

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 20 MARCH 2017  
BY GOTOMEETING

Present            Michael Mather, Chair  
                      Steph Clason, Director of Finance  
                      Moira Taylor, Director of Coaching  
                      Martin Strang, Director of Participation  
                      Vincent Bryson, Independent Director  
                      Claudine Jennings, Director of Performance  
                      Douglas Blyth, Director of Governance  
                      Jamie Frail, 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 Victoria Barby and Jennifer Griffin.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

No conflicts of interest were noted for any of the items on the Agenda.

3. APPROVAL OF MINUTES OF 25 FEBRUARY 2017

It was agreed that the minutes of the meeting of 25 February 2017 were a true record.

4. MATTERS ARISING FROM MINUTES OF 25 FEBRUARY 2017 BUT NOT ON THE AGENDA

- a) Scottish Archery Trading Name – Michael Mather reported that the cost to register the name is £200, plus £50 for each iteration and category. Michael Mather agreed to circulate the costs and the rationale for registering the name, ahead of a decision to be made at the April Board meeting. (*Action Michael Mather*)
- b) Email Addresses – Vincent Bryson reported that he will action the new email addresses following 1 April and it was agreed that this would be put on the Agenda for the next meeting in order that costs and email addresses can be discussed and approved.
- c) Disability Archery – The Tournament Committee have been given details of the Disability Championships and it was noted that the organisation of the event would sit with the Disability Officer and the Tournament Committee will assist him.
- d) Coaching Courses – Moira Taylor confirmed that she had written to the three tutors and the course organiser regarding the coaching courses.
- e) Transplant Games – Martin Strang noted that he has sent emails to request more information and is still awaiting a response. Moira Taylor has also emailed Kath Fitzpatrick

and is yet to receive a response. Martin Strang agreed to follow up the emails and report back. (*Action Martin Strang*)

- f) CRM System – Alan Martin confirmed that he gone back to ArcheryGB with Scottish Archery’s requirements. He noted that their response seemed to suggest that Scottish Archery will only be able to view the Scottish data and not manipulate it which will make it difficult to do the reports which sportscotland require. Alan Martin agreed to confirm what sportscotland’s requirements were in terms of reporting and confirm with ArcheryGB what the minimum requirements were. (*Action Alan Martin*)

## 5. BUDGETS

Michael Mather reported that the sportscotland investment will be confirmed in April and can be made public at that time. Directors were asked to work with Alan Martin over the next two weeks to produce budgets. Martin Strang and Alan Martin agreed to work together to produce a budget for Participation as this was a new budget area. (*Action All*)

## 6. RISK MANAGEMENT

It was agreed that both Risk Management and Child Protection would be a standing item on the Agenda.

## 7. COACHNG UPDATE

- a) Coaches Mailing List – Moira Taylor reported that the Scottish Archery mailing list has 107 names (6 no emails) and the ArcheryGB list has 83.
- b) Soft Archery – Moira Taylor reported that a further 21 Young Leaders have been trained on soft archery in East Renfrewshire. Moira Taylor has also observed the Active Schools Co-ordinator with a view to him running further YL training sessions. Certificates are being given to all attendees.
- c) Coaches Consultation Workshop - A ‘Go to Meeting’ call has been arranged with Moira Taylor, Alan Martin & Dave Tillotson of AGB on 27 March to discuss the Coaches Consultation workshops. A date planned for a Scottish workshop has been postponed however it is hoped that Dave Tillotson will come to Scotland for a meeting and it is hoped that some coaches will be able to attend.

Alan Martin and Moira Taylor are working with Dave Tillotson to ensure that when hosting a workshop in Scotland that AGB’s presentation aligns with Scottish Archery’s Coaching Strategy.

- d) Coaching Courses - Following an update regarding Level 1 and level 2 Courses Moira Taylor has written to the 3 Senior Coaches in an attempt to improve internal communication.
- e) Coaches Questionnaire – the results are now completed and Moira Taylor is hoping to circulate once the personal information has been withheld through a newsletter.
- f) Eastern Area Development Squad – Moira Taylor reported that she had ran the Eastern Area Development Squad during January, and March with 12 archers attending. Support staff were Victoria Barby, Stuart Barby, Pip Tucknott and Steph Clason. The squad members

benefited from being able to talk to archers of GB level. Coaches in the Eastern Area were offered the opportunity to attend for development and experience and two coaches accepted the offer, however only one managed to attend however his feedback was that he learned a lot.

- g) ArcheryGB Competition Handbook - copies of the AGB Competition Handbook have still not arrived and Moira Taylor will chase this up. (*Action Moira Taylor*)
- h) Level 1 Coaching Course - a Level 1 Coach training course has been arranged between April and June. Exact number of candidates not yet known.
- i) Coach Educators – Moira Taylor reported that Scottish Archery will have two new Coach Educators qualified under PDA (Professional Development Award) over the next month and is waiting to hear the outcome of one other candidate. These courses have been paid for entirely by **sportscotland**.
- j) Coaching Subsidies - In light of recent budget cuts to **sportscotland** by the Government there has been a drop in the level of UKCC subsidies payable to Coach training course candidates (eg Level 1 and 2) with immediate effect. Current sums already notified will be honoured.
- k) Scottish Disability Sport Summer Camp - Scottish Disability Sport is looking for Coaches to help with their summer camp. Moira Taylor has written to Mark Gaffney for further info and will then circulate to Coaches. It is hoped to have a newsletter out to Coaches within the next few weeks.

#### 8. KPMG ACTION POINTS

Alan Martin confirmed that he is waiting on the Communication Plan being updated. Alan Martin and Michael Mather are working on the Directors pack and Alan Martin agreed to send the draft to Michael Mather. (*Action Alan Martin*)

The Budgetary points are currently being addressed and it was noted that there needs to be a clear process on who can sign off expenditure. Alan Martin agreed to produce a signing authority policy and send to Michael Mather. (*Action Alan Martin*)

#### 9. STRATEGIC PLAN

Alan Martin confirmed that he had updated the Strategic Plan and Alan Martin agreed to circulate a dated copy to the Board. (*Action Alan Martin*)

It was noted that it will the Strategic Plan will be published when the sportscotland investment is confirmed and it is hoped to get it circulated to members by early April.

#### 10. CONSULTANTS

Alan Martin confirmed that he had circulated information about Consultants and it was agreed that this would go on the Agenda for the meeting on 29 April for a fuller discussion once the sportscotland investment was confirmed.

#### 11. SUB-COMMITTEES

It was noted that Ged Laing is trying to resurrect the Western Area. Alan Martin noted that a recommendation of the KPMG audit was that Directors should have sub-groups in order to aid succession planning. It was noted that the sub-group did not need to meet but could correspond by email.

#### 12. PARTICIPATION UPDATE

Martin Strang noted that he has been approached by the Boys Brigade about Scottish Archery attending their camp in Haddington in April. Michael Mather noted that the Boys Brigade will have their own trained Archery Leaders. It was agreed that Martin Strang would find out about insurance, and their coaching requirements and risk assessments. (*Action Martin Strang*)

#### 13. MEMBERS FORUM

A request for clarification on insurance had been submitted by Frank Schallmoser as an article had appeared in a BASC publication implying that their members could do archery and were covered by ArcheryGB's insurance. ArcheryGB have confirmed that this is not the case and that ArcheryGB's insurance only covers its own members and they have responded to Frank Schallmoser directly.

#### 14. EQUALITY

Michael Mather reported that Scottish Archery will move to the next level of the equality standard and he will liaise with Douglas Blyth on this. (*Action Michael Mather/Douglas Blyth*)

It was noted that the Equality Policy needs updated and Douglas Blyth noted that he will get this done by the end of the week. (*Action Douglas Blyth*)

#### 15. DIRECTORS' REPORTS

Directors Reports are due to be completed by the end of March. (*Action all*)

#### 16. AOCB

- a) Child Protection – Jamie Frail agreed to speak with Martin Symonds regarding the reporting of Child Protection matters as this will now be a standing item on the Agenda. (*Action Jamie Frail*)
- b) Tournament Organisers Committee – Phyllis Pettett had submitted a report of the recent Tournament Organisers Meeting which was attended by 20 tournament organisers
- c) Emails – Jacqui Dunlop agreed to circulate a list of the current Directors emails addresses. (*Action Jacqui Dunlop*)
- d) Range Assessors – Michael Mather reported that there are two Range Assessors in Scotland – himself and Bob Provan. ArcheryGB will be communicating with every club in Scotland at the beginning of April where they will have to submit to ArcheryGB a declaration that their ground meets ArcheryGB Rules of Shooting or have a Range Assessor out to their club to do an assessment and he noted that any failure to do so will have an impact on any insurance

claim.

- e) Funding Requests – Michael Mather noted that there had been a couple of funding requests circulated and those Directors who had not responded were asked to do so as soon as possible. One of the requests was for funding for Brad Stewart to attend a qualification Shoot and it was noted that this may be funded through Scottish Disability Sport. Michael Mather agreed to re-circulate the funding requests made by Claudine Jennings and then a response could be formalised. (*Action Michael Mather*)

17. During the course of the Board Meeting there was a period where the Executive Development Officer and the Administrator were requested to leave the meeting as there required to be a discussion about future staffing levels and the associated costs based on the Investment levels advised by **sportscotland**. The following items were discussed and agreed:
- a. The Executive Development Officer post would be re-structured and re-designated as 'Head of Pathways' with a revised role profile and potential revised contract at time of renewal (August 2017)
  - b. Our administrator, Jacqui Dunlop, is currently not an employee of Scottish Archery as the contract that we have for her services is with Glenearn Secretarial Services. It was agreed that it would be fully appropriate to invite Jacqui to formally join the Scottish Archery payroll with a similar underlying cost structure to what is currently spent on her services.
  - c. An integral part of our underlying strategy is that Scottish Archery will create a post of 'Chief Operating Officer' as a part-time post. This post will not, at this stage, be funded through **sportscotland** investment. There was a discussion on whether this post should therefore be created and funded from within the current funds of Scottish Archery – based on self-generated income (membership fees) and use of reserves as appropriate. It was agreed by the Board to progress on this basis. (0.4 FTE)
  - d. Funding from **sportscotland** will fund a part-time Club Development Officer (0.6 FTE) and a role profile and job advert will be created and published over the coming weeks.

#### Confirmation of Future Meeting Dates

Saturday 29<sup>th</sup> April – Face To Face – West

Monday, 12<sup>th</sup> June – Go To Meeting

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