

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 6 APRIL 2020
BY MICROSOFT TEAMS

Present

Board Members

Judith McCleary, Director of Development and Meeting Chair
Jennifer Griffin, Co-opted Director
Craig Lindsay, Finance Director – Items 1 – 6 only
Moira Taylor, Director of Coaching
Bob Provan, Independent Director
Kevin Pringle, Independent Director
Caroline Buchanan, Director of Safeguarding
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Operating Officer
Michael Mather, Company Secretary - Items 1-7 only
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting.

2. CONFLICT OF INTEREST

No new conflicts of interest was noted.

3. MINUTES OF MEETING OF 3 FEBRUARY 2020

It was approved Caroline Buchanan and seconded by Bob Provan that the minutes of the meeting of 3 February 2020 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 3 FEBRUARY 2020

- a) CRM – Vincent Bryson confirmed that he had circulated Neil Armitage’s response on CRM to the Board.
- b) Facilities – Vincent Bryson noted that work is ongoing regarding a shared facility in East Kilbride, with 4 other governing bodies involved. The Archery requirements would be a 70M indoor hall. A meeting was due to be held with sportscotland’s facility lead, but this had not happened due to COVID-19. The cost implications for Archery would be relatively low as the flooring is already in place but work would need to be done to ensure that para archers were able to collect arrows. ArcheryGB are keen to have Centres of Excellence around the country with one in Scotland, and they have had discussions with a University regarding this, but this also seems to have stalled. Michael Mather noted that ballistics netting would have to be installed at a cost of £10,000. Vincent Bryson noted that he

would draw up a facilities plan/strategy over the next few weeks although it would not be possible to consult, and new facilities were likely to be a low priority going forward.
(Action Vincent Bryson)

- c) Membership – Vincent Bryson confirmed that he will be speaking to Euan Lowe re memberships and relationship with the national body. (Action Vincent Bryson)
- d) Members' Liability – Michael Mather confirmed that it is £1 per member liability should Scottish Archery go out of business, although it would be likely that the £3,000 is taken from the Scottish Archery reserves rather than contacting each member for a £1.
- e) Performance Communication – Pip Tucknott and Jules May have held a discussion on how best to communicate performance and this will be revisited once the current situation is over.
- f) Development Group – Judith McCleary reported that the discussion on exit survey had been put back, but an on-line discussion would be happening soon. (Action Judith McCleary)
- g) Microsoft Teams – Vincent Bryson noted that Microsoft Teams is being used extensively now. Team Gantt has also been added and a licence for this has been purchased. The Staff will be using it during April with the aim of giving the Board oversight access in May.

There have been no issues using Microsoft Teams and there will be a fix soon to allow 9 people to be visible at the one time. Alan Martin will cancel the subscription for GoToMeeting and Teams will be used for all on-line meetings. Work is being done on a podcast and trials for this have taken place using Microsoft Teams and the quality was good and worked seamlessly with Adobe Audition.

- h) Pain Points and Stakeholders – Vincent Bryson noted discussions had been had with the Pathways Squad regarding the Commonwealth Games Changes.
- i) Question from Member – Jules May agreed to send the response to Muriel Kirkwood.
(Action Jules May)

5. COO UPDATE

Vincent Bryson noted that the Coronavirus has meant the closure of facilities and clubs and the impact of this is unknown. He has spoken to all Directors either individually or in smaller groups, and Directors have been joining the Staff calls.

ArcheryGB had shared details of their hugely ambitious plan to transform high performance coaching which will be the driver for their plan to win Olympics Medals in 2028/2032. It is aspirational and exciting, and they wish to make coaching a vocation and create employment opportunities for coaches, although there is now some uncertainty over this plan due to the cancellation of Tokyo and UKSport funding. Sarah Birrell agreed to speak to her Performance colleagues regarding UKSport funding. (Action Sarah Birrell)

Vincent Bryson has been involved in a number of sports governing body CEO calls and also calls with the Scottish Sports Association and noted that it was good to be part of these networks. Staff members have been involved with calls with the Scottish Sports Association where SGBs are coming together to support each other.

Judith McCleary noted that as Scottish Archery were not losing significant income there was not a financial need to furlough staff, although the sportscotland funded positions could not be furloughed. Staff members will continue to work and look to support the members and clubs and adapt their workload and thanks were expressed to Vincent Bryson for the support given to staff. Vincent Bryson noted that staff have clarity and have felt supported.

Sarah Birrell confirmed that invested posts do not qualify for furloughing and sportscotland are providing guidance through their legal resource for governing bodies. Vincent Bryson and Sarah Birrell have had communication regarding the six-month investment and that there is flexibility on how it can be used – it is now about protecting the staff and the organisation. Sportscotland have confirmed six months of investment should arrive into the Bank account in April.

Judith McCleary confirmed that the Board had a discussion around the COO role and had agreed that the status quo should be followed. Vincent Bryson highlighted how supportive sportscotland had been and the clear messages on supporting the staff.

6. FINANCE

Craig Lindsay reported that that he is working on the accounts up to the end of March and Vincent Bryson agreed to send the salary information. (*Action Vincent Bryson*)

The budget figures have been uploaded to QuickBooks and the staffing figures will be brought into the Budgets. There is £89,000 over the three banks accounts, before the sportscotland investment so there are no issues with cashflow over the next few months.

Judith McCleary noted that some of the Voluntary Action Fund may not be fully spent and it was agreed that this would be discussed further. (*Action Judith McCleary, Vincent Bryson, Craig Lindsay*)

Craig Lindsay agreed to speak to the Accountant about how the Staffing costs were represented in the Annual Accounts. (*Action Craig Lindsay*)

7. PROPOSAL TO SUPPORT COMMUNITIES THROUGH ARCHERY

Judith McCleary explained that she had joined the Staff Meeting and discussed the possibilities of supporting some communities through soft archery, possibly through supply the school hubs or care homes with Soft Archery Kits. She had subsequently had a discussion with Active Schools in Fife who had confirmed that they were looking for on-line material and not actual equipment due to social distancing and sanitation of the equipment. The Board were generally supportive of the idea, however, did note concern about the sanitisation of equipment and the need for people to have done training before it was rolled out and that clear guidelines should be in place. Pip Tucknott suggested that stretchy bands could be offered and the on-line exercises provided on how to use these for Archery training/fitness.

It was agreed that the Board would give consideration to other initiatives whereby Archery could be used to support community initiatives and feed this back to Vincent Bryson. (*Action All*)

8. RISK REGISTER

The Risk Register was shared with the Board. Vincent Bryson agreed to reconsider and update in relation to the 2020 situation and circulate to Directors for feedback. (*Action Vincent Bryson*)

9. PERFORMANCE

Pip Tucknott noted that he and Jules May had met and discussed communication relating to Performance. The Pathways sessions have been cancelled but activity is continuing on-line. All competitions planned for the summer have been cancelled and it was agreed that there would be no honorary date bars presented.

Pip Tucknott updated the Board that the World Games had been moved back a year.

10. SAFEGUARDING UPDATE

Caroline Buchanan noted that pre-lockdown she and Jacqui Dunlop had attended training days. Caroline Buchanan has been working on a template for Safeguarding of Adults and Jacqui Dunlop agreed to provide support with this, so that Scottish Archery has documentation in place ahead of the proposed Ann Craft training which has been organised for the end of the year. Vincent Bryson noted that Michael Mather has been retained as a Safeguarding investigator and could also assist. Caroline Buchanan agreed to send the Adult Safeguarding Template to Jacqui Dunlop and Vincent Bryson. (*Action Caroline Buchanan*)

It was noted that coaches have been sent information on a virtual Safeguarding Course which is being run by Scottish Curling, for those coaches who required this course as part of their coach renewal. Scottish Archery are assessing demand and may run their own virtual Safeguarding Course, perhaps with other governing bodies depending on numbers.

PVGs have currently been suspended by Disclosure Scotland as they focus on key workers. It was noted that Coaches can submit their renewals, pending PVG and Safeguarding courses.

Scottish Archery have completed 100% of the Safeguarding Toolkit and are compliant with the Standards.

11. EQUALITY UPDATE

Bob Provan updated the Board that the Equality Survey had been completed but nothing has been done with the information as yet.

12. COACHING UPDATE

Maira Taylor reported that due to the current restriction there is no coaching activity. Work has started on preparation for the Coaching Conference which is scheduled to take place 26 and 27 September at Inverclyde. The Board agreed that the Conference should go ahead and Maira Taylor will aim to contact speakers with the proviso that it maybe slightly different this year due to the lockdown situation.

Maira Taylor confirmed that coach renewals were still taking place.

13. AOCB

- a) Board Composition – The Board were delighted to appoint Jennifer Griffin as a Co-opted Director of Scottish Archery.
- b) Staff Meetings – Vincent Bryson reported that the Staff have a standing Tuesday morning meeting to which any member of the Board is welcome to attend.
- c) Development for Clubs – Sarah Birrell reported that sportscotland are working on on-line training resources and are currently tailoring this for use by Clubs with the aim of rolling it out soon.
- d) Board Updates – it was agreed that the Thursday night on-line Board check-in would continue. Vincent Bryson agreed to send Jennifer Griffin the invites. (*Action Vincent Bryson*)

Confirmation of Future Meeting Dates

8 June 2020

10 August 2020

12 October 2020

21 November 2020 - AGM

ACTION LOG

Name	Action	Date
Vincent Bryson	Prepare Facilities Plan/Strategy	Next Meeting
Vincent Bryson	Discuss Membership/National Body with Euan Lowe	Next Meeting
Development Group	Exit Survey Discussion	Next Meeting
Jules May	Respond to Members Query	10 April 2020
Sarah Birrell	Speak to sportscotland performance team re any update on UKSport Funding for Tokyo Olympics	Next Meeting
Vincent Bryson	Provide Craig Lindsay with Salary information	10 April 2020
All	Suggestions on supporting Communities through Archery to be fed back to COO	Next Meeting
Vincent Bryson	Update Risk Register and circulate to Board	Next Meeting
Caroline Buchanan	Send Adult Safeguarding Template to Jacqui Dunlop and Vincent Bryson	Next Meeting
Vincent Bryson	Send Jennifer Griffin invites for on-line Board Check-Ins	9 April 2020