



## Dean MINUTES OF MEETING

<b>Special General</b>	<b>No</b>
<b>Executive Committee</b>	<b>Yes</b>
<b>Held via video link</b>	<b>13 July 2020</b>

### Present Present/Apologies:

Position	Name	Present	Apology
<b>President</b>	Roger Emery	<b>Y</b>	
<b>Vice President</b>	Michael Hinds	<b>Y</b>	
<b>Treasurer</b>	Graham Brown	<b>Y</b>	
<b>Secretary</b>	Graham Brown	<b>Y</b>	
<b>P-R-O</b>	Dean Emery	<b>Y</b>	
<b>Club Recorder</b>	Geoff Dyer	<b>Y</b>	
<b>Coaching Coordinator</b>	Dean Emery	<b>Y</b>	
<b>Public Officer</b>	Rolfe de LaMotte	<b>Y</b>	

Meeting Opened	7:00 Roger Emery (Chair)	Action Items
<b>Confirmation of Previous Minutes</b>	Moved, seconded ..... that the minutes of the previous meeting, with these amendments be confirmed:	Moved: Graham Brown Seconded: Rolfe de la Motte
<b>Business arising from the minutes</b>	1. Mike reminded us about the suggestion of having the club house cleaned by outside cleaners. Still to bring up at SGM when we can.	Bring up at SGM when held
<b>Agenda</b>		
<b>1.</b>	Motion to approve the Covid-19 safety plan, Sent to executive members. Members to keep own diary of times at the club. On Saturday members are logged in with the come N Try spreadsheet. All in favour	Moved: Geoff Dyer Seconded: Mike Hinds
<b>2.</b>	Motion to formally approve the re-opening of the club to stage 3 operations. All in favour	Moved: Geoff Dyer Seconded: Dean Emery
<b>3.</b>	Review of first Come N Try  Went well – participants were asked how they thought the process went and all said very well. No problems – Rolfe and Dean were running the line and were pleasantly surprised how well it went on the line.  There were a few new members on the line and it took about 25 minutes to get 25 shooters on the line. Dean said that Trudy and Alex did very well in the issuing of equipment for the participants. The bottleneck is the fitting of the armguard and	

	<p>finger tabs. Suggested that the fitting of the armguards be done on the line instead of at the clubhouse.</p> <p>Dean has a couple of walkie talkies that could be used to assist communication between the DOS and the line and staff at the clubhouse. All bookings in are now done on the website and the Facebook just has a link to the website. This gives them more details and information about the club and members.</p>	
<p>4.</p>	<p>Come N Try booklets – Rolfe has an issue with managing the use of these. Dean also mentioned the similar issues. We are supposed to be instructing them in certain steps.</p> <p>Roger mentioned that the safety session could be used to help work through the ten steps. Some participants give their booklets for signing off without doing the required participation.</p> <p>Dean mentioned that there could be someone to steer them from the 8 weeks to the transition to members.</p> <p>Roger thinks that we should have a membership officer that talks to the potential members. The processes are listed on the website, but people tend to react better to a person to person approach. Emma would be a great person on week 2 Come N Try, Rolfe suggested that we may not need one person to do it. Geoff also suggested spreading it around is the better way to go.</p> <p>Mike suggested that any one on running the line could run people through the steps. Geoff recommended that there could be someone on the sign in desk to assist with the process. Suggested a laminated sheet with the steps to membership</p> <p>Gift Vouchers – do we keep doing them? Not many are redeemed on the old style. Gift vouchers could be used at mall displays etc. as an incentive.</p> <p>Key Issue process. Graham described the range key issuing process where a member asking for a key, fills out a request form and deposits the key fee into our bank account. The key deposits have been banked into our account and now show up as a liability on our profit and loss.</p> <p>Any member of the executive could sign the form and issue the key and record the issue. Keys will be kept in the inner armoury computer cupboard. When a key is returned, the key deposit will be refunded directly to the member.</p>	<p>Sign in desk to assist with helping potential members through the membership process</p>

	Geoff will call Paul Malinowski about his membership intentions are and see what we have to do to shoot the clout round.	
5.	A big thank you to all of those who came to the working bee. A lot was done and cleaned out from the containers.	
6.	Geoff has still some of the materials for making about 2.5 more butts. When the material is ready – Graham will send out an email for help moving it into the containers	
<b>Correspondence:</b>	1. Emails IN: 2. Emails OUT: 3. Other letters:  Moved: Seconded:	
<b>Treasurers Report:</b>	Approximately \$17K in bank at the moment.	
<b>Club Recorders Report:</b>		
<b>P-R-O Report:</b>		
<b>Coaching Coordinator Report:</b>		
<b>Presidents Report:</b>		
<b>General &amp; New Business:</b>		
1.		
<b>Meeting Closed:</b>		
<b>Next meeting:</b>	10 <sup>th</sup> August 7:00pm	
<b>President:</b>	<i>Roger Emery</i>	Signed: 14/07/2020
<b>Secretary:</b>	<i>Graham Brown</i>	Signed: 14/07/2020