

# Minutes of Management Committee Meeting Monday 3rd Nov. 2008

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- 1) All current MC members were present: A Sutherland, D Folwell, R Harrison, C Folwell, A Moore and R Jeffries.
- 2) Governance of the club. The needs and aims of the club were discussed and a Mission Statement and a list of Aims were agreed.
- 3) Further discussion took place and the following points were highlighted as areas needing attention.
  - a) We need additional people to take on 'key roles' within the club.
  - b) We would like to have more 'duty officers' available.
  - c) We need to look at our safety procedures.
  - d) We need to look at our Constitution and By-Laws.
  - e) We need to make all members aware of the standards of behaviour expected of them.

All the above are being reviewed and further information will be cascaded to the membership as decisions are made.

- 4) Building: The Linotex curtain is reaching the end of its useful life, Dave Folwell will do an assessment of the impact area and report on any immediate action required. Dave and Roger will look at long term alternatives for the impact area and report back in 2 months. The club room is in need of refurbishment, Robb Harrison will report back with recommendations and costs.  
Dave will report back in a couple of weeks on new ventilation proposals.  
A working party will be organised for the last Sunday in November to tidy and remove rubbish from the range and immediate surrounding area. The University RC will be invited to help.
- 5) A discussion on the probationary period for new members took place. It was decided that a more formal approach is needed, Adam and Roger will look at this and report back with their recommendations ASAP.  
The 'induction' new members receive was also discussed and it was decided that all duty officers will be briefed on a standard procedure.
- 6) A reminder that all correspondence regarding club business should be directed through the Secretary as per rule 3.1 of our By-Laws.
- 7) Ammunition sales: All ammunition sales must now be entered on the buyers FAC. None FAC holders must have unused rounds checked by the duty officer and be left in the club safe. No ammunition to leave the building unless it has been logged on the buyers FAC.
- 8) Meeting closed at 22:10, next meeting will be Monday 24<sup>th</sup> November.