

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 12 NOVEMBER 2016
AT PEFFERMILL, EDINBURGH

Present Michael Mather, Chair
 Claudine Jennings, Director of Performance
 Steph Clason, Director of Finance
 Moira Taylor, Director of Coaching
 Martin Symonds, Director of Member Services
 Vincent Bryson, Independent Director
 Alan Martin, Executive Development Officer
 Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Douglas Blyth, Victoria Barby, Jamie Frail and Jennifer Griffin.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted on the Agenda.

3. MINUTES OF MEETING OF 10 OCTOBER 2016

It was agreed that the minutes of the meeting of 10 October 2016 were a true record.

4. ACTION ARISING FROM MINUTES OF MEETING OF 10 OCTOBER 2016 BUT NOT ON THE AGENDA

- a) Field Archery Championships – Jacqui Dunlop agreed to contact Argyll Field Archer to find out if they could organise and run the 2017 Field Championships. (*Action Jacqui Dunlop*)
- b) Coaching – Moira Taylor agreed to contact the Senior Coaches to ask them how they wished to be involved in the Performance Development and High Performance Coaching programmes. (*Action Moira Taylor*)
- c) Disability Officer – two applications had been received for the position of Disability Officer. A decision on this will be made subsequent to the AGM at the end of November

5. FINANCE UPDATE AND AGREEMENT OF BUDGETS FOR CURRENT FINANCIAL YEAR

Steph Clason circulated the Nominal Ledger and Trial Balance. Budgets had been received from Moira Taylor and Victoria Barby and it was noted that all other Directors should submit their budgets as soon as possible. Michael Mather noted that the KPMG Audit had highlighted that there should be clarity on budgets and budgets should be discussed at each Board meeting. It was noted that the Director should sign off any spend associated with their remit. It was noted that it was important that Scottish Archery worked within its financial means, however it was also important that the money allocated was spent.

Alan Martin agreed to work with Jamie Frail to pull together a Development budget. (*Action Jamie Frail/Alan Martin*)

Vincent Bryson agreed to produce a Strategy Budget. (*Action Vincent Bryson*)

Martin Symonds agreed to produce a Child Protection budget, and will include a budget for running Child Protection courses in house, tying this into to coaching courses.

It was agreed that the budgets would be approved and set at the next board meeting. (*Action all directors*)

The Nationwide account, which holds £35,000 of reserves, is due for renewal, and it was agreed that it would be renewed for a period of six months. (*Action Jacqui Dunlop*)

Michael Mather noted that there was a £5,000 underspend in the sportscotland investment but this was mainly due to an underspend on staff costs. He noted that this amount will be repaid to sportscotland. Alan Martin reported that there will also be a Scottish Disability Sport budget which is currently being worked on between himself and SDS.

6. FINAL PREPARATIONS FOR 2016 AGM

It was confirmed that the AGM paperwork had been issued. There had been a query on the changes to the Bye Laws by a club and Michael Mather agreed to respond to those. (*Action Michael Mather*)

Alistair Paton had also noted that some of the Policies refer to Director of Member Services and work will be done to see how this can be changed to align with the names of the new Directors.

Michael Mather has produced copies of the Annual Report for the AGM and Jacqui Dunlop agreed to print off the other paperwork required. (*Action Jacqui Dunlop*)

Jacqui Dunlop agreed to organise tellers. (*Action Jacqui Dunlop*)

7. REVIEW AND ACTIONS FROM KPMG AUDIT

The Audit Report was circulated (copy on file) and thanks were expressed to Michael Mather, Vincent Bryson and Alan Martin for the work that had gone into the Audit. Michael Mather reported that the Audit had gone well and Scottish Archery had achieved a score of Satisfactory (With Comments). A development plan has been produced by KPMG which Scottish Archery need to respond to and the action points were considered and Directors appointed to be responsible for each of the.

Michael Mather agreed to update the Audit Development Plan and circulate ahead of being submitted to KPMG by 18 November. It was agreed that the KPMG audit would be published when completed.

8. CREATION OF 12-18 MONTH OPERATIONAL PLAN

It was agreed that Michael Mather, Vincent Bryson and Alan Martin will look to produce a 12-18-month development plan. The Directors budgets would then be incorporated into this. It was noted that budgets should be prepared on what Scottish Archery included in the

investment presentation to sportscotland and that the budgets should run from 1 October 2016 to 30 September 2017.

9. PARTNERSHIP WITH EDINBURGH UNIVERSITY

Claudine Jennings reported that she had discussions with Edinburgh University and have agreed to the Para-Squad continuing on the existing programme at Edinburgh University, but will require a memo of understanding. It was agreed that Claudine Jennings would contact Edinburgh University to get a template for the Memo of Understanding. (*Action Claudine Jennings*)

The budget of £7,500 was agreed and this will be for four hours of coaching per week, plus access to the facilities for athletes with GB potential at the Performance Director's discretion.

Claudine Jennings also reported that there are plans to re-develop Peffermill to include Archery. Edinburgh University had invited ArcheryGB to visit its facilities but had no response.

10. SCOTTISH ARCHERY TRADING NAME

It was noted that Scottish Archery is the trading name for Scottish Archery Association and should be used instead of SAA in all communications except when dealing with Companies House. The name change was voted in at an AGM and it is important that Scottish Archery is used for consistency in the brand. Having a trading name like this is common for a lot of organisations and helps us to keep the brand more aligned to our values. Michael Mather agreed to investigate how Scottish Archery protects its brand. (*Action Michael Mather*)

11. RISK REGISTER

Vincent Bryson reported that there were no additions to the Risk Register since the last Board meeting. If there were to be another Scottish Referendum, then this would have to be considered.

The KPMG Audit was a risk, but as this has taken place with a good report then this will now be removed. The next audit will be a self-assessment Audit in 18 month's time.

12. UPDATE FROM EXECUTIVE DEVELOPMENT OFFICER

Alan Martin updated the Board on his work since the last Board meeting. The main focus has been on the strategy work and the KPMG audit and he is now responding to club requests and organising the Coaching Conference. Michael Mather reported that there are at least three Scots on the ArcheryGB Range Assessor course and they will be able to risk assess venues for Archery. As the judges are no longer permitted to do this, there is an ongoing discussion with ArcheryGB on who will be risk assessing venues for new Clubs until the Archery Range Assessors come on stream in 2017.

An Awards for All application was made to expand the Soft Archery project and this has been successful with £9,000 being awarded. Thanks were expressed to Alan Martin for the application. Alan Martin confirmed that he has also been working with East Kilbride archery club who had also been successful in securing a £9,000 award through Awards for All.

Alan Martin is currently working with various local authorities regarding the roll out of the soft archery project and has done a draft Partnership Agreement.

Work is ongoing with Scottish Disability Sport to identify three clubs which are accessible and an application process will be done and circulated to clubs.

13. MEMBERSHIP UPDATE

At 1 November, there were 2,360 members, with 50 being affiliated through ArcheryGB. One of the issues highlighted through the Audit was the inability to provide membership data, although it was appreciated that this is due to the challenges of the ArcheryGB system. It has been noted by sportscotland that Scottish Archery needs to improve its data management. Michael Mather will write to ArcheryGB to ask when their new CRM system will be installed, if this is not in the short term then Scottish Archery may need to investigate its own system. Alan Martin agreed to analyse Kathleen Male's figures to see where the discrepancies lay between Scottish Archery and ArcheryGB figures. (*Action Alan Martin*)

It was confirmed that Scottish Archery have met the sportscotland target for membership numbers, but not for Clubs, although there are currently 14 organisations who have intimated that they wish to become clubs.

14. PERFORMANCE UPDATE

Claudine Jennings reported that the Teams have been selected for both the Junior and Senior British Indoor competitions. Academy sessions have been running with in total five before Christmas and five to run following Christmas. Claudine Jennings noted concern that what is running just now in terms of performance squads is unsustainable. She noted that there seems to be a lack of engagement from archers with the performance pathway, although there are a couple of pockets of interest based at specific clubs. She also noted lack of engagement from the coaching community and it was agreed that Claudine Jennings would attend the Coaching Conference to engage with coaches.

15. EQUALITY UPDATE

There was nothing to report on equality matters.

16. MEMBERS FORUM

There were no topics received from Members.

17. DIRECTORS REPORT

Directors reports were submitted and taken as read.

18. COACHING REPORT

Moira Taylor reported that 11 people are currently on a Level 1 coaching course which is due to be assessed in December.

The second coaching workshop will be held on 19 November with Lloyd Brown attending.

There are 4 people going through the PDA training which will mean there will be four more educators in Scotland, and Moira Taylor is doing her Assessors training.

Moira Taylor ran some training for young leaders in soft archery, and whilst it was well received and well attended, it does need some work done to make it slicker and also how monitoring is done.

19. AOCB

- a) Succession Planning – Claudine Jennings noted concern about succession planning and how to get more people involved in the running of the organisation. Michael Mather explained that funding had been sought from sportscotland to get more paid staff, part time Chief Operating Officer and part time Club Development Officer, which should take the day to day running of the organisation off the Board. Working groups still need to be set up which will also help with giving more people experience in what the Board does. Michael Mather also noted that the Articles only allow for 2 terms of three years which means he will need to step down in no more than three years, if elected at this year's AGM as will the Director of Performance and the Director of Communications. It was agreed that following the AGM the Board would meet to discuss the structure of the organisation and the governance framework.

If the sportscotland investment application was not successful consideration would be given to using Reserves, but the strategy would have to be cut accordingly.

- b) Records – a query had been received from a member regarding the awarding of retrospective records. After some discussion, it was agreed that retrospective records could not be awarded.
- c) Inverclyde – Michael Mather reported that he and Alan Martin had visited Inverclyde which is currently being redeveloped by sportscotland. It was noted that the outdoor field did not look big enough for Archery events.
- d) Centre of Excellence – there was no further information regarding the Centre for Excellence. Jacqui Dunlop agreed to ask Scottish Target Shooting for an update ahead of the AGM.
(Action Jacqui Dunlop)
- e) Membership System – Michael Mather has queried with ArcheryGB the issues around the Membership system.
- f) ArcheryGB – Alan Martin has been discussing with ArcheryGB the lack of school or scout fees on their website and has yet to receive a response.
- g) SFAA – sportscotland had asked about Scottish Archery's relationship with SFAA and it was noted that Scottish Archery is always open to discussions with any appropriate body.
- h) Director of Member Services – as Martin Symonds will be standing down at the AGM, thanks were expressed to him for his work carried out on behalf of Scottish Archery.

Date of Next Meeting – Annual General Meeting, 26 November 2016

