

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 4 JULY 2016
BY GOTOMEETING

Present Vincent Bryson, Independent Director, Chair
Claudine Jennings, Director of Performance
Victoria Barby, Director of Communications
Moira Taylor, Director of Coaching
Douglas Blyth, Director of Governance
Steph Clason, Director of Finance
Martin Symonds, Director of Member Services
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Michael Mather, Alan Martin and Jennifer Griffin.

2. CONFLICTS OF INTEREST

Victoria Barby noted a conflict of interest in item 4(a) and took no part in the discussion.

3. MINUTES OF PREVIOUS MEETING

It was agreed that the minutes of the meeting of 7 May 2016 were a true record.

4. FINANCE

Steph Clason distributed the trial balance (copy on file).

- a) European 3D Championships – Athlete Funding - There had been two requests from athletes for funding for the European 3D Championships as they had been selected to represent Great Britain.

There was a discussion on the criteria, which should be set for funding for athletes, and Claudine Jennings agreed to circulate a draft selection and funding criteria for approval at the next Board meeting in August. (*Action Claudine Jennings*)

It was agreed that as there was no criteria in place Victoria Barby and Philip Tucknott would each receive £500 contributions towards their costs for the GB Representation at the 3D European Championships.

It was agreed that until the criteria was set there would be no requests granted for the next 60 days and that going forward any requests will be judged against the criteria.

- b) Edinburgh International Film Festival – Film Funding – As part of the Edinburgh International Film Festival an approach had been made for a film which represented “70”. A film had been made by a film-maker and once it had been shown at the film festival they have confirmed that the SAA can use it on their website and for any promotional material, as there had been a lot of SAA promotional branding used during the film. A special camera had to be brought in a cost of £500. Although the film producer is not asking for any funding, it was agreed that a contribution of £250 would be made, once the Board had seen a copy of the film and agreed it was suitable.

Victoria Barby confirmed that this could come out of the Communications budget, although she felt that she was already overspent on the budget. Victoria Barby suggested that there should be a review of budgets at each Board meeting.

- c) Development Grant – a starter grant application had been received from Glasgow University Archery Club and a starter grant of £400 was approved. It was agreed that on receipt of the grant they should be asked to provide an article for the newsletter/website and photographs.

There was a discussion on why there were so few applications for the grants and it was hoped that publicity from the Glasgow University Award would generate more interest. It was agreed that the application form may be putting some clubs off, although there was very little to be actually filled in but it did run to 12 pages. It was agreed that Alan Martin would be asked to streamline the grant form and also look at the possibility of it being able to be completed on-line. (*Action Alan Martin*)

5. MEMBERSHIP FEE PROPSOAL TO BE MADE TO AGM

Martin Symonds noted that any changes agreed at the AGM would be effective from September 2017. It was noted that the SAA had emailed the Clubs to confirm that they would be keeping enbloc fees for junior and disabled clubs. Martin Symonds agreed to circulate proposals around the Board with the aim of further discussion and a decision being made at the August Board meeting. (*Action Martin Symonds*)

Douglas Blyth agreed to look at the Articles to see if any changes required to be made should the membership structure change. (*Action Douglas Blyth*)

6. DECATHLON AGREEMENT

One Board member considered that the risk associated with the SAA endorsing decathlon kit was very high. He also felt it unfair that were getting discounted coaching courses. It was noted that the SAA Schools pilot was currently successfully using the Decathlon Soft Archery equipment. It was also being used in an affiliated SAA club and Vincent Bryson noted that the agreement did not mention endorsement, and any endorsement would be indirect. It was suggested that a disclaimer is added to say that the SAA does not endorse the equipment.

It was also agreed that perhaps the wording for the bow technician training should perhaps be replaced by the SAA offering training for the decathlon staff so they have some knowledge about bows.

It was agreed that legal advice on the agreement should be sought from sportscotland and it was agreed that Alan Martin should liaise with Jennifer Griffin on legal advice. (*Action Alan Martin*)

Victoria Barby noted that there should be no shared responsibility for anything as there should be a lead for each element.

7. SCOTTISH DISABILITY/JUNIOR CHAMPIONSHIPS

Correspondence had been received from a member regarding the Disability and Junior Championships being held at the same event, which had resulted in a trophy only being won in one category rather than in both the junior and disability championship. It was agreed that as there were only 5 disabled archers entered into the Outdoor Championships that it should continue to be held at the same time as the Junior Championships. It was agreed that last year's competition could have been improved on and that the organiser for next year's event should be better supported, with the entry forms being clear on what awards being presented. Douglas Blyth agreed to respond to the member. (*Action Douglas Blyth*)

8. INDEPENDENT DIRECTOR RECRUITMENT

Recruitment paperwork had been circulated by Michael Mather and this was approved and it was agreed the Independent Director recruitment would begin immediately.

9. VISION AND MISSION

Vincent Bryson had circulated a draft Vision and Mission for the SAA. There was unanimous agreement that the Mission Statement was good. It was agreed that the Vision could be refined and Vincent Bryson agreed to circulate various options for approval. (*Action Vincent Bryson*)

10. STRATEGY

Vincent Bryson reported that he and Alan Martin have been working on a draft strategy following discussions with various Board members on targets. It was agreed that this would be pulled together into one document and circulate around the Board for comment. (*Action Vincent Bryson*)

11. AOCB

a) Archery Coaching Support Fund Scotland -

It is the Board's understanding that the three Senior Coaches in Scotland have agreed that this account is to be wound up with former contributors to the account ie Tutors & Assessors being offered an allocation of the monies and the remainder coming to Scottish Archery. Contributors have the option to donate their allocation to Scottish Archery and the Board knows of one donation being made to Scottish Archery. Any donations received will be ring fenced to support the Coaching Strategy in Scotland.

Date of next meeting : 27 August 2016, Face to Face (West)