

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 29 APRIL 2017  
AT  
SPORTSCOTLAND'S OFFICES, GLASGOW

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

2. CONFLICT OF INTEREST FOR ITEMS ON AGENDA

Michael Mather noted a Conflict of Interest under Item 6 - Recruitment.

3. APPROVAL OF MINUTES OF 20 MARCH 2017

It was agreed that the minutes of the meeting of 20 March 2017 were a true record and as the sportscotland investment decision was now able to be made public, the minutes could be published on the website. (*Action Jacqui Dunlop*)

4. MATTERS ARISING FROM MINUTES OF 20 MARCH 2017 BUT NOT ON THE AGENDA

- a) CRM System – two potential opportunities are being explored but it was noted that any system needs to meet the requirements of Scottish Clubs and Members.
- b) Budget – Michael Mather reported that the Board are now working to the new budgets. The participation budget is linked to the Development budget. It was agreed that there would be an Agenda item every month on budgets.
- c) Child Protection – Alan Martin gave an update on the recent Child Protection meeting he had attended. He noted that any policy should be specific to the organisation, governing bodies should ensure that clubs engage and understand MORs (Minimum Operating Requirements) and consideration should be given to the establishment of a Young People's Forum.

It was agreed that there should be a report at each Board meeting from the Child Protection Officer and Michael Mather agreed to contact him regarding the report and also to request a meeting. (*Action Michael Mather*)

Alan Martin noted that there may be an opportunity at the Club Development Conference to highlight the importance of Child Protection and show the process of obtaining PVG Membership.

- d) Investment Agreement – Michael Mather confirmed that the investment agreement with sportscotland has now been signed and he will provide an article for the website and social media detailing the investment for the membership. (*Action Michael Mather*)

## 5. FINANCES

Steph Clason has submitted a nominal ledger and trial balance which was in line with expectations (copy on file).

It was noted that it was important that there is an accurate measurement of affiliations as this is linked to sportscotland investment.

## 6. SPORTSCOTLAND INVESTMENT

Michael Mather reported that sportscotland's investment totalled £88,000 for the current sportscotland financial year (1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018) which is a 42% increase in funding.

Alan Martin confirmed that the Club Development Officer advert is ready to be advertised with interviews set for 1 June and a panel consisting of Alan Martin, Jennifer Griffin, Jamie Frail and Victoria Barby.

Michael Mather reported that the contract is being worked on for The Administrator's position and this should be signed off shortly.

The Chief Operating Officer position had been advertised and was progressing.

It was agreed that the Annual Leave/Performance Management System would be progressed when the new staff were in place.

## 7. CONSULTANTS

It was agreed that clarity of objective was critical and it was agreed that Alan Martin would produce a one page summary of the pros and cons of appointing consultants and circulate around the Board and a decision would be deferred until staff vacancies were filled. (*Action Alan Martin*)

Alan Martin also agreed to identify with ArcheryGB any commercial relationships they have with organisations. (*Action Alan Martin*)

## 8. UPDATE ON DECATHLON PARTNERSHIP

Alan Martin confirmed that the agreement has been signed and the partnership is active. It was agreed that Alan Martin would provide a one page summary document on the impact of the project and the equipment purchased and circulate around the Board. (*Action Alan Martin*)

## 9. KPMG ACTION POINTS

Alan Martin confirmed that these were being progressed.

10. SCOTTISH ARCHERY TRADING NAME

A summary of the cost implications had been circulated and it was agreed that Jacqui Dunlop would ask Victoria Barby to provide the Board with recommendations. (*Action Jacqui Dunlop*)

11. DIRECTORS EMAILS ADDRESSES

Vincent Bryson confirmed that all Directors, apart from the Independent Directors, have corporate email addresses and that he has access to the Manager Account. Vincent Bryson recommended that any new staff appointments are supplied with a corporate email address. The Child Protection Officer and the Disability Officer, along with Alan Martin and Jacqui Dunlop also have corporate email addresses.

Vincent Bryson noted that when the new staff are in place he will look at the file structure on SharePoint and will consider how training is delivered on SharePoint.

12. RISK REGISTER

Vincent Bryson reported that the risk register was up to date.

13. CHILD PROTECTION

It was noted that Jamie Frail, who has Board responsibility for Child Protection, is trying to establish contact with the Child Protection Officer.

14. UNIVERSITY OF EDINBURGH – MEMO OF UNDERSTANDING

Claudine Jennings had circulated a draft Memo of Understanding for the Para programme at the University of Edinburgh and this was approved.

15. COACHING UPDATE

- a) Coaching Mailing List – Moira Taylor confirmed there are 108 names (6 with no emails) on the Scottish Archery list and 83 on the ArcheryGB list.
- b) Young Leaders/Active School Co-ordinators – a further 22 young leaders/active schools co-ordinators have been trained on soft archery in Clackmannanshire. Certificates are being given to all attendees.
- c) ArcheryGB – Dave Tillotson and Lloyd Brown of AGB will host a meeting for Coaches on 14 May in Stirling to introduce the proposed AGB coaching strategy and seek feedback. It was agreed that this would be further publicised on the website and social media.
- d) Coaches Questionnaire – the results are now completed and Moira Taylor noted that she is hoping to circulate once the personal information has been withheld, through a newsletter.

- e) AGB Competition Handbook – Moira Taylor confirmed that a copy has been given to the Tournament Organiser Committee chair.
- f) Coaching Course – a Level 1 coaching course has been arranged between April and June, although the exact number of candidates is not known. A further Level 1 course has been arranged by Clyde Arrows, again exact number of candidates is not known.
- g) Coach Educator – Michael Mather is now a Coach Education qualified under PDA. Two further candidates have yet to complete their final assessment and assistance has been offered to both candidates. Scottish Archery gratefully acknowledges the financial support from sportscotland as these courses have been paid for entirely by them.
- h) Scottish Disability Sport (SDS) – SDS are holding summer camp and are looking for coaches, Moira Taylor is liaising with SDS but has not had a response.
- i) Coaching Network Newsletter – a newsletter has been sent out to all coaches on the Scottish Archery mailing list.
- j) Coaching Network in Scotland Conference – a provisional date of 16/17 September in Inverclyde has been set for the Conference. Moira Taylor has visited Inverclyde and coaches have been notified of the date.
- k) Coaching Assessor Award – Moira Taylor confirmed that she is studying for the Coaching Assessor Award, funded by sportscotland.
- l) Club Instructors – it was agreed that Club Instructors who are members of affiliated clubs would be included on the Coaches mailing list.

## 16. PARTICIPATION UPDATE

Martin Strang gave an update on the Transplant Games taking place on 27 July. He has put out a request for bosses and volunteers and has had limited success and it was agreed that further publicity via social media would be done to try and encourage volunteers. He has visited Wishaw Sports Centre and confirmed that the event will take place outdoor on the area inside the track at 18M and 15M. A risk assessment is required.

## 17. EQUALITY UPDATE

Alan Martin confirmed that he is attending equality training and that Scottish Archery will be looking to achieve Preliminary level of the Equality Standard as soon as possible.

## 18. MEMBERS' FORUM

- a) Classification Award – Phyllis Pettett has submitted a request from the Tournament Organisers Group that a classification award scheme should be implemented to encourage people to achieve an outdoor classification and this was agreed.
- b) Scottish Ranking – Phyllis Pettett has submitted a request from the Tournament Organisers group that the number of rounds required to obtain a Scottish Ranking should be reduced and it was agreed that Claudine Jennings should do a formal response. (*Action Claudine Jennings*)

## 19. DIRECTORS' REPORTS

It was agreed that Directors Reports should be submitted as soon as possible.

## 20. AOCB

- a) Data Protection – Michael Mather noted that consideration will need to be given to data protection following a change in the law.
- b) Disability Officer – it was agreed that the Disability officer should report to the Board through the Director of Governance who should be copied into all correspondence from the Disability Officer. Michael Mather agreed to re-circulate the organisation structure chart. *(Action Michael Mather)*
- c) Strategy Document – following the sportscotland investment decision this was now able to be publicised on the website and it was agreed that Alan Martin/Vincent Bryson would liaise with Victoria Barby. *(Action Alan Martin/Victoria Barby)*

### Confirmation of Future Meeting Dates

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