

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 25 JUNE 2018
AT HAMPDEN FOOTBALL STADIUM, GLAGOW

Present

Board Members

Vincent Bryson, Chair
Moiria Taylor, Director of Coaching
Bob Provan, Board Member without Portfolio
Kevin Pringle, Independent Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications - via Phone

Non Board Members

Jennifer Griffin, Partnership Manager, **sportscotland**
Alan Martin, Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Steph Clason (Finance Director), Pip Tucknott (Performance Director) and Michael Mather (Chief Operating Officer)

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by other governing bodies.

3. APPROVAL OF MINUTES OF 16 APRIL 2018

It was agreed that the minutes of the meeting of 16 April 2018 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 16 APRIL 2018 BUT NOT ON THE AGENDA

- a) Provision of Judges – Bob Provan noted that the situation is now worse due to illness. It was noted that it takes 18 months to qualify as a judge and it was explained that having a field captain would mean that the record status of events would be affected so no records could be claimed. It was suggested that Scotland could have its own Judges system however, this would again affect the ability to claim records. It was agreed that there was not a quick fix to this, but that a recruitment drive should be started. It was agreed that for the next Board meeting that Alan Martin and Bob Provan would produce a paper on the Judging Pathway. (*Action Alan Martin/Bob Provan*)
- b) Para-Archers – Alan Martin confirmed that Nathan McQueen is still involved, and is still working to confirm the status of the other Para-Archer. (*Action Alan Martin*)

- c) SFAA/STAFFA– Vincent Bryson confirmed he will reach out to STAFFA/SFAA. (*Action Vincent Bryson*)
- d) Risk Register – Vincent Bryson agreed to provide a link to the Risk Register for the new Directors. Vincent Bryson noted that he would be adding loss of key staff as a risk. (*Action Vincent Bryson*)
- e) Finances – Karen Henderson has started work to prepare six months accounts. Thanks were expressed to Karen Henderson and FourM Accountants.
- f) Equality – Bob Provan noted that a draft Equality Policy has been produced and it was agreed that this would be circulated to the Board members ahead of wider circulation to the members for a two-week consultation. It was agreed that it should also be shared with partners organisations for consultation and it was agreed that Bob Provan would send a copy to Scottish Disability Sport. (*Action Bob Provan*)

Vincent Bryson agreed to send a copy to Louise Tideswell at Plan4Sport. (*Action Vincent Bryson*)

- g) Moray Archers – Alan Martin confirmed that he had provided feedback to the Club.
- h) Archer Leadership Academy - this had been circulated around the Board for comments. It was noted that an Award of £24,000 spread over three years had been received for the Director of Archery programme and Laura Baxter and Judith McCleary would meeting to discuss this. It was proposed the name be changed to avoid confusion with Board Directors.

5. COO REPORT

Alan Martin submitted the COO Report. The summary against the strategic outcomes were noted as:

<ul style="list-style-type: none"> • Membership – 2295 – Soft Archery numbers continue to increase. • New Clubs – Soft Archery clubs plus Piperdam, Ancrum, Team Lanarkshire • Coaching – 1 L2 course run, 2nd one cancelled – • Accessible Clubs – Team Lanarkshire can be added • GDPR – Privacy notice updated for 25th May – 1 DSR received – due 26/6 • Equality – Workshops attended • Wellbeing – Meeting on 16 July • Board to complete self assessment Governance Framework check • Board to complete development audit outputs • Board to complete Governance framework action points 	 <p>Amber</p> <p>(still got some work to meet targets)</p>
---	---

Points which arose:

- a) ArcheryGB - Discussions are ongoing with ArcheryGB regarding the application for their Hardship Fund by a Scottish Archery Club. In the interim it has been agreed that Scottish Archery will cover their costs, as it was felt by Scottish Archery to be an equality issue.

- b) GDPR - It was noted that there has been a Subject Access Request which will be met within the required timescales, with appropriate data transfer software being used. Moira Taylor and Vincent Bryson agreed to liaise on the Coaching Newsletter. (*Action Moira Taylor/Vincent Bryson*)
- c) Soft Archery - The Soft Archery Championships were held with over 70 children taking part.
- d) Funding - Laura Baxter has been successful in her application for funding for the Director of Archery Programme. Alan Martin confirmed that other sources of funding have been applied for including Year of the Young People (Volunteer Academy); Robertson Trust/sportscotland (funding will be applied for in a joint bid with the Care Inspectorate); Young Start Fund.
- e) Parliamentary Reception – Directors and Staff attended the Parliament reception and a come and try of soft archery was demonstrated. This was very positively received by all that took part.
- f) Seminar – it is hoped to run a two-day Seminar with Allistair McCaw, the world-renowned Sports Performance Consultant, Mindset Coach and Team Culture Builder. This will be run jointly between four other governing bodies (Archery, Fencing, Badminton and Hockey).
- g) Risk Register - Child Protection has been escalated on the Risk Register and the Administrator has taken over responsibility for this role. Sportscotland’s investment is at risk if Scottish Archery does not meet the new Safeguarding Standards and the meeting for this has now been rescheduled for July. Victoria Barby agreed to update the website with the new information. (*Action Victoria Barby*)

Vincent Bryson noted that ArcheryGB had committed a sum as a contribution to Safeguarding in Scotland, with a pro rata payment paid for the year to date.

- h) UK Coaching Course – Moira Taylor, Alan Martin will be attending the UK Coaching Conference, along with a Scottish Archery Coach who was taking the sportscotland subsidised place.
- i) Pride Glasgow – Scottish Archery will be delivering soft archery sessions at Pride Glasgow.

6. FINANCE

Steph Clason had circulated the budgets and finance report. Victoria Barby confirmed that the Communications Budget was still on track, with the main expenditure occurring at the start of the year, and confirmed that the website will remain with Basestation.

Moira Taylor will discuss with Laura Baxter the implications of the received grant on the Coaching budget. It was noted that the L2 coaching course didn’t run due to lack of numbers, but a Level 1 course is due to start in Montrose, with others planned for the West and East. Moira Taylor confirmed that a Scottish Archery subsidy will also be provided to those attending, on top of the sportscotland UKCC funding which archers can also apply for.

Moira Taylor confirmed that there will be a Coaching Conference in September and budget has been allocated for this. For the Level 1 course she will also be doubling up on tutors in order for them to gain experience and this extra cost will be met from the Coaching budget.

Vincent Bryson explained that he will be looking to change the presentation of the finance reports and Kevin Pringle will also be involved in this. It was noted that due to their being an 18-month accounting period that budgets will be extended by 50% to end March 2019.

Alan Martin confirmed that most of the Performance expenditure will be used later in the year due to the competition schedule.

7. STAFFING AND HR

There was a confidential discussion on Staffing and HR, with staff members not present.

8. COACHING

Moira Taylor confirmed that she will be involved with the Director of Archery Project and that she will discuss this further with Alan Martin.

Seven volunteers have been trained to deliver soft archery training.

9. EQUALITY

Bob Provan noted that he had attended the Equality Review Meeting. To achieve Preliminary Level the Board are required to have formal training and there has to be a survey of the membership of which there has to be a 25% return. Judith McCleary and Bob Provan agreed to discuss the membership survey as Scottish Curling had recently undergone the same process. (*Action Judith McCleary/Bob Provan*)

10. SPORTSCOTLAND UPDATE

Jennifer Griffin report that the midpoint review will take place at 2.30 pm on 26 September in Stirling.

Jennifer Griffin noted that the demonstration of soft archery at the Parliamentary Reception had been very highly thought of within sportscotland and those present had been very complimentary. The internal reputation of Scottish Archery within sportscotland is good.

11. MEMBERS' FORUM

East Kilbride Archery Club had suggested that Scottish Archery considers introducing an intermediate category for Year 2 and 3 archers as is done by Teeside Indoor League. It was agreed that this would be forwarded to the Tournaments Committee for consideration.

12. AOCB

- a) Facebook – Victoria Barby suggested that the Facebook page be changed to a closed group, as Facebook had changed how newsfeeds are operated. Vincent Bryson and Victoria Barby agreed to discuss the implications. (*Action Vincent Bryson/Victoria Barby*)

- b) Backstops – there had been a request from Argyll Archers for backstops and it was agreed that Alan Martin and Phyllis Pettett would discuss this further. (*Action Alan Martin/Phyllis Pettett*)
- c) Sponsorship – Alan Martin has circulated a proposal for Sponsorship of £2,000 by the Royal Company of Archers who have set up a Charitable arm. The Board agreed to the Sponsorship proposal.

Future Meetings:

Monday, 27 August – GoTo Meeting

Monday, 15 October – Face to Face – East

Monday, 19 November – GoToMeeting

Saturday, 24 November – AGM – Perth