



MINUTES OF MEETING

Special General	No
Executive Committee	Yes
Held at Paringa Club	12 October 2020

Present Present/Apologies:

Position	Name	Present	Apology
President	Roger Emery		
Vice President	Michael Hinds		
Treasurer	Jeff Garner Int/Treasurer		
Secretary	Emma Hutchinson Int/Secretary		
P-R-O	Dean Emery		
Club Recorder	Geoff Dyer		
Coaching Coordinator	Dean Emery		
Public Officer	Rolfe de LaMotte		

Meeting Opened	7:05pm Roger Emery (Chair)	Action Items
Confirmation of Previous Minutes	Moved, seconded that the minutes of the previous meeting, with these amendments be confirmed:	Moved: Geoff Dyer Seconded: Dean Emery
Business arising from the minutes	1. Cleaning clubhouse 2. Come n Try new costs now implemented 3. New foam situation re delivery. 4. indoor lights	1. SGM – flow through the come and try teams and help from members when they are free. 2. Cost implemented 1 st October. 3. New foam is still in Melbourne. Ongoing. 4. \$2750 to light the indoor butts from front. Geoff Dyer organizing this – money spend approved.
Agenda		
1.	Confirm Jeff Garner as interim treasurer In Grahams absence.	Moved: Dean Seconded: Roger
2.	Confirm Emma Hutchinson as interim secretary in Grahams absence.	Moved: Roger Seconded: Geoff
3.	Come n Try Process, JG	Square payment – incorporated body is not allowed to use this technology, no guarantees from

		<p>the company. STG can take credit cards on the day via tablet – same process as they would do at home, only they do it here with us. No need for a separate payment system.</p> <p>Paid people not turning up causes an issue with number of participants and the balance of the day, this then makes the account balance not marry up resulting in an issue come audit time. If a person does not turn up once they have paid, they forfeit the monies paid for the day. This to be advertised in booking process.</p> <p>28th November 2020 come and try cancelled due to lack of volunteers.</p>
4.	Review of elected position responsibilities and updated descriptions to be published before AGM	Conditional requirements of exec roles. See changes to table below.
5.	<p>Working Bee, any further jobs to add to the list.</p> <p>1, Check and repair come n try equipment. 2, Re define the shooting lanes on the outdoor range. 3, check donated carpet for indoor range, use if appropriate. 4, Clean indoor range. 5, Clean clubhouse. 6, Clubhouse roof leaks 7. count centers</p>	<p>3. measure out and see what requirements are.</p> <p>6. skylights are leaking. 7. need to asses' current stocks so we can order for December comps.</p>
6.	State club shirt	None to be ordered.
7.	Zoom Account	Zoom account purchased for \$230.89 on 14 May 2020. This was approved through email chain via executive.
8.	Use of Club resources for personal use.	<p>Graham has been using the Paringa zoom account for church meetings. This was discovered by Jeff Garner. It was a recurring meeting. This meeting has now been cancelled. Password has been changed.</p> <p>This is not an appropriate use of member resources and services and has not been approved for personal use by executive.</p>

		Graham is to be removed from all roles as of immediately. Letter to be sent from executive committee written via treasurer and secretary to Graham informing of decision.
9.	No AST rep available for next meeting: 25 th October.	Geoff Dyer is standing in as Dean cannot attend. Dean and Geoff are now representatives for the club now.
10.	Butts	Will need some more centers for the December comp.
11.	Mona Foma – Erica	4hr event that has been proposed to hold at Paring Archers – official archery event, field, and target range to be used. Experience of the bow and nature art event. Roger and Jeff are speaking and negotiating this with the event coordinators. Paringa allowing the grounds to be used to promote community spirit. This is within the rules of the lease agreement. Must be done by 2pm so Geoff can set course for tournament.
12.	Square contactless reader.	Purchased 25/8/2020 from Officeworks. Total cost \$98. Email chain approval from Executive.
13.	Level 1 coaching course	Still to be set up. 6 people through per presenter. Jeff Garner is our current Presenter as level 2 coach.
Correspondence:	1. Emails IN: 2. Emails OUT: 3. Other letters:	Moved: Seconded:
Treasurers Report:	\$23645 in the bank. Spending: \$ lights as above. Donations money \$133 from sold donated gear.	
Club Recorders Report:	Run two lots of national online tournaments and it is going well. Run every 2 weeks. Medals received form national club challenge and medals from last year are currently being processed.	

P-R-O Report:	Facebook is going well. 5 extra followers per week. Messenger continues to go well for come and try information to general public. Newsletter to advertise members' lounge.	
Coaching Coordinator Report:		
Presidents Report:	Forward booking for come and try, membership base increased to 62 – new members over taking the drop off. Potential corporate group on 27 th October to be run by Roger and Dean.	
General & New Business:		
Meeting Closed:	8:50pm	
Next meeting:	9 th November 7:00pm	
President:	<i>Roger Emery</i>	14-10-2020
Secretary:	Emma Hutchinson.	13-10-2020

Position	Person	Responsibilities
President	Roger Emery	Chair executive and club meetings.
Vice President	Mike Hinds	Chair meetings in the absence of the President.
Secretary	Interim Emma Hutchinson	Meetings, constitutional compliance
Treasurer	Interim Jeff Garner	Accounts, Membership, Parks and Wildlife Liaison
Recorder	Geoff Dyer	Members archery results and claims
Tournament Director	Geoff Dyer	Organize registered club events and tournament working bees.
Coaching Coordinator	Dean Emery	Coordinator of all coaching people to allow level 2 coach, level 1 coach, and development squads to use

		Paringa range harmoniously.
IT Administrator	Dean Emery	Website Development and technology admin.
Public relations	Dean Emery	Promote the club to the community & FB administration
AST Delegate x2	Dean Emery Geoff Dyer	Represent the club at AST meetings – informing the membership base of AST changes.
Public Officer	Rolfe de la Motte	Keep the business affairs commission informed of constitutional changes of the association and its financial situation
Club Coach	Jeff Garner	Level 2 coach standard.
Member protection officer	Mike Hinds	Upholds the Membership Protection Policy.
Auditor	Cameron's Accountants	Auditing of the club accounts – Greg Harper.