

DRAFT

ANNUAL GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 26 NOVEMBER 2016
AT THE DEWAR'S CENTRE, PERTH

Michael Mather, Chair	Rona Mather, Glasgow Archers
Douglas Blyth, Director of Governance	Alistair Paton Glasgow Archers
Victoria Barby, Director of Communication	Kerstin Elmendorff, Largs Archery Club
Steph Clason Director of Finance	Douglas McCord, Largs Archery Club
Vincent Bryson, Independent Director	Frank Schallmoser, Largs Archery Club
Moira Taylor, Director of Coaching	Gareth Fleming, Lasswade
Jamie Frail, Co-opted Independent Director	Adelle Fleming, Lasswade
Alan Martin, Executive Development Officer	Derek Sangster, Lasswade
Colin Downie, Ayr Archery Club	Curtis Hirst, Links Archers
Gerald Laing, Ayr Archery Club	Malcolm Alexander, Links Archers
David Herd, Balbardie Archery Club	Karen Henderson, Links Archers
Josie Herd, Balbardie Archery Club	Fiona Hirst, Links Archers
Judith Forbes, Bannockburn	Robert Provan, Links Archers
Alexander Porter, Bannockburn	Kathleen Male, Lochside Bowmen
Ruth Porter, Bannockburn	Doris Findlay, Penicuik Archers
Cameron Ross, East Kilbride Archery Club	Lance Hawker, Penicuik Archers
James Ross, East Kilbride Archery Club	Elayne McLean, Penicuik Archers
Nessa Dunsmore, Falkirk Co of Archers	Norrie McLean, Penicuik Archers
Phyllis Pettett Falkirk Co of Archers	Stuart Barby, Pentland Archers
Antonia Smillie, Falkirk Co of Archers	Simon Garforth, Perth Archery Club
Kay Smith, Falkirk Co of Archers	Caroline Waring, Perth Archery Club
Martin Strang, Falkirk Co of Archers	Jennifer Griffin, Partnership Manager
Andrew Duff, Glasgow Archers	Jacqui Dunlop, Administrator

1. CONFIRMATION OF MEETING BEING QUORATE

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

2. APOLOGIES

Apologies were intimated on behalf of Martin Symonds, Claudine Jennings, Neil Scott, Nancy Downie, Matt Nowicki, Muriel Kirkwood, Alan Wood, Frank Reid, Keith Blundell and Bill Mackay.

3. WELCOME BY THE CHAIR

Michael Mather welcomed everyone to the meeting.

4. MINUTES FROM PREVIOUS AGM

It was proposed by Kathleen Male, Lochside Bowmen and seconded by Andrew Duff, Glasgow Archers that the minutes of the AGM held on 28 November 2015 were a true record.

5. MATTERS ARISING FROM MINUTES OF PREVIOUS AGM

There were no matters arising from the Minutes of the 2015 AGM.

6. ANNUAL STATEMENT AND ACCOUNTS FROM BOARD

A minute's silence was held in respect of previous President Calum Millar who had passed away.

Copies of the Annual Report and Financial Statements had previously been circulated and published in accordance with the Articles. Hard copies were circulated to those attending the AGM (copy on file). Michael Mather noted that it had been a year of consolidation and which had been both exciting and challenging. The new website had been launched and it was noted that it would be appreciated if clubs and members could submit articles for the website. Thanks were expressed to Muriel Kirkwood and the other members of the Communications Sub-Group for their work on the website and thanks were also expressed to those sub-group members who also updated the Twitter and Facebook accounts. Andrew Duff noted that he felt that he was more informed of the work which ongoing within Scottish Archery and thanked the Board for the work which had been done. Martin Symonds was thanked for his work over the years on behalf of Scottish Archery as he was standing down from the Board.

Michael Mather updated the members on the recent work which been undertaken by the Board on the KPMG Audit and the **sportscotland** Investment Panel. He also noted the good work which is ongoing within Coaching with there now being 102 registered coaches and two coaching workshops had been held over the year.

With regard to the Accounts, Norrie McLean asked why there was nothing in the Accounts showing as an expenditure for the Euronations in 2016 and it was noted that the entry in 2015 related to Scotland hosting the event in 2015 and any expenditure associated with 2016 would have been the team travelling to the competition and would be coded under Competition Expenses.

Michael Mather noted that turnover had increased dramatically due to the employment of the Executive Development Officer, however there will be clawback from sportscotland due to an underspend on staffing costs. Andrew Duff, Glasgow Archers, asked if there was an increase in admin travel expenses and it was confirmed that all of the Executive Development Officer's costs are funded by **sportscotland**.

Ged Laing asked why there was nothing about the operational side of Scottish Archery in the Annual Report as he felt that someone on the Board should be responsible for Operations. Michael Mather explained that the position of Director of Operations had been advertised prior to the 2015 AGM and no-one came forward from within the membership to fill this post. This year another Independent member of the Board, Jamie Frail, has come on board who will have responsibility for Development and there will also be a new position of Director of Participation.

Michael Mather stressed the importance of the membership letting the Board know if they were unhappy about the way in which the organisation was going so these issues could be addressed

as it is a member led organisation. It was also noted that there is a new Competitions Committee which has been set up which Phyllis Pettett is Chairing.

Michael Mather also noted the importance of succession planning as he, Victoria Barby and Claudine Jennings are required to stand down after their next term of office.

It was proposed by Moira Taylor, Falkirk Company of Archers and seconded by Derek Sangster, Lasswade Archers that the Annual Reports and Accounts be approved.

7. APPROVAL OF ACCOUNTS INSPECTORS FOR 2016-2017 (FOUR-M, ACCOUNTANTS OF DUNDEE)

It was proposed that Four-M, Accountants of Dundee be approved as the Account Inspectors for 2016-2017. There were 219 votes in favour and no votes against the proposal and FOUR-M were duly confirmed as Accounts Inspectors for 2016-2017

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

8. RESOLUTIONS TO AMEND WORDING OF BYE LAWS

Bye-Law 2 – Membership

Bye Law Number	Proposed Amendments	Previous
2.2	<p>Members of Archery GB may choose not to apply for membership of the SAA, but in doing so they will not be eligible to represent Scotland or any of its areas in competitions and will not be eligible to claim a Scottish record. In addition they will not be covered by any of the SAA policies, including the Protection of Vulnerable Groups Policy, in force from time to time.</p> <p>The Fee Paying Categories of Members shall be as follows:</p>	<p>Members of Archery GB may choose not to apply for membership of the SAA, but in doing so they will not be eligible to represent Scotland or any of its areas in competitions and will not be eligible to claim a Scottish record. In addition they will not be covered by any of the SAA policies, including the Protection of Vulnerable Groups Policy, in force from time to time.</p>
2.1.1 – 2.1.11	<p>The Fee Paying Categories of Members shall be as follows:</p> <p>2.1.1 “Direct Member Senior (25 and over)” Any person who has paid the appropriate subscription fee and is over the age of 25 shall be eligible to apply for admittance as an Direct Member of SAA;</p> <p>2.1.2 “Direct Member Senior (18 to 24 inclusive)” Any person who has paid the appropriate subscription fee and is</p>	New Paragraphs

between the ages of 18 and 24 inclusive shall be eligible to apply for admittance as a Direct Member of SAA;

2.1.3 “Club Member Senior (25 and over) “ Any person over the age of 25 who has paid the appropriate subscription fee and who is a registered member of an SAA affiliated Club shall be eligible to apply for admittance as an Associate Member of SAA;

2.1.4 “Club Member Senior (18 to 24 inclusive)” Any person who has paid the appropriate subscription fee and is between the ages of 18 and 24 inclusive shall be eligible to apply for admittance as an Associate Member of SAA

2.1.5 “Junior Member” Any person who has paid the appropriate subscription fee and is under the age of 18, shall be eligible to apply for admittance as a Junior Member of SAA - a junior who reaches the age of 18 during the last year of his Junior Membership shall be entitled to a vote at a General or Annual General Meeting held after that date;

2.1.6 “Senior Member” Any person who has paid the appropriate subscription fee and is over the age of 60 shall be eligible to apply for admittance as a Senior Member of SAA;

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

2.1.8 “Life Member” Any member who the Board has previously granted such status, may be a Life Member of the SAA;

2.1.9 “Archers with Disabilities” Any person of any age who has a disability, paid the appropriate subscription fee and who is a registered member of an SAA affiliated Club shall be eligible to apply for admittance as an Associate Member of SAA; and

2.1.10 “Junior /School / Scout Troop Clubs” Any person under the age of 18 who has paid the appropriate subscription fee and who is a registered member of an SAA affiliated Junior, School or Scout Troop Club shall be eligible to apply for admittance as a Junior Member of SAA - a junior who reaches the age of 18 during the last year of his Junior Associate Membership shall be entitled to a vote at a General or Annual General Meeting held after that date;

	<p>2.1.11 “University Student” Any University Student may affiliate to SAA and shall pay an appropriate subscription fee as determined by the Board and ratified at an AGM. Each member shall have the responsibility of ensuring the affiliation fee is paid timeously.</p> <p>For SAA purposes, a Student Club is defined as a club where all the members are students matriculated within one university or college within Scotland.</p> <p>A Student Member who reaches or is over the age of 18 during Membership shall be entitled to a vote at a General or Annual General Meeting held after that date.</p> <p>Any student who is under 18 cannot vote at a General or Annual General Meeting</p>	
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Andrew Duff, Glasgow Archers, sought clarification that the Membership category of Scout Troops referred to all Uniformed Groups and not just scout groups and this was confirmed. It was noted that the Archery GB definitions of such groups is very unclear. It was also confirmed that these groups can have adult members but not as shooting members.

In relation to 2.1.11 Frank Schallmoser asked if would be possible for a student to join another student club. Alistair Paton noted that this could mean that there could be one student club in Scotland where all students joined. Adelle Fleming suggested that it was worded so that a student whose university does not have a club could join another University Club. It was agreed that this was something which could be looked at by the Board. **Action:** *The Board is to review the meaning and underlying principles of this category of membership*

There were 192 votes in favour of the resolution and 1 against with the motion duly carried.

Bye-Law 3 – Fees

Bye Law Number	Proposed Amendments	Previous
3.2	Each Junior Student / Student and Club and School / Scout Troop Club shall pay a single fee in respect of all of their members who are registered Members.	Each Junior Club, Student Club and Disabled Club shall pay a single fee in respect of all of their members who are registered Members.
3.4	All other affiliated Clubs shall submit fees on behalf of their Members.	All affiliated Clubs shall submit fees on behalf of their Members.
3.5	If one Associate or Direct 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 Direct Member and all Junior Members within that household shall pay fees at	If one Associate or Individual Member (as defined in these Bye-laws) of a household

	the reduced rate of 50% of the annual subscription fee set by SAA for Associate or Direct Members.	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.
3.6	Senior members (over 60 years of age) shall pay a fee at the reduced rate of 75% of the annual subscription fee set by SAA for Associate members.	Senior members shall pay a fee at the reduced rate of 75% of the annual subscription fee set by the SAA for Associate members.
3.8	<p>PRO RATA FEES</p> <p>Where a new Member joins SAA, either as a Direct Member or as an Associate Member through an affiliated Club after the 1st October of any year, they will pay SAA fees on a pro rata basis as set out hereafter :-</p> <p>3.8.1 If joining between 1st October and 31st March, the Member shall pay the full annual membership fee set by SAA;</p> <p>3.8.2 If joining between 1st April and 30th September the Member shall pay 50 % of the annual membership fee set by SAA;</p>	<p>Where a new Member joins the SAA, either as an Individual Member or as an Associate Member through an affiliated Club after the 1st October of any year, they will pay SAA fees on a pro rata basis as set out hereafter :-</p> <p>3.8.1 If joining between 1st October and 31st December, the Member shall pay the full annual membership fees set by the SAA;</p> <p>3.8.2 If joining between 1st January and 31st March, the Member shall pay 75% of the annual membership fees set by the SAA;</p> <p>3.8.3 If joining between 1st April and 30th June, the Member</p>

		shall pay 50% of the annual membership fees set by the SAA; 3.8.4 If joining between 1st July and 30th September, the Member shall pay 25% of the annual membership fees set by the SAA.
3.9	Pro Rata fee rates are only available to new members or returning members whose membership has lapsed for at least 18 months. Where there are exceptional circumstances (accident, ill health, bereavement or similar) associated with lapse of membership the Director of Membership Services, at his sole discretion, may authorise a pro rata fee when the member rejoins.	Any person who has previously been a Member of Archery GB and SAA, will, regardless of when they re-join, pay the full annual fees.

There were 233 votes in favour of the motion and 1 vote against with the motion duly approved.

Bye Laws – Areas

Bye Law Number	Proposed Amendments	Previous
5.6	Any Senior Member or Junior Member , who is not a member of a Club, wishing to shoot for a particular Area shall notify the SAA through the secretary of the appropriate Area.	Any Ordinary Member or Ordinary Junior Member, who is not a member of a Club, wishing to shoot for a particular Area shall notify the SAA through the secretary of the appropriate Area.

There were 207 votes in favour of the motion and 1 vote against with the motion duly approved.

Bye Laws – Clubs

Bye Law Number	Proposed Amendments	Previous
6.2	The categories of Clubs shall be as follows (or as otherwise determined by the Board and ratified by the Members at an AGM): 6.2.1 “Junior Club” - A Junior Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at	The categories of Clubs shall be as follows (or as otherwise determined by the Board and ratified by the Members at an

	<p>the AGM. Each member shall have the responsibility of ensuring his/her affiliation fee is paid timeously.</p> <p>6.2.2 “Student Club” - A Student Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. Each member shall have the responsibility of ensuring the affiliation fee is paid timeously.</p> <p>For SAA purposes, a Student Club is defined as a club where all the members are students matriculated within one university or college within Scotland..</p> <p>6.2.3 “Disabled Club” – Disabled Clubs may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. Each member shall have the responsibility of ensuring his/her affiliation fee is paid timeously.</p> <p>6.2.4 “Open Clubs” –Such other Clubs as may be affiliated to the SAA on terms as shall be determined by the Board and ratified by the members at the AGM.</p>	<p>AGM):</p> <p>6.2.1 “Junior Club” - A Junior Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. The membership shall have the collective responsibility of ensuring the affiliation fee is paid timeously.</p> <p>6.2.2 “Student Club” - A Student Club may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. The membership shall have the collective responsibility of ensuring the affiliation fee is paid timeously.</p> <p>For SAA purposes, a Student Club is defined as a club where all the members are students matriculated within one university or college within Scotland..</p> <p>6.2.3 “Disabled Club” – Disabled Clubs may affiliate to the SAA and shall pay a fee as determined by the Board and ratified at the AGM. The membership shall have the collective responsibility of ensuring the affiliation fee is paid timeously.</p> <p>6.2..4 “Open Clubs” – Such other Clubs as</p>
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		may be affiliated to the SAA on terms as shall be determined by the Board and ratified by the members at the AGM.
6.3	Individual members and all members (apart from junior and student members under the age of 18 years) of the above categories of clubs shall be considered individual members of the Company and have full voting rights.	Individual members and all members (apart from junior members under the age of 18 years) of the above categories of clubs shall be considered individual members of the Company and have full voting rights

There were 240 votes in favour of the motion and 1 vote against with the motion duly approved.

9. APPROVAL OF FEES FOR YEAR 2017-2018

Derek Sangster sought clarification on whether Scottish Archery could still have junior and disabled Clubs if ArcheryGB no longer have them. It was confirmed that they could and that ArcheryGB have only done away with the Fee Structure for these Clubs rather than not allowing the category of club.

Adelle Fleming asked why Scottish Archery no longer had a disabled en-bloc fee and it was noted that there was still en-bloc fees for junior, disabled and student clubs, as Scottish Archery were trying not disadvantage its members and wished to see its membership rise.

Douglas McCord asked about the Clubs who did not affiliate to Scottish Archery and how they were covered for Child Protection policies. Michael Mather noted that Scottish Archery could only govern those Club which affiliated to it, and although they would like all clubs in Scotland to affiliate there was nothing that could be done if Clubs did not wish to. It was noted that Scottish Law regarding Child Protection is different from English law.

Michael Mather noted that ArcheryGB's membership numbers for Scotland and Scottish Archery's don't match up and work is ongoing to see why that is. **Sportscotland** have noted that Scottish Archery does not have strong data on its membership and this is something which will have to be looked into if ArcheryGB delay the implementation of their proposed new Membership system.

Clarification was sought on the fees for a junior disabled member and it was noted that they would pay the junior fee, unless part of a en-bloc junior club. It was noted that the current fee structure remained in place, unless it was coming forward at the AGM for approval. Kathleen Male sought clarification on the family membership and it was noted that there had to be senior fee paid in order to qualify for a reduced rate for the family member, so two siblings could not claim the reduced rate and it was confirmed that this was detailed in Article 3.5.

There were 243 in favour of the motion and 2 against with the motion duly approved.

10. ELECTION OF DIRECTORS

- a) Chair – it was proposed that Michael Mather be appointed as Chair. There were 265 votes in favour and 1 vote against. Michael Mather was duly elected as Chair.
- b) Director of Communication – it was proposed that Victory Barby be appointed as Director of Communication. There were 246 votes in favour and 2 votes against. Victoria Barby was duly elected as Director of Communication.
- c) Director of Participation – it was proposed that Martin Strang be appointed as Director of Participation. There were 218 votes in favour and 2 votes against. Martin Strang was duly elected as Director of Participation.
- d) Director of Performance – it was proposed that Claudine Jennings be voted as Director of Performance. There were 243 votes in favour and 3 votes against. Claudine Jennings was duly elected as Director of Performance.

Michael Mather noted that as there is no longer a Director of Member Services the Disciplinary documents will have to be amended as these documents refer to the Director of Member Services. It was agreed that the Chair would be the person to whom any grievance or disciplinary matter was reported to for the next few weeks until the Board was settled and then this would be changed to another Director.

The Annual General Meeting was officially closed.

Following the meeting there followed presentations as undernoted:

11. SCOTTISH ARCHERY COACH AND VOLUNTEER AWARDS

The Awards were presented as undernoted:

Senior Volunteer of the Year	Tim Howe (posthumous)
Junior Volunteer of the Year	Curtis Hirst
David Christie Memorial Shield	Malcolm Alexander
Coach of the Year	Bill Mackay

During the year Shelly Phillip, the Scottish Archery Disability Officer had passed away and in recognition of the work that she had done on behalf of Scottish Archery over many years a new Award to recognise disability achievement was being made in her name. There was a minute silence in honour of Shelly Phillip

Shelley Phillip Disability Achievement Shield	Richard Vallis
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12. HALL OF FAME

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

Kate Murray
Bob Provan
Sandy Gregory

13. LIFE MEMBERSHIP

The undernoted were awarded Life Membership of Scottish Archery:

Elayne McLean
Norrie McLean

14. ARCHERYGB HELPING HAND TROPHY

Kerstin Elmendorff had been presented with an Award from ArcheryGB and it was felt appropriate that this should be further recognised by the members of Scottish Archery at this AGM

15. PRESENTATION OF DATE BARS

2016 Date Bars were presented to those Archers who had represented Scotland throughout 2016:

Juniors : Roby Geddes, Matthew Wong, Struan Caughey, Gregor Stevenson, Evelina D’Arcy, Matthew Munro, Megan-Amy Logan, Liam King

Seniors : Alistair Whittingham, Harrison Ooi, Eric Taylor, Hope Greenwood, Victoria Barby, Stephanie Clason, Stuart Barby, Malcolm Alexander, Gilbert Jamieson, Matthew Nowicki, Fiona Hirst, Lizzie Bell, Fiona Inglis, Johanna Meyer

STRATEGIC OUTLOOK

The presentation as given to the **sportscotland** Investment Panel was presented to the meeting. It was noted that this would be published on line along with the KPMG Audit. It was noted that Scottish Archery have put in an investment proposal to sportscotland for £495,000 over four years and this includes extra staffing. It was noted that if Scottish Archery was not successful in this then the strategic plan would need to be altered. A decision on this would be known in February and this would be published on the website.

Douglas McCord asked if Scottish Archery should be surveying its membership to find out how to get kids into sport and what barriers there were. Victoria Barby noted that Scottish Archery had surveyed all members in 2014 and there was data and this is what the strategy was built around, although it would be good to re-do the survey.

Michael Mather noted that Scottish Archery sends out a lot of information to Clubs but that it would be useful to have two-way communication with members and urged members to engage as much as possible with the Board.

Frank Schallmoser noted that the strategy was showing an increase in competitive archers up to 1,000 and noted concern if there were enough venues and judges etc. It was noted that these competitions may not be in the same format as the current competition structure and new formats may need to be found to engage with Archers, and this could take the form of club to club competitions.

Vincent Bryson noted that Scottish Archery as the governing body can facilitate discussions with other partners if that helps clubs with facilitates, and it was agreed that Alan Martin would liaise with both Ayr and Largs Archery Clubs regarding facilities. (*Action Alan Martin*)

It was noted that sportscotland are keen that Scottish Archery develops a facility strategy.

SPORTSCOTLAND – JENNIFER GRIFFIN, PARTNERSHIP MANAGER

Jennifer Griffin gave an oversight to the work which is ongoing with sportscotland. She noted that out of the 52 governing bodies, 35 were presenting between September and the start of November with updated strategies and request for funding. Last year **sportscotland** had its budget cut and the new budget is not yet known, she noted that all sports ask for more funding and not everyone will be successful.

She outlined the procedure whereby there will be a recommendation by the Panel to the Senior Management Team who will then take the recommendations to the **sportscotland** Board in December. Jennifer Griffin will then be notified in early January and will have an informal chat with the governing bodies. **sportscotland** will have its budget confirmed by the government in February and then any proposed funding to the governing bodies will be adjusted with the offer letters being issued in March/April 2017. The funding would be four years in principle.

She noted that **sportscotland** offer support to governing bodies and the Scottish Archery Board are always keen to take up any opportunities. She noted that the Board were open, honest and committed and made it an easy partnership.

AOCB

- a) Application for Record Status – Andrew Duff asked if the Scottish Archery Board would take to Archery GB the issues around signing for record status shoots and this was agreed. (*Action Michael Mather*)
- b) Child Protection – Douglas McCord asked if there should be a review of Child Protection within Scottish Archery and Michael Mather agreed to consult with Martin Symonds (Child Protection Officer) on this. (*Action Michael Mather*)
- c) Senior Squad – Fiona Hirst sought clarification on what is happening with the senior squad as she felt there had been no support or development of the senior Squad. Michael Mather agreed to liaise with Claudine Jennings and report back to Fiona Hirst. (*Action Michael Mather*)