

LSAC Committee Minutes

Date | 21/06/2021 | Location Online

Meeting called by	Catrina Salisbury
Type of meeting	Committee Meeting
Note taker	Laura Mallinson

Apologies
Mary Upton

Main Business

AOB actions brought forwards

- All committee members to look at the Development plan on the OneDrive
 - As not all committee members were available this action was brought forwards to the next meeting

Chair – Katrina Salisbury

Actions brought forwards

- Give Jordanna Uni details to access beginner certificate designs
 - Ongoing?
- Check that all new committee are admins on Facebook page
 - Done
- Sort out checking of the 1st aid kits with Laura M
 - Completed

Chair's report

- Development plan
 - Katrina wants to come up with an action plan to make sure the targets set in the development plan are met
 - Katrina, Becky, Ben and Laura M have started looking for ways to make the cupboard more useable and tidying it up
 - Everyone is to look through what targets are assigned to their roles and check that they are happy with what is said and start planning on how to act on the targets
- Secretary role
 - Helen has had to step down as secretary
 - This role will be reopened in October in the general meeting along with Novice Rep, Tournaments and Records Officer and Media Officer.
- Summer sessions
 - Sessions have been booked for the usual times from the 29th June (4 – 8 pm Tuesday, Wednesday and Thursday, 12-4pm Saturday)
 - Katrina will add the sessions to the website and omit any sessions that have been cancelled
 - Most of the committee will be at home over the summer so session supervisors will be chosen based on who signed up on that day
 - If no one able to take a session signs up then the session will be cancelled

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role

- Update the website with the summer sessions
- Give uni details to Jordanna to complete the beginner course certificates?
- Create the member's only Facebook page for the new academic year
- Update the LSAC driver's page to make sure only those who are registered are on there

Secretary – Unfilled

Actions brought forwards

- None

Secretary's report

- Nothing to report

Actions ongoing

- None

Treasurer – Rebecca Mears

Actions brought forwards

- Contact novices about bow deposits
 - Ongoing

Treasurer's report

- Equipment buying
 - Deadline is the 30th June for purchasing equipment
 - Aim to replace a straw with a new damage
 - Ben and Becky have been looking at what needs replacing / repairing and will put together a full list after seeing the targets still in the tennis center
 - List can be found in the Treasurer folder in the committee OneDrive
 - Looking at the current list of items we can only afford to repair the targets. If we move buying the new damage to next year the club can afford to buy some of the other items that would be useful
 - Useful items include new shelving for the cupboard, point detector, stop watch and new tape measure
 - Need to talk to the AU about what to do about items that are not in stock as we won't be able to buy them before the 30th June
- Contacting novices about bow deposits who haven't responded
 - Only 1 person left to respond to Rebecca
 - Becky going to try messaging them again
 - All other bows have either been returned to the cupboard or there is an agreed date to return it
- Bow return on the 1st July
 - If no-one is around on the 1st then maybe talk to Tom Cram to see if it can be dropped off at Merlins?
- Refunds
 - The committee agreed to spend the membership funds on equipment needed for the club rather than aiming to give a refund
 - This option helps with the development of the club

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role

- Work with Ben to see what else needs replacing
- Contact the remaining novice to sort out bow return
- Work out a plan for buying the required equipment
- Continue issuing bow deposit refunds
- Update the LSAC driver's page to make sure only those who are registered are on there

Team Captain – Harry Morton

Actions brought forwards

- None

Team Captain's report

- Novice friendly / fun competitions
 - The committee agreed that it would be nice to get these running again
 - Fun shoots such as the Halloween shoot and Christmas shoot
 - Hopefully BUTTS legs can restart from October
 - Discussed the option of having entry fees for the competitions but the committee decided against this as any prizes can come out of the private account.
 - Fun shoots and competitions will depend on if sessions still need to be allocated out as it is not fair to those who have sessions taken away from them for fun shoots
 - Would also mean very limited space at shoots if allocations are still in place
- Field shoots
 - Jordanna has been speaking to Carol Smith at Merlin's Field Club and have discussed the opportunity to have a club give-it-a-go session at the field range to introduce the club to field archery
 - We would have to check the maximum distances before signing people up to the shoot
 - Field shoots can also help with following shot routine
 - Potentially organise for September / October time as most members will be back by then
 - There is a field competition on the 15th August at the Merlin's range but this is probably more suited to experienced field shooters

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role
- Work with Jordanna to organize the field give-it-a-go session

Equipment Officer – Emilia Stonebank

Actions brought forwards

- Signs for the outdoor range
 - Ongoing

Equipment Officer's report

- *Nothing to report*

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role
- Work with Ben to put together the new signs

Development Officer – Ffion Edgeley

Actions brought forwards

- None

Development Officer's report

- *Beginner Course*
 - We should have enough coaches (or experienced archers) around for the beginner course in October
 - Jordanna is to see if her qualification has lapsed

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role

Social Secretary – Jordanna Marsh

Actions brought forwards

- None

Social Secretary's report

- *Social Calendar*
 - Discussed if we want to try and return to the same style socials we had prior to COVID
 - For example, fresher social, LSAC Ball, Tour, Tuesday Spoonsday
 - The committee agreed that trying to run socials as they were is a good idea
 - Harry mentioned that he put together a Google Doc for members to put forward ideas for socials and had a few responses from members so it may be worth trying again from October

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role
- Work with Harry to organize the field give-it-a-go session
- Put together a Google Doc for social ideas
- Start thinking of ideas for the fresher social
- Check if coaching qualification has lapsed

Tournaments and Records Officer – Unfilled (responsibilities currently taken on by Jordanna)

Actions brought forwards

- None

Tournaments and Records Officer's report

- *Nothing to report*

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role

Welfare Officer – Mary Upton

Actions brought forwards

- None

Welfare's report

- *Nothing to report*

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role

Media – Unfilled (responsibilities currently taken on by Jordanna)

Actions brought forwards

- Novice beginner course certificates?

Media's report

- *None*

Actions ongoing

- Complete beginner course certificates?
- Look through the development plan and come up with ideas on how to achieve any targets set for your role

Novice Representatives – Rebecca Mears

Actions brought forwards

- None

Novice Rep's report

- *Nothing to report*

Actions ongoing

- Look through the development plan and come up with ideas on how to achieve any targets set for your role

AOB

Items brought up

- Contingency plans for Maggie
 - Maggie is out for the summer, but hoping to be back working by the end of September
 - If Maggie is not around for the start of the beginner course she has spoken with Ash who is available for the beginner course
 - Ash would like to return to coaching the club
 - Indoor sessions are easier for her as James can look after the little one in the evenings
- LSAC Drivers page
 - Going to come up with a plan to ensure that all the drivers on the page are registered with the Union
 - Maybe remove all drivers at the start of each year and only re-add them once they prove they have registered
- Main Facebook page

- Catrina brought up the idea of having a members only page, but still keep the main page for socials open to ex members, Ex vs Current and posting about achievements.
 - Means that ex members are not bombarded by constant posts about signing up for sessions
 - The committee agreed that this is a good idea and will be put in place for the next year
- Cupboard keys
 - Anyone with keys is to give them to Catrina so that they stay in Loughborough over the summer holiday
- CVA Hours
 - Laura M brought up the hour logging system that the AU uses called CVA. For each hour milestone volunteers are offered a reward.
 - Ben to post a link on the committee Facebook page for anyone who hasn't already signed up

Actions ongoing

- If you have a cupboard key please give to Catrina
- Sign up to CVA if you want to

Session Rota

Date	Session Taker	Location	Notes
Tuesday 22 nd June	Becky Mears	Tower's pitch	
Wednesday 23 rd June	Ben Evans	Tower's pitch	