

## **DRAFT**

ANNUAL GENERAL MEETING  
OF THE  
SCOTTISH ARCHERY ASSOCIATION  
HELD ON  
SATURDAY, 28 NOVEMBER 2015  
AT THE DEWARS CENTRE, PERTH

Mather, M, Chair	Gilchrist, Bill, Lethen Archers
Paton, A, Director of Governance	Jamieson, G, Balbardie Archers
Jennings, C, Director of Performance	Jamieson, K, Balbardie Archers
Barby, V, Director of Communication	Pettett, P, Falkirk Archers
Ward, A, Director of Finance	Dunsmore, N, Falkirk Archers
Symonds, M, Director of Member Services	Henderson, K, Links Archers
MacLean, N, Director of Operations	Petruskeviciute, M, EUAC
Bryson, V, Independent Director	Tucknott, P, EUAC
Reid, F, Ordinary Member	Clason, S, EUAC
Wood, A, Links	Schallmoser, F, Largs Archery Club
Male, K, Lochside Bowmen	Elmendorff, K, Largs Archery Club
Davidson, G, Glasgow Archers	Forbes, J, Bannockburn Bowmen
Come, P, Glasgow Archers	Porter, R, Bannockburn Bowmen
Ross, C, Glasgow Archers	Barby, S, Edinburgh University Archery
Duff, A, Glasgow Archers	Programme
Batty, D, Perth	Waring, C, Perth Archery Club
McLean, E Penicuik	Husban, V, EUAC
Taylor, M, Falkirk Archers	Peters, J, EUAC
Downie, C, Ayr	Alexander, M, Links
Downie, C, Ayr	Kirkwood, M, Pentland
Roney, W, Ayr	McGonigle, B, Pentland
Mather, R, Glsgow Archers	Hawker, L, Penicuik
Forrester, M, Clyde Arrows	Herd, J, Balbardie
Elliot, H, Balbardie Archers	Kitchen, A, Edinburgh City Bowmen
Herd, D, Balbardie Archers	Griffin, J, sportscotland Partnership Manager
Fleming, A, Lasswade Archers	Martin, A, Exec Development Officer, SAA
Fleming, G, Lasswade Disabled	Dunlop, J, Administrator, SAA

### **1. CONFIRMATION OF MEETING BEING QUORATE**

Alistair Paton confirmed that there were enough proxy votes and people present to allow the meeting to commence.

### **2. APOLOGIES**

Apologies were intimated on behalf of Derek Sangster, Bob Provan, Simon Needham, John Murray, Steven Wicks, Murray Elliot, Douglas Blyth and Jim Buchanan.

3. WELCOME BY THE CHAIR

Michael Mather welcomed everyone to the meeting and noted that it was encouraging to see so many members attend.

4. MINUTES FROM PREVIOUS AGM

Following two minor changes, It was proposed by Moira Taylor, Falkirk and seconded by Muriel Kirkwood, Pentland archers that the minutes of the AGM held on 29 November 2014 were a true record.

5. MATTERS ARISING FROM MINUTES OF PREVIOUS AGM AND NOT ON THE AGENDA

- a) Equality – Alistair Paton noted that discussions had been ongoing with ArcheryGB regarding Equality throughout the year.
- b) Para Squad – it was noted that one para-athlete is now on the ArcheryGB Para-Squad. Michael Mather noted that work is ongoing with Scottish Disability Sport to work on a joint strategy, as Archery is one of their top 13 sports.

6. ANNUAL STATEMENT AND ACCOUNTS FROM BOARD

Copies of the Annual Report and Financial Statements were circulated (copy on file).  
Questions which arose included:

- a) Competition Committee – Bob McGonigle sought clarification on the remit of the Competitions Committee. Norrie McLean confirmed that it was to look at all aspects of competitions and try and take forward. A lot of work had been achieved, but it was noted that a lot of work is still to be done and a lot of work is in the pipeline. There is an issue how to make competition more attractive to competitive archers. Michael Mather noted that out of 2,425 SAA members, only 140 of these are competitive archers. This has implications for high performance as the SAA do need to produce high performance athletes to compete at GB and Commonwealth Games level. Any suggestions from the membership on how to make archers more competitive would be appreciated.

Frank Schallmoser noted that there is the Ayrshire League which has been very successful and he would be happy to work with other areas of Scotland to show the template which they use.

- b) Euronations – it was noted that the competition has to improve as it is important that Scottish athlete attend the events which will improve them as athletes.
- c) Membership System – Muriel Kirkwood noted that ArcheryGB are currently waiting for the membership review to take place before they progress their new membership system.

- d) PVG – Martin Symonds noted that over the year Scottish Archery had to meet the Minimum Operating Requirements ( MORs) of both sportscotland and Children 1<sup>st</sup> and had passed both of these. The Club PVG system has taken longer than expected to roll-out but this has now gone out to clubs, with the aim being that the next time that coaches renew their PVG that this will be done through their Clubs.

Gilbert Jamieson, Balbardie, sought clarification on what the requirement was with regard to working with children. Martin Symonds confirmed that this was if an adult was working with children on a regular basis, ie at Club Come and Try events.

- e) Coaching – it was confirmed that there are 14 new level 2 coaches which means that the SAA has achieved their sportscotland target. The SAA are now in a position to award a grant of £50 for those attending coaching courses. sportscotland also subsidise Level 1 and Level 2 UKCC coaching courses, with their emphasis being towards Level 2 who receive a higher subsidy. Andrew Duff asked it was possible to apply for both the SAA and sportscotland subsidies and it was confirmed that both grants can be applied for.

Frank Schallmoser asked if the subsidies can be used for judging courses. It was noted that the sportscotland subsidy is only for coaching. However, SAA does have development funding which could be used for judging courses if required.

Tony Kitchen, Edinburgh City Bowmen, asked about the procedure for the £50 SAA grant, as for the last course the grant had been paid directly to the organiser. It was noted that due to time constraints the subsidy had been directly been paid to the organiser, however the net cost to the archer was the same. It was agreed that the procedures would be clarified to ensure that it is same for all courses.

Thanks were expressed to Josie Herd for organising the Level 1 and Level 2 courses and the SAA are keen to find volunteers to organise other coaching courses throughout Scotland. Josie Herd confirmed that she would be happy to explain the process to any volunteers.

- f) Sportscotland Investment – Mark Forrester asked for clarification on the sportscotland investment. Michael Mather explained that there was a £62,000 investment of which £40,000 were salary and costs for Alan Martin. The full amount was paid into SAA's account in at the start of April. As Alan was not in post for some of the time, and therefore the full investment was not used, SAA will pay back the surplus to sportscotland, who then repay it for the forthcoming year. Alan Martin is currently on a two year contract. Michael Mather noted that there are very strict rules regarding the use of the sportscotland investment, as it can only be used for the purposes it was given for. The SAA has to be clear on what its funds are and what the sportscotland investment is used for.

- g) Accounts – Draft accounts had been presented. Ann Ward noted that the Reserves Policy is now in place and although the money was not invested as quickly as had

been hoped due to the difficulty of finding a suitable bank, she reported that the £35,000 is now with the Nationwide, and £14,500 is with the Clydesdale Bank, giving reserves of nearly £50,000.

It was proposed by Martin Symonds and seconded by Andrew Duff the Accounts to 30 September 2015 be approved.

Bob McGonigle asked if the SAA are paying coaches to deliver coaching courses what procedures are in place to ensure that they are not employed by the SAA. Michael Mather agreed that the Board would consider this.

Ahead of the voting, Alistair Paton explained the procedures which would take place. Mark Forrester was concerned that Alistair Paton had visited Clubs in the area to collect the proxy papers. Michael Mather noted that that it was reasonable that members get the opportunity to vote and that Alistair Paton had made the effort to collect the proxies to ensure that the meeting would be quorate. It was noted that there are robust Conflict of Interest procedures in place and this would be passed to Vincent Bryson, to consider as part of the Risk Procedures.

6. APPROVAL OF ACCOUNTS INSPECTORS FOR 2015-16 (FOUR-M, ACCOUNTANTS OF DUNDEE)

It was proposed that Four-M, Accountants of Dundee be approved as the Account Inspectors for 2015-2016. There were 250 votes in favour and no votes against the proposal and FOUR-M were duly confirmed as Accounts Inspectors for 2014-2015.

Thanks were expressed to Karen Henderson who inspected the Accounts free of charge.

7. APPROVAL OF FEES FOR 2015-16

The Board was recommending that there should be no increase in fees for 2015-16. Bob McGonigle asked that given the surplus did the Board consider reducing the fees. Michael Mather noted that the Board had a general discussion in July about the fees and it was agreed to recommend that the fees remain the same, as the Club Development fund was being launched which would bring down some of the surplus.

There were 248 votes in favour and no votes against the proposal and no increase in the fees for 2015-2016 was approved.

8. RESOLUTIONS TO AMEND WORKING OF BYE LAWS 2.14 and 3.5

- a) Item 9 - Ordinary resolution to amend the wording of Bye Law 2.1.4

Family Members" Two or more members of the same family, one of whom must be an Ordinary Member or an Associate Member

changed to

“Family Members” Two or more members of the same family or partners residing at the same address and one of whom must be an Individual Member or an Associate member.

Lance Hawker sought clarification on the wording of the motion and it was agreed that the family members have to reside at the one address. The change in the motion was primarily to take account of same-sex marriages and civil partnership.

There were 247 votes in favour of the motion and 3 against with the motion duly approved.

b) Ordinary resolution to amend the wording of Bye Law 3.5

If one Associate or Individual Member (as defined in these Bye-laws) of a household pays membership fees at the full rate for that category, then one further Associate or Individual Member and all Junior Members within that household shall pay fees at the reduced rate of 50% of the annual subscription fee set by the SAA for Associate or Individual Members.

changed to

If one Associate or Individual Member (as defined in these Bye-laws) of a family/partnership at a single address hold pays membership fees at the full rate for that category, then one further Associate or Individual Member and all Junior Members within that address shall pay fees at the reduced rate of 50% of the annual subscription fee set by the SAA for Associate or Individual Members.

There were 247 votes in favour of the motion and 3 against with the motion duly approved.

9. APPROVAL OF CO-OPTED INDEPENDENT DIRECTOR VACANCIES ON BOARD – ARTICLE 13.4

It was proposed that Vincent Bryson be appointed as Independent Director as per Article 13.4. There were 250 votes in favour of the motion. Vincent Bryson was duly appointed as an Independent Director and welcomed to the Board.

Frank Schallmoser asked what role the Independent Director fulfilled on the Board and it was explained that someone independent from the sport bring a better objectiveness and an outside point of view to decision making. Vincent Bryson explained that he has background in risk and one of the recommendations which came out of the KPMG Audit was that the SAA were required to look at Risk so he has been working on compiling the Risk Register.

Michael Mather noted that under the Article the SAA can appoint two Independent Directors.

## 10. ELECTION OF DIRECTORS

Michael Mather noted that although there was only one nomination for each of the position, that had the Board felt that the candidate did not have the necessary skillset the Board would not have recommended their appointment.

- a) Director of Finance - It was proposed that Stephanie Clason be appointed as Director of Finance.

There were 249 votes in favour. Stephanie Clason was duly elected as Director of Finance.

- b) Director of Coaching – It was proposed that Moira Taylor be appointed as Director of Coaching. Bob McGonigle asked if there was a possible conflict of interest with Moira Taylor standing as Director of Coaching and Moira Taylor confirmed that there was not as she would not be paid in activities relating to the work of the SAA.

There were 238 votes in favour, 1 vote against. Moira Taylor was duly elected as Director of Coaching.

- c) Director of Governance – it was proposed that Douglas Blyth be appointed as Director of Governance.

Bob McGonigle asked why Douglas Blyth made a suitable candidate as his CV showed that he had no comparable governance experience. Michael Mather noted that he has potential in the role, as he comes from a financial background and although he lacked experienced which he will get whilst on the Board.

There were 236 votes in favour, 6 votes against. Douglas Blyth was duly elected as Director of Governance.

Alan Wood noted that although there was an excellent turnout for the AGM, and a lot of proxy forms, 18% of the voting members actually voted at the AGM, and this was a reminder of why the SAA needs to do more to get people engaged.

## 11. SCOTTISH ARCHERY COACH AND VOLUNTEER AWARDS

The Awards were presented as undernoted:

Coach of the Year	Colin Downie, Ayr Archery Club
Senior Volunteer of the Year	Kathleen Male, Lochside
Highly Commended Volunteer of the Year	Phyllis Pettett, Falkirk Archers
David Christie Memorial Shield	Muriel Kirkwood, Pentland Archers
David Christie Memorial Shield Highly Commended	Alan Wood, Links Archers
David Christie Memorial Shield Highly Commended	Josie Herd, Balbardie Archers

## 12. AOCB

- a) Directors – Michael Mather noted his personal thanks to Ann Ward, Norrie McLean and Alistair Paton who were standing down as Directors of the Company, and presented them with a gift as a token of appreciation.
- b) Life Membership – Alistair Paton was awarded Life Membership of Scottish Archery Association for his dedication over many years.
- c) Board – Bob McGongle extended a vote of thanks to the Board noting that the Association had come on leaps and bounds.
- d) Competition – Frank Schallmoser noted that he would be happy to share the good practice from the Ayrshire League which was an inter-club league to try and replicate this across Scotland. Frank Schallmoser also agreed to provide an article for the newsletter and also for the website (*Action Frank Schallmoser*)
- e) Squad – Mark Forrester asked about the attendance of an athlete at a winter squad training day who then went onto represent another Country. It was noted that the athlete met the criteria to shoot in the Euronations. Michael Mather noted that Scottish Archery receives no funding from sportscotland for high performance and the squads are funded purely through Scottish Archery. It was noted that there is different criteria for different events. Mark Forrester was asked to forward which element of the selection criteria he felt had been broken and this would be discussed at the Board.
- f) Coaching Day – Mark Forrester asked why a coach without a coaching qualification was paid for providing coaching at the Coaching Day. Claudine Jennings noted that Lloyd Brown had been paid for the Coaching Day where the squad were coached one day and it was opened to SAA members to attend the next. Alistair Whittingham was brought in for the Compound coaching but has not claimed payment. It was noted that Lloyd Brown does not have a coaching qualification.

Michael Mather noted that the Board had agreed to pay Alistair Whittingham however he did not require to be paid. If it was felt that this is a conflict of interest it will be discussed, however Conflict of Interest notification is given at the start of every Board meeting and those with a conflict take no part in the discussions.

## 13. HALL OF FAME

The undernoted were inducted in the Scottish Archery Hall of Fame:

Jim Buchanan  
Simon Needham  
John Murray

#### 14. PRESENTATIONS OF DATE BARS

2015 Date Bars were presented to those Archers present who had represented Scotland throughout 2015:

Junior: Struan Caughey, Evelina D'Arcy, Caitlyn Aiken, Geordie Harrow, Sarah Fraser, Emma McLachlan and Joe Seez.

Senior: Malcolm Alexander, Mike Alexander, Stuart Barby, Matt Nowicki, Alistair Whittingham, Lizzie Bell, Stephanie Clason, Hope Greenwood, Victoria Barby, Stuart Stanger, Martin Krusche, Fraser Chape, Gareth Fleming, Roy Hotrabhvanon, Fiona Hirst, Rebekah Tipping, Kirsty Robb, Muriel Kirkwood and Jacqui Alexander.

The Annual General Meeting was officially closed at this point.

Following the Meeting there followed presentations as undernoted:

#### SPORTSCOTLAND – JENNIFER GRIFFIN, PARTNERSHIP MANAGER

Jennifer Griffin gave an update on sportscotland's new corporate plan. Scottish Archery have achieved foundation level of the Equality Standard, which is above what was required of the organisation. There has been significant Board development over the year, and the recruitment of an Independent Director has also been positive. It has been a successful year for Scottish Archery with the appointment of Alan Martin as the first paid employee of the Association.

Bob McGonigle asked how sportscotland measure participation. Jennifer Griffin noted that every year governing bodies are asked for an update of their figures, and the local authorities, and active schools also submitted statistics. Jennifer Griffin agreed to find out if sportscotland have a target figure which they aim to reach for participation. (*Action Jennifer Griffin*)

#### ALAN MARTIN, EXECUTIVE DEVELOPMENT OFFICER, SCOTTISH ARCHERY

Alan Martin gave an update on the Arrows Pilot which will be run with Giffnock Archers.

Questions which arose included who purchases the Arrows Kit. Alan Martin confirmed that currently the SAA have purchased the kit, however if the pilot gets rolled out the aim will be to apply for an Awards for All Grant. Alan Wood noted that he had run a similar programme with Mearns Academy and would be happy to discuss this with Alan Martin.

Balbardie Archers noted that they had gone into a local school as the school had bought the equipment however, a teacher could not be found and the classes did not run. Jennifer Griffin noted that sometimes schools did require a teacher to be presented.

Bob McGonigle asked what success would look like at the end of the project. Alan Martin noted that success would be more clubs with junior sections and After School clubs set up.

#### RISK PRESENTATION – VINCENT BRYSON

Vincent Bryson gave a brief presentation on Risk, noting that he had worked with the Directors who had each provided a risk from their area to incorporate into the overall Risk Register. Risk is now a standing agenda item for each Board meeting.

#### CENTRE OF EXCELLENCE

Michael Mather reported that SAA is involved with Scottish Target Shooting in their bid to have a National Shooting Centre. Costs and usage have been submitted on behalf of Scottish Archery and meetings are being held with the Bidder. At this stage the project remains confidential but updates will be given to the membership when these are available.