

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 11th September 2017
By Go To Meeting

Present

Board Members

Vincent Bryson, Independent Director – Interim Chairperson
Moiria Taylor, Director of Coaching
Victoria Barby, Director of Communications
Claudine Jennings, Director of Performance
Steph Clason, Finance Director
Douglas Blyth, Director of Participation

Non Board Members

Michael Mather, Chief Operating Officer
Alan Martin, Pathways Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jamie Frail, Independent Director and Jacqui Dunlop, Scottish Archery Administrator, and Jennifer Griffin of **sportscotland**.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Interim Chairperson, noted that he is now employed as the Chief Operating Officer for another Scottish Governing Body of Sport but that there were no conflicts of Interest noted for this meeting. All other Directors present advised that there were no conflicts of interest.

3. APPROVAL OF MINUTES OF 22nd JULY 2017

It was agreed that the minutes of the meeting of 22nd July 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 22nd JULY 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather advised that there have been issues contacting the Child Protection Officer as there appears to have been an IT failure with the Child Protection Officer's PC/laptop. He will continue to pursue this and once contact has been made will start a review of the policies and procedures relating to PVG and Child Protection issues to ensure that they are still fully fit for purpose and could be regarded as 'best in class' across sports in Scotland. (*Action Michael Mather/Jamie Frail*)
- b) Scottish Archery promotional flyers – This is not considered a high priority at the moment and will be taken forward as a project in due course (*Action Michael Mather*)
- c) Junior Fun Shoot – This competition has been confirmed and will take place as an outdoor event at Perth Archery Club on the 24th October.
- d) Northern Area – The Chief Operating Officer and the Pathways Manager have been invited to attend a meeting of the Northern Area Committee on the evening of Thursday 21st September in Montrose to talk about support that can be provided to further develop the Northern Area and to create a business plan for the future
- e) Business Plans for Archery GB – Vincent Bryson agree to circulate early draft Business Plans that have been formulated around the rest of the Board for comment and input. (*Action V Bryson*)

5. WESTERN AREA

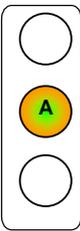
Alan Martin advised the Board that a successful meeting had been held at the **sportscotland** offices in Glasgow on the evening of 28th August to try to resurrect the West of Scotland Archery Association. An interim committee has been created and there are plans being put in place by this committee to have an AGM in October sometime.

6. ANNUAL GENERAL MEETING

- a) It was noted that a suggestion had come from our Account Auditors that the Board should consider amending the financial year for Scottish Archery from October – September to April – March. This is appropriate as the majority of funding for Scottish Archery is currently coming from the investment from **sportscotland** which is aligned to the April – March financial year. It was agreed that a proposal to this effect would be submitted to the membership at the Annual General Meeting. (Action: *Michael Mather*)
- b) Review of Articles and Bye Laws: The Chief Operating Officer had drafted proposed changes to the Articles and Bye Laws with two key themes: (1) to potentially allow an increase in Independent Directors and to provide for the potential election of an Independent Director and (2) to create a new category of membership for clubs/members who only use 'Soft Archery' or 'Arrows' kits. These proposals will be forwarded to the **sportscotland** expert legal resource for advice on final wording to ensure compliance with the Companies Act requirements. (Action: *Michael Mather*)
- c) Hall of Fame & Volunteer Awards: The Board confirmed the opening of nominations for the Hall of Fame and the 2017 Volunteer Awards. This will be communicated to the membership as soon as practical.

7. FLASH REPORT

The Chief Operating Officer provided a Flash Report on the current status of key strategic outcomes:

<ul style="list-style-type: none">• Membership – 2355 (1st August)• (Clubs – 95) – not strategic but important• Coaching – 2 Level 1 courses held and 1 L2 starting in September 2017• Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior• COO appointed and in post• CDO appointed and in post• Development Audit – Satisfactory with comments achieved• Area performance squad – 1 to be setup (North or East)• 3 Lead Clubs and 5 Accessible – 2 Lead clubs identified (Falkirk confirmed and announced)• Board to complete self assessment Governance Framework check• Board to complete development audit outputs• Board to complete Governance framework action points	
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The key strategic issue is that the membership numbers that we have at present are well behind the strategic target that had been agreed with **sportscotland**. Analysis of the membership has identified that the reduction in numbers have been, almost exclusively, as a consequence of the decision made at the 2016 Archery GB AGM to remove the 'En Bloc' fees for Junior and Disability Clubs.

The recruitment of a part-time Club Development Officer will help to address some of this over the coming couple of years.

8. BOARD STRUCTURE

It was noted that Douglas Blyth had now officially changed his role to act as Director with responsibility for Participation and this has been communicated to the Scottish Archery membership. Vincent Bryson, the Interim

Chairperson will review the current Board Structure to make sure that it meets the current requirements of the organisation. (*Action V Bryson*)

9. SELECTION CRITERIA FOR SCOTTISH ARCHERY SCOTTISH TEAM

The Director of Performance provided a draft of selection criteria for the Scottish Team that will be presented to the membership in advance of the AGM for consideration and voting on.

It was noted that the Competition Committee had reviewed issues around the 'Native Trophies' that have been presented only to Recurve Ladies and Gents at the outdoor championships. Their recommendation is that these trophies should no longer be awarded.

10. CHILD PROTECTION UPDATE

Unfortunately as the Independent Director who has responsibility for PVG issues was not available at the Board Meeting so no update was available.

11. DIRECTOR OF COACHING UPDATE

- Coaches Mailing List: SA Mailing list = 124 names (7 no emails- includes 7 Instructors & Emeritus Coach) AGB list = 84.
- The Level 1 Coach training course now completed in June by Clyde Arrows with 9 successful candidates (affiliated to SA). I am still awaiting contact details of the successful candidates so that they can go on the mailing list.
- A Level 2 course has started in September at Armadale with 9 candidates.
- Dates for PDA (coach educator training) for 2017/18 have been received from sportscotland and have been distributed to Coaches – 1 Coach had requested a place and has been nominated by Scottish Archery.
- Transplant Games in Scotland – there were at least 5 Coaches from Scotland along with other volunteers who assisted. A successful event.
- The Coaching Network in Scotland Conference is confirmed for 16/17 September at Inverclyde. We have 31 Coaches attending and 5 Speakers. Coaches attending from as far away as Isle of Lewis. There has been much preparation for the conference with meetings with SDS, sportscotland etc.
- A Coaching Committee has been established and the members are: Andrew Kelly; Caroline Harrison; Paul Ross; Richard Vallis; Tony Laduss and myself. Our first meeting has been arranged for 14th October in Perth.
- A Coaching Network Newsletter was distributed to Coaches in September.
- I visited the Cupar club in August to assist with a Beginners course, discuss coaching and any challenges the club was facing regarding coaching.
- Met with Bill Mackay to discuss some of the challenges around arranging Level 1 & Level 2 Coach training courses and planning for the future.
- Attended a meeting for the Female Festival of Sport at Redford Barracks regarding Scottish Archery's involvement in the Festival on 28 October. Our involvement differs considerably from the original agreement and we are trying to clarify the expectations of Scottish Archery.

12. FINANCIAL UPDATE

Due to work commitments the Director of Finance had not been able to produce a Trial Balance in advance of the Board Meeting, but this would be provided to the Board as soon as possible.

13. MEMBERS FORUM

A request had been received for consideration to be given to address perceived issues and concerns about the criteria used for selection of Scottish Teams. This was being addressed by the paper presented by the Director of Performance and the membership will be asked to vote on various selection options at the AGM in November.

14. AOCB

- Coaching Conference: Conference taking place at Inverclyde National Training Centre on the weekend of 16th/17th September now fully subscribed
- Club Development Conference: Being run in conjunction with Badminton Scotland at Inverclyde on Saturday 16th September. Number of participants not as high as had been hoped, but currently 12 clubs have advised their attendance.
- Sportscotland Equalities Conference: It was confirmed that Michael Mather, Alan Martin and Vincent Bryson would attend the **sportscotland** Equalities Conference.

Confirmation of Future Meeting Dates

Saturday 28th October – Face To Face – West

Saturday 18th November – AGM – Perth