

LSAC Committee Minutes

Date | 02/05/2022 | Location Online

Meeting called by Ben Evans

Type of meeting Committee Meeting

Note taker Laura Mallinson

Apologies

Adam Pugh

Haydn Lloyd

Hari Patel

Main Business

Chair – Ben Evans

Actions brought forwards

- None

Chair's report

- Handover training (Sunday 8th May, in EHB)
 - Compulsory for at least one committee member from each club to attend each session
 - [Athletic Union Committee Handover 2022 | Sport | Loughborough University \(lboro.ac.uk\)](https://www.lboro.ac.uk/sport/athletic-union-committee-handover-2022)
 - Welcome and Introduction to your AU (10am)
 - Everyone
 - Leading your Committee and Chairs Welcome (11am)
 - Ben
 - Social Events Training (11am)
 - Katie
 - Running your social media (11am)
 - Lucy
 - Training and Competitions (11am)
 - Ellie
 - Building your Budget (12pm)
 - Rebecca
 - Ben?
 - Keeping your Members Safe (12pm)
 - Katie
 - Haydn
 - Developing your Club Priorities (2pm)
 - Ben
 - Hari
 - Creating an Inclusive Club (2pm)
 - Anna
 - Katie
 - Spending Club Money (3pm)
 - Rebecca
 - Kit and Kukri (3pm)
 - Chris (depending on work schedules)
 - Ellie, Lucy and Martin as a back up for Chris in case he is at work
 - Planning for your year ahead (4pm)
 - Everyone
- Handover progress

- Ben (Chair) – has had a handover and is now in full control over the role
- Haydn (Secretary)– need to check if he has had a handover
- Becky (Treasurer) – Handover has been completed and is in full control of the role
- Hari (Development Officer) – need to check if he has had a handover
- Ellie (Team Captain) – Has read through the long handover document on OneDrive. Ben and Ellie to work together when organising the first few competitions
- Chris (Equipment Officer) – Now has full control over the role and has looked through the OneDrive
- Martin (Tournaments & Records Officer)– Handover is complete and has access to Archers Toolbox
- Anna (Welfare Officer)– need to check if she has had a handover
- Katie (social Sec)– Has had a handover and is in full control of the role
- Lucy (Media) – Complete control of the social media and has had a handover. Hoping to learn from the AU training day more about what can and can't be posted
- OneDrive access
 - Currently everyone has access via a link
 - Going to change access to direct access
- Outdoor range layout
 - A PowerPoint is scheduled for tomorrow afternoon (2pm) on the current members page explaining the new outdoor range layout
 - 3 new signs have been made. These need to be put out at the start of a session and removed at the end of the session
 - Now have two outdoor ranges
 - AGB requires outdoor ranges for non-mechanical release aids to have an overshoot of 110 yards for distances less than 60 yards and for any distances over 60 yards a 50 yard overshoot is required
 - Mechanical release aids require a range of 150 yards regardless of the distance they are shooting
 - The second range has been added to allow us to safely meet these AGB requirements
 - The range closest to the trees must start after the left edge of the Dan Maskell Tennis Centre sign to have enough sideways overshoot at the targets.
 - The range closest to the path must end before the green metal cylinder at the end of the field
 - Both ranges are under the same set of whistle commands
- Blank boss
 - Squash courts are now condemned and so we have no access to blank boss
 - For term 3 we have the option of some additional sessions in the tennis centre
 - Thursday 5th, 12th and 19th May 6-9pm
 - Sunday 8th and 15th May 3-5pm
 - Ben to reply to the AU to accept these sessions
 - The Thursday session is only going to be run if there is poor weather
 - Looking at options for next year with Kath (AU)
 - Martin Hall
 - Would have to be after lectures as in use during the day
 - Free of charge
 - Loughborough Schools Federation
 - Would be at a charge which would need to be budgeted for
 - Lucy asked about using the college
 - Ben to investigate this if Martin Hall is not an option

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Leading your Committee and Chairs Welcome (11am)
 - Building your Budget (12pm)
 - Developing you Club Priorities (2pm)
 - Planning for your year ahead (4pm)
- Check with Haydn, Hari and Anna if they have had a handover
- Give everyone direct access to the committee OneDrive
- Accept the offer of additional sessions in replacement of blank boss for Term 3
- Continue working with Kath to find a permanent solution for Blank Boss next year (looking into the college if Martin Hall is not an option)
- Talk to Haydn about updating the mailing list
- Talk to Haydn about updating the website with session times and supervisors
- Talk to Ash and Maggie about coaching days during Term 3
- Attend the coaches meeting
- Book a seminar room for the 16th of May at 8pm for the outdoor competition seminar
- Organise the Nottingham Friendly on the 8th of May
- Work with Ellie to organise the transport for BUTTS Field on the 15th of May
- Work with Ellie to organise transport for the Bowmen of Glen competitions (14th and 15th May)
- Send Ellie a link with the detail for LAOFAC
- Work with Ellie to create a "How to Guide" for attending BUCS Outdoors
- Sort out a time with Maggie and Ellie
 - to discuss the ranking order of those interested in attending BUCS Outdoors
- Work with Ellie to add BUTTS Champs to the website once details are confirmed
- Meet at the cupboard at 3pm on Tuesday 3rd May to try and rearrange it so that more targets fit in
- Train the novice committee members on how to run an outdoor session (and maybe indoor sessions)
- Arrange with the tennis centre having access at 9am on the 28th May to get the targets out for Ex vs Current

Secretary – Haydn Lloyd

Actions brought forwards

- None

Secretary's report

- Mailing list change over
 - When responding to emails sent to the committee please CC in the committee email so that others know that they have been replied to
 - Ben to talk to Haydn about sorting this out
 - Lots of spam emails on this account!!!
- Updating the website

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Keeping your Members Safe (12pm)
 - Planning for your year ahead (4pm)
- Talk to Ben about updating the mailing list
- Talk to Ben about updating the website with session times and supervisors
- Attend the coaches meeting to write minutes

Treasurer – Rebecca Mears

Actions brought forwards

- None

Treasurer's report

- Fortnightly updates on expenditure and projected expenditure
 - Ben wants to start doing this so that all the spreadsheets are kept up to date
 - Becky to make a new spreadsheet to monitor who has and hasn't been approved by the AU so that we can monitor who has outstanding claims
- Paying Ash more for the beginner course
 - Currently being paid £15 per session
 - Ash stood in for Maggie for the beginner course and so did a lot more coaching than she normally would
 - Maggie usually gets paid £40 per session during this time
 - **Committee vote – Is everyone happy to pay Ash an additional £25 for the sessions she completed during the beginner course?**
 - Yes – All committee members in attendance
 - No – no votes
 - Committee voted to pay Ash the additional £25 per session attended during the beginner course
 - Becky to sort out
- Ash and Maggie coaching during Term 3
 - Ash usually attends 1 session a week
 - Maggie usually attends 2 sessions a week
 - Have the budget to continue this
 - Ben to talk to Ash and Maggie about which days they would like to coach on
- Alumni driving for the club
 - Our alumni members offer to drive for the club but there is currently no known way for them to claim for mileage
 - Becky to talk to Andrew in the AU to find out if there is a recommended procedure to do this
 - If there is a way write a guide on how to do this
 - If there is not a way try and come up with one with the AU
- Car registration with the AU
 - Still broken
 - Those who had their cars registered have had their mileage paid for
 - Still got a few members who are unable to claim for mileage as they cannot register their cars
 - Becky to chase the AU about this
- £3000 from the private account?
 - Still haven't been found
 - Becky emailed at the start of Easter
 - Becky to send a follow up email about this
- Closure of Archery Legends
 - Have some sessions (believe 8 hours paid for) that we were unable to use due to COVID)
 - Becky to enquire about this to see anything can be done about this

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Building your Budget (12pm)
 - Spending Club Money (3pm)

- Planning for your year ahead (4pm)
- After the training day create a how to guide on how to use Expense365
- Create a new spreadsheet to monitor who has and hasn't been paid by the AU to keep track of who is still owed money
- Arrange to pay Ash for the additional £25 per session attended during the beginner course
- Talk to Andrew about how alumni can claim for mileage
- Talk to the AU again about car registration
- Follow up the email about the £3000 from the private account
- Enquire with Archery Legends about the unused sessions from March 2020
- Meet at the cupboard at 3pm on Tuesday 3rd May to try and rearrange it so that more targets fit in
- Add Martin to "Loughborough Students Archery Club" Facebook page

Development Officer – Hari Patel (and Ffion)

Actions brought forwards

- None

Development Officer's report

- Summer PP
 - Need to talk to Maggie about this to see if there is time to slot this in
- Coaches meeting
 - Ffion hoping to organise by the end of May
 - Coaches,
 - Ben
 - Haydn (to write minutes)
- Outdoor competition seminar
 - Ben has written a seminar about outdoor competitions. It has been sent to Ffion to check over
 - Proposed date for the Monday 16th May at 8pm
 - Ben to book a seminar room
- Further seminars for this term
 - To be discussed at the next meeting
- CVA Level 1 funding
 - Lucy now getting funding from the CVA
 - CVA funding now for Lucy, Katie and Hari
 - Ben is being sponsored to complete the coaching course
 - 2 alumni spaces available which have been given to Tom C and Kat
 - Waiting for Helen (Regional Development Officer) to organise the practical elements of the course

Actions ongoing Hari

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Developing your Club Priorities (2pm)
 - Planning for your year ahead (4pm)
- Work with Ben and Ffion on the potential of having Summer PP sessions

Actions ongoing Ffion

- Work with Ben and Hari on the potential of having Summer PP sessions
- Organise a coaches meeting for the end of May
- Assist Ben with the outdoor competition seminar
- Continue working with the estates team to sort out the distance markers

Team Captain – Ellie Noble

Actions brought forwards

- None

Team Captain's report

- Nottingham friendly (7th May)
 - Ben to organise since it is very last minute
- BUTTS Field (15th May, closing date 6th May)
 - Ben and Ellie to work together to organise transport for this one
 - Ben set the closing date for students to nominate themselves as the 5th May
- Bowmen of Glen (14th – 15th May, closing date 7th May)
 - Post scheduled to be released 9am on 3rd May
 - WA70/50 and H2H on Saturday 14th May
 - Double WA70/50 on Sunday 15th May
 - Opened to experienced only
 - Ben and Ellie to organise transport together
- BUTTS Champs (21st May)
 - Nottingham organising
 - Still waiting for confirmation of the date
- LAOFAC (22nd May, closing date 13th May)
 - York/ Hereford/National
 - County selection shoot – need to shoot the York/Hereford round
 - Normally experienced shoot the York/Hereford and novices shoot the National round
 - Post to go up on Thursday 5th May
 - Ellie to write the post
 - Ben to send a link to Ellie with all the details
- BUCS (student deadline 24th May)
 - 11th/12th June
 - Need to have a qualifying score
 - Can use previous BUCS Outdoors scores (Ben, Chris C, Catrina and Frankie already qualified)
 - Ben and Ellie to work together to put together a "How to Guide" on how to enter BUCS
 - Thinking about creating a poll for those who are interested in BUCS so that the archer can be ranked before qualification scores have been achieved
 - Ellie to post this after the current wave of scheduled posts
 - Will need to have a meeting with Maggie to rank archers who put themselves forwards
- Updating the website
 - There is a competition section on the Iboro archery website that needs updating when new competitions
 - Ben to show Ellie how to do this when the next competition needs adding to the page

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Training and Competitions (11am)
 - Kit and Kukri (3pm)
 - Back up for Chris in case he has to work
 - Planning for your year ahead (4pm)
- Work with Ben to sort out transport for BUTTS Field on the 15th of May

- Work with Ben to organise transport for the Bowmen of Glen competitions on the 14th and 15th of May
- Write a post to advertise LAOFAC to be released on Thursday 5th of May
 - Send to Ben to check over if you want to
- Work with Ben to create a "How to Guide" for attending BUCS Outdoors
- Create a poll for BUCS outdoors to see who is interested in attending
 - Include vital details about BUCS outdoors in this post (dates, need to have a qualifying score etc)
 - Release to the club after Thursday 5th May
- Sort out a time with Maggie and Ben to discuss the ranking order of those interested in attending BUCS Outdoors
- Work with Ben to add BUTTS Champs to the website once details are confirmed

Equipment Officer – Chris Cooper

Actions brought forwards

- None

Equipment Officer's report

- Rearranging the cupboard
 - Need to rearrange the cupboard to try and fit in more targets
 - Meeting at 3pm on 3rd May to get this sorted
 - Chris
 - Becky
 - Ben
 - Chris suggested taking down the beginner bows to make some more space
- Storage issues
 - Not going to be able to get access to the full cupboard
 - There was the suggestion of getting a container, but that is a long process to get sorted
 - Ben waiting for a response from Jay about
- Distance markers
 - Ffion has been talking to the Estates team about putting out distance marker on the field to help with setting up the range
 - Need to work out how many sets we want creating
 - A second set would cost more
 - The second set would go along the rope which is temporary so would need checking often
 - The rope is far away from the first range and the second range is at an angle
 - **Committee Vote – How many sets of distance markers do we want?**
 - One set - all committee members in attendance
 - No – no votes
 - Committee decided on one set of distance markers
 - Ffion to continue talking to the estates team to sort this out
- Inventory
 - Chris has started to complete this
 - The document has been rewritten so that it is more useable
 - Waiting for some nice weather and time of work to complete fully
 - Been through the arrow box, counted and removed damaged arrows
 - Would like a small work party to help complete this
 - Suggestion of 8th May after the committee training
 - Chris to see his availability once his work schedule has been released
- List of kit out on loan

- There is a spreadsheet on the committee OneDrive with this information
- Not sure how up to date this is
 - Becky doesn't think it is up to date
 - Going to check against the inventory once it has been audited to see if it matches up
- Target faces for Ex vs Current
 - Check if there are any 122cm faces and if none to buy some
- Club arrows
 - Currently a lot of the damaged arrows are being put back in the box
 - Planning on attaching the damaged arrow tube to the arrow box so that they can be separated from the useable arrows.
 - Thinking of adding another tube for arrows that we are unsure about so that they can be checked over before being put back into rotation
- Created a new spreadsheet "equipment purchasing list"
 - In the Equipment Officer folder on the OneDrive
 - Will know what items need to be brought and can set a priority for it
 - Can come up with different options for where to get items from and work out the pricings
 - Will make deciding what equipment to buy easier
 - Boxes available to detail who is purchasing it, if it has been approved and when it was purchased.
 - Chris to add some instructions to the spreadsheet
- Wants to improve how we record who has what equipment and how to flag any maintenance issues that need sorting
 - Unable to attend every session so jobs are being missed
 - Equipment is being handed out with no system in place to log where it is going
 - Created a google form to help keep track of this
 - [LSAC Equipment Maintenance & Borrowing Form \(google.com\)](#)
 - Wants to create some QR codes and place in convenient places so that it is accessible to everyone
 - Hoping that this will make keeping track of the kit easier and knowing when equipment needs replacing

Actions ongoing

- Attend the following training events (depending on work schedule)
 - Welcome and Introduction to your AU (10am)
 - Kit and Kukri (3pm)
 - Planning for your year ahead (4pm)
- Meet at the cupboard at 3pm on Tuesday 3rd May to try and rearrange it so that more targets fit in
- Continue working on the inventory audit
 - Sort out a work party once you know your shift timings
- Check list of loaned equipment with inventory list once the audit has been completed
- Check the cupboard for 122cm target faces for Ex vs Current
 - Buy more if there are not enough
- Continue with the plan to attach the broken arrow tube and unsure tube to the arrow box
- Continue with the "Equipment Purchasing" spreadsheet
 - Add some instructions on how to use it
- Investigate QR codes for the google form

Tournaments and Records Officer – Martin Wrighton

Actions brought forwards

- None

Tournaments and Records Officer's report

- Ex vs Current
 - Format of the day is a National (4 dozen at 60 yards and 2 dozen at 50 yards shot in ends of 6 arrows) in the morning, followed by Heads to heads shot at 50 yards in the afternoon
 - National is 5 zone scoring, but the head to heads are 10 zone scoring
 - Towers Pitch is currently booked on Saturday 28th May for 9am – 6pm
 - Laura Mallinson and Ben are happy to help in the organisation of this competition
 - How many archers can attend?
 - We will need to have both ranges in use as we have both current members and alumni who shoot with mechanical release aids
 - Martin and Ben to see how many targets we can fit on both ranges but believe we can get
 - Believe we can fit 12 targets in total so we can have a maximum of 48 archers attending
 - Need to sort out access to the tennis centre to get the remaining targets from court 1
 - Set a maximum of 8 mechanical release aids
 - Helpers on the day
 - Laura Mallinson has volunteered to run the event on the day
 - Might need a few more helpers to help run the competition
 - Advertising the competition
 - Martin to post on the "Loughborough Students Archery Club" Facebook page
 - Becky to add Martin to this page
 - Post to include
 - Arriving from 9am to help set the range up
 - Those shooting need to have membership with an archery governing body
 - Up to 48 spaces on a first come first served basis, get them to comment what bowstyle they are
 - Ask for helpers
 - Ask for interest in a social after the competition
- Missing record certificates
 - Have the previous year's certificates been given to Martin?
 - Previous Tournaments & Records Officer was unaware they had to create certificates for broken records
 - Martin to go through the club records and not down any records that have been broken since April 2021
 - For these records create a certificate
 - There should be a template on the committee OneDrive
 - Could liaise with Lucy to make them look pretty
- Updating the website
 - Martin is aware that he needs to update the records on the website and has the log in details

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Kit and Kukri (3pm)
 - Back up for Chris in case he has to work

- Planning for your year ahead (4pm)
- Post in the "Loughborough Students Archery Club" Facebook page about who would like to attend
 - Post to include
 - Arriving from 9am to help set the range up
 - Those shooting need to have membership with an archery governing body
 - Up to 48 spaces on a first come first served basis, get them to comment what bowstyle they are
 - Ask for helpers
 - Ask for interest in a social after the competition
- Sort out helpers for during Ex vs Current
- Go through the records on the lboro archery website and record all records broken since April 2021
- Create certificates for these records

Social Secretary – Katie Axup

Actions brought forwards

- None

Social Secretary's report

- Ex vs Current social
 - Might be a challenge to organise at this sort of notice
 - Martin to add interest in a social in his post about the event
 - Start with an estimate of 20 people, but this may increase depending on interest in the competition
 - Provisionally book a table
 - Previous places include Basin and Revs
- Planned socials
 - Tequila night – Friday 5th May
 - Hosted at Jordanna's
 - FND afterwards
 - Has been advertised on the members Facebook page
- Social ideas
 - Laser quest
 - Up to 24 players in 20 minute sessions
 - Will have a cost to it
 - Has been well attended in the past
 - Spoons quiz night
 - End of year meal
 - Start thinking about possible locations
 - We usually hand out record certificate during this meal
- Freshers social ideas
 - Pub crawl
 - Loud so difficult to do quizzes etc
 - Not many were drinking
 - Some of the bars weren't happy with so many people being there not drinking
 - Thinking of having a sober alternatives
 - Scavenger hunt round campus
 - Get to know the campus better since they have just moved into halls
 - Movie night?
 - Tree house for an AU club?

- Does it cost money?
 - Believe it does
 - Unlikely to plan a social here then
 - Games night
 - Few drinks
 - Cards, Chess etc
 - People to bring their own games
 - Picnic
 - Beacon Hill?

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Social Events Training (11am)
 - Keeping your Members Safe (12pm)
 - Creating an Inclusive Club (2pm)
 - Planning for your year ahead (4pm)
- Look into potential locations for the Ex vs Current social and provisionally book somewhere
- Continue with the planning of the tequila social on Friday 5th May
- Continue to come up with social ideas
- Look into options for an end of term meal

Welfare Officer – Anna Symanowski

Actions brought forwards

- Charity money – has this been passed on
 - Hasn't been passed on
 - Talk to Chris M about this

Welfare's report

- Nothing reported

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Creating an Inclusive Club (2pm)
 - Planning for your year ahead (4pm)
- Talk to Chris M about the charity money to see if it has been sorted yet

Media – Lucy Hubbert

Actions brought forwards

- None

Media's report

- Beginner course certificates
 - It has been discussed with previous committee of designing a certificate for novices who have completed the beginner course as proof for anyone who wishes to join a local club when they go home
 - Lucy to design a certificate that can be given out to those who want one
- Club photos
 - Booked for Thursday 5th May

- Reminder post to go out on Wednesday 4th of May about wearing club kit and bringing their bows with them
- Competition review posts on Facebook, Twitter and Instagram
 - In the past the Team Captain has posted a review about competitions the club has attended, including the results. This generally has only been on the club Facebook page but probably should be on our other social medias
 - Ben feels like Media is more suited for this job
 - Lucy happy to do this job

Actions ongoing

- Attend the following training events
 - Welcome and Introduction to your AU (10am)
 - Running your Social Media (11am)
 - Kit and Kukri (3pm)
 - Back up for Chris in case he has to work
 - Planning for your year ahead (4pm)
- Design a certificate for novices who have completed the beginner course
- Post a reminder about Club photos on Wednesday 4th May
- Plan the "Give it a go" 3D target session for after BUCS Outdoors (11th/12th June)

Novice Representatives – Adam Pugh and Charlotte Martin

Actions brought forwards

- None

Novice Rep's report

- Nothing reported

Actions ongoing

- None

AOB

Actions brought forwards

- None

Items brought up

- 3D Target shoot
 - Lucy owns two 3D targets (could be brought up on the 28th/29th May)
 - Could do after BUCS Outdoors since a lot of weekends before then have competitions
 - The outdoor season is a very short but busy season
 - Is there an issue with losing arrows?
 - Place a target behind them to catch any arrows that miss
 - If any arrows do go into the ground, they are easy to find
- Session supervisors
 - Ben to talk the first 3 session and train up the novices on how to run outdoor sessions
 - As novices are trained they will start to take on the responsibility of taking sessions
 - Becky and Chris already trained
- Future meetings day, time and format
 - Online meetings every other Monday Evening

- Posting on the page
 - No restrictions on who can post
 - General rule is don't clog the page so that posts are drowned out and missed
- Organisation of the club
 - Less people are using Facebook for various reasons
 - Committee to try and find other ways to organise the club for the next meeting
- Budget for next year
 - If anyone has any ideas on what they want including in the budget for next year please send to Becky by the next meeting

Actions ongoing

- Think of other ways to organise the club rather than Facebook
- Send over any ideas for next year's budget to Becky

Session Rota

Date	Session Taker	Location	Notes
Tuesday 3 rd May 4– 8pm	Ben	Tower's Pitch	
Wednesday 4 th May 4-8pm	Ben	Tower's Pitch	
Thursday 5 th May 4-8pm	Ben	Tower's Pitch	
Thursday 5 th May 6-9pm		DMTC	Only taking place if the weather is poor
Saturday 7 th May 12-4pm	TBC	Tower's Pitch	Nottingham Friendly
Sunday 8 th May 3-5pm	Ben	DMTC	
Monday 9 th May 8:30-10:30pm	Ben	DMTC	
Tuesday 10 th May 4– 8pm	Ben	Tower's Pitch	
Wednesday 11 th May 4-8pm	Ben	Tower's Pitch	
Thursday 12 th May 4-8pm	Ben	Tower's Pitch	
Thursday 12 th May 6-9pm		DMTC	Only taking place if the weather is poor
Saturday 14 th May 12-4pm	TBC	Tower's Pitch	Bowmen of Glen
Sunday 15 th May 3-5pm	TBC	DMTC	Bowmen of Glen
Monday 16 th May 8:30-10:30pm	Ben	DMTC	
Tuesday 17 th May 4– 8pm	Ben	Tower's Pitch	
Wednesday 18 th May 4-8pm	Ben	Tower's Pitch	
Thursday 19 th May 4-8pm	Ben	Tower's Pitch	
Thursday 19 th May 6-9pm		DMTC	Only taking place if the weather is poor
Saturday 21 st May 12-4pm	TBC	Tower's Pitch	BUTTS Champs