

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 8 JUNE 2020  
BY MICROSOFT TEAMS

Present

**Board Members**

Moira Taylor, Director of Coaching and Meeting Chair  
Jennifer Griffin, Co-opted Director  
Craig Lindsay, Finance Director  
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  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Judith McCleary.

2. CONFLICT OF INTEREST

No new conflicts of interest were noted.

3. MINUTES OF MEETING OF 6 APRIL 2020

It was unanimously agreed that the minutes of the meeting of 6 April 2020 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 6 APRIL 2020

- a) Facilities – Alan Martin is working on the facilities plan/strategy and a report will be ready for the October Board meeting. (Action Alan Martin)
- b) Exit Survey – this will be carried over to the next meeting. (*Action Development Group*)
- c) Member Query – It was noted that a review of the Articles is required following communication from a member, and a sub-group of Michael Mather, Jules May, Vincent Bryson and Bill Hogg was agreed to carry out the review. Once this was completed, they would be sent to Harper McLeod with the aim of them being presented at the AGM. (*Action Michael Mather, Jules May, Vincent Bryson, Bill Hogg*)

It was noted that it was also agreed that Harper McLeod would be consulted on the practicalities of carrying out a virtual AGM and Michael Mather agreed to contact them.

*(Action Michael Mather)*

- d) Performance Funding – Sarah Birrell confirmed that she was still waiting on an update on performance funding and would report back to the next meeting. *(Action Sarah Birrell)*

5. COO UPDATE

Vincent Bryson reported that there are currently 81 affiliated clubs, 57 if senior and juniors are not counted separately. Phase 1 Guidance on the extension of exercise has been completed and circulated to the membership. Phase 2 is currently being worked on and this document requires to go through a formal review by sportscotland and there are tight turnaround times associated with this.

A letter had been received from the Sports Minister and the Chair of sportscotland reinforcing the 5-mile limit to travel to exercise and this has been shared with the membership.

Staff are in good spirits with a virtual training courses being offered by sportscotland's L&D programme. Vincent Bryson is part of the CEO/COO groups and this has proved beneficial. Sportscotland were thanked for their support.

6. FINANCE

Craig Lindsay reported that the accounts are now with the Auditor. There is a small deficit of £4,500 but £5,000 is depreciation so cash wise breakeven for the year to March 2020. There is currently £117,000 over the three bank accounts. It was suggested that consideration is given to financially recompensing members due to COVID-19 restrictions. It was agreed that Vincent Bryson and Craig Lindsay would liaise and report back to the Board with some scenarios. *(Action Vincent Bryson and Craig Lindsay)*

7. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions had been made and approved outwith the Board meetings

27 May 2020 – Board approval given for Phase 1 Guidelines to be published on phased return to archery.

1 June 2020 – Board approval for guidelines to remain as published (vote 6-1)

8. RISK REGISTER

Vincent Bryson confirmed that the Risk Register had been updated and agreed to circulate to Directors, who were asked to feedback any comments. *(Action Vincent Bryson)*

It was noted that the Risk Register is a standing item on the Agenda. Scottish Archery currently do not have a Risk and Audit Sub-Group and it was noted that this is something which should be considered. *(Action Vincent Bryson)*

## 9. PERFORMANCE

Pip Tucknott noted that not much had changed since the last Board meeting, but the Performance Group is meeting regularly, updating documents etc. The Pathway Squad will shortly be ending, and a review will take place.

## 10. SAFEGUARDING UPDATE

Caroline Buchanan reported that she had attended training by the Ann Craft Trust and following this had made the decision to re-do the draft Vulnerable Adults policy as the template was based around English legislation. She is now looking at other policies and will produce another draft policy. She noted that clarification is required on what legislation is covered in the policy and Sarah Birrell agreed to check with sportscotland who would be able to provide advice on the legislation. (*Action Sarah Birrell*)

Once the legislation had been clarified Caroline Buchanan agreed to send the draft policy to Michael Mather, Vincent Bryson and Jacqui Dunlop. (*Action Caroline Buchanan*)

Thanks were expressed to Caroline Buchanan for her work on the Vulnerable Adults Policy.

It was noted that PVGs are currently only being processed for COVID-19 key workers.

## 11. EQUALITY UPDATE

Bob Provan noted that there was no specific update, although there had been communication from a club regarding a disabled archer who was not able to access the club under Phase 1 guidance and noted that it may be worth noting in the Phase 2 guidance about compliance with equality/safeguarding legislation.

## 12. COACHING UPDATE

Moira Taylor reported that initially no coaching was permitted in Phase 1 but had been added in at the last minute. It was noted that there won't be much, if any, coaching happening at the moment and it is unclear how this is impacting the coaching community.

The plan had been to hold the Coaching Conference in September and due to the COVID-19 restrictions it was agreed that it should be deferred until March 2021, with the possibility of running two Conferences in 2021. It was noted that a programme of speakers relevant to the Coaching community could be produced virtually. Sarah Birrell agreed to check what the situation was with the staff at Inverclyde so that the booking can be changed and update Moira Taylor. (*Action Sarah Birrell*)

Scottish Archery have received an enquiry from a Media company who are working on a Scottish TV production and are looking for Archery Coaching advice for a programme in Falkirk/Lothians. Moira Taylor is liaising with the production company and it was agreed that it would be good publicity.

## 13. MEMBERS' FORUM

- a) Phase 1 Guidance – communication had been received from a Club regarding the Phase 1 guidance and this had been dealt with by Vincent Bryson.
- b) Club Dispute – communication had been received regarding an ongoing Club dispute and the Board deferred this back to the Club Development Officer for action.

#### 14. AOCB

- a) Frostbite Leagues – Pip Tucknott noted that if clubs are unable to be able to meet indoors there may be scope for Frostbite leagues as other sports such as rugby or football may not be taking place.
- b) Guidance Document – Caroline Buchanan noted that she had received comment from a club member regarding listing the changes from Phase 1 to Phase 2 in the guidance documentation. It was noted that the Phase 2 document will be a completely new document and not an update to Phase 1.
- c) Staff Support – Jen Griffin asked if there was anything which the staff team would like from the Board in terms of support. Vincent Bryson agreed to consider and report back to the Board. (*Action Vincent Bryson*)

#### Confirmation of Future Meeting Dates

10 August 2020

12 October 2020

21 November 2020 - AGM

#### ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	October Board
Development Group	Investigate Exit Strategy	August Board
Michael Mather /Jules May/ Vincent Bryson/ Bill Hogg	Review Articles	August Board
Michael Mather	Contact Harper McLeod regarding Virtual AGM	August Board
Sarah Birrell	Performance Funding Update	August Board
Craig Lindsay/ Vincent Bryson	Membership Scenarios	August Board
Vincent Bryson	Circulate Risk Register	12/6/20
Vincent Bryson	Consideration given to Risk and Audit Sub-Group	August Board
Sarah Birrell	Check with sportscotland who can provide guidance on Vulnerable Adult legislation	August Board
Sarah Birrell	Confirm with Moira Taylor position of staffing at Inverclyde	12/6/20
Vincent Bryson	Consider Staff Support	August Board