



Lancaster University Archery Club Executive Committee Meeting Minutes

June 25th, 2019

Time 11:00

Type of Meeting: Week 30

Chair: Rosie Irwin Holbrey

Location: Trevor

Invitees: Rosie Irwin Holbrey (RIH), Millie Beardsworth (MB), Jacob Kellock (JK), James Phillips (JP), Anna Priestman (AP), Peter Cox (PC), Jack Tuominen (JT), Will Kellett (WK), Jordan Young (JY)

Members Present: Rosie Irwin Holbrey, Millie Beardsworth, Jacob Kellock, James Phillip, Anna Priestman

Members Absent: Peter Cox, Jack Tuominen, Will Kellett, Jordan Young

Agenda:

- *introduction to new exec*
- *changing signatories*
- *getting bank documents from Rhys*
- *passwords*
- *Sam's document box file*
- *coaches coaching*
- *jobs for the summer*
- *ordering equipment*
- *open days*
- *freshers (fair, sessions, term 1 plan)*
- **AOB**



Motion:

introduction to new exec

- Millie Beardsworth is now club secretary, as voted in the EGM on Monday.
- Officers reports for new exec a popular idea, as done in previous executive committees.

changing bank signatories

- May need two signatories (Jacob and Peter) to change signatories - need to remove Rhys and add Rosie.
- Rosie and Jacob will go into Santander tomorrow at 3pm to find out the status of opening the new bank and ask requirements for changing signatories.

getting bank documents from Rhys

- James will contact Rhys to ask for documents to be sent to the university address.

Budgets - things to add to the 2019/20 budget

- New cash box
- AGB membership - £170
- New cage
- Competition entry?
- Coaching cost
- Dave to design business cards and posters - £100
- Exec members will either message Jacob with these details or post on the exec facebook group.

passwords

- GDPR document to be created minuting what happened with potential lack of password security and what we've done to resolve it. Must justify reasons for not notifying Information Commissioner's Office
- All passwords were changed during this exec meeting

Sam's box file

- Need to upload 2019-20 budget
- Club development document to complete
- Copy of vlada's public liability insurance and AGB card



coaches coaching

- Document with coaching instructions on google drive and public facebook page, will use Just Play session during freshers week to do some coaches coaching and invite seniors to session.

ordering equipment

- Dacron strings £4.25 each (estimates £52.59 for 10 strings)
- 60cm faces - 56p each. 25 faces would be £14.
- Can cycle in bosses from outdoor storage room.

freshers (fair, sessions, term 1 plan)

- Fair: stall with bows on display. 2 boxes of haribos/wrapped sweets. Business cards.
- Posters and business cards to be organised by Rosie. Designed by David Spruce.
- Let Melinda know when team trials and taster sessions are - Rosie will inform her.
- Suggested first exec meeting in the week of 23rd September.
- Free pizza social after taster sessions.

Jobs for the summer

- Organise business cards and posters (stickers?)
- Equipment ordering
- This week - sort new bank as much as possible.
- Social secretaries need to sort out a socials schedule for term 1.

AOB

- More encouragement to help setdown and setup in term 1.
- Exec must let Jacob know what expenses are expected so he can budget.

Meeting adjourned – 12:48