

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 10 AUGUST 2020  
BY MICROSOFT TEAMS

Present

**Board Members**

Jennifer Griffin, Co-opted Director and Meeting Chair  
Moirra Taylor, Director of Coaching  
Craig Lindsay, Finance Director  
Bob Provan, Independent Director  
Kevin Pringle, Independent Director  
Caroline Buchanan, Director of Safeguarding  
Judith McCleary, Director of Development  
Jules May, Director of Digital  
Pip Tucknott, Director of Performance

**Non-Board Members**

Sarah Birrell, sportscotland Partnership Manager  
Vincent Bryson, Chief Operating Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Michael Mather, Company Secretary

2. CONFLICT OF INTEREST

No new conflicts of interest were noted.

3. MINUTES OF MEETING OF 8 JUNE 2020

It was unanimously agreed that the minutes of the meeting of 8 June 2020 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 8 JUNE 2020

- a) Facilities – Alan Martin is further developing the facilities plan/strategy and a report will be ready for the October Board meeting. (*Action Alan Martin*)
- b) Exit Survey – Vincent Bryson agreed to speak with Alan Martin and Bill Hogg regarding an update on the exit survey. (*Action Vincent Bryson*)
- c) Virtual AGM – Michael Mather had provided information to the Board on the legalities of hosting a virtual AGM. The Companies Act Exemption is currently up to 30 September 2020 but this is likely to be extended. Vincent Bryson has looked into software solutions which could be used once approval is given for the AGM to be held virtually. Vincent Bryson agreed to keep the Board updated. (*Action Vincent Bryson*)

- d) Performance Funding Update – Sarah Birrell agreed to provide an update on UKSport’s Funding for Tokyo Olympics. (*Action Sarah Birrell*)
- e) Staff Support – Vincent Bryson reported that he has spoken to staff both as a team and individually regarding support. The Board passed on their thanks to the staff for their work done over the past few months.

5. COO UPDATE

Vincent Bryson updated the Board on the Scottish Government Guidelines noting that there the Phase 3 Guidance update now allows for competition and this information has been disseminated to the membership. Moira Taylor and Vincent Bryson have signed the investment paper, and this was able to be done digitally, with the investment from sportscotland likely to be received in the next few weeks.

A meeting has been arranged with the Areas on 12 August to explain the options for the membership and club stimulus package. Vincent Bryson highlighted that there may be ongoing issues around facilities and Scottish Archery have co-signed a letter to the Scottish Government highlighting these.

6. FINANCE

Craig Lindsay circulated a paper on a stimulus package to support Clubs. After some discussion by the Board unanimously agreed that Clubs would be offered a 50% return of membership fees for membership year 2020-21 as a “club recovery package” with further consideration of another stimulus in August 2021 for the membership year 2021-22. The overall objective is to protect the growth and status of archery over the next 24 months.

This package would be offered in conjunction with staff time as the Club Survey highlighted many clubs would like support in future planning and development – with facilities access the biggest concern highlighted within the survey. Vincent Bryson agreed to get the staff to work up the detail and bring back to the Board for approval ahead of issuing to Clubs. (*Action Vincent Bryson*)

7. AGM

Vincent Bryson reported that the 2020 AGM is likely to be virtual and although Microsoft Teams could be used, work has been ongoing to identify software which could be used. There are a number of Director elections to be held and if the Articles can be reviewed there will also be changes to the Articles required. Michael Mather had produced an initial summary on what Bylaws and Articles required re-drafting and Vincent Bryson agreed to consider these. (*Action Vincent Bryson*)

It was proposed by Bob Provan and seconded by Caroline Buchanan that there be no increases to the Membership Fees for the membership year 2021-22 and this was unanimously agreed.

Jennifer Griffin agreed to Chair the AGM and it was agreed that Vincent Bryson would produce a paper highlighting the action points and timeline for the AGM. (*Action Vincent Bryson*)

Jacqui Dunlop agreed to cancel the room booking for the AGM. (*Action Jacqui Dunlop*)

It was noted that that there are guidance notes on Harper McLeod's website regarding the holding of remote AGMs. Sarah Birrell agreed to update the Board should Harper McLeod provide information directly to sportscotland. *(Action Sarah Birrell)*

#### 8. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

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

Updates to Phase 3 Guidance was approved by the Board:

10 July 2020

30 July 2020

3 August 2020

7 August 2020

#### 8. FORMATION OF RISK AND AUDIT COMMITTEE

The Board agreed that a Risk and Audit Committee be formed to ensure that the Risk Register is updated and reviewed. It was agreed that the Committee would consist of Craig Lindsay, Pip Tucknott, Jennifer Griffin and Vincent Bryson. The aim will be for the Committee to meet every 6-8 weeks with the first meeting being held on 27 August.

#### 9. RISK REGISTER

Feedback had been received following the circulation of the Risk Register and it was agreed that the Risk and Audit Committee would consider the feedback at its first meeting.

Vincent Bryson agreed to organise SharePoint so that the Board had access to the appropriate risk documents and they were no longer held locally. *(Action Vincent Bryson)*

#### 10. PERFORMANCE

Pip Tucknott reported that there was a Performance Group meeting being held on 11 August, and Alan Martin has been working on the Performance Pathways with information to be uploaded to the website in October.

The Youth Olympics has been pushed back to 2026 in Senegal.

The Board agreed that it would not be appropriate to send a team to the British Indoor Home Nations Championships as members do not have access to indoor facilities and the rankings are still suspended.

#### 11. SAFEGUARDING UPDATE

Caroline Buchanan reported that she has produced a draft Vulnerable Adults Safeguarding Policy and sent this to Vincent Bryson and Jacqui Dunlop for feedback.

It was noted that in the Policy there is a requirement for coaches to have training in Adult Safeguarding and we currently don't have this as a requirement. Caroline Buchanan noted that there is online training available at a cost of £13. It was agreed that it should become

mandatory and that Moira Taylor would look at the training first to check its suitability. (*Action Moira Taylor*)

Caroline Buchanan agreed to find out if any Group training would be available. (*Action Caroline Buchanan*)

Caroline Buchanan agreed to check with Children 1<sup>st</sup> any special requirements which should be in place for the AGM as 16 year olds are able to vote. (*Action Caroline Buchanan*)

It was noted that PVGs are back up and running and these are now able to be done digitally.

## 12. EQUALITY UPDATE

Bob Provan noted that there nothing to report on equality.

## 13 COACHING UPDATE

Moira Taylor reported that a virtual Safeguarding Course had been organised and provided free of charge of Coaches and Child Protection Officers. There are still people on the waiting list and Moira Taylor agreed to liaise with Jacqui Dunlop on this. (*Action Moira Taylor/Jacqui Dunlop*)

Coach renewals are continuing and because of the hiatus with the PVG scheme, if the paperwork is completed these will go through. Moira Taylor will be contacting the Coaches who required a PVG to let them know that these can now been done.

A provisional date of 20 and 21 March for the Coaching Conference has now been set and booked at Inverclyde, but this information has not gone out yet and Moira Taylor will keep the Board updated on any developments on the Conference.

## 14. MEMBERS' FORUM

- a) Fees – queries had been received from Clubs regarding fees and notwithstanding the discussion with the Areas on 12 August, this information will be disseminated to clubs following the Board approval of the Club Recovery Scheme.
- b) Club Dispute – communication had been received regarding an ongoing Club dispute Vincent Bryson confirmed that the Club Development Officer has made contact with the Club.

## 15. AOCB

- a) Commonwealth Games Scotland AGM – Jennifer Griffin agreed to represent Scottish Archery at the Commonwealth Games Scotland AGM on 3 September and will report back to the Board.

Confirmation of Future Meeting Dates

12 October 2020

21 November 2020 - AGM

## ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	October Board
Vincent Bryson	Update Board on Virtual AGM	End August
Sarah Birrell	Provide an update on UK Sports Funding for Tokyo	October Board
Vincent Bryson	Work up detail for Club Recovery Package	End August
Vincent Bryson	Consider the Articles and Bylaws ahead of AGM	End August
Vincent Bryson	Produce Paper on action points and timeline for AGM	End August
Jacqui Dunlop	Cancel room booking for AGM	End August
Sarah Birrell	Update Scottish Archery if update from Harper McLeod	End August
Vincent Bryson	Look at SharePoint to give Directors access	End August
Moira Taylor	Look at Adult Safeguarding Training	End August
Caroline Buchanan	Check if Group training for Adult Safeguarding	End August
Caroline Buchanan	Check with Children 1 <sup>st</sup> U16s voting at AGM	End August
Moira Taylor/ Jacqui Dunlop	Look at waiting list for Safeguarding Course	End August