

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 7 FEBRUARY 2022
BY MICROSOFT TEAMS

Present

Board Members

Jennifer Griffin, Chair
Craig Lindsay, Finance Director
Ross Morrison, Director of Safeguarding
Lindsay Noon, Director of Development
Pip Tucknott, Director of Athlete Progression
Jules May, Director of Communication and Marketing
Alison Ross, Co-opted Director of Equality
Shabaz Khan, Co-opted Independent Director

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Executive Officer
Alan Martin, Pathways Manager – Items 1 - 6
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to first board meeting of 2022, with a special welcome to new Directors Ross Morrison, Alison Ross and Shabaz Khan.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 11 OCTOBER 2021

It was proposed by Craig Lindsey and seconded Pip Tucknott by that the minutes of the meeting of 11 October 2021 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 11 OCTOBER 2021 BUT NOT ON THE AGENDA

Jennifer Griffin confirmed that the actions from the previous meeting had been completed and the undernoted update was given:

- a) Caledonia House Lease - Vincent Bryson confirmed that the lease had been signed for the office at Caledonia House, and that this information can now be updated on Companies House. VB agreed to check the start date of the lease and liaise with Michael Mather (Company Secretary). (*Action Vincent Bryson*)

5. CEO UPDATE

Vincent Bryson submitted the CEO Update. The two-month summary was noted as:

- AGM completed
- Sport has now returned indoors
- Affiliation window – first quarter £19000 in membership affiliations
- SA Membership Number – 1,473
- Investment panel completed November 25th 2021
- UKAD Strategy first draft submitted – corrections received
- Member engagement session – Scottish Indoor Event
- TO Group meetings Tuesday 1st & Monday 7th
- Weekly Development Team sessions continuing
- New Directors appointed/co-opted
- Data Subject Request completed

Vincent Bryson noted that approximately £19,000 has been taken in affiliation fees and work will be done around the rebate which Scottish Archery will repay back to Clubs.

Alan Martin has been working on the UKAD strategy where there will be more responsibility on home nations rather than the UK bodies. Work has been ongoing with the TO group and the membership regarding the Scottish Indoor Championships.

Meetings are to be held with Neil Armitage and Arran Cogan from ArcheryGB who will visit Scotland, and the Chair Mark Briegal has also indicated that he would like to come to Scotland for a Scottish Archery meeting.

A £5,000 digital investment grant has been applied for, and if successful this will be used to improve member experience.

The KPMG audit was successfully completed, with “Satisfactory with Comments” achieved.

The Staff had an operational planning day on 31 January which was a good. Staff morale is good and everyone is comfortable with home and flexible working.

A data subject request was delivered on time.

Vincent Bryson noted that Scottish Archery need to do more around digital media, although not funded to do it, it needs to be done. Only one club is on active on Twitter, Wee County Archers.

Work will also be done on inclusion, following the recent discussions on the Scottish Indoor Championships, and it was noted that Scottish Archery needs to take its members with it on the equality and inclusion journey. AGB have confirmed that they will fund three places on an Equality training course and a discussion will be had on who fills these spaces.

The Scottish Indoor Championships will take place in Inverclyde and any Board member who wishes to attend should let Vincent Bryson know.

6. ANTI-DOPING

Alan Martin reported that Scottish Archery are working towards the new UKAD requirements. This involves Scottish Archery taking on a bigger role in anti-doping, but can still rely on the UK body for some things, eg the para-athletes who are in the UK testing pool. Work has started on

the dissemination information to squads and members, and there will also be training provided. By the end of December 2021 squads were to be made aware of the new anti-doping code and this was done. Alan Martin is working on the setting up of an anti-doping sub-group. He will also work with ArcheryGB and other sports to source tutors, and will work towards getting some in-house tutors trained.

The Board confirmed that they are aware of the UKAD requirements and endorsed them. Alan Martin and Pip Tucknott agreed to keep the Board updated on any progress and requirements.

7. SPORTSCOTLAND INVESTMENT

Jen Griffin reported that SA had presented the new SA strategic plan for 2023-25 at a strategic review meeting with **sportscotland** in November. This was following consultation with members during April to Sept 2021. She thanked the members who gave input to the consultations, and also the strategy group of Alan Martin, Jules May, Kevin Pringle, Vincent Bryson and herself for the huge amount of work which was done. The Board were also thanked for their input and their endorsement of the Plan. It was noted that it was a great strategy for the sport going forward.

SB reported that SA would be informed about any investment decision after the February **sportscotland** board meeting. SB said that it had been a good discussion at the strategic review meeting, with a full presentation from the chair and CEO. The panel had acknowledged the significant progress made with governance of the sport over the last strategic cycle. SB also confirmed that **sportscotland** intended to uplift current investment into funded staff posts by 2%. This would be backdated for 2021/22.

Thanks were expressed to Sarah Birrell and sportscotland for their support.

8. BUDGET

Craig Lindsey distributed the financial papers. The monthly breakdown on costs were distributed to give the new Directors an idea of the costs and income for the organisation. A profit and loss account was also distributed with it noted that there has to be an adjustment as the difference in the year end and the membership year. The organisation is up £17,000 in cash, and going forward there won't be much more income to come in, with more outgoings and it is anticipated that it will fall to £12,000.

A report on the comparison from this year to the previous year was also circulated which noted that the main difference was in membership income which has gone up from £19,500 in 2020 and is currently £23,500 for the affiliation year to date. The VAF grant stopped last year, so wasn't shown in this years figures, staff wages were comparable, with the exception of the CEO who was in position for the full nine months of this year.

For the budget starting in April, Craig Lindsey will send round an email with the proposed budget and asked if there was anything else Directors would like add in, to let him know.

Vincent Bryson left the meeting and there was a confidential discussion on staffing matters, with the Board agreeing that there should be a 2% pay increase for staff members.

9. BOARD COMPOSITION

Jen Griffin noted that Shabaz Khan was joining the Board as an Independent Director, and is interested in social media, equality and inclusion and a further discussion will be had with him, Jen Griffin and Vincent Bryson. It was agreed that Shabaz Khan would be included in the Equality Sub-Group which included Alison Ross, Jen Griffin and Alan Martin.

Alison Ross has taken on the Equality portfolio from Bob Provan. She was previously involved in the Equality sub-group. This is a great example of succession planning for Board positions.

It was agreed that they would be registered as Directors with Companies House and stand for ratification at the next AGM. Vincent Bryson agreed to liaise with Michael Mather. (*Action Vincent Bryson*)

Jen Griffin updated the board that a Scottish Archery member had agreed to be co-opted as a Director and was going to focus on membership engagement. Due to some comments and behaviours about the Scottish Indoor Championships on social media and directed to the TOs Group, they have decided that they would not feel comfortable joining the Board. This was really disappointing, but a fair decision for the individual to make, and they would have been a huge asset to the Board and the sport in general.

The position of Director of Membership Engagement remains vacant and the Board will look to fill in the near future.

There is budgets set aside for specific portfolio work so if any Director wants funding Jennifer Griffin is happy to chat through ideas and collaborations. Craig Lindsey will send out a request to each Director. (*Action Craig Lindsey*)

Jen Griffin explained about the sportscotland L&D programme which provides free training for Board members. Jen Griffin and Lindsey Noon are also accessing the Accelerated Sport Equality Training and if there was any training which would support Directors to do their roles better, these will be looked at.

Shabaz Khan and Alison Ross will be providing with support to go through the Scottish Archery Sharepoint account and Vincent Bryson agreed to source a licence for Alison Ross. (*Action Vincent Bryson*)

Jen Griffin explained that it had been agreed that the Coaching remit would not be a board position for the new strategy going forward. The coaching email is still be monitored and Moira Taylor will continue to Chair the Coaching Committee and is still heavily involved. Work has been done with the staff to embed coaching within the team. The coaching conference will take place at the start of April and Alan Martin and Bill Hogg are leading on this.

Thanks were expressed to Moira Taylor, Bob Provan and Caroline Buchanan for their time on the board and also to the new Directors for joining the Board.

10. COMMONWEALTH CHAMPIONSHIP REVIEW

Jen Griffin explained that despite the Commonwealth Championships not going ahead there would be a review of the selection process. Pip Tucknott will lead the process, set up a working group and select those to support it including a representative from another sport and ArcheryGB, as well as internal reviewers. Pip Tucknott agreed to set up the Working Group and keep Alan Martin updated. (*Action Pip Tucknott*)

11. COMMUNICATION/MARKETING

As there is a new Scottish Archery Strategy and potential new investment from sportscotland Jules May agreed to look a press release, for issue at an appropriate time. *(Action Jules May)*

Jen Griffin agreed to send to Jules May the Communication Themes from sportscotland in order that consideration can be given as to how Scottish Archery link into them. *(Action Jen Griffin/Jules May)*

12. BOARD AWAY DAYS

Sportscotland have offered the use of Inverclyde as part of the Return to Sport initiative which Scottish Archery are grateful for. However, due to being unable to get diaries aligned, and the new Directors coming on board it was noted that it was not possible to get this organised by the 31 March deadline. It was agreed that Board Away Days would be beneficial, especially as there was new strategy, and Scottish Archery would organise this themselves when everyone was available. Vincent Bryson, Craig Lindsey and Jen Griffin agreed to liaise on this. *(Action Vincent Bryson, Craig Lindsey and Jen Griffin)*

13. BOARD MEETING DATES AND FORMAT

Jen Griffin asked Directors to consider the format of board meetings going forward, whether it was kept as online or have some face to face meetings. Previously 50% of meetings were face to face so there would be no intention to going above that and the status quo was also an option. It was agreed that Directors would feedback their thoughts to Jen Griffin by the end of the week. *(Action All)*

It was agreed that the April Board meeting would be moved to 28 March to avoid a clash with Easter. Jacqui Dunlop agreed to amend the calendar and send out new meeting invites. *(Action Jacqui Dunlop)*

14. DISCIPLINARY

Jen Griffin updated the Directors that there was an ongoing disciplinary matter. There have been three parts to this – an informal investigation was done, it has gone through the disciplinary panel, gone through an appeals process which was not upheld. It was noted that the actions which were asked by the disciplinary panel in September were asked to be completed by the individual in early December, because of the appeal this was held back and then after the appeal was asked to complete them by 6 January. It was agreed to extend due to the festive holidays and COVID and this extension was until 5pm on 7 February. The member remains suspended until the action required were completed, and there has been no communication back from the individual on the actions that they were required to undertake, not an acknowledge of the email issued regarding the extension on 18 January.

Jen Griffin and Vincent Bryson will discuss with Harper Macleod and ArcheryGB and keep the Board updated. *(Action Jen Griffin/Vincent Bryson)*

16. DIRECTORS' UPDATES

Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read. Points to note were:

- a) Development – Lyndsey Noon updated that the session at the Mosque in Glasgow had gone well with 7 men and 5 women being trained as Archery leaders so they can deliver archery at the Mosque.
- b) Safeguarding – Ross Morrison noted that there is a Safeguarding Standards Toolkit for Clubs which has been developed by Children 1st and sportscotland and builds on the governing body Safeguarding Standards. Jacqui Dunlop will incorporate this information into a Safeguarding Newsletter for Clubs. (*Action Jacqui Dunlop*)

17. AOCB

- a) Club – Vincent Bryson noted that significant correspondence had been received from a member of a Club and Bill Hogg has arranged to meet with the Club to discuss.
- b) Scottish Archery Affiliation – there was a discussion around the membership categories which are currently offered by Scottish Archery, and whether these could be simplified. It was noted that this was a matter for fuller discussion along with any proposed increase in membership fees for the season 2023.

Board Meeting Dates

Monday, 28 March – 6.30 pm

Monday 6 June – 6.30 pm

Monday, 8 August – 6.30 pm

Monday, 10 October – 6.30 pm

Saturday, 19 November – AGM – 10.30 am

ACTION LOG

Name	Action	Date
VB	Liaise with Michael Mather on providing Companies House with new registered address and confirm the start of the lease.	Next Meeting
VB	Liaise with Michael Mather on registering of new Directors	Next Meeting
VB	Source Microsoft Licence for Alison Ross	Next Meeting
PT	Set up review of Commonwealth Championships Selection	Next Meeting
JM	Produce press release for new strategy and investment	14/2/2022
JG/JM	Look at sportscotland communication themes to see how Scottish Archery can link into them	Next Meeting
JG/CL/VB	Consider dates for Away Day	Next Meeting
All	Feedback thoughts on Board Meetings to Chair	11/2/22
JD	Change meeting date and circulate invite and update calendar	11/2/22
JG/VB	Speak to Harper Macleod on Disciplinary Matter	ASAP
JD	Produce Safeguarding Newsletter incorporating the Safeguarding Standards Tool for Clubs	Next Meeting