

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 7 JUNE 2021
BY MICROSOFT TEAMS

Present

Board Members

Jennifer Griffin, Chair
Craig Lindsay, Finance Director
Caroline Buchanan, Director of Safeguarding
Lindsay Noon, Director of Development
Jules May, Director of Marketing
Pip Tucknott, Director of Athlete Progression

Non-Board Members

Alan Martin, Pathways Manager – Items 1-7 only
Vincent Bryson, Chief Executive Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Moira Taylor, Director of Coaching, Bob Provan, Director of Equality and Sarah Birrell, sportscotland Partnership Manager.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 12 APRIL 2021

It was proposed by Lyndsay Noon and seconded by Caroline Buchanan that the minutes of the meeting of 12 April 2021 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 12 APRIL 2021

Jen Griffin confirmed that the actions had been completed with the exception of:

- a) Director of Coaching Role – Moira Taylor, Vincent Bryson and Jen Griffin to discuss the Director of Coaching role. (*Action Moira Taylor/Vincent Bryson/Jen Griffin*)
- b) Safeguarding Issues relating to AGB Courses – Moira Taylor to raise safeguarding issues relating to AGB courses with AGB. (*Action Moira Taylor*)
- c) Information on Committees – thanks were expressed to those who had updated the information and it was agreed that it would be kept as a live document and as a standing item on the agenda.

5. CEO UPDATE

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

- Hilda Gibson, ArcheryGB, confirmed India22 will happen and performance pathways planning now live. Vincent Bryson noted that there is a chance that the Commonwealth Championships may move to later in 2022 and this would make the Scottish Archery programme more expensive, and he is looking into extra funding for this.
- Guidance updated as per government announcements and available for each Level (currently Level 2 and below country-wide)
- Investment payment 1 received
- Budgeting exercise carried out with Financial Director
- CEO & Director of Athlete Progression attended CGS AGM
- Lots of correspondence received regarding Commonwealth Championships – 2 appeals completed, and a number of emails responded to by CEO from unsuccessful applicants.
- Audit date confirmed for November 2021.

Vincent Bryson updated the Board that the Club Development Officer is offering support to several clubs. Pathway Squad Coaches have been selected with the Chair, Pathways Manager, and Performance Director interviewing candidates and offering feedback to those who were unsuccessful. The current membership stands at just over 3,000. The CDO now moved to full time employment, with ArcheryGB paying a contribution to his salary.

6. FINANCE UPDATE

Craig Lindsay circulated the draft budget for 2021-2022. He noted that there is a projected loss of £31,633. This is mainly due to the reduction in membership affiliation, and payment of the club rebate scheme, CEO wages are not covered by sportscotland and the VAF grant has finished. It is expected that the membership affiliations will increase as Clubs start to open up again, and the rebate scheme will come to an end, so cash should start to build back up.

It was also hoped to include funding for the CEO's salary or a contribution towards it, as part of the sportscotland investment submission. It was noted that over the last year the amount of work for a volunteer Board to deal with the COVID-19 guidance would have been very difficult and it was agreed that this had been the right decision.

The various aspects of the budget were gone through. It was noted that Scottish Archery were taking a lease at Caledonia House at a cost of £1,800 per year. The lease will enable the address of the organisation to be moved from a personal address to a business address and give access to room hire for Board meetings, and workshops. It was agreed that the office space should still be leased.

Craig Lindsay noted that this was version three of the budget with some things being trimmed to bring the deficit down to £31,633.

Alan Martin provided an update the Commonwealth Squad noting that the athletes are paying a monthly contribution and there is funding from Commonwealth Games Scotland. There is also a big cross over with the Pathway Squad. Psychology is a key feature following the return from COVID, and regular check-ins with both the Pathways Manager and the Performance Director are taking place.

The Pathway Squad will launch shortly, and it is hoped that this can be done face to face. There will be check-ins with the Pathways Manager and Performance Director and there will be expenses should AGB coaches or subject experts be brought in.

Alan Martin updated the Board on the budget target tracker for Development and Performance which includes the sportscotland targets.

Craig Lindsay explained that there is budget for Safeguarding Training and Caroline Buchanan noted that she will be discussing Adults at Risk Training with the Coaching Committee and will liaise with CDO on this. (*Action Caroline Buchanan*)

After discussion the Board unanimously agreed the budget for 2021/22, noting that they appreciate there is a deficit but are comfortable for the reasons.

Thanks were expressed to Craig Lindsay for his work in preparing the budget.

7. COMMONWEALTH CHAMPIONSHIPS

Alan Martin reported that there have been two sessions with the Commonwealth Athletes coming together as a Group and an on-line slack group has been set up. The next Group sessions with focus on skill acquisition and nutrition.

It was noted that all the coaches who had applied to be Commonwealth Championships coaches had also applied to be Pathway Squad Coaches. Jules May asked if there will be a requirement for Judges at the Commonwealth Championships and Alan Martin explained that a decision on officials has not been made yet by India.

8. STRATEGY UPDATE

Jen Griffin explained that a new strategic plan is to be submitted to sportscotland by September 2021. Sportscotland normally run on four year cycles for submissions of strategic plans and last year would have been Scottish Archery's 4 year point, however with COVID a year's grace was given, along with all other sports who were due to present. She explained the process which Scottish Archery goes through with a presentation to sportscotland being held in October. Pip Tucknott asked if this strategic plan will last for three years to that it comes back into line with the 4 year Commonwealth cycle and this was confirmed.

It was noted that that there are three forms of investment – governance, development and performance. It was noted that Scottish Archery don't currently meet the criteria for performance investment as this is linked to podium potential and medals for Commonwealth Games and Olympics. There has been a change at sportscotland on what funding can be looked at and the Strategy Group will look at this. Once the overall Strategy is confirmed, yearly targets will be produced.

Jen Griffin explained that there was the 12 year strategy which had bene produced but there

will be changes to this given the current circumstances with COVID. It was agreed that the Strategy Group would compose of Jen Griffin, Alan Martin, Vincent Bryson, Jules May and Kevin Pringle. It was noted that Kevin Pringle is no longer on the Board but is keen to help with the strategy and it was agreed that it would be good to get an independent person involved. Currently Vincent Bryson, Alan Martin and Jen Griffin are meeting every week and there are four meetings scheduled in for the full Group between now and August. It was confirmed that there will be regular updates to the Board, and time will be scheduled after the first two sub-group meetings for a Board update. It was agreed that this would be done outwith a formal Board meeting to ensure that it was the dedicated topic. It was noted that input may be required at various times from Board members. The Board unanimously agreed the proposal for the production of the Strategy.

A key element of the new Strategy document will be the consultation with the memberships and work is ongoing on how the best way to achieve this due to the restrictions currently in place.

9. AUDIT 2021

Jen Griffin updated the Board that there had been confirmation from the Partnership Manager that the KPMG Audit will take place w/c 15 November 2021. The Audit Committee will lead on this but there will be a requirement from the Auditors to speak to various Board members and they will notify Scottish Archery who they want to speak to. The Audit Group will start work on reviewing the policies with the aim of the Audit to achieve "Satisfactory".

10. BOARD COMPOSITION

Following on from her presentation at the last Board meeting, the board skills matrix and feedback it was agreed that the role of Communications Director be changed to Director of Marketing which will encompass Communications and Marketing. It was agreed that the website and emails would be updated to reflect this. (*Action Vincent Bryson*)

As Moira Taylor is stepping down at the AGM, the transition of information has started to Bill Hogg who will move to full time employment. It was agreed that consideration would be given to what this Portfolio would be going forward as it was noted that a staff member is required for Coaching. This Portfolio would be required to come from the membership and this would be considered in the run up to the AGM and the work on the Strategy may influence this.

It was agreed that as Kevin Pringle had stood down as from the Board that the Independent Director vacancy should be advertised for appointment as soon as possible for ratification at the AGM. Jen Griffin noted that there is not a particular skill set required but a good fit may be someone with changing lives experience or engagement with harder to reach groups. Jules May suggested that information should be given to the membership ahead of advertising. It was agreed that Jen Griffin and Vincent Bryson would work on the advert and share with the Board for approval ahead of advertising. (*Action Jen Griffin/Vincent Bryson*)

11. SCOTTISH ARCHERY AWAY DAY

Jen Griffin reported that sportscotland have offered the facilities at Inverclyde for a maximum of two full days and one overnight for free. Scottish Archery would only require to pay travel expenses. It was agreed that that it would be a good opportunity for the Board and Staff to

meet face to face and discuss strategy. Directors were asked to confirm with Jacqui Dunlop any dates in August or September that they would not be available. (*Action All*)

12. DECISIONS TAKEN OUTWITH A FORMAL BOARD MEETING

It was confirmed that the Board approved and issued two sets of COVID Guidance on 23 April and 13 May 2021.

13. DIRECTORS' UPDATES

Directors submitted an update of activity since the last Board meeting. This document was circulated ahead of the meeting and taken as read. Matters which arose:

- a) Director of Safeguarding – Caroline Buchanan noted that Children 1st/sportscotland have provided training specifically for Board and Committee members. This has been checked against our policy and Caroline Buchanan has also reviewed the Child protection Policy. It was agreed that all Directors would complete this training by the August Board meeting. (*Action All*)

Caroline Buchanan reported that she has liaised with the Anne Craft Trust on Adult at Risk Training and will raise this at the Coaching Committee. (*Action Caroline Buchanan*)

- b) Director of Development – Lyndsey Noon updated the Board that activity is starting up again with a Disability Event in Perth, new Rankings launched, Soft Archery content.
- c) Director of Athlete Progression – Pip Tucknott reported that he had been involved in the Pathways Coaches Interviews and had provided verbal feedback. The Euronations will be held this year and the documents for this will be issued shortly, noting that this event is a part of the representative strand and designed towards those who want to compete and is self-funded.
- d) Chair – Jen Griffin reported she has been working on the Strategy and was involved in the Pathway Coaches interviews.

It was noted that the Directors Updates should be completed a week before the meeting and the August folder has been set up.

14. AOCB

- a) Board Catch Ups – It was agreed that the Board Catch ups would move to once a month and these sessions could be used to update Board members on Strategy. Jen Griffin agreed to amend the invites. (*Action Jen Griffin*)
- b) Communication – Jules May noted that when he came onto the Board there was feeling that Directors were unhappy with the IT and he had a sense that there was something to fix. However, he has not received much feedback on what the problems area. It was noted that Microsoft Suite works well. There was a discussion around a membership system, and if the affiliation experience could be more modern.

Jen Griffin noted that the website doesn't showcase the sport in clubs or communities so this is an area which could be improved upon and if there was somewhere on the website

where people could see themselves and not just the organisation. It was agreed that Lyndsey Noon and Vincent Bryson would liaise to find a mechanism for the staff to pull together stories from Archers to filter onto the website. *(Action Lyndsey Noon/Vincent Bryson)*

It was agreed that Jacqui Dunlop would send login details to Jules May for the website. *(Action Jacqui Dunlop)*

Vincent Bryson agreed to send Jules May ideas on a membership database. *(Action Vincent Bryson)*

Vincent Bryson noted that Scottish Archery will be using Square in order to take payments and that it links well into the accounting system and should make taking payments a lot easier.

It was agreed that Communications Plan would be a standing item on the agenda and will also form part of the Strategic Plan.

Confirmation of Future Meeting Dates

Monday, 9 August

Monday, 11 October

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
Moira Taylor/Vincent Bryson/Jen Griffin	Discuss the Director of Coaching role	End of June
Moira Taylor	Safeguarding issues relating to AGB Courses to be raised with AGB	Next Board Meeting
Caroline Buchanan	Discuss Adult at Risk Training with Coaching Committee	End of June
Vincent Bryson	Update website and emails with new Director of Marketing Information	End of June
Jen Griffin/Vincent Bryson	Product Independent Director Advert	End of June
All	Confirm with Jacqui Dunlop any dates unavailable in August/September for Away Day	End of June
All	Complete Board Safeguarding Training	Next Board Meeting
Jen Griffin	Re-circulate invite for monthly Board Catch Ups	End of June
Lyndsey Noon/Vincent Bryson	Liaise on Archers Stories for Website	Next Board meeting
Jacqui Dunlop	Provide Jules May with website login	End of June
Vincent Bryson	Provide Jules May with thoughts on Membership Database	End of June