

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 12 APRIL 2021  
BY MICROSOFT TEAMS

Present

**Board Members**

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

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 9 FEBRUARY 2021

It was proposed by Caroline Buchanan and seconded by Moira Taylor that the minutes of the meeting of 9 February 2021 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 9 FEBRUARY 2021

- a) Facilities – It was agreed that this should be staff objective rather than a Board action. The majority of organisations which Scottish Archery would like to engage with on this have furloughed staff and it was agreed that Vincent Bryson and Alan Martin should work on this over the next 11 months up to end of March 2022. Vincent Bryson agreed to set it up on the project management system. (*Action Vincent Bryson*)
- b) Performance Manger – Sarah Birrell confirmed that there could be no formal support from sportscotland on Performance, however support could be offered on an ad hoc basis.
- c) Budgets – Craig Lindsay confirmed that he is pulling together the budgets.
- d) Club Recovery Plan – it was agreed that those who had yet to feedback to Alan Martin on the Club Recovery Plan would do so. (*Action All*)

- e) Members Consultation – Jules May reported that he and Alan Martin are having ongoing discussions about the Members Consultation and the Club Recovery Plan and it will be kept as an ongoing item. *(Action Jules May/Alan Martin)*
- f) Director of Coaching – It was agreed that there would be a discussion on the Director of Coaching Role. *(Action Moira Taylor/Vincent Bryson/Jen Griffin)*
- g) Independent Director – Jen Griffin confirmed that Kevin Pringle has officially resigned as a director of the Board, however he is keen to support the organisation going forward.
- h) Board Appraisals – Jen Griffin confirmed that the Board appraisals would be completed by the end of the month.
- i) Adult Safeguarding – Moira Taylor noted that ArcheryGB have issued a booklet about forthcoming courses, and the Safeguarding courses are not applicable in Scotland. Moira Taylor is raising this with ArcheryGB. *(Action Moira Taylor)*
- j) FAQs for Adult Safeguarding Policy – Moira Taylor confirmed that she is working on this. *(Action Moira Taylor)*
- k) Audit Committee – Jen Griffin confirmed that the Audit Committee had met, and Vincent Bryson is looking at different formats for the Risk Register. A further meeting of the Audit Committee will be arranged.
- l) KPMG Audit – the actions from the last KPMG Audit were considered at the Audit sub-committee meeting. Jen Griffin noted that some of the actions have been completed and work is ongoing on the others. The Audit committee will bring this back to the Board in time for the next KPMG Audit which is likely to be in November 2021. Sarah Birrell agreed to confirm with Jen Griffin when the date was known. *(Action Sarah Birrell)*
- m) Domain Name – the domain name has been transferred and renewed for the 5 years. Jacqui Dunlop agreed to share the final details with Jules May. *(Action Jacqui Dunlop)*
- n) 1-1 Communication – Jen Griffin noted that a communication plan had been shared by Jules May. It was agreed that Directors would feedback any comments to Jules May by 23 April 2021. *(Action All)*

## 5. CEO UPDATE

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

- Commonwealth Championships athlete recruitment is complete
- 15<sup>th</sup> set of guidance issued for enhanced L4 conditions
- External – SGB CEO Group working on significant post-election planning.
- Weekly staff/board check-in call on Tuesdays
- Significant engagement with AGB & Home Nations on India2022
- Bill Hogg working closer with Director of Coaching as coaching transition off-board begins
- Pathways Manager has established Disability Working Group with AGB head of participation

Club Rebates for the period 9 December to 30 March have now been paid to Clubs totalling £350.

The lease has been received from sportscotland for office space at Caledonia House and this requires a wet signature by two Directors and Vincent Bryson agreed to organise the signing of this. (*Action Vincent Bryson*)

#### 6. FINANCE UPDATE

Craig Lindsay reported that the bank accounts were healthy. Vincent Bryson confirmed that 50% of the sportscotland investment should be received by 22-29 April. Vincent Bryson, Jen Griffin and Craig Lindsay will work on the budgets and a first draft will be issued to the Board next week. (*Action Jen Griffin/Craig Lindsay/Vincent Bryson*)

The first draft of the year end accounts will be issued by the end of May.

#### 7. STRATEGIC REVIEW

Jen Griffin reported that she and Vincent Bryson had discussed doing the strategic planning process differently this year, as the normal practice of everyone being together to discuss this will not be able to take place due to COVID restrictions. There is currently a 12-year Strategic Plan in place, and it is proposed that a working group is formed who will work on the Strategy and feed back to the Board. The Board agreed the process and the formation of the Sub-Group.

Jen Griffin noted that Kevin Pringle had agreed to be on the sub-group and the Board agreed this proposal. It was agreed that sub-group would consist of Jen Griffin, Vincent Bryson, Kevin Pringle plus two or three others made up of staff and Directors. Jen Griffin agreed to contact Directors directly regarding this and will discuss with Vincent Bryson the timeframe. (*Action Jen Griffin*)

Sarah Birrell noted that the Strategic Plan would get submitted to sportscotland two weeks ahead of the Panel meeting which will be the end of September/start of October.

#### 8. BOARD SKILLS MATRIX

Jen Griffin thanked everyone for completing the Skills Matrix. It was noted that with Kevin Pringle standing down and Moira Taylor coming off the Board in November there was an opportunity to use these positions strategically based on the skill if it was felt that the Board roles should be changed, noting that there was time to consider this.

Jen Griffin gave an update on the skills which the Board have, noting also those skills which the staff team and sportscotland's expert resource also brought to the organisation. It was agreed that the current board has a strong and impressive skills set.

It was suggested that someone with expertise in the charity sector may be a good skillset to bring to the board and Sarah Birrell suggested that that representation from a younger person would also bring benefits to the Board.

Jen Griffin agreed to circulate the presentation to the Board and add in a page for key thoughts and some questions. (*Action Jen Griffin*)

## 9. COMMITTEE STRUCTURE

During the Board Appraisals Jen Griffin noted that the Committee Structures were not clear enough for some of the Board. It was agreed that information would be held on the Committees which are currently in place on a more formal basis and agreed to send round a spreadsheet in order that the information can be collated by the Committee Chairs ahead of the next Board meeting. (*Action Jen Griffin*)

## 10. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions were agreed by the Board out with a formal Board meeting:

- a) Club Development Manager - Bill Hogg will become a full-time member of staff from 1 April.
- b) Staff Salaries – Staff members were awarded a pay increase.
- c) COVID-19 Guidance – updated Guidance was updated and issued on 12 March 2021 and 8 April 2021.

## 11. DIRECTOR UPDATES

Following the Director appraisals, a new system for reporting was agreed, with all Directors submitting a short snapshot of activity since the last Board meeting. This document was circulated ahead of the meeting and taken as read. Matters which arose:

Jen Griffin reported that she had attended the sportscotland's Chairs Forum in February which was really good and she is making good connections which is positive. There is a further meeting organised for next week.

Moira Taylor updated the Board that she was virtually meeting with Lloyd Brown on Tuesday, 13 April to discuss the session coach qualification and how this is being rolled out across the UK. There are concerns that coaches are also not renewing their licences in time. It was noted that their coaching licence expiry date is noted on their AGB Membership Card and that they should take responsibility for this. Jules May suggested that a system be implemented for sending reminders and it was agreed that he and Moira Taylor would discuss this. (*Action Jules May/Moira Taylor*)

## 13. MEMBERS' FORUM

- a) Complaint – a member had submitted a complaint, and this is being dealt with.

Confirmation of Future Meeting Dates

Monday, 7 June

Monday, 9 August

Monday, 11 October

Saturday, 20 November (AGM)

## ACTION LOG

Name	Action	Date
Vincent Bryson	Facilities Project to be a staff objective and added to Project Management software	Next Board
All Directors	Feedback information on Club Recovery Plan to Alan Martin	Next Board
Jules May/Alan Martin	Discuss Member Consultations and Club Recovery Plan	Next Board
Moira Taylor/Vincent Bryson/Jen Griffin	Discuss the Director of Coaching role	Next Board
Moira Taylor	Safeguarding issues relating to AGB Courses to be raised with AGB	Next Board
Sarah Birrell	Confirm date of KPMG Audit	When available
Jacqui Dunlop	Pass information on domain name to Jules May	Next Board
All Directors	Feedback information to Jules May on Communications Plan	23 April 2021
Vincent Bryson	Lease for Caledonia House to be signed	Next Board
Jen Griffin	Contact Directors for Strategy Sub-Group and agree timeframe	Next Board
Jen Griffin	Circulate Skills Audit Information	Next Board
Jen Griffin	Circulate information on Committees	Next Board
Moira Taylor/Jules May	Discuss reminder system for Coaching Licences	Next Board
Jen Griffin/Craig Lindsay/Vincent Bryson	Work on budgets and circulate to Board	23 April 2021