

# LSAC Committee Minutes

Date | 09/056/2021 | Location Online

**Meeting called by**      Catrina Salisbury  
**Type of meeting**        Committee Meeting  
**Note taker**                Helen Wilcockson

**Apologies**  
Laura Hutchinson  
Ben Evans

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## Main Business

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### Chair – Catrina Salisbury

#### Actions brought forwards

- Session allocations

#### Chair's report

- Session allocations: Tuesday 8<sup>th</sup> (Tom), Wednesday 9<sup>th</sup> (Becky), Thursday 10<sup>th</sup> (Kieran), Saturday 12<sup>th</sup> (Jordanna), Tuesday 15<sup>th</sup> (Kieran), Wednesday 16<sup>th</sup> (Tom), Thursday 17<sup>th</sup> (Laura M), Saturday 19<sup>th</sup> (Catrina).
- Tournaments & Records Officer: Jordanna.
- Development plan and budget are done; risk assessment update.

#### Actions ongoing

- Give Jordanna uni details so that she can access beginner certificate designs.
- Check that all new committee are admin on Facebook page.

### Secretary – Helen Wilcockson

#### Actions brought forwards

#### Secretary's report

#### Actions ongoing

### Treasurer – Rebecca Mears

#### Actions brought forwards

- Bow deposits
- Spending money on equipment

#### Treasurer's report

- Bow deposits for novices this academic year.
- We will take on 32 novices next year.
- Decision made by committee to eliminate bow deposits next year; put novice bows in cupboard instead. This will also negate any need for additional bow bags and stands.
- Refunds: 0% and reinvest the remaining money on the club.

#### Actions ongoing

### Team Captain – Laura Mallinson/ Harry Morton

### *Actions brought forwards*

- Beginner course certificates
- BUCS

### *Team Captain's report*

- Certificates for the beginner course.
- Getting archers to prove they are safe to shoot when purchasing 'Experienced Membership' → assessment sessions?
- Experienced archers will need their own bows; some archers may be able to use intermediate kit in the first couple of weeks though this won't be advertised.

### *Actions ongoing*

- Harry needs to be trained to run sessions.
- Jordanna to get the beginner certificate designs from Cindy.
- BUCS update: hotels and transport sorted. May need to review budget (may need to pay for the 2<sup>nd</sup> day). Covered by private account. Everyone to leave at 4pm Friday. Maggie will also be at BUCS.

## **Equipment Officer – Emilia Stonebanks**

### *Actions brought forwards*

- Straw target and stands

### *Equipment Officer's report*

- First aid hasn't been checked.
- Outdoor signs: Tom Cram has offered use of his laminator.
- Some strings for shorter bows needed (64 inch strings).
- An additional shelving unit for cupboard storage?
- Damage blocks + spaces for them.
- New storage container in the future; hold off on straw target purchases.

### *Actions ongoing*

- Laura and Catrina to check first aid kit prior to BUCS.
- Tom Richardson will ask his dad for wood backing for outdoor signs.

## **Development Officer – Ffion Edgeley**

### *Actions brought forwards*

### *Development Officer's report*

### *Actions ongoing*

- Tom to put up a poll on Facebook asking for interest in bow maintenance seminar.

## **Social Secretary – Jordanna Marsh**

### *Actions brought forwards*

- Social restrictions

### *Social Secretary's report*

- Comparison between Government and AU restrictions; will need to wait on AU communications.
- AU ball is in person.

### *Actions ongoing*

### **Tournaments and Records Officer – Jordanna Marsh**

*Actions brought forwards*

- Tournaments and Records position not filled.

*Tournaments and Records Officer's report*

- Jordanna is taking the responsibilities of Tournaments & Records officer.

*Actions ongoing*

### **Welfare Officer – Mary Upton**

*Actions brought forwards*

*Welfare Officer's report*

*Actions ongoing*

### **Media – Cindy Lo**

*Actions brought forwards*

*Treasurer's report*

*Actions ongoing*

### **Novice Representatives – Rebecca Mears**

*Actions brought forwards*

*Treasurer's report*

*Actions ongoing*

### **Any Other Business**

*Actions brought forwards*

*Items brought up*

*Actions ongoing*

- All committee members to look at they Development plan on the Facebook page, with focus on their section, ahead of the next committee meeting.
- Becky to organize posts for this week's sessions.

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## **Session Rota**

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Date	Session Taker	Location	Notes
Tuesday 8 <sup>th</sup>	Tom		

Wednesday 9<sup>th</sup>

Becky

Thursday 10<sup>th</sup>

Kieran

Saturday 12<sup>th</sup>

Jordanna

Tuesday 15<sup>th</sup>

Kieran

Wednesday 16<sup>th</sup>

Tom

Thursday 17<sup>th</sup>

Laura M

Saturday 19<sup>th</sup>

Catrina