

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 25 FEBRUARY 2017
AT CALEDONIA HOUSE, EDINBURGH

Present Michael Mather, Chair
 Claudine Jennings, Director of Performance
 Steph Clason, Director of Finance
 Moirra Taylor, Director of Coaching
 Martin Strang, Director of Participation
 Vincent Bryson, Independent Director
 Alan Martin, Executive Development Officer
 Jennifer Griffin, Partnership Manager, **sportscotland**
 Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

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

2. ANNUAL CONFLICT OF INTEREST

Annual Conflict of Interest documents were circulated and Directors asked to sign and return as soon as possible. (*Action All Directors*)

3. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

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

4. MINUTES OF MEETING OF 9 JANUARY 2017

It was agreed that the minutes of the meeting of 9 January 2017 were a true record.

4. ACTIONS ARISING FROM MINUTES OF MEETING OF 9 JANUARY 2017 BUT NOT ON THE AGENDA

- a) Scottish Archery Trading Name – Michael Mather agreed to investigate how Scottish Archery protects its brand. (*Action Michael Mather*)
- b) Emails – it was agreed that each director should have a @scottisharchery.org.uk email address at a cost of £75 per year for each email account. Vincent Bryson agreed to organise the email accounts. (*Action Vincent Bryson*)
- c) Areas – Martin Strang confirmed that he is in discussion with Fiona Hirst regarding a Northern Area competition.
- d) Strategic Plan – it was hoped to get the Strategic Plan information out to members as soon as possible, although this will be impacted by the sportscotland investment so will be distributed following the decision by sportscotland.

- e) Academy – an invitation was extended to the senior coaches to attend the Academy but there were none in attendance. Moira Taylor confirmed she had written to all three to offer a meeting, but had only heard back from one.
- f) Support for Performance Director – Claudine Jennings agreed to advertise for a senior and junior team manager on a voluntary basis, with expenses and kit. It was noted that training could be provided which would cover areas such as safeguarding and PVG. (*Action Claudine Jennings*)
- g) Competitions – Moira Taylor noted that ArcheryGB have produced a Competition Handbook and she has requested some hard copies.
- h) Child Protection – Michael Mather noted that a few procedural issues with the PVG process has come to light and these are being investigated over the next two to three weeks and the appropriate action is being take to remedy this.

Martin Strang sought clarification on what the disciplinary procedures were for Scottish Archery and this was explained.

5. FINANCES

Alan Martin gave a presentation on the proposal which would see budgets tracked against the various income streams such as SAA funds, sportscotland investment, Awards for All etc. This will allow for better reporting to sportscotland and also ensures that Directors are aware of how much is in their budget at any time and means that budgets are being spent. It was agreed that there should be a separate tab on the main spreadsheet for each director and that this should be available on the cloud. It was agreed that Jacqui Dunlop would code the expenditure and income on Kashflow as is done currently but this can be streamlined to ensure that it is allocated correctly and that work will be done with Steph Clason and Alan Martin to ensure correct coding.

6. DISABILITY ARCHERY

The Disability championships will take place as standalone event in October or November 2017. There was a discussion on what constitutes a disability and it was agreed that ArcheryGB definition of Disability should be used on the entry form with a tick box for entrants to confirm if they comply. It was agreed that the Disability Championships would be passed to the Tournament Organisers Committee to arrange and also to consider the Outdoor Disability Championships and asked them to make recommendations for the April Board meeting, and work with the Disability Officer. (*Action Jacqui Dunlop*)

7. SPORTSCOTLAND INVESTMENT

Jennifer Griffin gave an update on sportscotland investment however no action can be taken until the official notification from sportscotland.

8. KPMG ACTION POINTS

Alan Martin gave a brief presentation on the KPMG Action points which included the Financial Procedures. Michael Mather noted that a scam email had been received and the financial

process and procedures had worked well.

It was agreed that the financial procedures, previously circulated, would be agreed by Silent Procedures by 3 March 2017.

It was agreed that the KPMG Action Points would remain on the Agenda for the next few Board meetings.

9. STRATEGIC PLAN

Alan Martin reported that the Strategic Plan had been submitted with the Investment Papers and a final version will be produced. It was agreed that a modified version, using plain English would be done for the Membership as well as a shorter version for those who don't want to look at the entire document but would prefer something more succinct. It was agreed that the production of the Strategic Plan literature would be deferred until the sportscotland investment decision was known.

10. CONSULTANTS

It was agreed that this would be deferred until the sportscotland investment decision was known.

11. MEMBERSHIP UPDATE

Alan Martin confirmed that he now received the ArcheryGB membership information. There has been a significant membership drop and Alan Martin is working through the challenges some of which are caused by the process which ArcheryGB has for affiliations and the removal of the en-bloc for Junior clubs. Two or three clubs have also not re-affiliated and this was due to the death of the lead of the club and the loss of facilities at another club, although there are potentially 14 new clubs who Alan Martin is working with.

12. PERFORMANCE UPDATE

Claudine Jennings noted that Nathan MacQueen won the Dubai Para competition and Brad Stewart has now been formally invited to the Archery GB Para Academy. ArcheryGB have lost all of its Olympic Funding from UKsport but para funding is not affected by this.

13. COACHING UPDATE

Moira Taylor noted that she continues to work to get a definitive list of Scottish Archery Coaches with the Scottish list containing 107 names, but ArcheryGB only showing 74.

Coaches had been asked to volunteer at the Eastern Area Coaching workshop but unfortunately no-one came forward so this initiative will now not go ahead.

Fourteen young leaders from Renfrew High and 20 PE teachers from Clackmannanshire have been trained in soft archery.

ArcheryGB will be running a consultation workshop in March and Alan Martin is working with ArcheryGB to have one in Scotland. The aim will then be to get as many Scottish coaches attending as possible so the next Coaches Workshop will be postponed until September or

October. Moira Taylor is investigating whether the next Scottish Archery Coaches Workshop should be held over a weekend and include an overnight stay.

Moira Taylor noted concern about the lack of communication on the Level 1 and Level 2 UKCC courses running in Scotland. It was noted that Coaching is at the root of the Scottish Archery Strategic plan and as such Scottish Archery requires to have ownership of the courses. It was noted that the current system adds value but is still lying out with Scottish Archery.

It was agreed that Michael Mather would write to the three tutors and the course organiser and confirm that all coaching courses must come through the Scottish Archery Board and will advise ArcheryGB of the new procedure. (*Action Michael Mather*)

Moira Taylor circulated the results of the recent coaching survey which contained a lot of positive feedback.

14. EQUALITY UPDATE

Michael Mather reported that during the next four-year period Scottish Archery have committed to obtaining Preliminary Level of the Equality Standard.

15. MEMBERS' FORUM

No response had been received for Members Forum.

16. DIRECTORS REPORTS

Directors Reports are due at the end of February 2017.

17. PARTICIPATION UPDATE

- a) Transplant Games – Martin Strang noted that Archery will form part of the Transplant Games which take place at Ravenscraig on 27 July. It was suggested that a Satellite Archery event takes place ahead of the Games and it was agreed that Martin Strang would get more information both on the Satellite and the main event regarding insurance, supply of equipment and expected numbers. (*Action Martin Strang*)

Moira Taylor agreed to contact Cath Fitzpatrick to see to see what involvement there is at a National level and Michael Mather agreed to contact the ArcheryGB Office. (*Action Moira Taylor/Michael Mather*)

- b) Waiting times – Alan Martin confirmed that he is working with clubs regarding the reduction of waiting lists. Michael Mather noted that with 111 clubs that is not enough to meet the demand and work will be done with Alan Martin to see how this can be expanded. A club survey has been prepared which will highlight capacity and this will be issued shortly.

18. AOCB

- a) ArcheryGB CRM System – Alan Martin, Victoria Barby and Michael Mather had a call with ArcheryGB regarding the tendering process for the new ArcheryGB CRM system. Alan Martin gave a brief overview of the requirements and the requirements which were specific

to Scotland. It was agreed that the Scottish requirements should be sent to ArcheryGB.
(Action Alan Martin)

- b) Junior Euronations – Claudine Jennings noted that despite repeated conversations with ArcheryGB they have decided to hold the Junior Euronations as part of the Talent Week which takes place on the week that the Scottish Schools return. She has asked them if the competition can be held at the weekend to allow for the inclusion of a Scottish Team but until this is confirmed she feels that it will be difficult to select a team as archers will have to come out of school.
- c) Funding – it was agreed that if any members require funding they should put in a request to the Board and these will be dealt with on a case by case basis.

Meetings for the remainder of 2017 were confirmed as:

Friday, 10th March - GoToMeeting
Monday, 20th March – GoToMeeting
Saturday, 29th April – Face To Face – West
Monday, 12th June – GoToMeeting
Saturday, 22nd July – Face To Face – East
Monday, – 11th September – GoToMeeting
Saturday, 28th October – Face To Face – West
Saturday, 18th November – AGM – Perth