

LSAC Committee Minutes

Date | 13/09/2021 | Location Online

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

Apologies

Main Business

AOB actions brought forwards

- All committee members to look at the Development plan on the OneDrive – completed and submitted
- Cupboard keys to Katrina
 - Done – keys are currently with Twinkle and Ben Evans
- Sign up to CVA ([CVA Portal \(loughboroughsport.com\)](http://CVA Portal (loughboroughsport.com))) if you want to

Chair – Katrina Salisbury

Actions brought forwards

- Give Jordanna Uni details to access beginner certificate designs
 - Are these still happening?
- Update the website with summer sessions
 - Completed
- Update the LSAC driver's page to make sure only those who are registered are on there
 - Is this done?

Chair's report

- Sports Bazaar
 - 2nd October 10am – 4pm
 - Should have enough helpers
 - Harry and Emilia are able to help after 2pm
 - Need some leaflets to be made
 - Jordanna to make the leaflets
 - Will take a damage to display the leaflets and target face
 - Usually have a few bows available for people to look at
 - Applied for power
 - Computer to display archery videos on
 - Who is bringing this?
 - Are PAT tests required this year?
- COVID measures
 - Masks inside?
 - Agreed that masks will be used inside, but can be removed once on the shooting line
 - If masks are removed they must be completely removed for safety
 - Session supervisor is responsible for enforcing this
 - This will be re-evaluated at a later date
 - Coaches can tactile coach if necessary
- Membership release

- 4th October for experienced and alumni
 - Catrina to add experienced members to AGB once they have brought membership
- 7th October for novices
- Bi-election
 - Will arrange to vote in Secretary, Media and Tournaments at the same time as the novice rep

Actions ongoing

- Update the website
- Sort out last year's beginner certificates if they are still being handed out
- Update the LSAC driver's page to make sure only those who are registered are on there if not already done
- Find out if PAT tests are required for the sports bazaar
- Make beginner course questionnaire
- Add experienced members to AGB once they have brought membership
- Check for any limitations on socials
- Check for access on the LSU website to see if you can update the website
- Put a poll on the Facebook page asking about either a member only page or a members group chat

Secretary – Unfilled

Actions brought forwards

- None

Secretary's report

- *Nothing to report*

Actions ongoing

- None

Treasurer – Rebecca Mears

Actions brought forwards

- Work with Ben to see what else needs replacing
 - Done
- Contact the remaining novice to sort out bow return
 - Done?
- Work out a plan for buying the required equipment
 - Ongoing
- Continue issuing bow deposit refunds
 - Done?

Treasurer's report

- Equipment buying
 - Catrina has spoken to Andrew and we have £3,679 in the private account
 - Buying a new damage and repairing the current ones will cost over £2,000
 - To just repair what we have will be around £1,400
 - Ffion works at Quicks archery
 - Rebecca to contact Quicks to see if we can get any deals
- Catrina has sorted out the AGB affiliation

Actions ongoing

- Work out a plan for buying the required equipment
 - Talk to Quicks about damages
- Buy kit bags and notebooks ready for the beginner course
- Arrange with Emilia who is getting target faces for the beginner course (122cm and 80cm)

Team Captain – Harry Morton

Actions brought forwards

- Work with Jordanna to organize the field give-it-a-go session

Team Captain's report

Actions ongoing

- Continue working with Jordanna to organize the field give-it-a-go session

Equipment Officer – Emilia Stonebank

Actions brought forwards

- Work with Ben to put together the new signs
 - Signs were put together, but new signs will be needed for the next outdoor season

Equipment Officer's report

- Equipment sort
 - Planned for Friday 8th October
 - Do you need any additional help?
- Emilia is going to turn up to the session on 15th September to get the beginner bows ready for the taster sessions

Actions ongoing

- Arrange with Becky who is getting target faces for the beginner course (122cm and 80cm)
- Sort out the equipment sort on 8th October

Development Officer – Ffion Edgeley

Actions brought forwards

- Help finish the development plan
 - Submitted

Development Officer's report

- Beginner Course
 - Should have enough coaches/ volunteers for 8 groups
 - 11th October – additional clingy band session (7:30pm – 8:30pm) and range safety
 - Need to buy kit bags
 - 12th October - Handing out kit and 10m blank boss recurve
 - 18th October – 15m 122cm face,
 - 19th October – 18m 122cm face
 - 25th October - 18m 60cm face plus bowstyle have a go
 - 26th October – Novice competition (usually around 1.5 dozen arrows)
 - Emilia to be around to help with any kit issues
 - Catrina to make a questionnaire asking about basic information to make running the beginner course easier
 - Need to buy clingy bands, notebooks, target faces and kit bags
 - Maggie looking into clingy bands

- Laura M to count notebooks and target faces
- Ash coaching
 - 6 x sessions for beginner course
 - Experienced coaching on Wednesdays
- Experienced crash course
 - 16th October?
 - Lots of experienced archers have not shot in a long time
 - Will help prevent bad technique being reinforced
 - Check for coaches' availability

Actions ongoing

- Continue sorting out the beginner course
- Start sorting out the experienced crash course

Social Secretary – Jordanna Marsh

Actions brought forwards

- Check if coaching qualification has lapsed?
 - Ongoing?
- Work with Harry to organize the field give-it-a-go session
 - Ongoing
- Put together a Google Doc for social ideas
 - Post put on the Facebook page
- Start thinking of ideas for the fresher social
 - Ongoing

Social Secretary's report

- *Social Calendar*
 - Returners social 9th October
 - Laser quest or escape room
 - Fresher social 10th October (may have written down the wrong date)
 - Scavenger hunt 17th October
 - Halloween shoot 30th October
 - Halloween social 31st October
- Need to check for any current limits on socials

Actions ongoing

- Continue planning socials

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

Actions brought forwards

- None

Tournaments and Records Officer's report

- BUTTS Leg
 - Asked to host the 1st leg on the 20th/21st November
 - Kath has provisionally said that the 21st is fine to book
 - Other legs are:
 - 15th/16th Jan
 - 29th/30th Jan or 5th/6th Feb

Actions ongoing

- Start planning the BUTTS leg

Welfare Officer – Mary Upton

Actions brought forwards

- None

Welfare's report

- *Nothing to report*

Actions ongoing

- None

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?
- Make leaflets for the sports bazaar

Novice Representatives – Rebecca Mears

Actions brought forwards

- None

Novice Rep's report

- *Nothing to report*

Actions ongoing

- None

AOB

Items brought up

- Website needs updating
 - Still has last year's dates on
 - Catrina to check if she has access to update the website
- Adding novices to AGB
 - Laura M brought up the idea of only adding novices to AGB once they had completed the beginner course
 - Will ensure that everyone attending sessions are safe to shoot
 - Will ensure in the future that all returning members of the club have completed a beginner course
- Facebook pages

- Brought up again having a member only area on social media
 - Could be either a Facebook page or a group chat
 - A poll to be put on the Facebook page to get an idea of what the club would prefer

Actions ongoing

- None