

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 9 AUGUST 2021  
BY ZOOM

Present

**Board Members**

Jennifer Griffin, Chair  
Craig Lindsay, Finance Director  
Moira Taylor, Director of Coaching  
Bob Provan, Director of Equality  
Caroline Buchanan, Director of Safeguarding  
Lindsay Noon, Director of Development  
Jules May, Director of Digital

**Non-Board Members**

Sarah Birrell, sportscotland Partnership Manager  
Vincent Bryson, Chief Executive Officer

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Pip Tucknott, Director of Athlete Progression and Jacqui Dunlop.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 7 JUNE 2021

It was proposed by Lindsay Noon and seconded by Moira Taylor that the minutes of the meeting on 7 June 2021 were a true record.

4. MATTERS ARISING FROM MEETING OF 7 JUNE 2021

It was confirmed that all actions were completed with the exception of:

- a) ArcheryGB Safeguarding Course – Moira Taylor reported that although she had raised with ArcheryGB, that the Safeguarding courses that they published were not relevant in Scotland, it is still showing wrong in the publications they have issued, and she will raise it again with them. Vincent Bryson also agreed to raise with ArcheryGB. (Action Vincent Bryson/Moira Taylor)
- b) Advert for Independent Director – Vincent Bryson and Jennifer Griffin are working on the advert and will circulate to Board. (Action Jen Griffin)
- c) Away Days – it was agreed that Jen Griffin would speak to Inverclyde about available dates for the Away Day. (Action Jennifer Griffin)

- d) Board Safeguarding Training – The majority of Directors have completed the training and those who have yet to do so will complete. Jen Griffin agreed to circulate the link again. *(Action Jen Griffin)*
- e) Archer Stories for Website – Lindsay Noon reported that she and the staff team are liaising on softer stories about why people get involved in archery, so that short videos can be produced for the website.
- f) Membership Database – Vinny Bryson agreed to give Jules May thoughts on a membership database. *(Action Vincent Bryson)*
- g) Adult at Risk – Caroline Buchanan will discuss at next Coaching Committee meeting. There is an online course which can be done through UK Coaching and CPD points can be claimed. It was agreed that Bill Hogg would take this forward, and Vincent Bryson agreed to ask him to liaise with Caroline Buchanan. *(Action Vincent Bryson)*

## 5. CEO UPDATE

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

Commonwealth Championships cancelled  
Guidance updates confirmed – Beyond Level Zero effective Aug 9th  
CDO easing in to liaising with AGB development staff  
SA Membership Number – just above 1,500.  
Weekly staff/board check-in call on Tuesdays – still happening  
Strategy team moving ahead & staff drafting detail – Chair will update  
Coaching Director leading investigation into complaint  
Pathways Manager has established Disability Working Group  
Weekly Development Team sessions begun (Wednesdays 11am)  
Pathways Coaches and Staff confirmed  
Significant interest in Judging qualification

The main focus has been on strategy work and work will start on KPMG Audit with Michael Mather also involved. Board approval will be required for policies, and it was agreed that this may be done by email.

Discussions ongoing with ArcheryGB about a performance event for the Commonwealth Squad as Indian Championships has been cancelled.

## 6. FINANCE UPDATE

Craig Lindsay noted that there is approximately £90,000 in the bank. He will start work on the accounts with FourM and circulate to the Board. Vincent Bryson reported there are still some savings to be made and there is still the potential for Commonwealth Games Scotland funding.

Sarah Birrell confirmed that the second investment payment was due in September and the paperwork will be required ahead of that. Sarah Birrell agreed to circulate the paperwork. *(Action Sarah Birrell)*

## 7. STRATEGY UPDATE

Jen Griffin shared a presentation on the Scottish Archery Strategy Update 2021-2025, outlining the timeline and what consultations had taken place. The strategy document will come to the Board on 6 September for approval and adoption.

It was noted that the vision, mission and focus areas had been agreed and a membership survey had been completed. The values were discussed and agreed.

The next step will be for the staff team to work on the key outcomes of the focus areas. Membership focus groups will take place, and there will be a consultation on the draft strategy following Board approval. Budgets and investment ask will also be considered with the aim of the final sign off by the Board by 6 September.

Board members were asked to feedback any comments to Jen Griffin by the end of the month. *(Action All)*

Thanks were expressed to the Strategy Working Group and Vincent Bryson and Alan Martin.

## 8. BOARD COMPOSITION

Vincent Bryson and Jen Griffin are working on the paperwork for the Independent Director advert and will get this issued. Vincent Bryson and Jen Griffin have met with Moira Taylor to discuss her transition off the Board and work has been allocated to the staff team, and this should be a seamless transition.

Jen Griffin will liaise with Inverclyde on the available dates for the Away Day. *(Action Jen Griffin)*

The KPMG Audit is in hand, thanks were expressed to Michael Mather for his involvement. Jen Griffin will be asking for two of the Board to do the Chair Appraisal and an email will be sent round the Board members. *(Action Jen Griffin)*

## 9. DECISIONS TAKEN OUTWITH A FORMAL BOARD MEETING

It was reported that there had been Board approval for the issuance of updated COVID-19 Guidance on 16 July and 9 August 2021.

## 10. DIRECTORS' UPDATES

Jen Griffin noted that it would be appreciated if Directors' Updates should be completed one week ahead of the Board meeting. Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read. Points to note were:

Jen Griffin that her main focus had been on the Strategy, dealing with a complaint and discussions with ArcheryGB.

Moira Taylor confirmed that she has been working on the handover of Coaching to the staff team. The Coaching Conference work has started with the Coaching Committee. The Conference in the autumn has been cancelled and will run as four CPD sessions running in October, November, January, February and a face-to-face Conference which will be held on 2-3 April. Reminders have been sent out about Coach renewals. Moira Taylor will be attending

the sportscotland Equality Training in September.

Lyndsay Noon noted that Club activities are starting to pick up, with some come and try sessions starting. The first draft of the new soft archery manual is almost ready, and Bill Hogg is doing a soft archery training needs audit across local authorities. Changing Lives Programmes working with additional support needs children are planned to start in August, and the Pathway Development programme is open to applicants.

Caroline Buchanan reported that the FAQs have been prepared for the Adult Safeguarding Policy and the Policy will be published on the website. Caroline Buchanan will also be attending the sportscotland Equality Training in September.

Jules May noted that he has been involved with the production of the new Strategy, including the issuing of the Strategy questionnaire. He has also been working with ArcheryGB on some revisions to the judging rules.

#### Confirmation of Future Meeting Dates

Monday, 11 October 2021

Saturday, 20 November (AGM)

#### ACTION LOG

Name	Action	Date
JG/VB	Independent Director Advert	Next Board
JG	Liaise with Inverclyde on Away Day dates	Next Board
VB	Liaise with JM on membership database	Next Board
VB	Speak to Bill Hogg about Adult at Risk Training for Coaches	Next Board
SB	Circulate the 6-month sportscotland investment paperwork	End of Month
All	Feedback on Strategy to Jen Griffin	End of Month
JG	Issue email to Board members for Chair's Appraisal	End of Month