

DRAFT
ANNUAL GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 21 NOVEMBER 2020
BY GO TO MEETING DUE TO COVID-19 RESTRICTIONS

Jen Griffin, Acting Chair	Phyllis Pettett, Falkirk Company of Archers
Vincent Bryson, CEO	Simon Paterson, Glasgow Archers
Michael Mather, Company Secretary	David Hutton, Glasgow Archers
Craig Lindsay, Finance Director	Tom Smith, Irvine Toxopholites
Moira Taylor, Director of Coaching	Steve Wicks, Kingdom of Fife Fletchers
Judith McCleary, Director of Development	Graham Armstrong, Largs Archery Club
Bob Provan, Director	Lucy Coutts, Largs Archery Club
Pip Tucknott, Director of Performance	Thomas Ralston, Largs Archery Club
Caroline Buchanan, Director of Safeguarding	Frank Schallmoser, Largs Archery Club
Jules May, Director of Digital	Kerstin Elmendorff, Largs Archery Club
Lindsay Booth, Incoming Director of Development	Derek Sangster, Lasswade AC
Craig Murray, Abbey Archers	Adelle Fleming, Lasswade AC
Nancy Downie, Ayr Archery Club	Gareth Fleming, Lasswade AC
Colin Downie, Ayr Archery Club	Stephanie Blakey, Lasswade AC
Ged Laing, Ayr Archery Club	Debbie Geddes, Lethen Archers
Andrew Graham, Balbardie Archers	Robyn Geddes, Lethen Archers
Gilbert Jamieson, Balbardie Archers	Karen Henderson, Links Archers
Sandie Graham, Balbardie Archers	Fiona Hirst, Links Archers
William Mackay, Balbardie Archers	Curtis Hirst, Links Archers
Kirsty Robb, Balbardie Archers	Fiona Provan, Links Archers
Ciaran Murphy, Bannockburn Bowmen	Kathleen Male, Lochside Bowmen
Gavin Muirhead, Bannockburn Bowmen	Andrew Kelly, Moray Archery
Judith Forbes, Bannockburn Bowmen	Lance Hawker, Penicuik Archers
Carole Whittaker, Caithness Archery Club	Norrie McLean, Penicuik Archers
Susan McIntosh, Caithness Archery Club	Elaine McLean, Penicuik Archers
James Clark, Crieff Archery Club	Gillian Imrie, Penicuik Archers
Andrew Twort, Direct Member	Brian Imrie, Penicuik Archers
Paul Stewart, East Kilbride AC	Liz Garrigan, Penicuik Archers
Alison Ross, East Kilbride AC	Stuart Barby, Pentland Archers
Lisa Kompfner, Edinburgh Uni AC Alumni	Muriel Kirkwood, Pentland Archers
Erik Rowbotham, Edinburgh Uni AC Alumni	Victoria Barby, Pentland Archers
Xanthe Miller, Edinburgh Uni AC Students	Iain Wilson, Pentland Archers
David Hall, Falkirk Company of Archers	Mark Briegal, Chair, ArcheryGB
Antony Laduss, Falkirk Company of Archers	Alan Martin, Pathways Manager
Agnes Dunsmore, Falkirk Company of Archers	Bill Hogg, Club Development Manager
Antonia Smillie, Falkirk Company of Archers	Jacqui Dunlop, Administrator
Nicola Fyfe, Falkirk Company of Archers	

1. INTRODUCTION BY THE ACTING-CHAIR

Jen Griffin welcomed everyone to the meeting. Alan Martin presented the Annual Report as a Video outlining the achievements throughout a very unique year.

2. CONFIRMATION OF MEETING BEING QUORATE

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

3. APOLOGIES

Apologies were intimated on behalf Alan Winter, Perth Archery Club, Kevin Pringle, Director and Sarah Birrell, sportscotland Partnership Manager

4. WELCOME BY THE ACTING CHAIR

Jen Griffin thanked everyone for their support in what was a very difficult year and in particular the dialogue with the Clubs. The Annual Report video showed that there had been some real success over the year and the partnership with sportscotland continues to be excellent. Thanks were expressed to Sarah Birrell for her support, with Jen Griffin noting that the Board have a robust relationship with her as we continue into a period of uncertainty.

Jen Griffin highlighted some of areas which had been worked on by the Board and Staff over the year. As part of the 24 months support for Clubs, the Board have developed the Club Recovery Plan. Adult Safeguarding is being developed along with the formation of a new Coaching Committee. Support for athletes on-line has continued and Scottish Archery have been producing regular podcasts which have been well received.

The AGM is normally a time when members come together and celebrate the achievements of the year with Coaching and Volunteer Awards, Classification Awards and Date Bars all being presented, and the Board are looking at how this can be done on a separate occasion.

Thanks were expressed to the Board and the staff team for their continued hard work in producing the Guidance for Archery as we move through lockdown and this work will continue. The members and clubs were thanked for adhering to the Guidance.

5. MINUTES FROM THE 2019 AGM

It was proposed by Pip Tucknott, and seconded by Muriel Kirkwood that the minutes of the AGM held on 23 November 2019 were a true record.

6. MATTERS ARISING FROM MINUTES OF 2019 AGM

- a) New Clubs - Alan Martin confirmed that a mechanism is being worked on to identify and welcome new clubs.
- b) Active Schools Activity - Bill Hogg confirmed that he had met with Gregor Fleming, Active Schools Co-ordinator in Ayr and the relationship had been developing pre COVID. Work will continue with them to see how links to Ayr Archery Club can be improved.
- c) Fees – Issues raised by Muriel Kirkwood had been resolved in a different manner, with the Board approving a rebate Scheme as part of the 24-month recovery plan, with 50% payable this year and 25% next year. The Board meeting held in August agreed that the fees should remain unchanged.

7. APPROVAL OF ANNUAL ACCOUNTS TO 31 MARCH 2020

The Annual Accounts for the year to 31 March 2020 had been circulated. Thanks were expressed to Karen Henderson and FourM for the preparation of the Accounts.

Craig Lindsay reported that there had been a small deficit for year, in line with budgets so the Board had no issues. The Accounts were unable to be compared to the previous year as that had been an 18-month period. Affiliations have remained constant and the support from sportscotland remains strong. The Cash position remains healthy which puts Scottish Archery in a great position to support Clubs and the Board were able to launch the 24-month Recovery Plan which will hopefully be of benefit to Clubs. Craig Lindsay noted that there is no restriction on what the Clubs could do with the rebate as it was recognised that each club has differing needs.

Vincent Bryson noted that should there be any queries on the Accounts members should email either himself or Alan Martin who would pass them onto Craig Lindsay.

Frank Schallmoser ask about all the votes being counted in advance of the meeting. Vincent Bryson explained that Scottish Archery had consulted with lawyers and sportscotland on the unique circumstances resulting from the COVID-19 pandemic. The Companies Act gave extensions to allow digital meetings to go ahead, so approval has been given to run the meeting digitally. The Board had discussed how to count votes on the day of the AGM but had agreed to register to attend and vote on-line. It was noted that the option to vote had been done ahead of the statutory time limit. A similar amount of votes had been cast as in previous AGMs, and by having the votes ahead of the meeting it meant that they could be verified as being from Scottish Archery members. This has saved a great deal of administration time and meant that people could cast their own votes and not rely on proxy votes. Kerstin Elmendorff was concerned about the lack of opportunity to discuss matters ahead of the vote and Vincent Bryson noted that as there had been a significant lead in time he or the Board would have been happy to take question ahead of the AGM.

It was proposed by Bob Provan and seconded by Pip Tucknott that the Annual Accounts for the year to 31 March 2020 be adopted.

8. APPROVAL OF ACCOUNTS INSPECTORS FOR 2020-2021 (FOUR-M, ACCOUNTANTS OF DUNDEE)

It was proposed by that FourM be appointed as Account Inspectors for 2021-22. There were 125 votes in favour of the motion and 2 against. FourM Accountants were duly appointed.

9. APPROVAL OF FEES FOR YEAR 2021-2022

It was proposed that the fees were retained at current levels. There were 123 votes in favour of the motion and 6 against. The motion that the fees were retained at current levels was duly approved.

10. DIRECTOR VACANCIES ON THE BOARD

Chair – it was proposed that Jennifer Griffin be appointed as Chair. There were 121 votes in favour and 5 votes again. There being no other nominations Jennifer Griffin was duly elected as Chair.

Director of Athlete Progression – it was proposed that Pip Tucknott being appointed as Director of Athlete Progression. There were 114 votes in favour and 13 votes against. There being no other nominations Pip Tucknott was duly elected as Director of Athlete Progression.

Director of Development – The Chair explained that Judith McCleary was standing down as Director of Development and was thanked for her contribution to the Board over the past 3 years.

It was proposed that Lyndsay Noon be appointed as Director for Development. There were 119 votes in favour and 8 votes against. There being no other nominations Lyndsay Noon was duly elected as Director of Development.

10. CHANGES TO SCOTTISH ARCHERY BYE-LAWS

It was noted that changes to Bye-Laws require a 50% majority for the motion to be passed.

Section 1 – 119 votes for and 6 votes against

Section 2 – 112 votes for and 14 votes against

Section 3 – 115 votes for and 11 votes against

Section 6 – 122 votes for and 4 votes against

It was all noted that as all votes were above 50% majority required, all motions relating to the Changes to the Scottish Archery Bye-Laws were duly passed. Appendix 1 sets out the changes to the Bye-Laws.

12. CHANGES TO SCOTTISH ARCHERY ARTICLES OF ASSOCIATION

It was noted that changes to the Articles of Association require a 75% majority for the motion to be passed.

- a) In line with the Equality Act 2010 - Approval to change 'him' to 'them' within articles 10.2 and 10.3 and throughout the rest of the articles as required.

There were 122 votes for and 5 votes against.

- b) Approval to amend article 25.1 to read 'Not earlier than May 1st and not later than Dec 31st'

There were 124 votes for and 3 votes against.

- c) Approval to add article 25.1.1 - 'Any general meeting may also be conducted remotely by video conference using an approved platform and in accordance with articles 26.1 through to 26.3'

There were 127 votes for and 1 vote against.

It was all noted that as all votes were above the 75% majority required, all motions relating to the changes to the Scottish Archery Articles of Association were duly passed.

There being no other business the Chair closed the meeting at 10:50.

PRESENTATIONS

Wee County Archers - A video highlighting Wee County Archers was shown. Alan Martin noted that the video will be shared on social media for anyone who wants to watch it back.

Mark Briegal – Chair ArcheryGB

Mark Briegal thanked the Board and members for letting him attend the Annual General Meeting. It has been part of his mission since becoming Chair of ArcheryGB last year to meet as many members as possible. He wanted to show ArcheryGB's support and thank the volunteers that have kept Archery going over the last eight months in what has been a very challenging time.

ArcheryGB's goal over this period has been two-fold. They have been working hard to support clubs and members across the country and keep members shooting. They are also aware of the work that is required to ensure that there is a viable sport after the pandemic. They have had to make some difficult decision on staffing but have kept services going for the membership. There has also been a lot of lobbying of central government.

Longer term, Mark Briegal reported, that they have been looking at developing their four-year strategy and have the vision of Enriching Lives Through Archery. If you want to take up archery as a hobby, or a coach, or aim for the Olympics, if you are able bodied, or a para-athlete archery is an inclusive sport. They are breaking down the strategy to some key strategic aims and are currently working on the KPIs and will be rolling out the new strategy to everyone soon.

The ArcheryGB AGM was also unable to have Awards or the usual presentations so Mark and Neil Armitage, CEO, will be holding an on-line Q&A on Thursday, 26 November and hoped that Scottish Archery members would attend. He thanked Scottish Archery for the invitation and the floor was opened for questions.

Frank Schallmoser asked why ArcheryGB were not providing any discounts on membership fees as clubs had been hit hard and could not run their normal activities. Mark Briegal fully understood and was aware of the position that clubs were in, noting that ArcheryGB had lost income too. ArcheryGB do have a hardship fund for individuals and there are grants available for Clubs and urged Clubs to contact ArcheryGB regarding the grants. He explained that the Board had spent two days two days discussing membership fees and had decided against a fee reduction or rebate as ArcheryGB needs to remain financially viable in order for the Governing body to be there as we move out of the pandemic. If a small rebate had been made to every club, four members of staff would have been made redundant.

Frank Schallmoser also asked if the glossy magazine would continue to be distributed to members and Mark Briegal explained that the company who produced the magazine had gone out of business hence the reason that the Magazine had not been issued since spring. The production and distribution of the Magazine is one of the organisation's biggest cost at £40,000 so over the summer the decision was made not to print it but to issue it digitally. However, the feedback from members is that they like having the magazine so work is ongoing to find out the most cost-effective way that it can be distributed again. Simon Paterson asked if there could be the option for members to opt into a digital copy of the Magazine and Alison Ross highlighted that this option is there currently.

Paul Stewart asked if ArcheryGB are removing the 60-65 age group and the subsequent consequence of a 25% fee increase for this age group next year. Mark Briegal noted that he didn't know the answer to this specific question, although ArcheryGB are reviewing their fee structures and want to review their whole membership structure to ensure that groups like Wee County Archers are brought into the Archery community.

Andrew Kelly asked why ArcheryGB seem to be England-centric and provide funding for English Clubs and courses. Mark Briegal noted that ArcheryGB does want to support the home nations and highlighted the relationship that Scottish Archery have with sportscotland. ArcheryGB is funded by UKSport for the whole of the UK but because of the way funding works, ArcheryGB also receive funding from sport England for funding to cover England. The split of this one third funding by UKSport and two thirds by Sport England. Vincent Bryson noted that there are some things which are done differently in Scotland such as Safeguarding and Club Development so Scottish Archery offers this support to its members.

Pip Tucknott asked that as sport is a devolved matter why is there not an equivalent for Scotland being a home nation rather than a region. Mark Briegal appreciated the London-centric feel of ArcheryGB sometimes and does appreciate that the Southern Counties are large and do have a lot of influence, and expressed the desire that when travelling is allowed he wants to spend more time in Scotland, Wales and Northern Ireland to see how best the home nations can work together to support each other.

Kerstin Elmendorff asked that with more archers shooting at home is there anyway that home ranges can be registered to ensure that there is insurance cover in place. Mark Briegal explained that ArcheryGB are currently looking into this as there was a realisation that a lot of communication from ArcheryGB had been negative work is ongoing to see what can be done to support Archers. There are some ideas on how archers can shoot safely at home and the staff team is working on this, there are no answer yet, but it is being worked on.

Tom Ralston asked about National Talent Development, ArcheryGB stage that Juniors can go to the next stage, but this is only for English juniors. Mark Briegal agreed, that as this was a technical question, to take it away and look into it.

Thanks were expressed to Mark for attending the AGM.

APPENDIX 1

CHANGES TO BYE-LAWS – HIGHLIGHTED IN RED

SECTION 1

1 Definitions

1.1 In these bye-laws of the SAA the following words shall have the following meanings:

1.1.1 “Articles” means articles of association of the SAA;

1.1.2 “Bye-laws” means these bye-laws of the SAA which cannot be amended, altered or repealed without due consultation with the membership or in accordance with the articles of association.

1.1.3 “SAA” means the Scottish Archery Association (Company Number SC389745) a company incorporated under the Companies Act 2006 and having its Registered Office at Glenearn Cottage, Edinburgh Road , PORT SETON, EH32 OHQ;

1.1.4 ‘Affiliated Clubs’ are archery clubs in Scotland that are officially connected with Scottish Archery as a consequence of the members of that club being classed as members of Scottish Archery through the payment of appropriate membership fees. Such clubs have been formed with the aim of taking part in and promoting all forms of archery other than bowhunting.

1.1.5 ‘Direct Members’ are members of Scottish Archery who pay membership fees directly to Scottish Archery rather than through an affiliated club.

1.2 Words and expressions which have a particular meaning in the Articles shall have the same meaning in these Bye-laws, unless otherwise stated. In the event of inconsistency between these Bye-laws and the Articles, the terms of the Articles shall apply.

SECTION 2

2 Membership

Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.

Each member shall have the responsibility of ensuring the affiliation fee is paid timeously.

- 2.1 The Fee Paying Categories of Members shall be as follows:
- 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 a Direct Member of SAA;
- 2.1.2 “Direct 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 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;~~ (not required as voting at General Meetings now permissible for all over the age of 16)
- 2.1.6 “~~Senior Veteran/Masters~~ Member” Any person who has paid the appropriate subscription fee and is aged 65 or over (increased from 60 to better match current retirement ages) shall be eligible to apply for admittance as a ~~Senior Veteran/Masters~~ 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 a Direct Member or ~~a Associate Club~~ 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 or a ‘Direct Member’ shall be eligible to apply for admittance as ~~an Associate~~ a Member of SAA; and pay the appropriate membership fee.
- 2.1.10 “Junior/School/~~Scout Troop Uniformed Group~~ 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 Uniformed Group~~ 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;~~ (not required as voting at General Meetings now permissible for all over the age of 16)

- 2.1.11 "Student" Any matriculated Student may ~~affiliate~~ apply for membership of 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.~~

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.

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.

Any student who is under 16 cannot vote at a General or Annual General Meeting

SECTION 3

3 Fees

- 3.1 Subscription fees shall be payable by all Members (except Life members as noted below in bye-law 3.7) in accordance with these Bye Laws and such fees will be set at an Annual General Meeting of SAA
- 3.2 Each "~~Junior/School/Scout Troop~~ Uniformed Group Clubs" shall pay a single fee in respect of all of their members who are registered Members.
- 3.3 All other affiliated Clubs shall submit fees on behalf of their Members.
- 3.4 If one ~~Associate or~~ Direct or Club 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 or Club Member and all Junior Members within that household shall pay fees at the reduced rate of 50% of the annual subscription fee set by SAA for Associate or Direct Members.
- 3.5 ~~Senior Veteran/Masters~~ members (over ~~60~~ 65 years of age) shall pay a fee at the reduced rate of 75% of the annual subscription fee set by SAA for ~~Associate Direct or Club~~ members as appropriate
- 3.6 Life Members shall receive free Membership of the SAA so long as they continue to affiliate to Archery GB for the appropriate fee payable to Archery GB.
- 3.7 PRO RATA FEES

Where a new Member joins SAA, ~~either as a Direct Member or as an Associate Member~~ through an affiliated Club or as a Direct Member after the 1st October of any year, they will pay SAA fees on a pro rata basis as set out hereafter :-

- If joining between 1st October and 31st March, the Member shall pay the full annual membership fee set by SAA;
- If joining between 1st April and 30th September the Member shall pay 50 % of the annual membership fee set by SAA;

3.7.1 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 with responsibility for membership issues at ~~his~~ **their** sole discretion, may authorise a pro rata fee when the member re-joins.

SECTION 6

6 Clubs

6.1 The categories of Clubs shall be as follows (or as otherwise determined by the Board and ratified by the Members at an AGM):

6.1.1 “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. ~~Each member shall have the responsibility of ensuring his/her affiliation fee is paid timeously.~~

6.1.2 “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.~~

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.

6.1.3 ~~“Disabled Disability Club” – Disabled Disability~~ 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.~~

6.2.4 ~~“Junior/School/Scout Troop~~ Uniformed Group Clubs” – Clubs within this category may affiliate to the SAA and shall pay a fee as determined by the Board and ratifies at the AGM.

6.1.4 “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.

6.2 ~~Individual Club and Direct~~ members and all members (apart from junior and student members under the age of ~~18~~ 16 years) of the above categories of clubs shall be considered individual members of the Company and have full voting rights.

6.3 Clubs shall administer their own affairs in accordance with their own constitution, and subject to the jurisdiction of their Area, SAA and Archery

GB, and each Club shall abide by the Rules (including the Archery GB Shooting Administrative Procedures) and the Articles. A member of a Club affiliated to the SAA will be eligible to represent Scotland subject to any residency rules that may be in place from time to time or any of its areas in competitions and will be eligible to claim a Scottish record.

6.4 An individual who is a member of a Club but not a Member of the SAA may apply to become a Member of ~~the Company~~ SAA in accordance with the Articles.

6.5 A member of a Club, which does not affiliate to the SAA, will not be eligible to represent Scotland or any of its areas in competitions and will not be eligible to claim a Scottish record, unless such member is also a Member of ~~the Company~~ SAA. 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.

6.6 Each Club affiliated with the SAA:

6.6.1 may be requested to nominate a representative to serve on any committee established by the Board where required, and may replace such representative if necessary;

6.7 Tournament organisers must :-

6.7.1 submit the fixture list levy (due from any Club or members holding open shoots) to the SAA Judge Liaison Officer at the time of requesting confirmation of Judge availability for any open shoot held by the organiser and

6.7.2 submit one copy of the result sheet of any open competition detailed on the SAA calendar to the SAA as soon as is reasonably practicable following such a shoot and always within 14 days of competition.

6.8 Each Club affiliated with the SAA shall be responsible for complying with all relevant legislation in force from time to time, including but not limited to, Data Protection and Protection of Vulnerable Groups legislation.