



Lancaster University Archery Club Executive Committee Meeting Minutes

Date- 16th September 2020

Time – 7:00pm

Type of Meeting: Summer Holiday

Chair: Rosie Irwin Holbrey

Location: Zoom

Invitees: Rosie Irwin Holbrey (RIH), Jacob Kellock (JK), Jesse Phillips (JP), Peter Cox (PC), Jack Tuominen (JT), Will Kellett (WK), Sean Maclver (SM), Charlotte Brocksom (CB), Killian Higgins (KH), Alex Gaffney (AG)

Members Present: Rosie Irwin Holbrey, Jacob Kellock, Jesse Phillips, Will Kellett, Sean Maclver, Charlotte Brocksom, Alex Gaffney

Members Absent: Killian Higgins, Peter Cox, Jack Tuominen

Non-exec present: Dave Spruce

Agenda:

- Officer's reports
- Session structure
- Taster session plans - 2nd October
- Booking system plan
- NEUAL outdoors 2021
- Equipment check day
- AGB registration + fees
- Purchasing COVID items
- AOB

Officer's Reports

- **AG** – Keeping Vlada in the know – Need to talk with JP to discuss seniors coaching
- **KH/SM** –Risk assessment done – Discussing booking a badminton court to go through the cages to organise and see if anything needs to be done



- **CB** – Renewed exec memberships AGB and registered new sports hall – will renew the people who liked the FB post
- **RIH** – Done the risk assessment with AG, SM and KH, updated covid risk assessment. Sam been updated as the risk assessment is for half a hall- assume we go with half a hall first term and update next term. Can do open events and members only via union cloud

Session Structure

- Document on google drive – all the information people need to know about covid situation – eg. Booking tickets, masks, not sharing equipment – Will be put on website then shared on FB
- Borrowing equipment – let people take equipment home? – Label with people's name? Exec only handle equipment with sanitized hands?
- Arrow collection – Target face A collect then target face B collect. Arrows in other target faces? – sanitise hands before and after collecting arrow
- Add to booking to agree to the rules of shooting?

Taster Session Plans

- 2nd October – but can't start shooting until risk assessment approved – if not approved in time we'll have to push the session back
- Seniors only
- How many places? Advertise 8 faces for new seniors
- Just have exec, no old seniors to make things easier
- Ask for time beforehand to set up

Booking System Plan

- Was going to have booking the day before. Add the target face to the booking? Or have exec allocate the target face?
- Advertise two days before, then make a list organising where people are. LH back to back – no more than three to a boss etc.

NEUAL Outdoors 2021

- Got email from Neual asking if we want to host NEUAL Outdoors 2021
- Can we book the field for May?
- Further discussion needed

Equipment Check Day

- Will need to be done after KH arrives in Lancaster



AGB Registration & Fees

- Registered hall and some members
- Need to pay the fee
- JK and CB to meet to renew the membership

Purchasing COVID Items

- Gloves, hand sanitizer, spray for sanitizing bosses, alcohol wipes
- RIH to buy and then organise a check from JK

AOB

- Plan for future meetings to be 4pm on Saturday's
- Put a post on FB to have a poll about what equipment people will be needing so that we can organise in advance
- A compound lock and key is missing – either Anna or Merlin may have it

Meeting adjourned – 8:09pm