

BSAC Committee meeting minutes – Wednesday 11th July 2019

Present: Colin Little, David 'Fred' French, Damien Nardi, Simon Walsh

Previous business

*** Action: Damien to complete an inventory of the club's equipment.**

Ongoing activity – noted as unlikely to be completed quickly.

*** Action: Simon to work with instructors to update the instructor's page on the website.**

Ongoing.

*** Action: Fred to talk to Jodi Gill about setting up monthly club shoots and getting the scores entered into Archers Diary.**

Ongoing. Damien to provide Jodi's contact details to Fred.

*** Action: Simon to explore dates for a future QRE event with other committee members**

Damien suggested that following discussions with Jodi Gill, that this was best left to next calendar year. We would need to look at the SQAS calendar.

Current Business

*** Annual General Meeting**

An AGM will be held at the Club grounds on Wednesday 4th September 2019 starting at 17:15.

The four Committee positions will be declared vacant at that time and elections held in line with the Club's Constitution:

<https://sitedesq.sportstg.com/assets/siteDesq/24794/documents/BSAC%20Constitution.pdf>

As per clause 15 of the Constitution, nominations for any position can be made from now and **must be received no later than 35 days before the AGM (i.e. by COB on Tues 30th July 2019).**

Nominations must be in writing, signed by two members who are at least 18 and certified by the nominee.

The following roles are open for nominations:

1. **Club President** - Oversees the Management Committee and is the voice of the club on a regional, state and national level

2. **Vice President** - Assistant to the Club President, fills in for absences at events etc – CURRENTLY VACANT
3. **Secretary** - Handles communications to and from the club and its members – NOTE: SIMON WILL NOT BE SEEKING RENOMINATION FOR THIS ROLE
4. **Treasurer** - Handles club financial matters, banking, bill paying etc.
5. **Field Coordinator** – Looks after the Club equipment, manages the shed space and access etc

*** Banking**

As per the minutes of the last meeting, Fred is now the Treasurer for our Club. New signatories are now required to replace the previous ones. The signatories are able to authorise the expenditure of Club funds – our checks with Southern Cross Credit Union require the countersignatures of a minimum two signatories.

Action: It was agreed unanimously that moving forwards, the new signatories will be David 'Fred' French, Damien Nardi and Colin Little.

*** Electing a Public Officer**

This role is to provide a single name and address for communication purposes with NSW Dept of Fair Trading. The role can be changed at any time following agreement from the management committee.

David 'Fred' French was unanimously elected as the Club's Public Officer.

*** Record keeping**

There was discussion about the best means of keeping records of events calendar, club notices, invoices, transactions etc. Fred suggested a cloud based electronic system such as Google to cost approx. \$20 per annum.

Action: Fred to arrange purchase.

*** Incoming mail**

Simon mentioned that Club records were being mailed to his home address especially by Council, which had started just recently. It was agreed that in future, these would be sent directly to the public officer role (i.e. Fred).

*** Club members – providing feedback to the committee**

It is important that suggestions and feedback are able to be communicated to the committee by the members. While informal discussions are always supported, more concrete proposals or suggestions for action should be emailed to the club's email account (archery@bsac.com.au). This allows those topics to be recorded and discussed at committee meetings and wherever appropriate, acted upon.

NEXT COMMITTEE MEETING IN ONE MONTH'S TIME AT THE CLUB GROUNDS