



# WELSH CLAY TARGET SHOOTING ASSOCIATION LTD CYMDEITHAS SAETHU TARGEDAU CLAI CYMRU CYF

## WCTSA BOARD of MANAGEMENT MINUTES

Date: Wednesday 5<sup>th</sup> August 2020  
Venue: Video / Telephone Conference @ 7:00pm

### PRESENT

<i>President:</i>		<i>ABT:</i>	
<i>Chairman:</i>	<i>Robert Harrison</i>	<i>DTL:</i>	<i>Dai Ricketts</i>
<i>Stats Officer:</i>	<i>Gavin Harvey</i>	<i>DTL:</i>	
<i>Secretary:</i>	<i>Nicola Walker</i>	<i>Olympic Trap:</i>	<i>Georgina Roberts</i>
<i>Treasurer:</i>	<i>Jackie Spencer</i>	<i>Olympic Trap:</i>	
<i>Membership Secretary:</i>	<i>Allan Jones</i>	<i>Olympic Skeet:</i>	<i>Alf Weston</i>
<i>Sporting:</i>	<i>Janine White</i>	<i>Olympic Skeet:</i>	
<i>Sporting:</i>	<i>Richard Hughes</i>	<i>National Skeet:</i>	<i>Lloyd Morris</i>
<i>ABT:</i>		<i>National Skeet:</i>	

### 1. Chairman's address & welcome

- The Chairman thanked everyone for attending and advised the meetings will continue to be held via video conferencing until social distancing guidelines are eased further.

### 2. Apologies for absence

- Emyr Davies, Jonathan Davies, Gareth Wrentmore & Will Palmer

### 3. Declarations of conflict of interest

The Chairman asked for any conflict of interest to be declared & reminded everyone that should any arise at a later point in the meeting they were to be declared.

### 4. Minutes of the last meeting held on 24<sup>th</sup> June 2020

- Minutes of the last meeting were read & signed as a true record.  
Proposed by AJW / Seconded by LM / Vote - All in favour  
NW advised the Board Minutes are now under the "Documents" section of the website.

### 5. Matters arising from the minutes

- 3933** - NW advised she has sent an email to Gary Davies to ask if he received his letter and badge, but no response has been received yet. RJH suggested giving him a call just to confirm.  
**NW to action.**
- 3935** - NW advised she has been in contact with Clive Bowen at Mid Wales Shooting Centre regarding the Castellani stock. Clive confirmed the last order of vests, which was placed earlier in the year, has now been delivered so there are 2 boxes of stock at the shop. NW advised she will arrange to collect these when she is next in the area. She also still hopes to meet up with Clive, when circumstances permit, so he can take photographs of some of the old merchandise so it can be advertised on the website. LM suggested it may be worth displaying some of the merchandise at other grounds, but it was felt it would be difficult to keep track of stock if it is

kept at various locations.

**NW to action.**

- **3944** - AJ confirmed Fauxdegla S.G. has now paid their ground membership fees for 2020.
- **3962** - RJH advised a Zoom licence has been purchased so we can now host our own conference calls. The details for each meeting will be sent via email and each invitee can either accept or decline the invitation to attend.

## 6. Correspondence

- None

## 7. Business matters

- 3964 - Welsh Opens & County Finals** - RJH confirmed all Welsh Opens have now been rearranged and all dates advertised on both the website & Facebook. It was also confirmed no levies will be collected from these events, as there are no international teams this year. Discussion then turned to the rearranging of the county finals. AJ advised majority of the Sporting & Skeet qualifiers were completed prior to lockdown, so most counties have already selected their teams. However, no DTL or All Round qualifiers have been held so far. AJ also advised the All Round final is still scheduled for the 18<sup>th</sup> October at SW2000. RJH suggested the first step should be to see if we can actually re-arrange the other disciplines, bearing in mind a lot of dates are now taken with the Welsh Opens and ground are getting booked up. He asked AJ to contact grounds to see what dates they have available. With time not on our side, a discussion was then held regarding qualifiers. It was suggested, for this year only, maybe the selection process should be reduced to just one qualifier instead of three. JW felt having a list of which counties have held which qualifiers would help to make a more informed decision. RJH asked AJ to put together a list for circulation to the Board and then the final decision can be agreed via email.  
**AJ to action.**
- 3965 - Membership forms & email template** - NW advised she has created an updated version of the membership form and put together a pre-worded email template, which can be used by AJ when sending our membership renewal reminders. Draft copies were circulated prior to the meeting and a few minor amendments were noted.  
**NW to action.**
- 3966 - National Skeet Discipline Rep. vacancy** - NW advised only one application was received from Mr Rob Ace. LM explained he was the Skeet Team Manager last year and was very helpful and supportive in the role. He felt he would make a very good discipline representative. As the application had already been proposed by WW2435 and seconded by WW1134, a vote was taken and all were in favour of his appointment. NW to send a letter confirming his appointment and LM also suggested a letter should be sent to Gareth Irving thanking him for his service to the Board.  
**NW to action.**
- 3959 - Skeet HCIT 2021 update** - NW advised she has made numerous enquiries with hotels and many were either not big enough or already fully booked for weddings. However, a positive response has been received today from a hotel in Chester, which looks promising. She advised she will contact them further for more information and email LM, JS & RJH with an update shortly. RJH proposed if it is available, and the preliminary price of £26.50 per head for the meal was correct, then we should try to confirm the booking as soon as possible as it was quite clear our options are going to be very limited for the dates in question. JS advised the

Lion Quays Hotel & Spa have agreed to convert our £500 deposit for this year's booking into vouchers which could then be raffled. LM asked if it was possible to split the figure down into multiple vouchers, which could be used in their spa facilitated. JS said she wasn't sure what they would allow but will make enquiries by the next meeting.

**NW & JS to action.**

- e. **3960 - I.T. sub-committee update (See Appendix)** - RJH advised the committee have met and have put together a "wish list" of what we would ideally like the membership software system to be able to do. He then went through the list to establish what should be deemed a must and what would be deemed nice to have but not essential. Other questions were posed and considered and RJH advised all feedback would be taken to the next sub-committee meeting for further discussion. GH advised rough costs for the system would be approximately £2,500 up front to actually purchase and install the system and then a further £1,000-£1,500 per annum. RJH suggested the next step for the committee is to look into what software options are available, preferably from companies based in the UK.
- f. **3961 - COVID-19 update** - RJH confirmed a further statement was released after the Welsh Government announcement at the beginning of July which saw the lifting of the 5 mile restriction. Although shooting has now recommenced in Wales, there is still a restriction in place which dictates only 30 people are permitted to be at a ground at any one given time and this needs to be considered when re-arranging the County Finals. At present, it was agreed no further statements were required unless circumstances change.

## 8. Treasurer's Report – See Appendix

- JS advised she has recently paid £143.88 for the Zoom licence and £40 for the use of the wctsa.co.uk domain name for a further 36 months.
- AJW asked if the solicitor's invoice has been paid. JS advised she will pay it tomorrow.

## 9. Executive Decisions

- None

## 10. WTSF report

- AJW reported the last meeting was held on Monday (3<sup>rd</sup> August) and a presentation was given on Equality Standard certification by Mike Gross. The WTSF are currently working towards the preliminary level of certification which recognises equality, diversity & inclusion in all recruitment and selection processes. As a member of the WTSF, we have the option to adopt their policy and therefore use the certification. As we already adopt most of the WTSF policies and procedures, AJW proposed it would make sense to align with this one as well. GH seconded the proposal and all were in favour. AJW to advise the WTSF of the decision.

**AJW to action.**

## 11. BICTSF report

- GH advised there still hasn't been a meeting or one scheduled as of yet, only a few emails flying back and forth about issues not relevant to the WCTSA. RH informed the committee he wishes to step down as a rep on the BICTSF board due to work commitments. He advised the meetings are held on weekdays in Towcester, so attending them takes up a whole day. RJH asked if anyone wished to step into the role instead and JW volunteered.

**NW to advise BICTSF.**

## 12. ICTSC report

- None

### 13. ICTSF report

- RJH reported the 6<sup>th</sup> World English Sporting Championship has now been confirmed as being postponed to 2022. No date currently set for the next meeting.

### 14. Rules update needed as a result of items passed at this meeting

- None

### 15. Any other business

- AJW advised he is looking into the availability of a WTSF Development Grant in the hope Dovey Valley Shooting Ground will consider installing an Olympic Skeet range to encourage more shooters into the discipline and help develop those already involved.
- **3967** - AJ advised he has received an email from the CPSA informing him that member WW2298 has been competing on an expired membership number. This same member didn't renew his 2019 membership until after he had shot a number of DTL qualifiers, which caused issues. Unfortunately, we cannot make members renew their membership, so RJH advised AJ to just inform the CPSA not to register his scores.

**AJ to action.**

- **3968** - LM raised the question, what are the plans for holding the AGM this year. Due to the social distancing guidelines, should we consider holding it digitally or can it be postponed until restrictions are eased. RJH suggested we should probably consult with the solicitor to see if we can legally postpone it, so proposed this matter be carried forward to the next meeting for further discussion.

**RJH to action.**

- **3969** - LM commented, whilst at a recent Sporting shoot at Quattro Lodge, he noticed at least 16 youngsters were present. He suggested we need to look into organising some more young shots days over the winter months to try to encourage them and convert them into members.
- **3970** - NW suggested a central database should be kept of all the trophies given at Welsh competitions throughout the year. Many have been kindly donated over the years but some have gone astray over time, along with the history they hold. As there are no international competitions this year, she suggested it may be a good time to start the ball rolling with the Welsh Open trophies. She advised she has already made a note of the FITASC trophies and their winners, as they were awarded at the weekend. It was suggested one rep from each discipline should email a list of the trophies, along with the winner's names, after each Welsh Open and they can then be added to a spreadsheet for future reference.

**NW to action.**

- RJH asked reps to ensure all winners of the Welsh Opens are announced on the website and Facebook after each event.

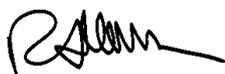
### 16. Date & venue of next meetings

- 2<sup>nd</sup> September 2020 - Video / Telephone Conference @ 7:00pm

With no further business the chairman declared the meeting closed at 8.26pm.

Minutes agreed and signed by:-

Signed:-



R.J. Harrison  
WCTSA Chairman

Date:- 02/09/2020

## APENDICES TO THE MINUTES

### 8. Treasurer's Report

#### WCTSA Ltd as of 5<sup>th</sup> August 2020

##### Bank Accounts:-

<u>Account Name</u>	<u>Account No.</u>	<u>As at 31/07/2020</u>	<u>As at 18/06/2020</u>
❖ Current Account	30924024	24,776	24,831
❖ Base Rate Reward	53163849	18,154	18,149
❖ Saver	33558894	80	80
❖ Paypal	N/A	77	191
❖ Secure Trust	47643	61,921	61,730
<b>Total</b>		<b>£105,008</b>	<b>£104,981</b>
<b>Net Difference</b>		<b>£27</b>	

##### *Major movements since last meeting (PAID)*

	£
❖ Wages/PAYE 1 month	708
❖ Quickbooks paid via Barclaycard	18
❖ Freepost (12 months)	276
❖ 200 2 <sup>nd</sup> class stamps (Membership Secretary)	130
❖ ICTSC Membership 2020	700
❖ ICTSF Membership 2020	100

##### *Major movements since last meeting (RECEIVED)*

	£
❖ Allan's bankings re: members	695
❖ Paypal Transfers	1250
❖ Standing Orders	45
❖ Mid Wales S.C. re: Castellani vest	135
❖ Fauxdegla levies	309

##### *Due to pay:-*

❖ Video Conferencing	?
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## 7e. I.T. sub-committee update

### WCTSA - Membership Management Software/Application Wish List

Examples of software out there - (only after cursory troll through internet)

1. GetSheep – UK
2. Wild Apricot – US
3. Wire Fuse – UK
4. Membermojo - UK

What we want from membership.

1. Must be cloud based to ensure security against equipment failure, and using industry standard security
2. Contact management – Obviously, full member details
3. Ability for members to update their own contact details would be a real help and might save address errors.
4. Automatic notification of subscription due – To be sent by email AND Text for those that don't check emails regularly.
5. Other Automatic reminders
  - a. For 1-month overdue membership,
  - b. followed after that by a report for those who a week later have still not renewed to allow the association to then make personal contact
  - c. To send out a questionnaire asking for feedback as to why membership has not been renewed in order to address underlying issues Board may not be aware of.
6. Able to produce reports or be interrogated to show current stats, status, age demographic, changes and trends in member numbers. E.g. to present to AGM.
7. Instant access for identified authorised Board members to interrogate system so that live information can be checked e.g. membership status at a Board meeting etc
8. Ability to
  - a. email or message all membership e.g. for AGM (Must be personalised i.e. 'Dear ....')
  - b. Allow shooters to enter a preferred name for those who are known by monikers other than their first name!
9. Be able to send group texts to all members
10. Could the system allow members to express an interest in a particular discipline which would allow tailored communication and alerts to new info, Welsh / county competitions etc?
11. Secure
12. Complies with GDPR.
13. Able to import data for Access so old system can be used to populate new
14. Accepts online payments for,
  - a. Membership
  - b. Merchandise? Is this separate issue – it would definitely be a help for ensuring revenue is gathered as members would have to pay up front. Would also cut out Sional for some items.

15. Automatic digital welcome pack on joining
16. Automatic thank you on renewal.
17. System for Snail Mail for members with no Email. i.e. email to a printer with an email address so secretary can post out
18. Issue of Plastic membership cards, (I notice recent decision of CPSA that 2021 is the last time they will issue cards. Members will be able to download a 'certificate of membership' should they require it). The consensus of the IT Sub Committee is to do away with membership cards and have the facility for members to download their membership 'certificates' if needed, as let's face it who uses their cards?

## Other questions for the Board to consider at Board meeting on 5<sup>th</sup> August 2020

19. Are the board open to changing renewal dates if we have to? Some systems won't handle membership renewals based on the membership anniversary. Just need to gauge the feeling of the board should the best solution not support this.
20. Do we want the new system to integrate into the new website? If so, how much integration are we looking for? Does it need to be actually part of the website build or are we happy to refer members to the hosted membership solution?
21. Do we want to change our payment options?
22. It would make sense to move away from Gloversure hosting out emails, I'd suggest moving to a proper Microsoft 365 business account; otherwise we may struggle with email integration.
23. What budget would we realistically like to spend?

4/8/2020