

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 10TH OCTOBER 2016
BY GO TO MEETING

Present Michael Mather, Chair
 Claudine Jennings, Director of Performance
 Victoria Barby, Director of Communications
 Moira Taylor, Director of Coaching
 Steph Clason, Director of Finance
 Moira Taylor, Director of Coaching
 Martin Symonds, Director of Member Services
 Vincent Bryson, Independent Director
 Alan Martin, Executive Development Officer

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies from, Jacqui Dunlop – Administrator, Jennifer Griffin – sportscotland.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted on the Agenda.

3. MINUTES OF MEETING OF 16TH AUGUST 2016

It was agreed that the minutes of the meeting of 16th August were a true record. It was agreed that the minutes would be published on the website subsequent to approval at the Board meeting.

4. RISK REGISTER UPDATE

Vincent Bryson advised that there was one additional risk for the Risk Register – the potential risk to the Scottish Field Championships in 2017 due to a possible risk to the venue. While this is more of an operational than a strategic risk, it was felt pertinent to include this on the Risk Register at his juncture. It was agreed that Argyle Field Archers would be asked to organise and run the Championships for 2017

(Action – Jacqui Dunlop)

5. FINANCIAL UPDATE

The Annual Accounts for the year ended 30th September are currently with the auditors for review in advance of presentation to the membership at the AGM.

6. PERFORMANCE UPDATE

Claudine Jennings noted that Nathan McQueen had qualified at the Rio Paralympics in 5th place – the highest qualifying Team GB athlete. She also reported that Nathan had therefore successfully secured funding through AGB / UK Sport for the next funding cycle. The Board passes on congratulations to Nathan on behalf of Scottish Archery.

We currently have three high performing para athletes: Nathan McQueen. Frank Maguire and Brad Stewart.

It was noted that 18 Juniors have applied and been accepted for the current intake to the Academy. There are 2 training days currently planned for the Academy. The current Academy Coaches are Alistair Whittingham, Murray Elliot, Pip Tucknott and Kersten Elmendorff. There was some question about the engagement with the Senior Coaches in Scotland with regard to the Academy and Squads. It was agreed that the Director of Coaching would contact the Senior Coaches to ask them how they wished to be involved in Performance Development and High Performance Coaching.

(Action – Director of Coaching)

Claudine advised that 5 members of Scottish Archery had completed for Team GB over the past year. This is one of the highest numbers on record.

It was noted that one of the areas of concern that we currently have is our limited ability to track performance of individuals over an extended period. This should be an area for exploration and discussion over the coming year.

7. COACHING UPDATE

The Director of Coaching provided the following update on coaching numbers:

- There are currently 103 licensed coaches on our Coaches Register
- There are 85 coaches currently on the Coaching Mailing List
- For 18 of the coaches we currently have no usable contact details.
- There are currently 13 candidates going through Level 2 coaching courses, 18 on Level 1 coaching courses of which 11 are due to be assessed in December.
- In addition to the above we have 1 new qualified Coach Educator and a further 3 currently going through Coach Educator training.

8. EQUALITY UPDATE

There was nothing to report in relation to Equality

9. INSTAGRAM VOLUNTEER

Victoria Barby presented a proposition for the Bard to create a volunteer position to oversee our Instagram presence. This was agreed and a role profile and application form will be created and distributed to the membership

(Action – Victoria Barby)

10. EXECUTIVE DEVELOPMENT OFFICER UPDATE

Alan Martin provided an update on all of the work that he has been undertaking. The majority of this over the past months has fallen into three key categories:

- Preparation of 4 draft 4 year strategy and 12 year transformational change programme
- Collating information required for forthcoming KPMG Development Audit
- Collating information for presentation to the **sportscotland** Investment Panel.

11. AOCB

JUDGING: Douglas Blyth advised the Board that there are currently 5 new potential candidate judges including 2 Youth Judges.

DISABILITY DEVELOPMENT OFFICER: Martin Symonds advised that the draft role profile for the Disability Development Officer required to be amended as the initial draft showed a requirement for PVG Membership. His view is that this is unnecessary for such a role. It was agreed that the role profile would be amended accordingly and then published.

(Action: Michael Mather)

ANNUAL GENERAL MEETING: The timetable for distribution of the paperwork for the AGM on the 26th November was agreed. One of the key elements of paperwork will be the production of the Annual Report. Michael Mather agreed to collate all Reports from Directors and Jacqui Dunlop will then be asked to ensure that all paperwork is distributed at least 21 days prior to the AGM

(Action: Michael Mather)

(Action: Jacqui Dunlop)

PRESENTATION TO **SPORTSCOTLAND** INVESTMENT PANEL: This is scheduled for Friday 14th October at the Scottish Institute of Sport in Stirling. Michael Mather, Alan Martin and Vincent Bryson will be the team representing Scottish Archery for presenting to the Investment Panel. The actual presentation is almost ready and will have final iterations agreed within the next few days.

KPMG DEVELOPMENT AUDIT: This is scheduled for 17th – 19th October. The auditor will be stationed in the **sportscotland** office in Templeton, Glasgow. Alan Martin will be in attendance throughout this period and Michael Mather will be available as required to provide input to the process. There will be a requirement for Michael Mather to be present for at least part of the audit to be interviewed by the auditor. There may be a requirement for other members of the Board to also be interviewed and this will become evident through the course of the audit.