

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 11 OCTOBER 2021
BY MICROSOFT TEAMS

Present **Board Members**
Jennifer Griffin, Chair
Craig Lindsay, Finance Director
Moirra Taylor, Director of Coaching
Caroline Buchanan, Director of Safeguarding
Lindsay Noon, Director of Development
Pip Tucknott, Director of Athlete Progression

Non-Board Members
Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Executive Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Jules May and Bob Provan.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 9 AUGUST 2021

It was proposed that they were approved in absentia by email. (*Action Jacqui Dunlop*)

4. CEO UPDATE

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

CEO facilitated sport-wide CEO Group overnight session at Inverclyde
Sport has now returned indoors
Affiliation window opening
Weekly staff/board check-in call on Tuesdays – still happening
Strategy nearly complete – awaiting final draft from designer
Disciplinary Panel have returned report on investigation
Pathways Manager has established new relationships with Muslim community
Weekly Development Team sessions continuing
Pathway Meetings have begun online – External expertise used for Athlete 2-1
CACE was a success from Scottish perspective

VB reported that an email had been received from the CGS regarding changes to the Commonwealth Games format in the future. Recurve Archery has been named as one of the

core sports which is a positive. VB and AM will be visiting ArcheryGB on 9 November and this will be discussed further.

The main piece of work currently is conversations with ArcheryGB and the Strategy Review, along with the KPMG Audit and the AGM.

JG asked if the CEO Forum is still active. VB confirmed that it was, and he had hosted the CEO Away Weekend on 14-15 September and there is an appetite to keep it going, albeit with the meetings reducing. Sub-Groups have also been set up including independence, Technology and Outdoor Group.

5. FINANCE UPDATE

Craig Lindsay reported that he has been working with FourM on the Year End Accounts and Karen Henderson is happy with the deficit of £2,727, although she wants Scottish Archery to ensure that funding is in place for another two years. A draft set of accounts had been received and Craig Lindsay will go through these. He confirmed that he is also comfortable with the deficit. Vincent Bryson agreed to get the registered address changed at Companies House so that it can be included on the accounts. (*Action Vincent Bryson*)

The Financial documents to end of August had been circulated to the Board and Craig Lindsay confirmed that costs were consistent month on month, although there was an increase when the staff phones were purchased although these will be capitalised at the year end.

It was proposed by Jennifer Griffin and seconded by Craig Lindsay that the Directors contribution to phone and internet, should be increased to £60 per year and paid by the end of October. (*Action Jacqui Dunlop*)

Thanks were expressed to Craig Lindsay for his work in preparing the accounts and to the staff for managing the budgets.

6. STRATEGY UPDATE

Jen Griffin confirmed that the Strategy Update is going well with all the content. The strategy document has been produced with just a couple of updates to be made, but the presentation for the November sportscotland meeting is still to be produced.

The Strategy Document was shared with the Board, and it was noted that this could be shared with Members at the AGM.

It was agreed that the both the sportscotland and AGB logos would be included at the back of the document.

Vincent Bryson, Jen Griffin and Craig Lindsay will work on the budgets to go with the Strategy, factoring in any discussions with AGB and it was agreed that Sarah Birrell, Jen Griffin and Vincent Bryson will meet ahead of the sportscotland presentation to discuss the Strategy and any potential increases in investment which was being asked for.

Sarah Birrell noted that the Strategic document looked good, and was simple and clear to understand.

It was agreed that the new Strategy would form part of the February Away Day to get Directors' thoughts on the programme at a project level.

Thanks were expressed to the Strategy Group, Board and Staff team for the work which has gone into producing the new strategy.

7. AGM

Jen Griffin explained that the AGM will take place on 20 November and will be online. She noted that this was a safe and responsible approach due to COVID, and there had been more engagement last year by being online. It was appreciated that this wouldn't suit everyone, and it will be looked at again next year.

Information had been issued seeking nominations for the vacant directors' position and one nomination had been received for the Director of Safeguarding. No resolutions had been received from the membership.

Thanks were expressed to Moira Taylor, Bob Provan and Caroline Buchanan as they were stepping down from the Board at the AGM.

Moira Taylor asked how many independent vacancies were on the Board, as it was three Scottish Archery members' who were stepping down. Vincent Bryson noted that there is one independent vacancy remaining.

It was confirmed that Mark Breigal, Chair of ArcheryGB will be attending the AGM.

8. BOARD AWAY DAYS

It was agreed that the Board and Staff Away Days would be held in February at Inverclyde to give time for the new Directors to be appointed and the outcome of the Strategy Review to be known. Jen Griffin agreed to circulate the dates to the Board. (*Action Jen Griffin*)

9. KPMG AUDIT

Jen Griffin confirmed that there is a small Audit Team working on the KPMG Audit and Michael Mather is reviewing some of the Policies and all updated policies will be required to be approved by the Board.

All Directors reviews have taken place and these are being signed off. Jen Griffin noted that she has completed her self-appraisal and will contact two Directors to review this. (*Action Jen Griffin*)

11. DECISIONS TAKEN OUTWITH A FORMAL BOARD MEETING

It was confirmed that there were no decisions taken out with the Board meeting.

12. DIRECTORS' UPDATES

Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read. Points to note were:

Safeguarding – Adult Safeguarding Week is being held 15-21 November and Ann Craft are running a daily podcast and this information will be shared on the website.

Coaching – Moira Taylor gave an overview of the new session coach course and noted that there are issues regarding the face-to-face element of this. It was agreed that Alan Martin, Bill Hogg and Vincent Bryson would liaise with Moira Taylor on this as part of the Coaching handover. *(Action Vincent Bryson)*

14. AGB UPDATE

Jen Griffin noted that she had a call with Mark Breigal, Chair ArcheryGB who provided an update on the World Archery Congress, and this will become a regular update meeting. Vincent Bryson and Alan Martin will be visiting ArcheryGB on 9 November and an invitation will be extended to ArcheryGB to visit Scottish Archery.

15. AOCB

- a) The updated L&D Programme from sportscotland will be circulated to Board members.
(Action Jacqui Dunlop)

Confirmation of Future Meeting Dates

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
VB	Update Address with Companies House	31 October 2021
JD	Pay Directors Phone/Internet Contribution	31 October 2021
JG	Circulate dates for Board Away Days	31 October 2021
JG	Contact two Directors to review Self-Appraisal	31 October 2021
VB	Discuss Coaching Handover with Staff Team	31 October 2021
JD	Circulate sportscotland L&D programme	31 October 2021