



Cambridgeshire Archery Association
25 April 2018
Huntingdon Town Football Club.

Attending

Paula Langton, Philip Watson, John Gorman, Luke Tunmer, Gill Millward, Steve Millward, Amanda Bakewell.

Apologies,

Diane Searle, Mary Watson, Simon Matthew, Keith Streeter.

Notes of the previous meeting

The notes of the last meeting were approved.

Matters arising

PW reported shortly after the last meeting Stephen Dace tendered his resignation as the team manager and AB has resigned from post of PRO.

Item 3 – OOBAC County affiliation - PW has contacted Fred Collier. PW reported no response has been received despite repeated attempts to contact.

Item 4b - PW to speak to Luke about differentiating between in-county and out of county shoots on the website, this item is ongoing.

PW reported a group attended a training day for lanseo at AGB. Peacock Archers trialed the lanseo system at their WA18 shoot in January, with the exception of one flag for longbow/barebow archers which was not known about, the collation of the results went well. PW reported he would be willing to provide training for other clubs.

Reports

Chair

PW had no items to report.

Vice chair/Web

LT had no items to report.

Secretary

PW reported DS will provide support to the AGM but has resigned from the post.

Treasurer

JG reported at 31 March the account contained £8,149 (including £600 for the coaching group). There is an annual profit of just over £1,000, due to a lack of county shoots taking place. The membership figures have not yet been finalised due to Cambridge University Bowmen and Anglia Ruskin University not registering their members. There are currently 563 members (697 last year).

JG indicated the silver medal order for the outdoor shoot is ongoing and will be around £200 and the Treasurers report will be sent out separately by email.

Team Manager

No report.

CCO

PW reported the Coaching Group meetings will start again in May after a break. The next meeting will be 21 May, booking to be confirmed for the Committee Room at Huntingdon Football Club.

PW reported 3 county based coaches enrolled on a L2 course and PL attending the County Coach course. The Coaching group is being encouraged to promote the coaching pathway.

GM requested confirmation of who in the county is responsible for sending updates to SCAS for the 'green book' as the data is incorrect. PW has discussed with Tony Ferguson who confirmed the regional executive team have access to the data held by AGB but this is not being processed.

PW reported he attended a coaching consultation meeting held at Guildford Archers for County, Senior and CCO's. AGB's intention is the replace the coaching structure, replacing all the levels and making it modular with parts of it being self-assessment.

PRO

No report.

Records officer

No report

CPO

PW indicated he had received notification there is nothing to report.

Other items

Year end accounts

JG reported the accounts are ready for audit and indicated an auditor was not appointed at the AGM last year. Members voted on appointing David Gale to audit the accounts. All members voted their approval.

Fees for 2018/19

JG reported the SCAS affiliation fees have remain unchanged and recommends the CAA affiliation rates remain unchanged for 2018/19, this will be put to the AGM.

| CAA Affiliation Rates 2018-2019 (remain unchanged) | |
|--|---------|
| Senior | £ 2.50 |
| Senior (18-24) | £ 1.50 |
| Junior | £ 1.50 |
| Disabled archers | £ 0 |
| Direct members | £ 2.50 |
| Junior clubs | £ 12.50 |
| University clubs | £ 75.00 |

This was approved and will be put to the AGM

Date for AGM

The constitution states the meeting is to be held in June. The date agreed was Wednesday 27 June 2018 at 7:30pm. Venue to be confirmed.

Notification of the AGM 4 weeks before (prior to 30 May) and ask for nominations, no later than 2 weeks before the meeting (by midnight 12 May) for them to be received. Final agenda sent out on 13 May 2018.

GDPR – CAA records

PW reported this legislation will be introduced on 25 May, from which time it will be enforced. Sport England have provided fact sheets and templates for statements etc. through their website. Privacy notice for clubs to put on their website and 4 examples of disclosure of information have been provided. The link will be sent out to the county clubs and the Privacy Policy from Sport England will need to be published on the website **(LT)**.

PW reported we need to request permission from club members to retain data and contact them. For county the coaches will need to be contacted to confirm they wish to remain on the list. For the county shoots permissions will need to be obtained from the archers to include their names on the target list. Text has been provided by AGB for this purpose.

JG indicated if he continues as Treasurer will recommend an adjustment to the information provided for renewals to reduce the data collected to name and age group only. Also recommended was encouraging clubs to ensure the executive officers are able to be contacted via an alias email e.g. secretary@.....

PW has requested clarification from AGB regarding the round records, but has yet to receive a reply.

JG is currently holding up to 8 year's membership data and is proposing to only hold the current year and previous year's data.

JG has produced a form for direct members to complete with appropriate permissions for data processing and being sent to SCAS. Clubs to be approached annually to confirm contact details. Any data held by CAA containing personal information must be password protected.

PW agreed to circulate for approval the county and regional Privacy Policy Statement provided by the Sport and Recreation Alliance. **(PW)**

Feedback from SCAS AGM

JG reported a new Grants and Loans policy has been produced and will be distributed, a panel can approve up to £400, sums above this go to the full council.

Progress has been made on the investment portfolio. It was agreed £75,000 would be invested and can be recalled quickly if required.

Clubs will be asked what data they want included in the 'green book'.

JG indicated Executive Officers have been provided with liability insurance and suggested county executive members should consider this.

JG indicated the Inter-counties shoot for 2018 has not been finalised yet.

JG to send Jack Atkinson the form for the records update for SCAS. Proposal will be circulated to confirm the requirements for the records e.g. in the presence of a county judge.

JG confirmed SCAS subscription rates are to remain the same. JG agreed to forward the notes from the SCAS meetings to the clubs.

AOB

PW expressed disappointment at the low number of county archers signed up to attend the County Outdoor shoot.

Next meeting

AGM on 27 June 2018, venue to be confirmed, at 7:30pm.

Minutes approved – 3rd September 2018