

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY 12<sup>th</sup> JUNE 2017  
BY GO-TO MEETING

Present

**Board Members**

Victoria Barby, Director of Communications – acting as Chair for meeting  
Moirra Taylor, Director of Coaching  
Douglas Blyth, Director of Governance  
Vincent Bryson, Independent Director  
Jamie Frail, Independent Director  
Claudine Jennings, Director of Performance

**Non Board Members**

Michael Mather, Chief Operating Officer  
Alan Martin, Executive Development Officer

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jennifer Griffin of **sportscotland** and Jacqui Dunlop, Administrator.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

There were no conflicts of Interest noted for this meeting.

3. APPROVAL OF MINUTES OF 29 APRIL 2017

It was agreed that the minutes of the meeting of 29<sup>th</sup> April 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 29 APRIL 2017 BUT NOT ON THE AGENDA

- a) Child Protection – Michael Mather advised that he had contacted the Child Protection Officer (CPO) and a meeting is being arranged between CPO, Michael Mather and Jamie Frail the Director who is taking in responsibility for Child Protection and PVG issues. This meeting will also define how the monthly PVG / Child Protection report should be formatted for submission to the Board Meetings (*Action Michael Mather*)

It was noted that given the recent high profile focus by the Scottish Government and other external bodies it is vital that Scottish Archery continuously reviews and updates its policies and procedures in this area. It was suggested that there is a perception that future funding for sports governing bodies may be dependent on successfully passing some form of PVG audit. **Sportscotland** is hosting a series of meetings on the 19<sup>th</sup> June in relation to feedback received on how the PVG process is working for sport. Michael Mather is attending this.

- b) Investment Agreement – Confirmed that proposed communication on the **sportscotland** investment package for Scottish Archery had been approved by **sportscotland** and

published and distributed to the membership (*Completed*). The Annual Leave system for the employee team is now up and running. It was agreed that a Performance Management System will have to be put in place over the coming months to ensure that the Board has visibility of the overall performance of the employee team.

- c) Administrator: Michael Mather advised that he has been liaising with the **sportscotland** HR expert resource and work continues on the contract to bring the Administrator post 'In House'.
- d) Trading Name: There was some discussion about the costs and potential merits of registering the Trading Name of the organisation. It was, however, felt that this would be a cost that would provide little discernible benefit and no further action would be taken at this time. It was felt that this was a relatively low risk and should be added to the Risk Register as such with a 'watching brief' maintained. (*Action: Vincent Bryson*)
- e) External Consultants: Alan Martin presented a paper to the Board on the potential advantages and disadvantages of utilising an external consultant, especially in relationship to attracting additional investment. After some discussion it was agreed that this would not be taken forward at this juncture.
- f) Decathlon Partnership: Alan Martin had provided a 1 page summary on the Soft Archery in Schools project and this action was now closed. It was, however, agreed that more focus could be given on the Scottish Archery social media channels to updates on the progress of the Soft Archery in Schools project.
- g) Members Forum – Rankings: The Director of Performance advised that the number of shoots required for rankings would be reviewed for the 2018 season. She Agreed to contact the Chair of the Competitions Committee to discuss in detail. (*Action: Claudine Jennings*)
- h) Organisation Chart: With the recent resignation of the Director of Participation the Structure chart requires to be updated. (*Action: Michael Mather*)

## 5. FINANCES

Unfortunately Steph Clason could not make it to the Board Meeting. She will be requested to provide a nominal ledger and trial balance as soon as practical (*Action: Steph Clason*)

## 6. SPORTSCOTLAND INVESTMENT

Chief Operating Officer post now filled and the advert for the Club Development Officer post has been published with a closing date of 19<sup>th</sup> June. Dates for interviews of potential candidates has been agreed as has the interview panel. This is a 0.6 FTE post fully funded by **sportscotland**. It was noted that the Board will task the Chief Operating Officer to explore whether Scottish Archery can attract funding from other sources. It was noted that exploratory discussions have already taken place with AGB on ways to potentially get some of the AGB affiliation fees generated by their Scottish members allocated specifically to supporting archery development in Scotland. (*Action: Michael Mather*)

It was agreed that the Annual Leave/Performance Management System would be progressed when the new staff were in place.

## 7. ARTICLES OF ASSOCIATION

Vincent Bryson provided advised that he had engaged in discussions with the **sportscotland** expert legal resource in relation to the Chair position due to the resignation of the previous Chair when they took on the role of Chief Operating Officer. Under the current Articles it is not possible to have a non member of the organisation voted into the position of Chairperson (13.1) However it is possible for the Board to effectively co-opt any individual into this post as an interim measure until the AGM in November(13.3). It was suggested that the COO and the Director of Governance undertake a review of the current Articles to identify whether the Board may wish to make any recommendations for changes or amendments to these for submission to the membership at the AGM. Any proposals will be reviewed by the **sportscotland** expert resource to ensure that they meet the required standards and don't adversely effect any other area of the Articles.

## 8. KPMG ACTION POINTS:

Alan Martin provided a brief update on progress on the KPMG Action Points. A further detailed update will be provided to the July Board Meeting. It was agreed that each month a 'Flash Report' should be produced by the Chief Operating Officer identifying the key elements of work being undertaken in relation to targets against investment and incorporating all KPMG action points outstanding.

## 9. RISK REGISTER

Vincent Bryson advised that the Risk Register is currently up to date with 14 strategic risk identified and recorded. He further advised that this would be reviewed with the Chief Operating Officer and Executive Development Officer over the next two weeks and will thereafter be maintained and updated by them down to operational level.

## 10. PVG / CHILD PROTECTION

This was covered off in earlier discussions during the Board meeting.

## 11. PERFORMANCE UPDATE

The Director of Performance advised that a Scottish Archer had been selected to soot for Team GB at the European Youth Cup. The Junior National Team, has now been selected and details published. It was noted that the Junior Team Manager had stepped down and a new Team Manager would be sought. A new Senior Team Manager has recently been appointed.

It was noted that 6 Scottish Archery archers are making the Team GB Teams on a regular basis at the moment.

A plan is currently being developed for the Para Development Pathway

## 12. COACHING UPDATE

The Director of Coaching advised that there are still a number of anomalies between the database that she maintains of coaches and the AGB database as the AGB database appears to under report the number of coaches in Scotland. At present the Scottish Archery database has 109 coaches on it and of these only 8 have not provided email addresses.

It was noted that the database for communications to the Coaching Network in Scotland will be expanded to include registered Archery Instructors who are members of Scottish Archery.

An update was provided in the Coaching Conference that had been hosted on the 14<sup>th</sup> May to provide input to the AGB Coaching strategy development. It was also noted that a draft AGB Coaching structure is due to be published in early July. There are 2 x Level 1 coaching courses in progress. However, it was noted that Scottish Archery have not been provided with the numbers participating in these courses and this causes some concern as this information is important to ensure that we can report to **sportscotland** on our targets for coach numbers and coach development.

There are 2 additional, qualified Coach Educators who have completed the **sportscotland** funded PDA course and a further 2 nearing completion of this course. This will have a positive effect on our ability to run further Level 1 coach courses over the coming years.

A further communication will be distributed to the Coaching Community in relation to the Transplant Games which are taking place on the 27<sup>th</sup> July in Wishaw.

The Coaching Conference on the 16<sup>th</sup>/17<sup>th</sup> September is in planning and all of the key speakers are in place.

### 13. EQUALITY

There are 2 x LGBT community events taking place in June and August. It was felt that there was not enough time to prepare for the event in June. However, it was suggested that Scottish Archery should try to have a presence at the event in Glasgow in late August. The Director of Governance agreed to contact local clubs to see if they would like to have a presence at these events. It was also suggested that an updated version of the Scottish Archery flyer that was produced for the 2010 World Cup Finals in Edinburgh be produced. (*Action: Michael Mather Douglas Blyth*)

### 14. MEMBERS' FORUM

There were a number of items for consideration through the Members Forum:

- A question has been raised about clubs who have AGB members and non AGB members shooting together. A request for clarification on insurance had been submitted to AGB and the Scottish Archery Board were also asked for clarification. It was noted that Rule 13 of the AGB Rules of Shooting are clear that members are only covered by AGB insurance where only AGB members are shooting. If non AGB members are shooting at the same venue and at the same time the AGB insurance may be invalidated.
- A suggestion was raised by a member, taking account of the significant fall in numbers of juniors competing this year, that some form of specific Junior competition be set up with a ½ day format. It was agreed that this should be given consideration and the Director of Communication will discuss this with the member (*action: Victoria Barby*)
- There was a question raised about awards made at a shoot (not a specific Scottish Archery event). This will be referred to the competition committee to identify whether specific guidelines should be created for competition organisers.

- A member from Largs had submitted a number of questions about the COO post, the Scottish Archery strategy and the publication of the 2016 accounts. This will be responded to by the Executive Development Officer (*Action: Alan Martin*)

#### 19. DIRECTORS' REPORTS

Taken as read.

#### 20. AOCB

- a) Organisation Chart – Michael Mather will update the Scottish Archery Organisation Chart to reflect the current Board and sub-committee structure (*Action: Michael Mather*)
- b) Northern Area – The Chief Operating Officer had received a request from the Chairperson of the Northern Area for a meeting. This will be arranged and taken forward. (*Action: Michael Mather*)
- c) New Trophy – an offer has been made to pay for a new Trophy to be presented through Scottish Archery. This will be taken forward by the Chief Operating Officer. (*Action: Michael Mather*)

#### **Confirmation of Future Meeting Dates**

Saturday 22<sup>nd</sup> July – Face To Face – East

Monday, 11<sup>th</sup> September - Go To Meeting

Saturday 28<sup>th</sup> October – Face To Face – West

Saturday 18<sup>th</sup> November – AGM – Perth