

**Minutes of the Annual General Meeting of the
Essex and Suffolk Guild of Archery Coaches
Held at Margaretting Village Hall
On Wednesday 5th December 2018 at 7:30pm**

Attendees

David Scolah - Vice Chair
Chris Buckley - Secretary (Minutes)
Deb Horn - General Member

Alex Purser - ECAA Chair
Mike Huard - Colchester
Huw Lillywhite - West Essex

The meeting started at 7:50pm. Some last-minute apologies due to road closures meant that the AGM was not quorate. A discursive meeting was held, and decisions will be ratified at the next County or Guild Committee Meeting.

1 - Apologies for absence

Cliff Tricker, John Wilson, Alan Munson, Anna Heaven, Adrian Heaven.

2 - Minutes of previous meeting

The minutes were accepted with some additions and spelling corrections under apologies. It was noted that there had been some confusion over Committee roles on the back of the 2017 AGM. It is believed the minutes reflect what was said at the AGM, but roles were further clarified and agreed on the back of the April 2017 meeting.

3 - Matters Arising

7 - Counter signatories for bank account - carried to Treasurer's Report.

9 - Guild to run CPD sessions - two delivered in 2018 with an expectation that more will be delivered in 2019.

10 - Meeting venue - it was noted (at the end of the meeting) that the committee are now based variously in Basildon/Wickford/Colchester/Ipswich/Rendlesham. Consideration will be given to future venues in light of this when the full committee are present, although everyone seems happy with Margaretting Village Hall at present.

11 - Coaching course venue - Noak Hill & Colchester's new facilities from 2020 onwards are both possibilities.

13b - Paul Clark's renewal - it is understood Paul might not currently be pursuing this and that the renewal form was never received by Cliff.

4 - Chairman's Report

In the absence of the chair, the vice-chair thanked committee members for their hard work over past year. He noted that we have organised and run seminars in 2018, and hopefully can plan more events for 2019 including workshops for coaches and archers. He expressed a desire that with a new committee we can hopefully share the workload so it doesn't always fall on the same people.

5 - Secretary's Report

Since being co-opted onto the Committee as of April, the Guild's website has been redesigned with the help of Richard Pilkington. We have also tried to revitalise the Facebook page and have invested significant effort into making sure we are compliant with the new General Data Protection Regulation (GDPR).

Assistance was given to Anna and David in organising the two CPD events we ran in the latter part of the year. Thanks are due to both for their efforts. The password had previously been lost for the Guild's laptop, but this has now been recovered and all accounts and associated email addresses are now under our control. We also helped to organise an Instructor Course at Thorrington Scout Camp.

A lot of time and effort has been invested in sorting out discrepancies between the coaches we thought we had in Essex and Suffolk and those that appeared on the list we receive from Archery GB. Ignoring the usual complications caused by late Archery GB membership renewals, everything is now aligned. As of the end of November we have 56 Level 1 coaches, 20 Level 2, 6 County and 2 Senior giving a total of 84 coaches.

6 - Treasurer's Report

The Treasurer sent in a report by email where he apologised for being unable to attend the meeting due to illness. It has been agreed the existing Lloyds account should be closed and moved to Barclays due to ongoing issues with Lloyds being unable to accept the Treasurer as the main signatory. Adrian Heaven is now the sole signatory and for whatever reason has not been sent any statements regarding the finances. The last statement was received via Phil Lees back in August.

The suggestion was made that in order to set up the account at Barclays Bank we have three signatories. Adrian, the Treasurer and one other. We also need a signatory, albeit temporarily, for Lloyds bank in order to swap the monies over from both the main and the Jedi accounts.

A discussion was held re the best candidate for the extra signatory. Chris Buckley and David Scolah both volunteered, but Chris Buckley was chosen given he lives closer to Alan Munson. **Action Alan Munson** - set up Chris Buckley as the extra signatory on all accounts.

We also need an auditor. The Treasurer volunteered to find one and bring details to the next meeting. Also, the end of the financial year needs to be two months ahead of the AGM. It is not clear whether we have previously had a financial year, but the suggestion was to put one in place to run from the beginning of October to the end of September. This was discussed, and it was agreed that the Treasurer can proceed as he sees fit to ensure he is able to present an audited set of accounts to the December AGM. **Action Alan Munson** - find an auditor and establish the financial year as necessary to ensure an audited set of accounts can be presented to the December AGM.

The current figures are, approximately £1300 in the main account with £1400 in the JEDI account. £73.50 is owed to Chris Buckley who has been paying for the room bookings and £6.33 to Cliff Tricker for expenses sending renewals to Archery GB. The Treasurer hopes to present a full review of the accounts in February. Ongoing issues with Lloyds and family issues have prevented him being able to fully present the accounts to the AGM.

The Treasurer noted that finances are low and unsustainable going forwards. We need to think about how to increase the finances to give the Guild a more stable future. The Secretary noted that presenting a business plan to the ECAA was previously tied to Cliff deciding how he wanted to progress with performance workshops, which didn't materialise. We will need a business plan going forwards.

7 - CCO Report(s)

Anna Heaven sent in her CCO Education report by email in advance of the meeting. The headlines are that we have 10 newly qualified level 1 coaches this year, 1 new senior coach and 1 new county coach. Only 2 people are currently signed up for the new level 1 course in February. We are investigating interest for level 2/county courses, but hope to be part of a trial of new courses from Archery GB so watch this space.

Anna also noted that discussions were underway with Trish Lovell re running a barebow CPD session.

8 - New Guild Terms of Reference

The Secretary outlined the reasons for changing the Terms of Reference (ToR). These were mostly to bring the ToR into line with what is already happening. The most important change was to establish the ESGAC as a sub-committee of the ECAA which is required going forward to cover us under Archery GB's insurance.

Alex Purser proposed a further change that the bi-monthly meeting should be reported to the following ECAA Council meeting (exact wording to be established). This was seconded by David Scolah.

The new Terms of Reference was accepted unanimously.

9 - Nominations

The Secretary thanked both Cliff Tricker and John Willson for their many years of service as they had both decided to stand down this year. No nominations were received for CCO Development in advance of the AGM and David Scolah volunteered himself. Similarly, Huw Lillywhite volunteered himself as an additional general member. With these additions, all voted in favour of the new committee which is made up as follows:

- Chair - Anna Heaven
- Vice chair - David Scolah
- Secretary - Chris Buckley
- Treasurer - Alan Munson
- CCO Development - David Scolah
- CCO Education - Anna Heaven
- CCO Performance - Debbie Horn
- General Member(s) - Adrian Heaven, Huw Lillywhite

Given that Cliff Tricker had stood down, Chris Buckley volunteered himself as the Guild's ECAA representative and all voted in favour.

10 - Notified Business

10(a) - Membership and Operation of the Renewal Panel

Historically Cliff Tricker and John Willson dealt with renewals. We have a single point of contact for renewals on the website (the Secretary), but the makeup of the Renewal Panel needed to be agreed going forwards.

Anna Heaven (senior coach) and Deb Horn (county coach) had previously volunteered themselves as panel members. Chris Buckley (level 2) volunteered himself as panel chairman given that he has more time to deal with the paperwork, but it needs to be established whether a level 2 coach can be the chair. The makeup of the panel was accepted unanimously on this basis. **Action Chris Buckley** - check with the Regional Coaching Officer (RCO) whether the makeup of the Renewal Panel is acceptable.

11 - Any Other Business

11(a) - Communication

It was agreed that communication is an ongoing issue. Options were discussed such as putting a note onto the website with a form for GDPR approval. It was noted that there is already information on the website re signing up to the Guild's mailing list and Facebook page. Consideration will be given to capturing coach email addresses at renewal, so they can be appropriately informed of CPD events etc. This can be classed as legitimate interest under GDPR so long as people have the ability to opt out.

11(b) - CPD

Alex Purser suggested the Guild links CPD events to a few of its meetings during the year, maybe 4 out of 6, which is something that used to happen historically. As noted above, it also needs to construct a business plan, ideally looking ahead 3-5 years. He also suggested running a longbow building workshop as CPD which has already been done in Oxford and Kent.

As mentioned above, an approach has already been made to Trish Lovell re running a barebow CPD session. An approach has also been made to Perris re getting a representative in from Uukha or Gillo.

At the 2017 AGM, Paul Clark offered to run a CPD session on equipment from a judge's perspective at record status tournaments. It appears that nobody has pursued this. **Action Chris Buckley** - apologise to Paul and see if he would still be prepared to run the session.

11(c) - Funding for County Coach course

Alan Munson is doing his County Coach course with Trish Lovell in Kent, and it was recognised that this is an expensive undertaking. There was a proposal to offer Alan 50% of the course fee in recognition of the time and money he is investing, should he wish the support. This was unanimously approved. **Action Chris Buckley** - pass on the offer to Alan.

The next County Coach course will start in Autumn 2019 and Alex Purser expressed a desire that Essex and Suffolk host this. It will require a classroom for the sessions (1 a month for 8 months) then a gap followed by an assessment.

The date of the next AGM will be Wednesday 4th December 2019 at 7:30pm.

The meeting closed at 21:29