

Cambridge University Bowmen Committee Meeting

Minutes taken by: Liam Pattinson

Friday 29th September, 2017

Attending

- Jack Atkinson (Captain)
- Liam Pattinson (Secretary)
- Andrew Browne (Novice Officer)
- Alex Guyon (Social Secretary)
- Eleanor Brug (Equipment Officer)
- Ivana Yeow (Junior Treasurer)
- Yangci Liu (Tournaments Officer)
- Omar Sabbagh (Website & Publicity Officer)

Apologies

- Jeremiah Garsha (Novice Officer)

Agenda

- Welcome & Apologies
- Captain's Report
- Secretarys Report
 - Description of changes to AGB membership
 - Start collecting membership
- Treasurers Report
 - Closing books for previous year
 - Budget for next year
- Novice Officers Report
 - Beginners course preparation
 - Novice squad preparation and plans
- Equipment Report
 - Report on new beginner/novice equipment
 - Ready for have-a-go sessions?
- Social Secretarys Report
 - Plans for the social calendar
 - Suggestions and feedback from the committee
- Tournaments Report
 - Booking of BUTTS leg
 - Booking Varsity
- Website and Publicity Report
- Other Business
 - Freshers' fair arrangements
 - Rota to open sessions
 - Range Key Allocation
 - Date for moving indoors
 - Coaching this year
 - Strength and Conditioning
 - Stash

Minutes

Welcome & Apologies

Meeting began shortly after 7:00pm at the Castle Inn. Previous minutes from the AGM were accepted unanimously. JA opted to delay the Captain's Report until the end of the meeting.

Secretary's Report

Reaffiliation with Archery GB (AGB) has been successful for all members who opted for renewal. Members should now be able to manage their AGB membership individually using their online membership portal at Sport:80.

It has been reported that physical membership cards will not be automatically issued to university clubs this year, though they may be available upon request. These reports prompted concern from several members of the committee, and clarification was requested.

ACTION: Clarify status of AGB membership cards ASAP, LP

LP reported that club membership form designs had been updated to comply with requests from AGB and the University Sports Centre. Samples were shown to club members for feedback. It was suggested that direct payment options should be made available on the forms, and EB suggested more detail was required to prevent confusion regarding the status of post-graduate students and post-doctoral staff.

ACTION: Must update forms using feedback given in time for beginners course at the very latest, LP

It was additionally reported that other club documents have been updated, along with the club's internal membership spreadsheet.

The CUB stall at the upcoming CUSU Freshers' Fair (FF) has been organised. Further discussion was postponed.

Plans for the upcoming term included an attempt to move club documentation to an online repository using Google Docs, to distribute and collect membership forms, and to collect membership fees.

Further actions are as follows:

ACTION: Organise Doodle poll for FF, must be completed immediately, LP

ACTION: Attend BUCS and safety talks at University Sports Centre, Monday 2nd Oct, LP

Treasurer's Report

IY reported that application for dual-signatory access to the club accounts for IY and LP was not yet successful, though hoped this issue would be resolved within two weeks.

ACTION: Resolve signatory application with Lloyds Bank ASAP, IY

It was suggested that the club move their accounts online, as it will be possible to manage and view accounts online while retaining the security offered by a dual-signatory system.

The closing balance from last year is £3114.85, though the amount differs depending on whether one looks to bank statements or the internal club finance spreadsheets, as some former club members have not yet cashed in cheques. The amount reported by the bank is £3888.37. The predicted closing budget for the year is £2209.85. JA explained that it is desirable for the club to reduce its total savings, as the club may encounter difficulties when asking for additional yearly funding if it appears the club is unwilling to spend what it already has.

Earnings of £5340 are predicted from membership fees and the beginners' course. The equipment budget for the year is £750, though this does not count investments in new novice equipment: that will be paid for by closing the club tournaments account, which holds £725. £1000 will be invested in subsidies for coaching throughout the year.

JA summarised a plan for coaching. Fortnightly training sessions will be arranged with Philip and Mary. By accepting a regular training schedule, the club may take advantage of discounted coaching. The exact frequency of coaching is not yet fixed, and will be established once term has started. Price will be £10 per hour for a 1:2 coaching session.

The club hopes to save some money this year on travel subsidies, and IY suggested a new scheme. Currently, travel costs are capped at £7.50 and the club subsidises any extra cost. This proved to be very expensive for certain competitions. Under the new scheme, travel fees will be capped at £10 per competition, and £25 per term. This counts only competitions on the club's regular schedule (e.g. BUTTS, BUCS).

The club bow loan scheme was discussed. Currently, the cost is £30 per year for novices, though they may claim a partial refund if they don't shoot for a full term. In future, this will be amended to a simpler £10-per-term payment system. Older novice equipment may now be loaned out to beginners at a proposed price of £30 per term. EB recommended that the price be reduced to £20 per term, though no agreement was found.

ACTION: Finalise fees for bow loan scheme, requires votes from full committee

Novice Officer's Report

AB reported that a timetable for novice training has been organised for Michaelmas term. It includes various exercises alongside standard archery training, including strength and endurance training and distraction training.

EB summarised the current stock of novice equipment. It includes 13 bows varying 22 – 34lbs in draw-weight and 62 – 70" in length, all using ILF standard limb fittings. The club also stocks a variety of reasonable-quality tabs, arm guards, quivers, slings and stringers. Two risers are unaccounted for, and are thought to have been lost in previous years. £150 budget remains, and is being saved to cover anticipated deficiencies in our inventory (e.g. if we happen to

recruit several tall novices who require longer bows, we will need to purchase more limbs).

AB plans to start novice training the Tuesday after the first beginners' session (October 17th). After discussion, it was decided that 10-12 novices could be recruited this year.

Sign-ups for the beginners' course are promising, though some gaps remain. Planning to take 40 beginners per session, anticipating that many who sign up will not attend every week, thus bring the coach:student ratio to approximately 4:1. Eight bosses will be available. Booklets will be required.

ACTION: Print beginners' booklets, JA

Equipment Officer's Report

(Much of the equipment report occurred at appropriate points throughout the meeting, and is not restated here)

JA reported that metal plates had been discovered on forward-facing sections of a frame at Churchill. Their origin is unknown. The most dangerous plates have already been removed, though some remain.

ACTION: Remove additional metal plates, EB

EB reported that 38 sets of arrows are available for use in the beginners' course. Some long arrows have been ordered, and are expected to be delivered soon.

Further actions include:

ACTION: Organise moving bosses from Churchill to Sports Centre, planned Monday 2nd October 4pm, EB

ACTION: Repair crossbar on broken frame, EB

Social Secretary's Report

AG has organised a format at Christs College on Monday 9th. Invites have been send via email and an event organised on Facebook. Five have confirmed attendance so far, though more are needed.

AG expressed hope that a significant amount of committee members would be active in club socials, as this sort of critical mass could encourage novices to attend too.

The possibility of organising joint social events was discussed, and candidates included Modern Pentathlon and CURPC. JA mentioned a previous attempt at organising a rifle/archery taster session between CUB and the small-bore rifle club; though it fell through last time, it may be possible now. It was recommended that club members approach possible societies at FF.

AG wishes to organise pub crawls early in the term, and proposed a fortnightly meal. Some recommended bi-termly meals instead. Was not resolved at meeting.

ACTION: Organise club meals at some appropriate frequency, AG

JA mentioned that members of ARU had expressed interest in a friendly shoot and meal.

Much discussion followed regarding archery tag.

Tournaments Officer's Report

YL reported that the first BUTTS leg will be at Oxford on November 11th. The Cambridge BUTTS leg will take place on February 17th.

ACTION: Book sports hall for Cambridge BUTTS leg, YL

Varsity will occur in Cambridge this year, at a time of our choosing.

ACTION: Organise Varsity, YL

YL recommended that we sign up novices for competitions during/after Tuesday training.

It was noted that the club should determine which novices are capable of driving club members to and from competitions, and that we may even have to select novices based on this. Some club members disagreed with this approach.

E-league was discussed. AB recommended that novice BUTTS scores be automatically added by the club. Email reminder needed.

ACTION: Email notifying start of E-league, ASAP, YL/JA

Some enquired about target days running through Michaelmas Term. It was remarked that it would be difficult as Sunday sessions are reserved for beginners' training, but it may be possible on Fridays.

JA announced that the club ladder is running again this year. OS will be managing it.

ACTION: Begin club ladder, JA/OS

Welfare & Publicity Officer's Report

OS has produced a welfare leaflet which will be sent out soon and uploaded to the website.

ACTION: Upload club docs/welfare leaflets/records, OS

OS has also produced leaflets for FF. Discussion turned to the organisation of our stall at the FF:

ACTION: Print about 200 leaflets for FF, Tuesday 3rd September, JA

ACTION: Supply example bow to JA for display at FF, Tuesday 3rd September, EB

ACTION: Bring bow on the day, Tuesday 3rd September, JA

OS announced that a club Facebook group has been created. OS urged committee members to invite alumni to the group. He hopes the group will help to get beginners involved.

OS has also created an Instagram account for the club, and will be managing an ongoing ‘Archery Photo-of-the-Week’ competition. JA recommended that winning photos be shared on Facebook, as few club members use Instagram.

ACTION: Begin archery photo competitions, OS

A club social media policy has been created and uploaded to the website. It is expected that all members will adhere to it.

It was also recommended that the club begins regularly uploading ‘committee profiles’ to Facebook, so new members will know more about us.

Captain’s Report

Discussion turned to fees. A vote was held regarding current experienced student/staff fees; they were accepted unanimously at £60 for students and £80 for staff.

It was noted that non-students must pay £45 per year for AGB affiliation via CUA, and that it was therefore unfair to charge them extra to join following the beginners course. It was decided to set this fee to the same value for both staff and students. The exact value of the fee was a subject of some discussion; following a vote of 5 hands for £5 and 3 hands for £10, the beginners joining fee will be £5 for the upcoming year. Fees for the year are summarised in Table 1.

JA recommended that the committee arrange to meet fortnightly. After discussion, it was decided that this should occur for 30 minutes every second Monday from 8:00pm, starting Monday 16th October.

Other Business

- Range key holders are JA, EB, AB. LP holds spare key fob.
- Churchill shed key holders are JA, EB, AB, LP.

Fee	Students	Non-Students
Membership	£60.00	£80.00
Beginners Course	£60.00	£80.00
Beginners Joining	£5.00	£5.00
Range Fees	£27.50	£55.00
AGB Affiliation	N/A	£45.00

Table 1: Summary of current CUB fees.

- CSA meetings will occur October 12th and October 26th. JA will attend on 26th, AG may also attend.
- Strength and Conditioning will occur on Thursday mornings from 7:30am to 8:30am. No sign ups required, and no fees.
- Two people are needed at each club session. JA and AB will attend Monday and Wednesday shoots. AB and IY will attend Friday. They must ensure another committee member (preferably key holder) can attend if they will be absent.
- JA asked committee members to sign up to the club website.

ACTION: Organise stash, around week 4, with deadline of week 7/8, LP

ACTION: Set up club Google Calendar, ASAP, LP

ACTION: Confirm first S&C date in email, ASAP, JA