

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 16 APRIL 2018
BY GOTOMEETING

Present

Board Members

Vincent Bryson, Chair
Victoria Barby, Director of Communications
Pip Tucknott, Director of Performance
Judith McCleary, Independent Director
Steph Clason, Finance Director
Bob Provan, Co-opted Board Member
Kevin Pringle, Independent Co-Opted Board Member

Non Board Members

Alan Martin Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Director of Coaching, Moira Taylor, Chief Operating Officer, Michael Mather and sportscotland Partnership Manger, Jennifer Griffin.

2. CONFLICT OF INTEREST

There were no specific conflicts of interest noted on the Agenda. Vincent Bryson, Kevin Pringle and Judith McCleary noted that they were employed by Scottish Sports Governing Bodies.

3. APPROVAL OF MINUTES OF 5 MARCH 2018

It was unanimously agreed that the minutes of the meeting of 5 March 2018 were a true record.

4. MATTERS ARISING FROM MINUTES OF 5 MARCH 2018

- a) Safeguarding – Vincent Bryson noted that following the last Board meeting Jamie Frail had submitted his report to ArcheryGB. There has so far been no response from ArcheryGB.

Vincent Bryson noted that there had been ongoing issues with the current procedures for Safeguarding and processing PVGs and this is a risk to the organisation. The Chief Operating Officer has been asked to accelerate the production of a Job Description for a paid position, in conjunction with other sports governing bodies. Dialogue has also been started with ArcheryGB regarding funding for a post.

- b) Equality Champion – Bob Provan confirmed that he had received information from Michael Mather on Equality and had signed up for the training courses.

- c) sportscotland Update - Jennifer Griffin had advised that Scottish Archery will be having a mid-point review in September.
- d) Financial Review – Vincent Bryson confirmed that Michael Mather, Steph Bryson and himself had carried out a financial review.

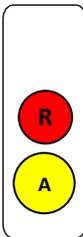
5. PROVISION OF JUDGES

Bob Provan submitted a paper on the provision of judges (copy on file). It was noted that there is a shortage of judges in Scotland and there can be substantial costs to tournament organiser for judges travel and occasional accommodation. Judges and tournament organisers had been canvassed for their options. Various options were discussed, and it was agreed that for Scottish Record Status Shoots one Regional Judge would officiate assisted by Field Captains, depending on the number of bosses, where an organiser is able to provide them. Pip Tucknott noted that by going for this option then it may encourage more local and club shoots to be run. Kevin Pringle suggested that this could be an opportunity to use the shortage of official to encourage the development of officials.

It was agreed that the above would be trialled for a period of time to try and encourage the development and quality of the judging workforce and Alan Martin and Bob Provan agreed to liaise on the details. (*Action Bob Provan/Alan Martin*)

6. COO FLASH REPORT

Michael Mather had submitted the Flash Report, the summary against the strategic outcomes were noted as:

<ul style="list-style-type: none"> • Membership – 2037 – Still working on getting Newton Mearns Scouts fully signed up – continuing issues with AGB club registration. Should also see an increase in membership at start of April as ½ year discount comes in. • (Clubs – 114) – based on data from Sport 80 [• Coaching – L2 Coach Course completed – 9 coaches successful in achieving L2 • Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior • Area performance squad – East looking at business plan around funding for team events and training. • Board to complete self-assessment Governance Framework check • Board to complete development audit outputs • Board to complete Governance framework action points 	
--	---

- a) Membership - There was a discussion on what sportscotland classified a member. Alan Martin noted that currently the core membership is what is on Sport80, the Pathway Section are participants who Scottish Archery are trying to convert to member and this includes groups such as soft archery participants, schools, uniform groups. There are currently 2,000 individuals participating in Soft Archery Groups but are not currently members of Scottish Archery. There is another Group of participants who are attending outdoor centres, come and try sessions and this group numbers roughly 5,000.

It was noted that it is challenging to define what sportscotland would class as a member as it would be someone who you engage with regularly in the context of a member, if you have their details and engage through other membership benefits. Clarity needs to be sought on those who are participating regularly.

Alan Martin provided a graphic which showed the actions to grow capacity and increase membership. This included working with clubs to grow membership, identify areas for pilot “holding” clubs to be formed; find out how many involved with soft archery in schools/scouts and record minimal data; case study a club that proactively reduces or removes waiting lists.

Longer term actions will include assistance given to clubs to come and try events; link clubs to pathway activity; get focus clubs to identify their core/pathway/reach; identify areas for new/holding clubs to minimise waiting lists; communication campaign around waiting lists; run annual school and scout event to there is a benefit to these groups engaging with Scottish Archery.

It was noted that there is a large scout group who are waiting to affiliate to Scottish Archery, but the issue is at the ArcheryGB end. Alan Martin will be visiting Archery GB in May and it is hoped that there can be a solution before then.

- b) Archery GB - Vincent Bryson reported that he and Michael Mather had met with Archery GB on 7 March and tabled the business cases for Safeguarding and Coaching again and there is hoped to be a decision on these when their finance lead returns from holiday. A verbal guarantee had also been received regarding the issues with the Membership system and the affiliation blocks. Vincent Bryson noted that Scottish Archery could still take the decision to build its own CRM system, but this would need further discussion, if there was not success from the mitigation action being put in place.

Michael Mather and Vincent Bryson had also attended a regional secretaries meeting at ArcheryGB on April 4th which had been useful. ArcheryGB are confident that Archery could be included in the Commonwealth Games in Birmingham in 2022 and Neil Armitage is leading this project with World Archery’s consent. ArcheryGB have also employed a consultant to assist with the process.

It was noted that if Archery was to be included in the Commonwealth Games in Birmingham in 2022 then a business case for performance funding would have to be pulled together and Vincent Bryson noted that he has now included this as a risk on the risk register. Pip Tucknott asked when any final decision would be made, and it was noted that they had hoped by the year end. It was agreed that Scottish Archery would keep involved with the dialogue and Bob Provan also suggested that a dialogue is also started with Commonwealth Games Scotland.

- c) Performance Archers - Alan Martin agreed to check the involvement of the performance para-archers. (*Action Alan Martin*)

7. STAF AA JUNIORS

Victoria Barby noted that there is a Scottish Target and Field Archery Association who are not aligned to any world governing body. She noted that they seemed to attract a lot of juniors and it was not clear whether there were safeguarding or child protection

procedures in place. It was agreed that Alan Martin and Laura Baxter would see if there was any cross-over in affiliated clubs. *(Action Alan Martin/Laura Baxter)*

Vincent Bryson agreed that he and Michael Mather would try and meet with STAFFA to see if there could be a mutually beneficial arrangement. *(Action Vincent Bryson/Michael Mather)*

Pip Tucknott noted that he had tried to establish links with Scottish Field Archery, but this had not been successful, and it was agreed that Vincent Bryson would discuss this with Pip Tucknott. *(Action Vincent Bryson/Pip Tucknott)*

8. FINANCE

Steph Clason reported that she had circulated reports and also specific budgets for Directors. It was agreed that Alan Martin would produce a performance budget which showed spend against budget and also forecast spend. *(Action Alan Martin)*

Work had been done on the finances required to retain the COO position which may result in a change to the Reserve Policy. Vincent Bryson agreed to produce a Board paper on this and circulate to the Board. *(Action Vincent Bryson)*

It was agreed that as the work on the COO position is carried out a sub-group may be required to be formed to ensure that the financial position is as transparent as possible. It was agreed that Kevin Pringle and Steph Clason would be involved in the sub-group along with Vincent Bryson.

Steph Clason reported that she will be contacting FourM regarding a six-month summary for the accounts due to the change in the year end. *(Action Steph Clason)*

9. RISK REGISTER

Vincent Bryson noted that he maintains the Risk Register and agreed to provide the link to the new Directors. *(Action Vincent Bryson)*

10. EQUALITY

Bob Provan noted that the Equality Policy should have been reviewed some months ago. Alan Martin agreed to provide a Word Version to Bob Provan. *(Action Alan Martin)*

The current Equality Policy states that each time the policy is amended the Membership need to be consulted. Bob Provan and Alan Martin agreed to liaise on a draft updated Equality Report ahead of the next Board meeting. *(Action Bob Provan/Alan Martin)*

11. AOCB

- a) Field Championships – it was noted that there were a lot of pass through from the bosses and there may be a request for some back-stopping. It was noted that this may be a wider issue around tournament organisers who are hosting championships.
- b) Electronic Payment – the issue of electronic payment for tournaments had been raised by a member. It was noted that the it would be up to the Clubs to organise an on-line

system and there are various providers such as Eventbrite and PayPal which can facilitate this. It was agreed that an information sheet would be produced and put on the website.
(Action Alan Martin)

- c) Moray Archers – Alan Martin noted he is working with Moray Archers regarding their facility and he will circulate further details shortly. (Action Alan Martin)

- c) Archery Leadership Academy – a Briefing paper had been prepared on the Archery Leadership Academy and it was agreed that this would circulate around the Board for feedback. (Action All)

Date of Future Meetings

Monday, 25 JUNE FACE TO FACE WEST

Monday, 27 AUGUST – GO TO MEETING

Monday 15 OCTOBER - FACE TO FACE – EAST

Monday, 19 NOVEMBER – GO TO MEETING

Saturday, 24 NOVEMBER AGM