

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 28 OCTOBER 2017  
AT SPORTSCOTLAND'S OFFICES, TEMPLETON, GLASGOW

Present

**Board Members**

Vincent Bryson, Independent Director – Interim Chairperson  
Moirra Taylor, Director of Coaching  
Victoria Barby, Director of Communications  
Claudine Jennings, Director of Performance  
Steph Clason, Finance Director

**Non Board Members**

Michael Mather, Chief Operating Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Douglas Blyth, Director of Participation, and Jennifer Griffin of **sportscotland**.

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

There were no conflicts of interest noted.

3. APPROVAL OF MINUTES OF 11 SEPTEMBER 2017

It was agreed that the minutes of the meeting of 11 September 2017 were a true record of the meeting held.

4. MATTERS ARISING FROM MINUTES OF 11 SEPTEMBER 2017 BUT NOT ON THE AGENDA

- a) Child Protection- Michael Mather confirmed he is working with Jamie Frail on an outstanding issue and Vincent Bryson agreed to contact Jamie Frail regarding this. (*Action Vincent Bryson*)

Michael Mather confirmed that the Child Protection Officer has presented a protocol to Volunteer Scotland regarding the Coach Renewals and the PVG Scheme and they have indicated that they are happy with this and final confirmation is awaited from Ann Ferguson from Volunteer Scotland.

It was agreed that if the procedures change so that Scotland are responsible for the PVGs in relation to the coaching renewals then Michael Mather would write to ArcheryGB to request a rebate of membership fees, or ArcheryGB to pay a fee per PVG.

It was agreed that Michael Mather would meet with the CPO regarding the proposed new procedure. (*Action Michael Mather*)

Vincent Bryson reported that there may be merit in a group of small governing bodies

working together to pay for a shared child protection provision.

It was noted that the child protection policies are required to be looked at as part of the ongoing policy review and that a Director on the Board should have overall responsibility for Child Protection matters and reporting. It was agreed that this would be decided following the forthcoming AGM.

It was agreed that Child Protection would be included on the Risk Register. (*Action Vincent Bryson*)

- b) Junior Fun Shoot – This competition was cancelled due to lack of numbers and Michael Mather agreed to contact the organiser to find out how the entrants were being refunded. (*Action Michael Mather*)

It was agreed that it would be beneficial to try this format of competition again next year and Michael Mather agreed to contact the organiser for a debrief. (*Action Michael Mather*)

- c) Northern Area – The Chief Operating Officer, Club Development Officer and the Pathways Manager attended a meeting with the Northern Area committee on Thursday 21<sup>st</sup> September in Montrose. A launch meeting to the Northern Area is planned for 17 February 2018. Scottish Archery will give the area as much support as possible and it was noted that each area is eligible for £1,000 for squad/academy development.
- d) Western Area – Michael Mather confirmed that the AGM of the Western Area took place on 28 October 2017.
- e) AGM – Michael Mather confirmed that the paperwork for the AGM had been issued, including the Annual Report and Accounts. There is currently £103,000 in reserves and it was noted that some of this may be required for a child protection position. Tellers were required for the AGM and it was agreed that Michael Mather and Jacqui Dunlop would liaise on this. (*Action Michael Mather/Jacqui Dunlop*)

It was agreed that the deadline for nominations for the Awards to be presented at the AGM would be extended and Vincent Bryson agreed to do a promotional video for this. (*Action Vincent Bryson*)

- f) Board Structure – It was noted that the position of Director of Governance is no longer required on the Board due to the amount of work which had been carried out on the formation of the new Board and the Chief Operating Officer and Pathways Manager now being responsible. It was agreed that this would be discussed following the AGM.

## 5. FINANCES

It was confirmed that the Annual Accounts had been provided to the membership ahead of the AGM. A profit of £15,000 had been made and the reserves increased. It was noted that the reserves policy had not been updated to reflect that there are now staff and it was agreed that this would be done following the AGM.

2017/2018 Budgets – a draft budget was distributed and discussed. It was agreed that there would be better communication to the Directors regarding what was in their budgets as

the year progressed and that this could be included in the COO's Flash Report. It was noted that Directors have responsibility for their own budgets. Moira Taylor sought clarification if other Directors could allocate to her budget and it was noted that this could only be done with the budget-holders permission.

Vincent Bryson noted that the Sharepoint costs were a one-off and need not be included in this year's budgets. It was agreed that Sharepoint training could be included in the Board Away Day in January. *(Action Vincent Bryson)*

It was noted that Partnership working with other small governing bodies may help reduce some of the software costs.

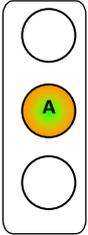
There was a discussion regarding the cost associated with a judge travelling overseas to attend competition. Michael Mather agreed to contact ArcheryGB to ask what the procedure was for this. *(Action Michael Mather)*

Insurance costs were not included but now that Scottish Archery had soft archery kits and the possibility of providing insurance for potential soft-archery clubs this may need to be considered.

Following the discussion, it was agreed that Michael Mather would produce a finalised copy of the budgets for 2017/2018 and circulate the Board. *(Action Michael Mather)*

## 6. FLASH REPORT

The Chief Operating Officer provided a Flash Report on the current status of key strategic outcomes:

<ul style="list-style-type: none"><li>• Membership – 2355 – <b>This was the last available figure from the AGB CRM system. We are currently awaiting an update from AGB for a 'final' figure as at 30<sup>th</sup> September 2017 – subsequently provided 30/10 showing 2405 AGB members in Scotland)</b></li><li>• (Clubs – 95) – not strategic but important</li><li>• Coaching – 2 Level 1 courses held and 1 L2 started in September 2017</li><li>• Performance – Nathan McQueen still on Podium Potential, Brad Stewart selected for GB team. Matthew Wong in GB junior</li><li>• COO appointed and in post</li><li>• CDO appointed and in post</li><li>• Development Audit – Satisfactory with comments achieved</li><li>• Area performance squad – 1 to be setup (North or East) <b>Offers of funding have been sent to the 3 Areas to assist in developing Academies / Squads.</b></li><li>• 3 Lead Clubs and 5 Accessible – 2 Lead clubs identified (Falkirk confirmed and announced)</li><li>• Board to complete self assessment Governance Framework check</li><li>• Board to complete development audit outputs</li><li>• Board to complete Governance framework action points</li></ul>	
--	---

## 7. AGM

All paperwork has now been issued. Directors were asked to encourage their club members to complete proxy forms. It was noted that if the Articles are not amended to allow for an Independent Chair then Scottish Archery would have to appoint a Chair for each Board meeting.

## 8. PERFORMANCE UPDATE

- a) National Academy - Claudine Jennings submitted a paper on proposals for a National Academy (copy on file). She noted that there has to be a shift for development squads to be done at an Area level which feed into a National Academy. A lead coach would be required to be appointed to run the National Academy. It was noted that there is now a Pathways Development Manager in place which should help ease the burden of organising the Academy. Claudine Jennings noted that the venue was key to the success of the Academy. It was agreed that this would be explored further following the AGM as the role of Performance Directors was being elected.
- b) British Indoors – team selection for the British Indoors will be done on 12 November and it was noted that selection criteria is on the AGM agenda.
- c) SportsAid – it was agreed that SportAid applications would become the responsibility of the Pathways Manager.

Thanks were expressed to Claudine Jennings for her work on behalf of Scottish Archery as she was standing down at the AGM.

## 9. RISK REGISTER

It was agreed that Volunteer Capability would be added to the Risk Register. (*Action Vincent Bryson*)

## 10. COACHING UPDATE

Moira Taylor provided the undernoted coaching update:

- a) Coaches Mailing List – Scottish Archery have 123 names (7 with no emails and this includes 7 instructors and Emeritus Coach). This does not include the new Level 1 Coaches from the June Clyde Archers course which are currently not available to the Directors of Coaching. The AGB list has 84 names on it.
- b) PDA – there is one county coach who has been nominated by Scottish Archery and who has been accepted onto the training.
- c) Coaching Network in Scotland Training – this took place on 16/17 September at Inverclyde with 33 coaches attending. Feedback has now been collated and presentations received and will be distributed to the coaches who attended. The Director of Coaching noted thanks to all the speakers who contributed and the support of Scottish Disability Sport and Inverclyde.
- d) Coaching Committee – the first meeting of the Coaching Committee took place on 14 October in Perth.
- e) Junior Development Day – the Director of Coaching assisted at the Junior Development Day run by the Director of Performance on 23 September at Armadale.

- f) Soft Archery – the Director of Coaching ran a training session on Soft Archery for Clackmannanshire Council at Lornshill Academy, Alloa.
- g) Female Festival of Sport at Redford Barracks – Scottish Archery withdrew from this event as the involvement differed considerably from the original agreement.

#### 11. EQUALITY UPDATE

It was agreed that Michael Mather and Vincent Bryson would discuss who on the Board should have responsibility for Equality as it previously came under the remit of the Director of Governance. (*Action Michael Mather/ Vincent Bryson*)

It was noted that the sportscotland/SSA training calendar had been circulated which included training relating to Equality.

Claudine Jennings noted that going forward gender neutral competitions may be something which could be considered.

#### 12. BUSINESS CASE

Vincent Bryson went through the business case to be submitted to ArcheryGB, relating to fast-tracking coaches. It was noted that this could be something which AGB ran as a Pilot in Scotland.

Alan Martin had also submitted a proposal on Talent and Para Squads which would be put into the same format as the fast track coach proposal.

Vincent Bryson agreed to amend the Fast Track Coaching proposal and send to Michael Mather who would then send both proposals to ArcheryGB. (*Action Vincent Bryson/Michael Mather*)

#### 13. AOCB

- a) Membership Numbers – Michael Mather confirmed that Scottish Archery did not meet the membership targets as set out in the sportscotland investment document. The Club Development Officer is contacting the Clubs in Scotland who only affiliate to AGB and Michael Mather will be discussing with ArcheryGB how to stop this happening. Michael Mather noted that in this membership year a Scout Group has already signed up with 500 members.
- b) Southside Archers – Michael Mather is meeting with Southside Archers.
- c) Targets – Michael Mather noted that there are 5 or 6 targets belonging to Scottish Archery in Kilmarnock and a decision will need to be made about what to do with them.
- d) CRM – Michael Mather and Alan Martin will be liaising to define for AGB what Scottish Archery's requirements are for Sport80. There are changes to the Data Protection Act next year which may also have implications for this.
- e) Board Appraisals – it was confirmed that Board Appraisals will be carried out.

f) Newsletter – the next newsletter is issued on 31 October.

**Confirmation of Future Meeting Dates**

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