

Cambridge University Bowmen Committee Meeting

2020-2021 Committee, Meeting 2

Minuted by Vicki Hodgson

Sat 25th July 2020

Attendees

- Robert Spencer (RS)
- Liam Pattinson (LP)
- Lukas Činčikas (LC)
- Yuhang Xie (YX)
- Alexander Kent (AK)
- Vicki Hodgson (VH)
- Sam Kitson-Platt (SK)

Summary of action points

- Senior committee to contact colleges about alternative locations.
- RS to contact Peacock about individual members booking slots.
- RS to contact Churchill regarding equipment maintenance/collection.
- RS to liaise with CCB.
- VH to update name change survey summary as discussed.
- SK & VH to liaise on sending out name change survey results.
- AP to produce a storyboard/script for the virtual sports fair video.
- VH to contact all committee members individually regarding Google Drive security.
- SK to contact the relevant club member to pass on the committee's advice regarding the proposal for the club's name change.
- LP to update website for 2020, and include information on Covid-related procedures and policies.

Meeting started: 11:05 BST

Welcome & apologies

Apologies: Abi Pearce (AP)

Matters arising & action points

The previous minutes were proposed by YX and seconded by LP.

- Signatory handover in progress (LC)
- Club role descriptions updated on the website, but will want review (LP)
- Stash posted & payment requested from members (RS & LC)
- Locating range keys ongoing (RS)
- Status of newsletter unknown (AP)

Shooting outdoors

- St Johns College: not viable
 - The college has informed RS that the paddock is closed along with the rest of the college.
 - The public footpath was deemed too close to the playing fields to shoot there safely, in spite of risk assessment.
- Girton College: yet to respond
- Peacock: solution offered, deemed not viable by committee
 - The club is now shooting at Shelford rather than Bottisham.
 - They have offered CUB a block booking running til the end of September: two bosses at two sessions on Mondays/Thursdays/Saturdays, at a total cost of £375 per boss (discounted rate).
 - RS expressed concern that the club would be able to fill these slots consistently, given the number of members in Cambridge, and likely issues with travel and timing.
 - Peacock have been asked if CUB could reduce the booking, which they are currently considering.
 - RS to ask if Peacock would accept bookings from individual members even without a block booking.
- Contacting other colleges
 - The senior committee is considering contacting a number of other colleges.
 - SK suggested the fields on Barton Road, shared by Queens, Robinson, Kings and Selwyn Colleges, as a possible location to ask about.
 - The Sports Centre have been contacted for advice; RS is expecting to hear back from them when Lucy returns from annual leave.
 - LP advised caution in switching college, especially as moving equipment is not a trivial task, and this could potentially damage the working relationship with Churchill College.
 - However, provided we make it clear this would be a temporary switch, the committee feels this is still worth doing.
- Churchill College: status unchanged
 - The latest word we've received is that we will be contacted when the college reopens.

- RS to contact the college to ask for permission to conduct equipment maintenance/potentially remove equipment.
- CCB: RS to liaise with them
 - Like CUB, CCB similarly contacted St Johns to ask about shooting there, and received a similar response.
 - RS to contact CCB and liaise with them, potentially about sharing space, and at least with regard to which locations have already turned down their requests.

Safety officer

- RS received no alternative proposals besides VH for the role.
- Results of committee vote: 5 in favour, 1 RON, 1 abstention.
- VH voted in as Safety Officer.

Club name change survey feedback

- VH requested feedback from the committee about the prepared summary document.
- RS suggested that a summary of how many people were polled and what proportion responded is included in the summary.
- Overall the committee agreed that the summary was a fair, clear and appropriately anonymised summary of the comments.
- RS suggested that a simple blanket email to all members, sent by VH and SK, was the best way to share the summary with the club more widely, following the edits mentioned.
- VH & SK to liaise on this.

Virtual sports fair video

- The sports fair will not be held in person this calendar year, due to ongoing social distancing.
- The Sports Centre have requested instead that the club create a maximum 2 minute long video that details all information needed for prospective members, to be compiled into a virtual sports fair.
- This fits well with the senior committee's previous discussions regarding a step up in advertising in the run up to Michaelmas, to help maintain membership as far as possible.
- AP will be taking charge creating this video.

- Due to some uncertainty as to how ongoing lockdown rules will affect taking on new members, the suggestion is to provide a link to the website in our video, which can be updated as appropriate.
- RS suggested that the main content of the video be action shots, with a voiceover (by AP) giving information about the club.
- The current plan is to designate the w/b 21st August for filming, with a number of bowstyles represented, and all members wearing stash.
- YX suggested including elements that highlight the club's social nature, and the opportunity for non-competitive archers to still be active members.
- VH was strongly in favour of ensuring that the video showcases a good proportion of female archers.
- YX raised the possibility that the voiceover script might include mention of how the club caters to those with disabilities.
- AP to produce a storyboard and script before filming begins.
- VH & SK suggested shooting spare footage for use in further advertising, including possible video testimonials from members who are filmed shooting.

AOB

- LP: update on website
 - New photos have been received to display on the front page.
 - Several old references (e.g. incorrect years) still need updating, plus up to date COVID-related information is to be added.
 - RS can provide information on current plans for socially distanced shooting.
 - LP plans to purge a number of old pages that provide little additional value to the site.
- VH: Google Drive folders
 - VH raised the data protection issue of using personal Google accounts to access club documentation, and requested that all members switch to using accounts attached to committee email addresses.
 - Email addresses should also be updated to the @cubowmen accounts.
 - VH to contact individual committee members to ensure they're able to make these transitions properly.
 - SK agreed to retire the alumni gmail address over the course of this year.
- SK: timing of the name change EGM
 - Following comments from alumni, SK asked the committee's opinion on suggesting to the relevant club member that the proposal for a name change be brought in the new academic year.

- RS & LP commented that it would be beneficial from an administrative point of view to have the EGM after the club's registration period/after members have (re)joined in Michaelmas, and that attendance may also be higher during the academic year.
- The constitution is ambiguous as to whether an EGM can be called outside of term time: this should be reviewed and edits made where appropriate.
- Committee consensus is that SK should advise the relevant club member that the best time for an EGM would be mid/late Michaelmas term.
- Note that this is advice only, as the committee has no say over individual members calling an EGM.

Meeting concluded: 11:57 BST