shall be the affiliated club's secretary.



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



3. Addition of a new clause:

8.2.1 Should the affiliated club's secretary be an elected officer of the Association, they may nominate another elected officer of the affiliated club to act as the club representative for the duration of their term as an officer of the Association. The Association officer may not vote twice under their position as both Association officer and club representative, even if another club representative is not present.

4. Addition of a new clause:

8.2.2 The affiliated club's secretary may pass this duty onto another elected officer of the affiliated club for a specific Meeting, for example if they cannot attend the Meeting themselves. The club secretary must inform the Association of this replacement by the time of the meeting.

CARRIED

It was requested that a voting role be considered for direct members in line with those of Club Representatives in clause 8.2, as direct members do not have a club representative. It was agreed to discuss this further at Committee Meetings or an EGM.

b. Proposal to add a clause for the creation of a Committee Executive

- 5.2.1 The expedited running of the Association shall be entrusted to a County Executive, formed of the following elected officers of the Association: Chair, Secretary, Treasurer, Safeguarding Officer. The Executive shall only make decisions on matters deemed time-sensitive, such as financial matters, and will inform the Committee of all decisions made by the Executive at the next possible opportunity and at the following AGM.

CARRIED with one amendment, highlighted.

6. Members Proposals

a. County Shoots proposal, proposed by David Hall

Trophies

As per the most recent updates made by Archery GB to the classifications and age categories contained within the rules of shooting, we now see a significantly increased number of categories for archers to compete in. As a County Association we hold a number of trophies for both Indoor, Outdoor and Clout. These comprise a Senior and Junior for each gender in each Bowstyle, more or less. Currently this means that we have up to 48 trophies.

With the new categories, there are now 9 Junior age categories, along with the existing Senior and new 50+ categories as well. This means there are potentially as many as 64 categories that could be available at any particular shoot if archers were to enter all categories. To cover this we would therefore need 192 trophies! We therefore put it to you as to how you want us to proceed in this regard, and the following are the options available:

- A) We buy one new set of trophies for every Category, which are for presentation only, these would not be engraved, and would be centrally held = Approx 64 Trophies



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



- B) We buy one new set of Junior and Senior Trophies, which would be to cover all 3 shoots, used for presentation purposes only, not engraved, and centrally held = 16 Trophies and the need to establish formal awarding guidelines to include all the age categories.
- C) We buy trophies to cover the 50+ categories to supplement what we currently have, and these are awarded as the current ones are = 24 new Trophies (8 each for Indoor, Outdoor and Clout) and these would be handed out at each shoot, with the winner to return them at the following year's event. We would also need to establish formal awarding guidelines to include all the age categories for Junior awards.
- D) We buy no new trophies, and just create a formal standard of how we award the Junior and Senior Trophies that includes all the available age categories.

I also propose that we, as a County, reimburse any archer that has their name engraved on any trophy that is awarded to the archer.

Archer would need to pay for the engraving, and then send a receipt and photo to show it has been done to the Treasurer and we can reimburse.

Presentation trophies will not be engraved beyond the basic info ie. Gents Recurve, Junior Lady Barebow etc.

Option D CARRIED

Age Categories

If we are to offer all categories at a shoot, we also need to decide how to award Junior awards, which has in the past been at the discretion of the Tournament Organiser and thus can be unclear for both the archers and organisers as to the process. For example, if you have a junior lady barebow, in each age category, of which there are now up to 6, who would be the County Champion if they all shoot the correct round/distances?

This is obviously dependent on the answer above, as if the vote is option a, there will be a trophy for every possible category for the Juniors and will therefore become irrelevant.

Likewise in the event that option C is selected, then the 50+ will have a trophy per category, so won't need to make a decision on this.

In the event any other option than A is selected above, then these are the proposals for how we standardise the awards.

Juniors:

- A) We award the Junior Title to the highest scoring Junior in the gender and bowstyle, regardless of age, so long as they are a Junior shooting the age appropriate round as per the Rules of Shooting.
For example, Gent U12 Barebow could be highest scoring on his round, and score more than any other Junior Gent Barebow on their corresponding rounds, so would therefore be the Junior Barebow Champion.
- B) We award the Junior Title to the highest scoring Junior on the longest junior round / distance being shot for the gender/bowstyle.
For example, if the eldest Junior Ladies Recurve were in the U16 category, then the highest scoring of these would be the champion, even if a Junior in a lower age category scored more on their corresponding round.
Please note this only works for Outdoor/Clout, there are no separate Junior rounds indoors, so in that case option A would likely apply in that the highest scoring Junior on the day in a category would win.
- C) We don't award a Junior Title due to the variety of rounds, and just award Medals as per each category entered.

Alternative proposed "Option D": Follow Option C with regards to medals but also award Junior Titles, however Junior Titles are simply Titles with no trophy attached. Every Junior category will have a Title and a medal.

Option D CARRIED



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



Senior / 50+

- A) We award the 50+ Trophy (if applicable based on the above) in the same way we award the Senior Trophy - highest scoring archer in the category.
- B) We award the Senior Trophy to the highest scoring Archer in that bowstyle that is 21 or over on the day, regardless of whether they are a Senior or 50+, provided they are shooting the correct round/distance as per the Rules of Shooting.
- C) We award the Senior Trophy to the highest scoring Senior archer in the category, as we do currently, unless no archer has entered that category, in which case the Trophy may be awarded to the highest scoring 50+ archer in the same category (provided they are shooting the correct 50+ round as per the Rules of Shooting).

Alternative proposed "Option D": As with the Junior proposal above, 50+ category to be awarded 50+ Title and medals as appropriate, but no new trophy will be provided.

Option D CARRIED

1. Running of County Shoots

As things currently stand, Clubs ask to host one of the County shoots, and the County picks which club will host what shoot. We provide the medals and trophies, and we don't charge the clubs anything. The clubs pick the round, date, entry fee etc. The clubs manage the entries, the event and the results, they take all the proceeds and any profit from the shoot.

As a result the County spends money on medals and trophies, and does not get anything back towards this.

Along with other measures to try and increase the Associations income, it has been discussed whether or not to change how County shoots are currently run, with a good discussion at the previous committee meeting.

I have condensed the discussions into 4 options. Whichever is picked, we will then work on bringing it back to a committee meeting as an implementable plan in time for the County Outdoors next Summer.

- A) We continue as we are with the clubs choosing what rounds etc, dealing with the entries and expenses and taking any profits from the event. Medals will be given by the County at no expense to the club.
- B) 1) We continue as above, but with clubs paying a fee per medal to the County for the medals used at the shoot.
2) We continue as above, but with clubs paying a flat fee to the County for the medals regardless of the number used.
- C) The NAA creates a Tournaments sub-committee, which works with clubs to assist in running the tournaments. The sub-committee picks the round and sets the entry fee. The Club then runs the event as normal, but at the end of the shoot the NAA takes a proportion of the entry fees to cover its medal expenses and any other expenses incurred. The host club can still conduct raffles etc and would keep any profits made from these. Members of the sub-committee would be expected to assist the Club with physical set-up and running of the shoot where required.
- D) 1) The NAA creates a Tournaments Officer, who will administer all County shoots. They will pick the club, let them know what they will need to provide, i.e. venue on a set date, number of targets, what distances etc, and the Club will prepare this, whilst the NAA will deal with the entries, medals, Judges etc. At the end of the shoot the hosting club will receive a donation from the NAA for hosting. The club may conduct activities such as raffles/catering as a means of supplementing income on the day.
2) As per D 1, with the exception that the club receives a flat fee instead of a donation, which will be set at the AGM each year.

Option A CARRIED

1. Score Sheets

A simple proposal, that we create a series of County specific score sheets to be used at County shoots.



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



CARRIED

1. Policy Document

My final part of this proposal is that I will draft a policy document based on the options chosen in two previous parts, which will come to the next committee meeting for wording approval. Once approved this will form one of our running documents and will be held on the Governance part of the Website. It will then be updated once a formal process is put into place for the running of the shoots as per section 3.

This will be wording review only, as the proposals will have been chosen at the AGM they will not be subject to amendment.

b. Website proposal, proposed by Max Roantree

At previous Committee meetings we have discussed concerns and issues regarding the county website - namely that it is dated and difficult to navigate. While much of what we want to see can be managed on our current system (and I am slowly learning how to change things and making improvements) there are some issues that are not resolvable without more substantial action. Some might remember that a few months ago the website went down for a few days - due to our website being handled by someone else there was nothing I could do to restore this, so we were reliant on them to resolve the issue. In light of this, and following discussions at Committee meetings, I am proposing we not only change our website but the hosting and everything else.

Preliminary investigation was done with a budget of £300. I have subsequently determined that a better solution is to pay to move to a new hosting system with us in control of the entire setup, and we can then design the website ourselves for free. With the help of Richard Pilkington I suggest moving to a new host via Ionia. This will work out to £6/ month (pre-VAT) for 6 months then £9/month (pre-VAT) for every month after. This works out at £7.20/month for 6 months, then £10.80/month after. We get a free domain, which we should probably take as .org.uk and probably move to using it regularly (we can redirect .info to that). This may potentially cost a small amount but we're looking at an estimate of £10-20 a year

Overall this gives us an estimated price of £108 for the first year, and £129.40 for subsequent years, with a possible £10-20 for .info domain info but after a few years of redirecting we would likely be able to do away with this. This is substantially higher than our current operating costs which are slightly less than half of that, so it is a valid concern to raise however I believe it's worth pursuing for the following reasons:

- It gives us complete control over everything technical, which means there's no disputes, no concerns, everything is handled by us
- It means we have access to all the control tools etc which we currently don't have – if something goes wrong (such as when the website went down for a day earlier this year), we have to wait for someone else to handle it via admin controls. If we had the admin controls, I could have manually reactivated it myself
- Everyone agrees the website needs updating. We don't necessarily need to do all of this just to update the website but again, having manual control over everything makes the entire process easier.
- We originally set a budget of £300 to make this all happen, including a website redesign. Assuming this gets approved, the redesign cost is null and void and the budgeted money for this website plus our regular costs gives us three years of an upgraded website.
- This is a fairly minimal maintenance cost in the grand scheme of things costing the NAA any money.
- Additionally it gives us a bit more security – whilst obviously we appreciate the kindness of Paul and what he's done for us, we are reliant on his benefaction and his discount etc and we could lose the cost advantage of our current situation anyway.



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



I can't estimate how long it'll take because it depends on how much work has already been done/how quickly we can authorise everything but if we assume every working part not related to the NAA took a couple of days to do, I don't see why we couldn't have the new website by the New Year, although a substantial full redesign may take longer as it depends on how quickly I (or my replacement in this position) can either learn or execute the changes we are looking for.

CARRIED - Dave Fuller agreed to offer his expertise in executing this

c. New Policy Documents proposal, proposed by David Hall

Proposal to adopt three new policy documents to supplement the Constitution and govern the NAA in various processes. These are:

- Complaints Policy
- Club Visitation Policy
- Equality and Diversity Policy

CARRIED - documents can be found on NAA website

d. Proposal to change the financial year to end August 31 to align with Archery GB financial year and make accounting simpler, proposed by Derek Sizeland

CARRIED

7. Election of Officers

All positions were agreed by voting online via Google forms and in-person at the meeting for those who had not previously voted.

Chairman	David Hall
Vice Chairman	None elected
Secretary	Max Roantree
Treasurer/Membership Secretary	Derek Sizeland
Records Officer	Fraser Brown
Media Officer	Max Roantree
Team Manager	Damien Lewington
Safeguarding Officer	Sam Parker
Coaching Organiser	Sean Fox
Club Development Officer	None elected
Two Association Reps for SCAS	Derek Sizeland
	None elected

As Chair, David Hall noted the expiration of Sean Fox's position as President and nominated Elaine Burbidge to the position, which was carried.



Norfolk Archery Association AGM
27th November 2023 at 19:00
Inspire Training Suite & Online via Zoom
Minutes



The meeting closed at: 21:58

This is a true record of proceedings.

Signed:

Name: NAME

Date: DATE

Draft



Norfolk Archery Association AGM
 27th November 2023 at 19:00
 Inspire Training Suite & Online via Zoom
 Minutes



Norfolk Archery Association
 Accounts 2021-2022

Income and Expenses

	01/10/2021 - 30/09/2022	01/10/2020 - 30/09/2021
Income		
County Income		
Subscriptions		
Clubs	£3,936.00	£1,879.00
Subscriptions - TOTAL	£3,936.00 ✓	£1,879.00
County Income - TOTAL	£3,936.00	£1,879.00
Income - TOTAL	£3,936.00 ✓	£1,879.00
Expenses		
County Expenditure		
County Shirts	£433.14 ✓	
County Team	£2,013.00 ✓	
County Expenditure - TOTAL	£2,446.14	
Miscellaneous	£60.00 ✓	
Web Site		£30.00
Subscriptions		
Club Refunds	£951.00 ✓	£525.00
SCAS	£778.00 ✓	£631.00
Subscriptions - TOTAL	£1,729.00	£1,156.00
Expenses - TOTAL	£4,235.14 ✓	£1,186.00
Balance on 1st October	£10,796.15 ✓	£10,103.15
TOTAL INCOME - EXPENSES	(£299.14)	£685.00
Balance on 30th September	£10,497.01 ✓	£10,796.15 ✓

Reviewed 07/11/2022
 [Signature]
 ROBERT WESTBURY
 47 SCHOOL ROAD
 NR8 6EG