**Cambridgeshire Archery Association**

**Annual General Meeting**

**Monday 23rd July 2018**

**Huntingdon Football Club, Jubilee Sports Field, Kings Ripton Road,**

**Huntingdon, Cambs PE28 2NR**

**Minutes**

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| **Present;** |
| Philip Watson – **Chair** (Peacock Archers) – PW |
| John Gorman – **Treasurer** (Jolly Archers) - JG |
| Mary Watson (Peacock Archers) - MW |
| George Sykes (Independent) |
| Keith Streeter (Independent) |
| Steve Millward (Ramsey Ravens) - SMi |
| Gill Millward (Ramsey Ravens) |
| Simon Matthew (Pathfinder Bowmen) |
| Andrew Browne (Cambridge University Bowmen) - AB |
| Paula Langton – **Secretary – Pro Tem** (Peacock Archers)  |
| **1 Apologies for absence** |
|  | Di Searle, John Searle, Tom Stiles, Jack Atkinson.  |
| **2.** | **Agreement of Last Minutes** |
|  | Minutes agreed from AGM 26th June 2017, Proposed : Steve MillwardSeconded : John GormanVote: UNANIMOUS – 9 members plus Chair. |
| **3.** | **Matters Arising** |
|  | No matters arising from the notes of the last AGM. |
| **4** | **Committee Officers and Post Holders Reports** |
| **4a** | **Chair – Philip Watson**Written report provided.PW reported the CAA committee has managed to keep the organization going throughout the last year. The activities within most other counties remain at a consistently low level, with a few notable exceptions, possibly a result of the activities being resourced by volunteers. PW reported two county shoots have taken place during the year which were well attended and run competitions. Positive comments were received by JG from the participants for the indoor shoot, PW indicated the outdoor shoot was almost full and would have had AGB archers in attendance if AGB had not scheduled a late notice selection shoot on the same day. PW indicated he will be stepping down at the end of the meeting from his position as Chairman. |
| **4b** | **Vice Chair – Luke Tunmer** Written report provided.PW indicated to remove the post of Vice Chair an EGM convened by the new committee post holders would be required to adjust the constitution as the role is detailed in the documentation. |
| **4c** | **Secretary – Di Searle**Written report provided.PW expressed his thanks as Chairman to Di Searle for her role as Secretary and to the Chair and panel members who managed a recent complaint brought to the CAA. PW prosed a formal vote of thanks to Di Searle, Proposed by PW, Seconded by MW. |
| **4d** | **Treasurer – John Gorman** Written report provided.JG advised the accounts are still in the process of being audited. JG reported little activity has taken place during the year. There has been a slight drop in income which has been offset by a significant drop in expenditure due to a lack of county shoots. Funds of around £8,000 are held in the bank and some increase in expenditure could be considered.JG reported there are 599 current members, not including the two University clubs. AB agreed to confirm the CUB numbers to JG.JG indicated the Coaching group funds are ring fenced and there has not been much financial activity during the year drawing on the funds.PW expressed his thanks to John Gorman for all the excellent work he has carried out to ensure the county is in a healthy financial position.Proposal for CAA accounts to be accepted – Philip Watson.Seconded – Paula LangtonVoted : UNANIMOUS |
| **4e**  | **Team Manager – currently vacant** |
| **4f** | **Public Relations Officer – currently vacant**Previous post holder indicated they were not receiving items to publicise from the clubs, instead they are using their own club social media channels. |
| **4g** | **County Coaching Officer – Steve Millward**Written report provided at the meeting, delivered verbally to the attendees.SMi reported some external factors have caused issues with the schedule and the coaching group has been limited in what they have been able to do without a team manager in post. SMi indicated the ATC is still running in the south of the county and PW reported sessions are full and are attracting archers from outside the county to attend.SMi advised the coaching structure in AGB is continuing to evolve, many rumours are circulating regarding the proposed structure and CPD requirements and indicated Cambridgeshire needs to be in a position to respond to these changes.SMi thanked all the coaches for their work over the last 12 months. |
| **4h** | **Records Officer – Jack Atkinson** Written report provided.AB indicated a few records were missing from the report and would advise Jack Atkinson of the amendments required.MW raised the issue of the report stating records being set at target days. It was noted a previous CAA EGM had agreed the shoots should be a competition with official results produced to be valid for a county record.  |
| **4i** | **Webmaster – Luke Tunmer**Written report providedPW indicated a lack of content being provided to update the website. |
| **4j** | **CPO – Simon Matthew** Nothing to report, which is excellent news. Only one phone call received this year from a club seeking guidance on setting up child protection processes. CPO and coaches have enhanced DBS. |
| **5** | **Approval of CAA Subscriptions for 2018/19 (see Appendix A)**  |
|  | As per appendix A our fees will remain the same as 2017/18.JG indicated the CAA will not be charging fees for disabled archers in line with position adopted by SCAS.PW indicated in the future the County may have to consider increasing the subscription fee to match inflation.PW advised the nominated team manager had agreed to bring an annual plan for team matches with associated expenditure to a future Executive meeting for approval. JG indicated he would distribute the proposed fees for SCAS for 2019 and a new methodology for reporting the archer numbers to the CAA in a spreadsheet, along with bank transfer details if clubs wish to use this method, to the membership. Proposed: Philip WatsonSeconded: George SykesVote: UNANIMOUS |
| 6  | **Election of Officers** |
|  | The election of the following officers was voted on by the members present. One nomination form for the post of Treasurer was received prior to the meeting.

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| **Position** | **Candidate** | **Nominator** | **2nd** | **Accepted** |
| **Chairman** | Philip WatsonPeacock Archers | Gill MillwardRamsey Ravens | John GormanJolly Archers | Yes |
| **Treasurer** | John GJolly Archers | Richard BowlesJolly Archers | John HoareJolly Archers | Yes |
| **Secretary** | John Gorman / Paula Langton(minutes) | Philip WatsonPeacock Archers | Simon MatthewsPathfinder Bowmen | Yes. The meeting agreed to the temporary division of labour for this post.  |
| **Vice chair** | George SykesIndependent | Gill MillwardRamsey Ravens | Mary WatsonPeacock Archers | Yes |
| **Team Manager** | Stephen DaceNetherhall Archers | Philip WatsonPeacock Archers | George SykesIndependent | Yes |

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| **Position** | **Candidate** | **Nominator** | **2nd** | **Accepted** |
| **Records Officer** | Jack AtkinsonCUB | Kimberley CallahanCUB | Philip WatsonPeacock Archery | Yes |
| **Webmaster** | Luke TunmerNetherhall Archers |  |  | Formal assurance of agreement to continue to be sought. Additional authorised members to change web content to be identified. |
| **Public Relations** | Not appointed. |  |  |  |
| **CPO** | Simon MatthewsPathfinder Bowmen | Paula LangtonPeacock Archers | Steve MillwardRamsey Ravens | Yes |

All the above positions were voted upon individually and all were FOR: 9 members present plus CHAIR (Total 10)AGAINST : 0ABSTAIN: 0VOTE: UNANIMOUS |
| **6** | **Next Meeting** |
|  | PW and JG agreed to distribute a call to clubs to volunteer to host the End of Season shoot, along with County indoor and outdoor shoot. Proposals for hosting to be submitted for to the next EGM. PW indicated a desire to ensure the end of season shoot to be free to county members.**Date of the next EGM meeting**: 3 September 2018 at 7:30pm, Huntingdon Football Club, Jubilee Sports Field, Kings Ripton Road, Huntingdon, Cambs, PE28 2NR. |
| **Meeting Closed 8.48pm** |

**Minutes approved 2nd July 2019**

**Appendix A.**

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| **Approval of 2018/19 County Affiliation Fees**  |
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**Recommendation: That the affiliation rates set for 2017/18 remain unchanged for 2018/19**

**The CAA fees would be:**

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|  | **Junior** | **Young Adult****(18 – 24)** | **Senior** | **En-block fee** |
| **CAA** “**Ordinary" Club & Individual Member** | **£1.50** | **£1.50** | **£2.50** | **N/A** |
| **CAA AGB Registered Junior / School Clubs** | **£1.50** | **£1.50** | **£2.50** | **£12.50** |
| **CAA AGB Registered Disabled Clubs** | **£0** | **£0** | **£0** | **£0** |
| **Direct members** | **£2.50** | **£2.50** | **£2.50** | **£2.50** |
| **CAA University clubs** | **£1.50** | **£1.50** | **£2.50** | **£75.00** |