

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 22 JULY 2017  
AT CALEDONIA HOUSE, EDINBURGH

Present

**Board Members**

Moirra Taylor, Director of Coaching - acting as Chair for meeting  
Victoria Barby, Director of Communications  
Vincent Bryson, Independent Director  
Claudine Jennings, Director of Performance  
Steph Clason, Finance Director

**Non Board Members**

Michael Mather, Chief Operating Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Douglas Blyth, Director of Governance, Alan Martin, Executive Development Officer and Jennifer Griffin of sportscotland.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

There were no conflicts of Interest noted for this meeting.

3. APPROVAL OF MINUTES OF 12 JUNE 2017

It was agreed that the minutes of the meeting of 12 June 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 12 JUNE 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather reported that he and Jamie Frail had met with Scottish Archery's Child Protection Officer regarding an ongoing case with ArcheryGB. Jamie Frail will review the case and report back to Archery GB by the end of August. It was noted that Scottish Archery's Child Protection policies and procedures were robust but these would also be reviewed along with the processing of the PVGs. Michael Mather agreed to liaise with Jamie Frail and report back to the Board on case and the reviewing of the Child Protection procedures. (*Action Michael Mather/Jamie Frail*)
- b) Trading Name – it was agreed that this would not be progressed and that it would be kept on the risk register.
- c) ArcheryGB – Michael Mather reported that he and Vincent Bryson had a Conference call with Neil Armitage and Dave Tillotson. There was a discussion on funding and ArcheryGB confirmed that they would be happy to look at any project specific proposals for funding. It was noted that Scottish Archery should provide a business case for a Scottish project and

Victoria Barby noted that Scotland running a similar project to one which is ongoing currently in England such as the National Trust, may be beneficial. It was agreed that Directors would give consideration to a project and send these to Michael Mather to collate. (*Action All*)

- d) Scottish Archery Flyers – Michael Mather has sourced a copy of the 2010 World Cup Flyer, however it was out of date. It was agreed that Michael Mather would produce a generic Scottish Archery flyer. (*Action Michael Mather*)
- e) Juniors – Victoria Barby had contacted the member who had raised the questions regarding juniors, and a plan is to be submitted on suggestions.
- f) Northern Area – Michael Mather had met Fiona Hirst from the Northern area to discuss the way forward for the area. It was noted that it was a constructive meeting and the Board agreed that Michael Mather should work to support the Northern Area and produce a business case. (*Action Michael Mather*)

Claudine Jennings noted that it would be her preference for the Areas to take responsibility for Academy and Senior Squad training.

There was a discussion on the Western Area and it was agreed that Michael Mather should facilitate an AGM to try and resurrect the Western Area. It was agreed that Scottish Archery would fund the hiring of a room/refreshments and the aim would be that the meeting would be held by the start of September. (*Action Michael Mather*)

One of the aims of the Northern Area would be to run training days using experienced archers. Claudine Jennings noted that no-one in the High-Performance squad is coached by a licenced coach and that the model that the Northern Area would be using for their training days would also not be using coaches. It was suggested that Scottish Archery should investigate a way to fast track the experienced archers who are running training days to get a coaching qualification. This would meet the objectives of Scottish Archery and inject stimulus into the Areas. Moira Taylor noted that she is waiting to hear from Hannah Bussey from ArcheryGB on coaching and that there will be a re-launch of ArcheryGB's coaching function in July.

## 5. FINANCES

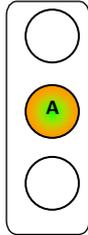
Steph Clason circulated the Trial Balance and Nominal Ledger (copy on file). Michael Mather and Alan Martin will look at Kasflow to ensure that it better reflects the coding structure that Scottish Archery requires on an operational level and to ensure that the reports are clear.

Victoria Barby confirmed that the Annual Accounts are now on the website.

## 6. COO – FLASH REPORT

Michael Mather circulated a copy of the COO's Flash Report and the Board agreed the format.

The Report provided a summary against the Strategic Outcomes

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| <ul style="list-style-type: none"> <li>• Membership – 2301, analysis carried out</li> <li>• (Clubs – 95) – not strategic but important</li> <li>• Coaching – 2 Level 1 courses held and 1 L2 in planning</li> <li>• Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior</li> <li>• COO appointed and in post</li> <li>• CDO advertised – interviews completed, Successful candidate to start mid August</li> <li>• Development Audit – Satisfactory with comments achieved</li> <li>• Area performance squad – 1 to be setup (East)?</li> <li>• 3 Lead Clubs and 5 Accessible – 2 Lead clubs identified still to formalise agreement</li> <li>• Board to complete self assessment Governance Framework check</li> <li>• Board to complete development audit outputs</li> <li>• Board to complete Governance framework action points</li> </ul> |  |
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Concern regarding the drop in membership figures was noted. Scottish Archery were working towards an increase in membership figures of 2,768, but there are currently 2,301 members. This is mainly due to removal of en-bloc clubs by ArcheryGB. Michael Mather noted that this has been highlighted to sportscotland along with the actions which Scottish Archery are taking to improve the membership numbers. There has been agreement from ArcheryGB that they would be willing to explore a potential new category of membership which Scottish Archery can implement around clubs that may be restricted to using 'Soft Archery' / Arrows Kits. The initial suggestion to Archery GB was that they could potentially affiliate but would have no insurance or voting rights. It was agreed by the Board that Michael Mather should work up a formal proposal for this to potentially be presented to the Scottish Archery AGM and also to be discussed in some detail with Archery GB. *(Action: Michael Mather)*

## 7. BOARD STRUCTURE

The Director of Governance has asked if his remit could be changed to the Director of Participation. It was noted that as there is now a Chief Operating Officer in place, more of the governance responsibilities would lie with him. The purpose of the role of Director of Governance was initially set up to ensure that Policies and Procedures were in place and this is now complete.

One Board Member suggested that it was important for the membership to feel that the Participation post was filled, and it was also noted that the Performance Director has no-one to delegate to so felt it was an operational as well as strategic role. It was agreed that it is a transitional period for the Board, as staff are brought on Board. There is also a proposal to increase the number of independent directors to "up to 50% of the Board" and the Board member suggested that this may make members feel that the Board is inaccessible to them. Michael Mather noted that sport has change and it is important to get the right balance between a volunteer led Board and also staff, to ensure that it is less onerous for Board members.

It was agreed that Douglas Blyth's remit would change to Director of Participation and that Michael Mather would look at the Board roles in order that any changes can be made at the AGM. *(Action Michael Mather)*

## 8. CLUBS THAT AFFILIATE TO ARCHERYGB BUT NOT SCOTTISH ARCHERY

Michael Mather noted that it had come to light that there are Scottish Clubs which are affiliating to ArcheryGB only and not to Scottish Archery. It was noted that the ArcheryGB bye laws

“recommend” that Clubs affiliate to the Home Nations. It was noted that any new CRM system has to be fit for purpose to allow Scottish Archery to collate data in order that Scottish Archery can provide sportscotland with the necessary reports. It was agreed that Alan Martin would look at this on his return. (*Action Alan Martin*)

#### 9. AGM MATTERS

- a) Tina James Trophy – a donation had been received by Bill Gilchrist and matched by Michael Mather to purchase a Tina James Trophy which will be awarded to the person who attends the most shoots in Scotland and awarded at the AGM.
- b) Hall of Fame/Coach and Volunteer Awards – Michael Mather will look into the Hall of Fame and Coach and Volunteer Awards and prepare the necessary paperwork to be issued in order that these can be presented at the AGM. (*Action Michael Mather*)
- c) Review of Articles and By Laws for AGM – Michael Mather had reviewed the Articles of Association and Bye Laws for the AGM. These were:

The potential inclusion-of a new membership category of ScotSoft Archery Clubs. These clubs would have no insurance and no voting rights and would potentially not join Archery GB. This does require a substantial amount of further work prior to being submitted for consideration to the Scottish Archery AGM and shared with Archery GB.

The provision to have up to 50% of the Board, including the Chair, made up of independent directors.

The removal of the Director of Member Services, as this position no longer exists on the Board.

The Board agreed the proposals and Michael Mather agreed to contact sportscotland’s expert legal resource, Harper McLeod, to ensure that the changes were compliant with company law.

#### 10. SCOTTISH RANKINGS AND NEW CLASSIFICATION AWARDS

Victoria Barby noted that the rankings were the most looked at part of the Scottish Archery website and noted the introduction of a new Classification award for 3 x 12 doz rounds. The aim will be to present the award at the Scottish Archery AGM.

#### 11. NEWSLETTER CONTENT

Victoria Barby circulated a Newsletter Forward Planner 2017-2018 which outlined who would be responsible for submitting articles for the Newsletter. The Board agreed the timetable.

#### 12. KPMG ACTION POINTS

The action points were covered in the Chief Operating Officer’s Flash Report.

#### 13. RISK REGISTER

Vincent Bryson noted that the Risk Register remains unchanged from June. The main risk is the interim Chair appointment. Jacqui Dunlop agreed to circulate the advert for the Chair around the Clubs again. (*Action Jacqui Dunlop*)

#### 14. PERFORMANCE

Claudine Jennings provided the undernoted update.

- Matthew Wong competed for Team GB at the second leg of the European Youth Club in Croatia, qualifying in fourth place in the Cadet Compound Men division with a new world record for the team qualifying (subject to ratification). He also won the U18 National Compound Championship at the National Junior Outdoors. Claudine Jennings noted that Scotland were unable to field a full team at the National Junior Outdoors.
- At the senior Euro nations Scotland won the compound competition. There were some concerns regarding Home Nation eligibility at the event.
- The British Target team has been selected and published on the website.
- There were nine applications for funding through Scottish Archery's International Representation Fund with 6 archers being funded to attend 9 different competitions. Currently any archer who is resident in Scotland can apply for funding. The fund is now closed until next year and Claudine Jennings will review the criteria for 2018 applications. (*Action Claudine Jennings*)
- The para-squad at Edinburgh University requires a review as there are currently only two archers on the programme- Edinburgh University are keen to keep the partnership, but there is no pathway into the squad. It was agreed that this would be deferred until Alan Martin's role was redefined and would fall under his remit.
- Academy – the next Academy will run in September and Claudine Jennings noted that she will be advertising for Coaches to run it. Moira Taylor agreed to contact the Coaches but this had been tried in the past. Vincent Bryson noted that some incentivisation should be given to encourage coaches, such as pay, kit. It was felt that it was important to set out what the key responsibilities of the role would be. It was agreed that this was something which Alan Martin may be able to assist with in his newly defined role.

#### 15. COACHING

Moira Taylor provided the undernoted coaching update:

- Coaches Mailing List – there are now 122 names on the Scottish Archery Coaching Mailing List which includes instructors, with the ArcheryGB list having 86 names.
- The Level 1 coach training course was completed in June with 8 successful candidates (affiliated to Scottish Archery). A further level 1 coaching course is running in May/June by Clyde Archers and the anticipated numbers on the course is 12.

- The Northern Area is looking into the possibility of a running a Level 1 course, as is Shetland.
- A Level 2 course has been scheduled to start in September at Armadale. The Coaching Director is liaising with the organisers regarding the numbers as it important to fill the course.
- Dates for PDA (Coach Educator Training) for 2017/2018 have been received from sportscotland and will be distributed to coaches and requesting their commitment to tutoring prior to deciding if Scottish Archery should recommend them for the course.
- Transplant Games – 27 July 2017. Requests for assistance at the Transplant Games have been circulated to coaches, and there are now sufficient volunteers for the Archery event.
- The Coaching Network in Scotland Conference is scheduled for 16/17 September at Inverclyde. Invitations were distributed via the mailing list and social media and there are currently 32 coaches attending. Meetings have been held with sportscotland and Scottish Disability Sport regarding speakers and input.
- The Director of Coaching is in the process of setting up a Coaching Committee and has contacted all those Coaches who have expressed an interest in assisting.
- A Coaching Network Newsletter was distributed to coaches in June.

#### 16. EQUALITY UPDATE

Michael Mather reported that he and Vincent Bryson will be attending the sportscotland equality session on 31 August. It was noted that consideration will have to be given on the Board lead on equality following Douglas Blyth's remit change.

#### 17. DIRECTORS' REPORTS

Directors' reports were submitted and taken as read.

#### 18. MEMBERS FORUM

No items had been received from the membership.

#### 19. AOCB

- a) Director of Performance – Claudine Jennings noted that due to work commitments she may have less time to dedicate to the role of Director of Performance, and may consider stepping down at the AGM.
- b) Female Festival of Sport – Michael Mather is attending a meeting on 1 September regarding the Female Festival of Sport.
- c) Range Assessments – All ranges in Scotland will need to be assessed by the end of September, and currently only 30% of Clubs in Scotland have done so. Jacqui Dunlop agreed to circulate a reminder to Clubs. (*Action Jacqui Dunlop*)

- d) Southern Countries – Michael Mather had received communication from Southern Countries regarding some issues around ArcheryGB and it was agreed that Michael should formulate a response.
- e) Transplant Games – the Transplant Games takes place the last week in July and Moira Taylor agreed to provide some photographs for the website. (*Action Moira Taylor*)
- f) Chair – Vincent Bryson agreed to Chair the next Scottish Archery Board meeting.

#### **Confirmation of Future Meeting Dates**

Saturday 22<sup>nd</sup> July – Face To Face – East

Monday, 11<sup>th</sup> September - Go To Meeting

Saturday 28<sup>th</sup> October – Face To Face – West

Saturday 18<sup>th</sup> November – AGM – Perth