



Cambridgeshire Archery Association

Executive Committee Meeting

22nd May 2017

**Jubilee Sports Field, Kings Ripton Road, Huntingdon,
Cambs PE28 2NR**

Present;

Philip Watson (PW), John Gorman (JG), John Searle (JS), Di Searle (Di), George Sykes (GS), Keith Streeter (KS), Gill Millward (GM), Steve Millward (SM), Anthony Booth (AB), Paula Langton (PL), Amanda Bakewell, Luke Tunmer (LT), Simon Matthew (S Matt)

1	Apologies for absence	
	Mary Watson, James Fletcher.	
2.	Approval of last minutes 6th March 2017	
	<i>Thank you to Paula for providing the minutes in Di's absence.</i> Approved unanimously	
3.	Matters Arising	
	<p>Discussion on potential nominations for the positions available</p> <ul style="list-style-type: none"> • Team Manager – Stephen Dace – (Netherhall) is prepared to stand for this role, his son Daniel is at tournaments and on the team so it works well. • Tournaments Officer – Not desperate as need clubs to take on tournaments and remember to send details to LT for CAA Website. • CDO – It is not vital that this position is filled. It consists mainly of liaison with AGB. AGB currently do not have a CDO either! • PRO – As above is not desperate as most clubs deal with their own PR and send photos and words to local media and use social media to promote. • Records Officer – James Fletcher has advised that after the past few years he will be standing down. We are looking for someone, JG and PW agreed that this would be a relatively simple role as the revised rules and system make it less demanding. It uses a simple spreadsheet system and is kept on the website. We need nominations! <p>The committee were reminded of the formal nominations procedure, Di will send out nomination forms with the e-mail notice for the AGM, JG reminded us that an email chain nomination is also acceptable. This means nominees need, 1 person to nominate, 1 person to second the nomination and the nominee to agree to stand for the position.</p>	Di to send out official notice and nomination forms and details – min 3 weeks notice.
4	Reports	
4a	Chairman's statement – PW advised that he had finally received formal notification that OOBAC has now affiliated with East Midlands and had done so back in November. This took place without prior authority or even the courtesy of an e-mail. Apparently, they approached the county and when they agreed just paid their fees. PW will be pursuing Law 22 as he believes that this could only happen if Fred Collier had given a "special dispensation". PW will be trying to get an answer in next few weeks.	

	PW attended the SCAS AGM and will report later in section 5a. Otherwise a quiet time for County.	
4b	Secretary - Nothing to report	
4c	<p>Finance – Report attached *</p> <p>JG has not completed the accounts for previous year and proposed that the accounts be audited by David Gale – Jollys. A qualified accountant who has completed audits for us in previous years. Agreed unanimously – JG will organise the audit process to take place.</p> <p>JG advised that predicted expenditure had gone slightly over by £13.54. We currently have just over £7000.00 in bank, with the sum of £615 ringfenced for coaching. We are in a good position as we have a stock of shirts, medals and badges. JG has not provided an inventory of these items in assets but County has them available. This minimises expenditure over the next year or so.</p> <p>Current Membership:- 479 – Senior Members 27 – Disabled Members 127 – Junior Members</p> <hr/> <p>633 Members total</p> <p>PW wanted to extend his thanks to JG for the past couple of years. He said it was a pleasure to know that he could rely on straightforward, organised and exemplary records and work from JG. – Thank you</p>	
4d	Team Manager Report – Not currently filled	
4e	<p>Coaching Officer -</p> <p>SM advised that there have been 2 more coaching meetings since last report, one at Invictus about “Clickers” and one at Pathfinders which was a “Bow Tuning Session”. All in all very successful, good attendance and gathering momentum. He also advised that some people interested in coaching had attended. Next meeting currently scheduled for 3rd July (a Monday). But there is a possibility that this will be a Disability Coaching Workshop run by Helen George, so will need to be scheduled for a longer session on a weekend. SM will advise asap. JG asked for any expenses from last meeting, SM was pleased to advised that not only had facilities been provided free they had been invited back again.</p>	
4f	Records Report - Absent	
4g	PRO – Not currently filled	
4h	CDO – Not currently filled	
4i	<p>Vice Chair and Webmaster – LT had nothing to report as Vice Chair LT wanted to make sure people knew to send him tournament details to put on website. He also advised that he needed clubs to check the coaching list on the website as he knows it needs an update.</p>	Di to send out e-mail to remind clubs
4j	CPO - SMatt, - Pleased to advise that there is “Nothing to Report!”	
5a	<p>SCAS AGM–</p> <p>PW attended this event. Fairly straightforward. Chris Fletcher-Campbell is Secretary/Treasurer</p>	

	<p>Dr Steve Ellison was re-elected as Chair</p> <p>List county they were missing some posts, for example there is no tournaments organiser for field and target tournaments.</p> <p>The meeting discussed that the AGB performance pathway now costs and the athletes are expected to pay. Its currently £250 per weekend to attend squad at Lilleshall. All academy and talent are expected to attend monthly, but there is no funding. This is because AGB do not own Lilleshall and are charged by SERCO who rent them the property. Therefore they have to pass on charges. SCAS have agreed to fund several archers on a subsistence basis, this includes Cambridgeshire's "Piper Girls". They are expected to complete appropriate paperwork but SCAS have agreed to fund from their substantial pot.</p> <p>There is a large pot at SCAS currently in excess of £75 000.00.</p> <p>Therefore the reduction of fees was carried unanimously.</p> <p>£1.00 for juniors and £2.00 for seniors with 18 – 24 years being charged the junior fee. Independent members are charge more, JG admitted we have been caught out on this but we have the correct figures now.</p> <p>It was noted that , like CAA, SCAS have a large proportion of missing trophies and so will spend an amount replacing or renewing these.</p> <p>The SCAS AGM also voted unanimously for Dr Steve Ellison and his wife to become honorary life members of SCAS after in excess of 20 years' service.</p> <p>PW and Di also mentioned the new SCAS disability liaison officer who was at the SCAS AGM, Garry Bellamy. Di confirmed he has sent out an email to be sent to all clubs.</p>					
<p>5b</p>	<p>CAA – AGM</p> <p>Usual business to ratify accounts, vote new committee and agree fees for coming year. JG reminded us that previous meeting minutes these were agreed;-</p> <table border="1" data-bbox="336 1216 1190 1451"> <tr> <td data-bbox="336 1216 408 1256">5.1</td> <td data-bbox="408 1216 1190 1256">CAA Affiliation fees 2017/18</td> </tr> <tr> <td data-bbox="336 1256 408 1451"></td> <td data-bbox="408 1256 1190 1451"> <p>Written report provided.</p> <p>JG recommended retaining the fees at the current level and for them to be presented to the AGM. Members in attendance agreed unanimously.</p> </td> </tr> </table> <p>The only major thing that has changed is that in line with SCAS and AGB the CAA will now charge 18 – 24year olds at the junior rate. This will only affect approx. 25 members across the county.</p> <p>PW wanted to remind people that we need a Quorum at the AGM, this consists of 2 exec officers (Chair/Secretary/Treasurer) and representatives of minimum 3 clubs. Independent members do have right to vote but do not form the quorum.</p> <p>JG reminded us that at the AGM everyone in the room gets a vote.</p> <p>PW will once again have a slideshow of indoor championships to celebrate what the County has achieved.</p>	5.1	CAA Affiliation fees 2017/18		<p>Written report provided.</p> <p>JG recommended retaining the fees at the current level and for them to be presented to the AGM. Members in attendance agreed unanimously.</p>	
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<p>5c</p>	<p>Archery Big Weekend and other things going on that weekend.</p> <p>It is the County Championships held at Netherhall the weekend of the 17th and 18th June. PW encouraged clubs to get archers to enter even if they enter the novice shoots that are running alongside. Saturday – 70m Recurve, 60m Cadet</p>					

	and 50m Compound Round with a head to head afterwards. Sunday – WA1440 Round with Metrics 1-5 and there will be medals for age appropriate rounds.	
6.	<p>AOB</p> <ul style="list-style-type: none"> • Civil Service championships will be again taking place. • JG has offered a trophy for Ladies Recurve as PL has been awarded this but there was no trophy available. The committee present agreed that we need to replace trophies as necessary. • Following AGM, PW reminded us that we need to place a request for clubs to potentially host the EOS shoots. Will Netherhall take on the outdoor again? Could Jollys take on the indoor County Championships? It needs to be offered broadly to all clubs. 	PW – more details?
	<p style="text-align: center;"><i>Meeting closed 8.20pm</i></p> <p style="text-align: center;"><i>Next Meeting AGM</i></p> <p style="text-align: center;"><i>26th June 2017, 7.30pm start</i></p>	

Minutes approved 7th August 2017

4c*

Treasurer's Report to 31st March 2017

I attach below, a unaudited copy of the Income and Expenditure Statement for the 2016/17 Financial Year. I would draw the committees attention to the following.

1. As agreed in previous Executive Committee Meetings, I have written back into the accounts cheques issued prior to 2015/16 which had not been cashed. These totaled £25.00. I have also written back into the accounts the cheque written out but not issued to Parkfield Archers for their hosting the 2015 End of Season Shoot. This was for £203.12. These amounts are included in the "Other" figure under Income. The remaining £196.00 was from the sale of County Shirts.
2. The Income and Expenditure Statement overleaf show that income exceeded expenditure by £13.54. The accounts show the finances are in a healthy state. Please note that the End of Year Balance figure includes £615.37 ring-fenced for the CAA Coaching Group.
3. The county has stock of shirts, medals and county badges which are not included in the Income & Expenditure statement. These comprise of:
 - a. County Fleeces – 3 x S
 - b. County Polo Shirts – 1 x L, 4 x XL, 5 x XXL, 2 x XXXL
 - c. County Medals – 20 x Gold, 30 x Silver, 51 x Bronze
 - d. County Badges – 36
 - e. Medal Centres - 212
4. I have asked David Gale, Treasure for Jolly Archers if he would audit the accounts again. Are the Committee content that this?

John Gorman
15.5.2017

2016/17 Income & Expenditure Statement							
Balance at 1/4/2016							£7,095.28
Income			£				
	Aff Fees		£2,687.50				
	Shoots		£0.00				
	Coaching		£0.00				
	Coaching - fees		£262.02				
	Other		£424.12				
	Total				£3,373.64		
Expenditure			£				
	SCAS		£1,296.50				
	Aff Fee Refunds		£37.50				
	Shoots		£882.50				
	Committee		£18.88				
	Room Hire		£125.00				
	County Team		£654.72				
	Coaching - Room Hire		£305.00				
	Coaching - Fees		£40.00				
	Misc		£0.00				
	Prev Yrs Creditors.		£0.00				
	Total				£3,360.10		
Profit/Loss 2016/17							£13.54
Cash Book							£7,108.82
Liabilities							
	Unpresented Cheque - Ely Archers (762)					£6.50	
	Unpresented Cheque - J Gorman (769)					£18.88	
	Unpresented Cheque - Sports Huntingdon (770)					£25.00	
	Unpresented Cheque - SCAS Aff Fees (771)					£107.00	
	Unpresented Cheque - Invictus Bowmen (773)					£35.00	
							£192.38
							£7,301.20
Balance at Bank as at 31/3/2017							£7,301.20