

Chippenham Archers Minutes of the Committee Meeting 7th March 2019

Present: Dave Jones, Sue McDonald, Mark Bennett, Adam Shaw, James Ray, Adrian Pym, Nicola Galloway, Lynda Moss

1. Outdoor range:

- Area on the right side of the range had been opened up for shooting.
- Grass growth is as expected given winter season
- Dave confirmed there is no need for mowing for at least another three weeks
- No further action required.

2. Committee & AGM

- All agreed to follow-up the call for committee members with another letter/email between now and the AGM
- AGM date set for June 27th. Mark has booked Consti Club to reserve the whole room and the skittle alley afterwards.
- Committee reviewed call for GWAS AGM on Sunday 17th March. Lynda and Dave may be possible attendees from CA, depending on commitments.

3. FITA 2000 Shoot – 20th and 21st April:

- Adam update the committee that the shoot is almost full (7 spaces remaining as of 7th March)
- It was agreed that John Prior should be made Guest of Honour, and have his fee returned.
 - o **Action: Adam to message John**
- Lynda will co-ordinate catering buy at Bookers at the appropriate time. Mark confirmed he can source freezer space for storage if required. Existing BBQ will be used. Dave will source 4x water containers

4. 2019 coaching and beginners

- Currently 23 people have expressed an interest in the 2019 courses, of which six are confirmed for Course 1 and three for Course 2.
- Ians P and S have both confirmed that they will help with the beginner coaching again this year. Mark, Mike M and Julian will also be helping out.

5. Website and Facebook

- 25 members currently on the Facebook page
- Dave confirmed that the website will need a page inserting to display records PDFs
 - o **Action: Mark, Dave and Adrian to co-ordinate as required**
- Nicola has completed a dynamic version of the membership form plus three static variants ready to use from now on, and passed to Lynda.

6. Roundtable Update and AOB

- Chair / Lynda:

- Lynda requested that committee members ensure that enquiries, questions etc are directed only to the appropriate committee member, and not circulated to all, to reduce unnecessary reviewing and admin.
 - Lynda has had a request from Colerne for updated liability insurance details (from AGB) as the previous ones shared have now expired – though not required until indoor shooting re-starts.
 - **Action: James to download and file from AGB when available**
 - Lynda asked about accessing the latest membership list.
 - **Action: James to look in to setting up access to the CA OneDrive folder for the Chair email address**
- Finance / Nicola:
- It was agreed to add Adam Barrett Shaw as a signee on our old NatWest Chippenham Archers accounts (account numbers ending ****6468 and ****9238) and that the Signing Mandate for these accounts would be changed accordingly.
 - Nicola and Adam completed forms to process the closing of the old account to transfer all funds to the new company account
 - **Action: Nicola to complete process to close old account**
 - Second chequebook received and now held by James
 - Nicola confirmed payments can now be made and accepted via online banking
 - **Committee agreed that scans of signed membership forms can be accepted and filed, and that receipt of hard copy is no longer mandatory.**
 - Nicola has confirmed with Mander Duffil that they are completing the company's accounts as required by Companies House
 - **Nicola to check MD have filed accounts**
- Secretary / James
- James confirmed Dave and Amanda Berrill have been removed as directors of the company and has forwarded the confirmation from Companies House to them.
 - Going forward, meeting minutes should be posted online and in the club hut to be available for members to review
- Equipment / Dave
- Dave recommended spend on screening and target foam (as per above)
 - Dave raised state of track to the range, especially at the bottom near the parking area
 - **Action: Adam to contact Merv and Sam, to ask for filling in of potholes to be done before FITA 2000 weekend**

Next meeting: Wednesday 15th May, 7.30 @ Consti Club
AGM: Thursday 27th June 7.30pm @ Consti Club