

# LSAC Committee Minutes

Date 13/06/2018 | Time 20:00 | Location DMTC

<b>Meeting called by</b>	Jordanna Marsh	<b>Apologies</b>
<b>Type of meeting</b>	Fortnightly Meeting	Mark Peart
<b>Note taker</b>	Laura Mallinson	Felicity Slocombe

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## Main Business

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### Chair – Jordanna Marsh

- Chair's report –
  - Summer sessions confirmations and session takers
    - Saturday (12-3 EHB), Monday and Wednesday (5:30-8:30 EHB) until 23<sup>rd</sup> July then back on Towers pitch
    - Poll for session takers
  - Membership ideas
    - Idea to split membership into 4 different tiers; standard, alumni, novice and BUCS
    - Going to change the naming of the BUCS tier
    - Edit part on coaching
    - Novices at BUCS
  - Media rep (voting in/tasks to be completed)
    - Decided to have a temporary Media Rep over the summer
    - Info page and website (want to update when new kit comes in)
  - Summer work for all
    - Laura M to continue putting entries in
    - All mileage over the summer is to be worked out by Union costings, split across all those in the cars, agreed by everyone before attending the event.
  - Arriving back in September (meeting to arrange tasters and freshers fair)
    - Everyone in the meeting is available over summer
  - Slight code of practice change
    - No introduction to the code of conduct, will be added and resubmitted
  - Voting in new constitution
    - September EGM
  - BUTTS leg 1
    - Confirmed with David

### Actions ongoing

- Club of the week investigate this – ask when next go into AU office
- Club development plan – due 22<sup>nd</sup> June
  - Stuff for Ian to do – predicted BUCS points
- Booklet for new members - ongoing
- Beginners course – run it and then sell memberships? Keep as previously done
- Sponsorship application
- Rota for coaching/dedicated coaching evening
- Book for counting arrows in and out
- Any interest in Level 1 coach course (Leicester in September)

## Secretary – Felicity Slocombe

- Secretary's report – NOT PRESENT

### Actions ongoing

- Pin the constitution and code of practice to Facebook and on the website
- State in the page information that the page is mainly for archery and relevant university posts – done for Facebook
- Need to see Maggie's employer liability insurance
- Current club members and how long they will be here for – do over summer
- Convert dropbox to OneDrive – how best to do this/when best to do this
- GDPR (website/Facebook/social media)
  - Add clause to all of the above – clause has been added to Facebook, Flick to work with Tom Cram for website privacy policy – need one for Instagram and Twitter?
  - Add clause to membership sign up for people to opt in to photos/match reports including them for social media – Flick to email AU intern to ask for this

## Treasurer – Mark Peart

- Treasurer's report – NOT PRESENT
  - Lots of driver claims that haven't been submitted yet, and so have quite a lot of money left when that's added to the other sections of the budget.
    - Equipment surplus: £528.13
    - Transport surplus (including claims that haven't been submitted): £173.09
    - Fixed costs and competitions surplus: £640.24
    - Coaching surplus: £250
    - Sundries deficit: £72.50
      - Therefore, total available funds: £1518.96
  - Action – everyone to put claims in once the app is working again. It's expected that over £170 is to be claimed from asking around committee

### Actions ongoing

- Buying a new damage, higher poundage longbow and other bits
- Circle pay – got reply from Alex?
- First aid kits – on equipment to buy list and ask AU about their free ones

## Development Officer – Arthur Coveney

- DO's report –
  - Development plan
    - Everyone to message Arthur comments on the plan
  - Seminars for next year
    - Every 3 weeks
    - Welcome to archery (with clingy band session) in court 4
    - Competition and session etiquette
    - Basic equipment skills, what to buy and practice over Christmas
    - Tuning and maintenance
    - Food and mind
    - BUCS

- Clingy band sessions
  - Encourage everyone to use more
  - Refresher session half way through the term
- Missed meetings
  - Barebow medals are finalised
  - Sports research – haven't heard back about this yet
  - Blank boss video camera – Maggie says she can bring her own
  - 252 badges and foxes badges – send out a reminder
  - One drive is easier to access and the union prefer university emails to be used for data protection reasonings
  - Long arrows – should be X7 not X10
- Taster and beginner courses
  - All coaches to be on the line
  - Run the same as before
- Coaching rota/booking
  - Will be finalised at the coaching meeting
  - Discuss with Maggie in advance
- Coaching contracts
  - All Level 1s to fill in at start of year

### *Actions ongoing*

### **Team Captain – Laura Mallinson**

- TC's report –
  - Summer competitions
    - Advertise the list sent to Jordanna

### *Actions ongoing*

- BUCS drivers and tents sorted
  - £10 to SCOGUI

### **Equipment Officer – Chris Cooper**

- Equipment Officer's report –
  - Stuff to purchase in September
    - Will upload the list
  - Adding new compound to inventory
    - Need to know details for this to be added
  - Getting rid of damaged compound
    - Talk to Maggie
  - Assigning kit
    - If possible make it accessible to all

### *Actions ongoing*

- New equipment to buy at start of next academic year
- Make longbow sleeve - ongoing
- Damage repair party – do over summer
- Kit list on who has what – ongoing
  - Put a post on facebook for all club kit to be returned

- Intermediate bow – riser, limbs, string, button, sight, stand

## **Tournaments and Records Officer – Alys Blades**

- TO's report –
  - BUTTS leg – 10<sup>th</sup> November – needs to be confirmed
  - Chairs Challenge Shield – 1<sup>st</sup> December
  - Ex vs. Current – 26<sup>th</sup> May
  - Need to do records
    - Still to be done (before social)
    - Certificates have been edited

### *Actions ongoing*

- One off booking form for; BUTTS indoor leg, chairs challenge shield, Ex vs. Current 2019 – in progress

## **Social Secretary – Billy Graham**

- Social Secretary's report –
  - End of term social
    - Deposit still to be paid
    - It will be held at The Basin
    - Pre-order may not be required
  - Fresher events
    - Starting to think about this and will plan over summer

### *Actions ongoing*

- End of term awards – Jordanna sent documents

## **Welfare Officer – Laura Hutchinson**

- Welfare Officer's report
  - To make an awareness post on drugs and alcohol

### *Actions ongoing*

## **Novice Representatives – Jamie Moore & Florence Mountain**

- Novice representative's report –

### *Actions ongoing*

- Ladder competition

## **AOB**

### Actions ongoing

- Maggie to put up information on skills and drills, S&C – put it in the booklet too
- Facebook post about last session and summer sessions

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### Session Rota

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Date	Session Taker	Location	Time	Notes
Thursday 14/06/2018	Alys	Towers Pitch	17:00-20:00	Last session
Saturday 23/06/2018		Towers Pitch	12:00-15:00	
Tuesday 26/06/2018		Towers Pitch	17:00-20:00	
Wednesday 27/06/2018		Towers Pitch	17:00-20:00	
Thursday 28/06/2018		Towers Pitch	17:00-20:00	