

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 08 FEBRUARY 2021
BY MICROSOFT TEAMS

Present

Board Members

Jennifer Griffin, Chair
Moirra Taylor, Director of Coaching
Craig Lindsay, Finance Director - Item 9 onwards
Bob Provan, Independent Director
Caroline Buchanan, Director of Safeguarding
Lindsay Booth, Director of Development
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Executive Officer
Alan Martin, Pathways Manager – Items 7 and 8 only
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the first Board meeting following the AGM and a special welcome to Lyndsay Noon who was attending her first Board meeting. The Chair noted that Kevin Pringle would not be attending the meeting.

2. CONFLICT OF INTEREST

- a) Conflict of Interest for this Meeting - No conflicts of interest were noted for this meeting.
- b) Annual Conflict of interest – the Chair noted that the Annual Conflict of Interest forms had been circulated and Board members were asked to complete these as soon as possible.
(Action All)

3. MINUTES OF MEETING OF 12 OCTOBER 2020

It was proposed by Bob Provan and seconded by Jen Griffin that the minutes of the meeting of 12 October 2020 were a true record..

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

- a) Facilities Plan/Strategy – it was agreed that this deadline for this piece of work would be extended to March 2021. (Action Alan Martin)
- b) UK Sport Funding for Tokyo – Vincent Bryson reported that ArcheryGB had received funding from UKSport for Tokyo with some of this money to be made available to the Home Nations. It was noted that Scottish Archery had not had a sportscotland High-Performance Partnership Manager and with the Commonwealth Championships now

confirmed it was felt that this support would be of great value. Sarah Birrell agreed to find out if any support would be available and report back. (*action Sarah Birrell*)

- c) Adult Safeguarding Training – this will be included in the approval of the Safeguarding Policy.

It was confirmed that all other actions points from the previous minutes had been completed.

5. CEO UPDATE

Vincent Bryson circulated his CEO Report. The two-month summary was noted as:

- Successful AGM – welcome to Lyndsay Noon as Development Director
- Updated Guidance for Enhance L4 in early January (Chair/CEO drafted press release) asking members to stay at home in January.
- CEO also Chair of current Scottish Governing Bodies Exec Group
- Weekly staff/board check-in call on Tuesdays.
- Education/Webinars conducted via Pathways Manager partnership with guest speaker Damian Hughes.
- Hilda Gibson contact affirmed India22 will happen and performance pathways planning is underway.
- CEO attended Coaching Committee with Director of Coaching

Key Accomplishments:

- Jacqui Dunlop has been accepted onto a UK-wide Safeguarding Course.
- The Annual sportscotland return has been submitted.
- Club Development officer has contacted Clubs and Areas to offer support.
- Larger than normal communications spikes from declaration of Interest for India 2022.
- Development “relaunch” with staff prompted by input from Development Director.
- Scottish Archery has paid out approximately £8,000 in Club rebate payments.

It is expected that sportscotland’s objectives for next year will be agreed statements as opposed to hard targets, with no enhanced reporting mechanisms.

Scottish Archery are taking a small lease at Caledonia House which will enable the registered address to be moved there and also allow for a financial package to be used as a payment option for courses etc. Meeting rooms will also be available and this will be used to facilitate the AGM so it should be cost neutral.

The Staff and Board model will be retained for 2022 although there may be portfolio changes for Directors.

CEO has been working with Chair and Finance Director on likelihood of cost implications for Commonwealth Championships. A grant of £7,000 has been received from Commonwealth Games Scotland and if Indian pay for travel and accommodation costs as expected, this funding will be used to for a training programme. Information asking for register of interest for both athletes, coaches and support staff have been issued with a good response so far. Vincent Bryson will assess athlete and team roles and update the Board. (*Action Vincent Bryson*)

Vincent Bryson noted that he had held preliminary discussions with a potential commercial partner and provided an update to the Board, it was agreed that Vincent Bryson and Jen Griffin would continue the discussions. (*Action Vincent Bryson/Jen Griffin*)

A longer-term view on Strategy will begin and discussions around this will start with the Board and Chair.

There will be a continuance of the delivery of the on-line education programme.

The Board agreed the format of reporting and it was confirmed that the reports will be available on Sharepoint.

6. FINANCE UPDATE

Craig Lindsay had circulated the finance reports. Vincent Bryson reported that the cash position was healthy with the sportscotland investment expected in April and membership fees still being received. Most of the Club Rebates, totalling approximately £8,000, have now been paid to Clubs for the December tranche. Pip Tucknott noted it would be good to highlight the Club Rebate payments to the membership.

The Profit and Loss statement was considered with Vincent Bryson noting that £2,751.91 had been paid out in subscriptions and this included the Office 365 subscription. Most of the budget had been underspent as there had not been much archery activity due to the pandemic.

The budget planning process for the next financial year is about to start and budget holders will be asked to consider what they require for next year's activity. Directors were asked to highlight if there was any activity they wished to use their remaining budgets for this financial and to consider their budgets for the next financial year. (*Action All*)

Vincent Bryson agreed to contact Craig Lindsay on the best way to communicate with Directors on next year's budgets. (*Action Vincent Bryson*)

7. CLUB RECOVERY PLAN

Alan Martin circulated the Scottish Archery Club Recovery Plan and noted that he was happy to receive feedback. It was noted that this was a longer-term recovery plan and was something to look at even when restrictions were lifted. Initiatives such as Award Scheme, Club Rebate payments and the shift to local, area and national competitions would all contribute to the recovery of the sport. It was agreed that Directors would feedback any thoughts to Alan Martin by 15 February. (*Action All*)

Alan Martin noted that the Award Scheme has been piloted and will be further publicised when restrictions allow.

Jules May updated the Board that there had been conversations amongst Tournament Organisers and Judges about the meaning of Scottish Record Status shoots and how this fit into the overall strategy. Discussions on this are ongoing but the benefits of a move to more local rather than national and international competitions are being highlighted.

The Board agreed in principle to the Scottish Archery Club Development Plan and it was agreed that Jules May and Alan Martin would work on how to consult with the membership and

provide a plan on how to roll it out. *(Action Jules May/Alan Martin)*

8. COMMONWEALTH CHAMPIONSHIPS UPDATE

Vincent Bryson updated the Board that the Commonwealth Championships are likely to take place in India in early 2022 and a grant of £7,000 has been applied for through Commonwealth Games Scotland. India have agreed to pay travel and accommodation costs. Pip Tucknott and Alan Martin are looking at what a programme would cost, and preliminary costs are £12,500. The Performance Committee will meet to discuss selection criteria and the programme. *(Action Performance Committee)*

Pip Tucknott noted that a selection criterion had been drawn up for the Commonwealth Championships but this had been held back as it was not known what competitions would be running over the summer. If restrictions are lifted there may be opportunities for some national events which may be used as selection events but if restrictions continue there may be the need for something local. The aim will be to have the first draft by the end of February.

It was agreed that a closing date be put on the survey asking for expressions of interest with a final reminder send. *(Action Alan Martin)*

9. STAFFING UPDATE

There was a discussion about the furloughing of staff but sportscotland have confirmed that any sportscotland funded positions cannot be furloughed. The only Scottish Archery position which could be furloughed would be the CEO, however due to workload this was not feasible. There is a clear message to staff that Scottish Archery are flexible on working patterns and will take into account home schooling and childcare responsibilities and the Board supports this stance.

Vincent Bryson reported that the staff are well and appreciate the empathetic stance of the Board and he will reiterate to staff that flexibility is key.

It was noted that Moira Taylor will stand down as Director of Coaching at the 2021 AGM as she has completed her term. It was noted that there is opportunity and necessity in how we grasp the institutional memory when she stands down. It was agreed that Moira Taylor, Vincent Bryson and Jen Griffin would discuss further. *(Action Moira Taylor/Vincent Bryson/Jen Griffin)*

Moira Taylor agreed to list all the tasks currently fulfilled by the Director of Coaching and it was agreed that the Coaching Director discussion would take place at the March Board Catch Up. *(Action Moira Taylor)*

10. BOARD STRUCTURE

Jen Griffin note that Kevin Pringle has intimated he will be standing down from the Board and his official resignation is expected and she agreed to contact him for this. *(Action Jen Griffin)*

When Kevin Pringle comes off the Board there will be an Independent Director vacancy. It was agreed that a board skills matrix should be carried out to identify any gaps in skills amongst Board members and Jen Griffin agreed to organise this and contact Directors. *(Action Jen Griffin)*

As part of the Development Audit Board appraisals are to be completed and Jen Griffin will aim to complete these by the end of March. It was agreed that Jen Griffin would contact directors

to arrange a suitable time to carry out the appraisal and Directors were asked to give thought to any training needs, anything they would like to achieve on the Board, how their time on the Board has been, what they bring to the Board, challenges and how the Chair can provide support. (*Action Jen Griffin*)

It was agreed that Board appraisals would be carried out this time each year.

11. POLICY FOR BOARD APPROVAL – ADULT SAFEGUARDING

Caroline Buchanan distributed the Adult Safeguarding Policy. Moira Taylor asked if Scottish Archery would insist on Adult Safeguarding Training for coaches in the same way that child protection training is mandatory. There was a discussion around the lack of Scottish Adult Safeguarding Training and Sarah Birrell agreed to contact sportscotland to see if there were any courses available. (*Action Sarah Birrell*)

Bob Provan suggested that the Policy should be enacted and approved with the training recommended and this could be put into place at a later date. It was suggested that training could be organised as CPD at the Coaching Conference.

Moira Taylor agreed to liaise with ArcheryGB to see how they deal with Adult Safeguarding as there is no reference to Scotland or Wales. (*Action Moira Taylor*)

Following two changes Moira Taylor had suggested and the reference to training the Adult Safeguarding Policy was approved. It was agreed that the Policy would be published on the website when training and AGB's position was known. Caroline Buchanan agreed to circulate the amended Policy. (*Action Caroline Buchanan*)

It was agreed that Jacqui Dunlop, Caroline Buchanan and Moira Taylor would produce a list of FAQs to go alongside the Policy, covering items such as PVGs and training. (*Action Jacqui Dunlop/Caroline Buchanan/Moira Taylor*)

12. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

On 6 January 2021 the Board approved the Enhanced Level 4 Guidance and also issued a statement which included that no Archery should take place in January in line with the Stay-at-Home message.

13. DIRECTOR UPDATES

- a) Coaching – Moira Taylor reported that a Coaching Committee had taken place which Vincent Bryson and Alan Martin had also attended. The Coaching Conference had been in the diary for March, but it is tentatively being rescheduled for October and Inverclyde have rescheduled the booking.

14. AOCB

- a) Risk Register – Jen Griffin reported that the work on the Risk Register had not progressed. The Audit committee had met and agreed that they were happy with the format and it was agreed that a further meeting of the Audit Committee would be convened. (*Action Jen Griffin*)

- b) KPMG Audit – Jen Griffin reported that the main KPMG Audit takes place every four years, with intermediate audits in between. The last Audit took place in October 2018 and an intermediate audit is due in Q3 of 2021. There was a Satisfactory rating from the last Audit which is the highest rating so there were minimal recommendations within it. The Audit Committee agreed to consider what the recommendation were. (*Action Audit Committee*)
- c) Domain Names – it was noted that the domain names are up for renewal and Vincent Bryson agreed to renew them and transfer the contact to Jules May. (*Action Vincent Bryson*)
- d) Communications – Jules May noted that whilst looking at revamping communications an App had been considered. To progress this Jules May asked Directors what message Directors would like to get out to members if they were sitting in front of someone and could speak to them on a 1-1 basis. It was agreed that Directors would prepare their thoughts in advance of the next Board session and submit to Jules May ahead of discussion at the meeting. (*Action All*)

Confirmation of Future Meeting Dates

Monday, 12 April

Monday, 7 June

Monday, 9 August

Monday, 11 October

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	March 2021
Sarah Birrell	Investigate Performance Partnership Manager support from sportscotland	Next Meeting
Vincent Bryson	Assess athletes and roles for India2022	Next Meeting
All	Consider budgets for remainder of this Financial year and next	Next Meeting
Vincent Bryson	Liaise with Craig Lindsay on Directors budgets for next Financial Year	Next Meeting
All	Feedback to Alan Martin thoughts on Club Recovery Plan	15 February
Jules May/Alan Martin	Discuss consultation with Members and Roll Out of Club Recovery Plan	Next Meeting
Alan Martin	Set Closing date on India2022 Survey	15 February
Moira Taylor/Vincent Bryson/Jen Griffin	Discuss Director of Coaching Role	March Board Catch Up
Moira Taylor	List Director of Coaching tasks	March Board Catch Up
Jen Griffin	Contact Kevin Pringle re Board Position	As soon as possible
Jen Griffin	Prepare and distribute a Board Skills Analysis	Next Meeting
Jen Griffin	Organise Board Appraisals	End of March
Moira Taylor	Contact AGB on Adult Safeguarding	Next Meeting
Jacqui Dunlop/Moira Taylor/Caroline Buchanan	Prepare list of FAQs ahead of Adult Safeguarding Policy being uploaded to website	Next Meeting
Audit Committee	Consider Risk Register	Next Meeting
Audit Committee	Consider recommendations from last KPMG Audit	Next Meeting
Vincent Bryson	Renew domain names and transfer contact to Jules May	Next Meeting
All	Provide Director of Digital thoughts on 1-1 communication	March Board Catch Up