

**Minutes of the Committee Meeting of the
Essex and Suffolk Guild of Archery Coaches
Held at Margaretting Village Hall
On Wednesday 31st July 2019 at 7:30pm**

Attendees

Anna Heaven - Chair & CCO Education
David Scolah - Vice Chair & CCO Development
Chris Buckley - Secretary & CCO Renewals
Adrian Heaven - General Member
Huw Lillywhite - General Member
Mike Huard - Colchester

1 - Apologies for absence

Deb Horn, Alan Munson.

2 - Minutes of previous meeting

Adrian Heaven queried his renewal date of 16th September in the minutes as he'd had an email from AGB to the contrary. The date was correct as per the minutes, but there will be more discussion under '12 - Renewals'. The minutes of the previous meeting were otherwise accepted without amendment.

3 - Matters Arising

Carried over:

Alan Munson - contact Derek Sizeland re the outstanding £500 from SCAS for the Alleyn Court L1 course. **In hand. Action Alan Munson** - to chase his email which was sent some time ago.

David Scolah - keep in contact with Perris re the possibility of getting representatives of Uukha and Gillo down for a presentation. **In hand, although David has been busy with the field coaching event.**

Chris Buckley and **David Scolah** to pursue appropriate individuals for citations to support the committee's SCAS Coach of the Year nomination. **Complete. The decision by SCAS as to who will receive the award has been delayed due to the SCAS conference also having been delayed.**

Alan Munson - provide the treasurer's report post the last meeting. As Alan couldn't make the meeting a get-together with **Adrian Heaven** and **Chris Buckley** will also be required to sign paperwork for the new Barclays account. **Alan Munson** - to send the report and arrange a get-together to sign the paperwork for the new bank account. **Complete - a treasurer's report has been received and the new Barclays account is operational. We do now have control of the old Lloyds account, but have seen nothing yet for the JEDI/SEDI account. See new actions below.**

Deb Horn - put a note out to club secretaries to see if there is any interest in coaching clinics. **We think this was sent but nothing seems to have been received. Chris Buckley** - check the wording from last time re the mailing list (**Complete**), after which **Action Deb Horn** - send the note to club Secretaries re the offer of coaching clinics and bcc Chris Buckley.

Chris Buckley - report back to Tony Ferguson re the coach on the L2 course at Aim4Sport who says he has been struggling to get a mentor. **Complete.**

Chris Buckley - forward Tracey Wheatley's reminder to Deb Horn so she can pass it on. **Complete. Debs and Chris have chased two expired L2 coaches through various channels without receiving any response.**

Chris Buckley (16/09), Adrian Heaven (16/09), David Scolah (19/11) - keep an eye out for their own renewal reminders and to report back on what, if anything, they receive. **In hand.**

Chris Buckley - contact the booking secretary for Margaretting Village Hall to arrange bringing the August meeting forward a week to 31st July. **Complete. The change of date was been confirmed by the MVH booking secretary.**

Chris Buckley - chase AGB re one of Colchester's L1s who doesn't have the qualification registered on Sport80. **Complete. AGB have updated Sport80 with no explanation other than human error.**

New:

Action Adrian Heaven - speak to Alan about going to Barclays in Ipswich to sign paperwork to get himself added as a signatory on the new account - it needs to be done in person, supported by the paperwork that has already been completed.

Action Alan Munson and Adrian Heaven - discuss what needs to be done with Lloyds to get access to the old JEDI/SEDI account. Adrian had received a text from Alan, but it wasn't obvious what was required.

Action Alan Munson and Chris Buckley - rearrange a time to pre-sign some of the new Barclays cheques.

4 - Chairman's Report

Anna attended the barebow/field session at Mayflower run by Trish Lovell and thought it was very enjoyable and well organised. She thanked David Scolah for his efforts organising it and asked for the thanks to be passed on to Dave's team. Trish is keen to come back and run another session next year. We haven't had much feedback, but what we have received has been positive.

5 - Secretary's Report

The Secretary also thanked Dave for organising the field day and thought it was an enjoyable session.

I attended the ECAA July meeting on behalf of the Guild and presented my bi-monthly report. There was nothing of particular note for the coaches, but the minutes of the meeting are on the website at <http://ecaa.org.uk/governance/meetings>.

Much of this month has been occupied by helping Alan to sort out the finances, and chasing a couple of renewals which was all covered under '3 - Matters Arising' above.

6 - Treasurer's Report

Alan provided his update by email.

Chris Buckley and I had a very successful meeting with the business manager at Barclays Bank to set up the new account. We are now in a position to move money over from Lloyds to Barclays and can both do online banking. Chris been sent the card and PIN Sentry machine and I been sent the cheque book and paying in book. As of now Chris and I are the only signatories. Adrian Heaven will be the other signatory once he has visited Barclays to confirm his identity.

The latest finances are attached. The level one course was a financial success in as much we made a small surplus of £30. Although these courses are not designed to make a huge profit it's good that we don't make any losses. The last bank statement is £1373.19 and the amount available is £1141.69. This is due to Deben archers not presenting their cheque of £200 for the hall hire of the level one course. This was sent in April

2019. We still don't know the true amount in the Jedi account, but I have estimated that there is approximately £1400.



ESGAC Accounts
2019-07-11.xlsx

7 - CCO Education Report

Anna is still scheduled to go to Lilleshall for a day in September to get information on the format of the new Level 1 course. There's no news yet on the new Level 2 but it is being presented to coach educators at the beginning of October, so it is likely to be touched on in September.

8 - CCO Development Report

The field day was successful with 17 coaches and 12 archers attending. The committee were all in favour of waiving Dave's £15 entry fee given the amount of effort he'd put into organising the day. The event took £360 and Trish very kindly reduced her charge of £220 to £165 leaving £195. There was some confusion as to the suggested net profit of £50 for each of ESGAC and Mayflower, but the situation is still quite fluid so **Action David Scolah** - to provide a set of accounts for the day and/or otherwise resolve the question as to the net profit. We're expecting Trish to send though some papers for circulation at some point. As noted above, Trish is keen to come back next year and the view is that we'll perhaps run a more focused session on one of the more complex topics like shooting slopes.

9 - CCO Performance Report

Debs provided her update via email as she was away at the Youth Festival at Lilleshall.

I have permission from West Essex to use their venue and bosses to run the session. Currently, West Essex are at Ockenden academy. However, there are a couple of issues. Firstly, West Essex are looking to move venues for the indoor season as the hall is quite expensive but have not yet found anywhere, which leaves us with the question of whether we wait for them or find somewhere else. Also, the expense of the hall itself may be an issue as the cost is over £50 an hour. I know that if we go to county with a business plan we are likely to get some financial support but I also think this is very expensive.

I have spoken to some archers about what they would like to see at the sessions other than just shooting and have some ideas from people about talks and seminars they would like to see.

I am not as far forward with this as I would like to be but I now have the summer off work to get this planned.

Also, Alex and I are planning a county day at the end of September which should give the coaching a bit of a kick start.

David noted that Mayflower's indoor fees have trebled this year, probably as a consequence of the operation of the facility having been outsourced. Some debate ensued about the financial viability of a winter programme if we have to pay £50 an hour for the hall hire. The balance of opinion was that while we don't necessarily want or expect to make a huge profit from our events, we ought to be aiming to at least break even, which will be difficult at £50 an hour.

It was noted that South Ockendon will be a long drive for anyone coming from North Essex or Suffolk. It was also suggested that moving the venue about might make travelling easier or at least a bit fairer for people coming from different parts of Essex and Suffolk. Unfortunately finding venues elsewhere has been difficult so as things stand South Ockendon is the only option. Paul Clark has previously mentioned Howe

Green Church Hall as a possible venue, but logistically it would be difficult if the venue isn't already being regularly used for archery.

Decisions on the back of the discussion were:

- 1) Plan the programme regardless, because we'll run it at some point even if it isn't possible this winter. **Action Anna Heaven and Deb Horn** - review the feedback Debs has received against Anna's plan for an Essex & Suffolk Development Workshop and update the plan accordingly.
- 2) £50 an hour is too much in view of what we would have to charge to cover our costs. **Action Deb Horn** - keep an eye on what West Essex come up with as an alternate venue.
- 3) **Action Chris Buckley** - check Saturday afternoon availability at Colchester's indoor facility (Highwoods Leisure World) as a possible alternative and also check the hourly rate (believed to be approximately £30).

10 - General Members' Reports

Nothing to report.

11 - Talks, Seminars, Workshops, CPD Events, Future Plans

Trish has been mentioned already. It would be good to get some other events lined up for next year. Getting Mark Wiseman back would be another option, as well as something re Uukha and Gillo.

Mayflower have had some success with string making sessions and Colchester have run some too. Chris Buckley volunteered to bring in his string jig, and David Scolah will have a word with Matt Webb who has volunteered his services on this previously. Assuming Matt is OK with it and that we can get the hall from 7:00pm onwards on 2nd October then we'll run a string making session in advance of the meeting.

Anna volunteered to do something for February and will give it some consideration.

Action David Scolah - hook Matt Webb up with Chris Buckley re a string making session.

Action Chris Buckley - make sure we can get the hall half an hour early for October.

12 - Renewals

We talked last month about the committee watching out for their own renewal reminders so we can gauge the experience of other coaches. I had an email reminder from AGB on 9th July stating my L2 had expired on 23rd March, which it didn't. I had an Instructor licence expire on 23rd March which they didn't remind me about, but which I had subsequently renewed. My L2 doesn't expire until 16th September. I have spoken to Katie Dunnighan, sent her the details by email and subsequently chased it again with no response so far as to why it has happened.

Adrian forwarded the confusing email he'd received from AGB (see '2 - Minutes of previous meeting' above). **Action Chris Buckley** - go back to Archery GB via Barbara Barret re both his and Adrian's renewals and try to establish why the system seems to be working so poorly.

Coach numbers from AGB as of 23rd July are:

Title	Feb	Delta	May	Delta	July
L1	53	+3	56	+13	69
L2	16	+2	18	-2	16
County	4		4	+1	5
Senior	2		2		2
Total	75	+5	80	+12	92

The L1's have increased on the back of Anna's most recent course. We unfortunately seem to have lost a couple of L2's who have been chased variously by Debs and myself as noted under '3 - Matters Arising' but haven't responded to emails.

13 - Any Other Business

David mentioned that the new AGB system is in place for registering taster sessions and beginners' courses but that only Club Secretaries can access it. Chris observed this wasn't actually the case, and that other club members could be given full access and register events if an email is sent in to AGB membership services requesting they be given access.

Dave also asked if we could include Mayflower's new email address on outgoing emails. Chris responded that unfortunately it isn't possible to add people directly to the mailing list and that it presents GDPR issues if we just copy people in. The best (and correct) solution is to sign up to the Guild's mailing list at <http://ecaa.org.uk/coaching-judging/coaching-guild/mailling-list> using the new email address. Committee emails will obviously continue to be sent just to the committee.

Chris apologised that he'd forgotten to mention it under '3 - Matters Arising' earlier, but back in February Debs was looking at costs and dates re a variation of the "Pass It On" disability workshops that were being worked on at Stoke Mandeville. We were saddened to learn that Bob Smith who designed the course and ran things at Stoke Mandeville passed away recently, so for the time being work on this has ceased.

A question was asked as to when the next L1 and L2 courses might be run, but this won't be until after AGB announce the changes to the syllabus in September and October respectively.

The date of the next meeting will be Wednesday 2nd October at 7:00pm (assuming we can get the hall half an hour earlier than usual).

The meeting closed at 20:40.