

# Irish Field Archery Federation



## MINUTES

Venue: Meeting at RHU GLEN 7.30.pm October 8th 2013

Running times: Start at 7.30 pm sharp. Close at 11pm latest.

Attendees: Andy V, John, Lynn, Helen K, JP, Keith, Stephen, Andrew W

Apologies: Helen O'C & Eddie

### 1. Treasurer's report

- Current account has a credit balance of €4613.15
- Accounts received from Martina D
- Invoice from Accountant marked as paid, €738.00
- No Credit Card received. 3<sup>rd</sup> Sept – Credit Card payment due (reason unknown). The account holder is Irish Field Archery Federation, and the card holder is Mr Don Priestley. The €200 anomaly is to be followed-up by the current Cmte, as per AGM. We have an account number only.
- Helen K has asked for a bank draft from Martina in order to open a new account for IFAF. The existing account holders must relinquish their authority with the bank in order to allow change of names/account holder(s)
- Before accounts can be adjusted/renamed to Helen K and Lynn E the directors must be amended
- JP has €1786 (€1291 cash and €495 in cheque) in membership fees for 2013-14 and €445 banked from a prior period by Eric K. Recommend that JP change the cash into a Bank Draft for security
- Helen K follow-up with Martina in relation to the transference of account holders into the names of two current cmte members, herself and one other.
- With JP holding cash there will be a small amount left as a float in light of nominal expenses.
- Committee members' travel allowance. €20 per cmte member, max. If people travel together only one travel allowance claimed for.

### 2. Correspondence

- Website: Current .com website is still registered with Don P as the domain holder. There appears to be link that connects. New website will resolve this.
- IFAF & SIFA: Lynn to write to Alex Jude, as respective secretaries, and ask for a recognised channel of communication between the two societies.
- Clubs: Need to contact the clubs and get them to confirm whether they are IFAF, SIFA, or both. There are Clubs claiming IFAF affiliation when they have gone to SIFA, as club affiliates, but the clubs themselves have members in both societies. Keith to contact Mayo to clarify the insurance situation with regard to members' from each society. Lynn to contact the clubs to clarify whether they have members who wish to be contacted and also ask about the club themselves and ask do they also want to be listed on website and/or contacted.
- Gains expansion: Needs to be put into a more concrete proposal. Need to work out the scores, ranges for gains and also the cost of the medals/patches etc. Keith will take a look at this first and to reach out for assistance, if needed, circulate before next meeting if possible.
- Equipment (IFAF): Martin Moylan had a bow-press which was loaned to IFAF, it is not IFAF's. Martin has the chronograph, it was in need of repair, and he appears to have had it repaired at his own expense and has not, to date, been repaid for its repair and therefore has kept it. Cmte need to contact him to find out cost of repair (receipt), arrangements for refund to Martin and get chronograph back from him. Stephen C to follow-up with Martin.

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- Email from a member to Chairman: John S was going to bring up a matter regarding the content of the letter. As the member has not renewed their membership the issue is irrelevant.
  - Emails between some members and the Cmte: Flurry of emails lately. The initial cause of one of the communications was not meant as an antagonistic comment. Debate about the issuing of personal response(s) to correspondence received in an official capacity ensued. Committee agreed that no further personal communication(s) must be issued. All correspondence to be channelled through the Sec. Lynn to write a standard letter of reply to any and all communications demanding for certain and specific things from and of the Cmte.
  - Martin Moylan sent in a membership renewal/application for Dunbrody Archers with a cheque for €35. IFAF does not accept affiliation for a club it only individual membership applications. Martin to be written to by JP about invalid application
3. Matter of Carrowmore seeking refund (arising)
- Carrowmore paid their IFAF renewals in good faith in July but have since joined SIFA and wish to be refunded their monies. Cmte agree to refund the monies to the individual members as soon as we have means to do so. John S to write to Carrowmore to confirm this
4. Change of Directors.
- B10 form from CRO to be completed by Andy Vagg and Lynn Ellingworth to move this administrative change forward. Lynn is going to complete the form online as it is cheaper to submit than the paper version.
5. Insurance - schedule of cover etc.
- John S contacted the insurance company looking for a copy. Not received so far but will be circulated once received (and posted on the website)
6. Procurement of IFAF property.
- Bow press: Martin Moylan's own. N/A
  - Chronograph: Martin Moylan has it.
  - IFAF medals (champs): Lynn to email\* Don P & Eric K
  - IFAF banner: Lynn to email\* Don P & Eric K
  - IFAF Correspondence: Companies need 7 years worth of data. Helen K and Lynn E need to fully review the materials handed over to determine the extent of the history.
- OTHER RECEIVED ITEMS
- IFAF handbooks (15 approx)
  - IFAF patches and pins, IFAF Instructor patches, Hotshot patches and Gains pins
  - Laminator & pouches for membership cards
  - x2 Range finders (to be tested)
7. Membership renewal guidelines. Coaching. Garda vetting
- JP wanted all Cmte members to be paid-up in time for the renewal period.
  - General renewal to be accepted as and when they are submitted. Renewal fees for existing members are the same for a half-year as a full year.
  - Coaching – IFAF Coaches and IFAA Instructors should be acceptable for signing-off new members to IFAF. Coaching, how many of the existing members are IFAF or IFAA coaches. JP to compile. Stephen C to give a copy of IFAF's training syllabus
  - Garda vetting – Whilst it is not compulsory yet, it is coming in. The needs to be a separate vetting per venue. Helen O'C possibly looking into the matter as CPO. Postponed for now until more information is gathered/known

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8. Shoot calendar. More than one? Relationship with other organisations (Ref, letter from Limerick)
  - Lynn to contact Alex J about shoot dates and get information to put on calendar.
  - New clubs need to be given opportunity to access shoot calendar
  - Lynn to confirm acceptance of calendar dates applied for by NLD
9. Status gains ( general and ref letter from Adrian T )
  - Letter discussed. Keith to review the system for gains, existing and new shoot types, and bring details back to Cmte for review. Nothing agreed to beyond review.
10. Status required for UKIFAC, IFAA events, Classification.
  - EBHC informational doc and link to be added to the website.
11. I.F.A.F facebook page.
  - Want a page that's there for everyone.
  - Andy V volunteered to set-up & manage the official IFAF facebook page
12. Website registered. IFAF.ie
  - The new site has been registered
  - The website will look similar to the old website. Cmte members can access the website to update their own material.
13. AOB
  - Elaine F's new archery club, Valley Bowmen, is up and running. An amazing venue with lots of woodland and masses of parking. Small bit of funding available to them but the club is looking for some financial support from IFAF. All the committee are of a favourable disposition to the matter of a loan being granted. Elaine must submit a letter in writing detailing the requirements of her request formally. First shoot being hosted at Warbow on 3<sup>rd</sup> Nov, Marked Animal, and will count as a classification shoot. Lynn to add to calendar.
  - Insurance: What is the chance of having either a refund based having 200 members covered or get a quote for 200 members and if the quote is favourable, the cost of cancelling the current policy and getting a new one in place if economically viable.
  - Andrew W is conscious of there being minimal material for items for publication so far. Noted that this year is only starting off and more information will come.
  - Refunds: Reimbursement of 'out of pocket' expenses to date by members of the Cmte. JP reviewed the monies owed and refunded those present, as required.
  - Replacement ink: Lynn asked if it was agreeable to proceed with buying replacement ink for printer. Purchase approved. Receipt to be provided to Helen K once purchased.