

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 12 OCTOBER 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
Caroline Buchanan, Director of Safeguarding
Judith McCleary, Director of Development
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members

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 Kevin Pringle, Director and Sarah Birrell, sportscotland Partnership Manager.

Vincent Bryson shared a video which had been prepared by Bill Hogg and Alan Martin for the AGM which focussed on Wee County Archers. He noted that both Bill Hogg and Alan Martin have applied for sportscotland's Changing Lives programme and the Wee County Archers programme is the type of activity that sportscotland are keen to come out of the programme.

2. CONFLICT OF INTEREST

No new conflicts of interest were noted.

3. MINUTES OF MEETING OF 10 AUGUST 2020

Judith McCleary proposed that the minutes of the meeting of the meeting of 10 August 2020 were a true record and this was unanimously agreed.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 10 AUGUST 2020

- a) Facilities Plan/Strategy – it was agreed that this deadline for this piece of work would be extended due to Coronavirus. (*Action Alan Martin*)
- b) AGM Votes – Vincent Bryson confirmed that a staff meeting is being held to discuss the best format for voting at the online AGM. Vincent Bryson noted that he would check that the provision in the Companies Act to hold virtual AGMs had been extended past September 2020. Caroline Buchanan confirmed that Children 1st saw no issues with those aged 16 and 17 years old voting at the AGM and would include as good practice in the Safeguarding toolkit.

- c) Funding for Tokyo – the action for Sarah Birrell to provide an update on UK Sports Funding for Tokyo was extended until January 2020. (*Action Sarah Birrell*)
- d) Adult Safeguard Training – Moira Taylor agreed to look at the Adult Safeguarding Course. Caroline Buchanan noted that she will contact Anne Craft Trust about the online training and will liaise with Moira Taylor on this. (*Action Moira Taylor/Caroline Buchanan*)

5. CEO UPDATE

Vincent Bryson reported that regular Board update meetings have been taking place on a Thursday evening and have been working well.

Vincent Bryson explained that he has been heavily involved in the CEO forum which has been set up, and is the lead of the group. Work ongoing with the group includes looking to appoint a journalist to highlight in the press and media the voice of the Scottish Governing bodies in relation to COVID. This would be an independent communication piece, and there would be a strategic communication plan set out by the CEO Group over the next 18 months. Work is ongoing with Commonwealth Games Scotland to see if this piece of work could be supported by them.

Staff members are in good spirits, with all having taken some annual leave recently.

6. FINANCE

Craig Lindsay circulated the finance reports. The report comparing the year to September 2019 and September 2020 was gone through with it being noted that membership income of £3,000 in the summer did not come in and overall membership income is down from £10,000 in September 2019 to £6,000 in September 2020, although this may increase as membership are still coming in. Craig Lindsay will monitor the membership income and report on this weekly.

Travel expenses are down to £170 in the year to September 2020 from £4,000 the previous year due to COVID-19 restrictions. The home allowance payment to staff was stopped in August as it was felt that some normal activity may be able to resume, however with the increased restrictions in place this did not happen. The Board agreed to reinstate the payment, at a cost of £620 to the end of the year, and Vincent Bryson agreed to contact French Duncan regarding the payment. (*Action Vincent Bryson*)

Craig Lindsay concluded by saying that there is a healthy bank balance, and no issues regarding this.

Vincent Bryson noted that there had been an underspend on performance, and this will continue into next year if travel is restricted. It was noted that World Archery are holding a virtual indoor competition. Sportscotland have confirmed that there is flexibility with the investment that has been received with targets being removed and the protection of staff the priority, although there is the prospect of some clawback. Jen Griffin noted that it was important that Scottish Archery could report on the targets that had been achieved, as this would be required at some point. Vincent Bryson confirmed that he is meeting with sportscotland this week for the six-month review.

7. AGM

Vincent Bryson confirmed that there have been three applicants for the three Director vacancies, and no amendments to the Articles or Bye-Laws had been submitted by the members by the closing date.

It was agreed that Jen Griffin, Vincent Bryson and Craig Lindsay would do a dry run of the AGM. *(Action Jen Griffin, Vincent Bryson and Craig Lindsay)*

Alan Martin is working on the Annual Report and it was agreed that Directors would submit an update on their portfolios by Friday, 16 October. *(Action All Directors)*

The changes to the Articles and Bye-Laws proposed by the Board were gone through, and it was noted that these were mainly cosmetic. An amendment was also being made to include AGMs being held by video conference for any future meetings should restrictions still be in place. It was noted that changes to the Articles require 75% of the votes as it is a special resolution.

8. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions had been made and approved out with the Board meetings

Updates to Phase 3 Guidance was approved by the Board on the undernoted dates:

25 August 2020

3 September 2020

21 September 2020

9 October 2020

The Board agreed that Jen Griffin would Chair the AGM

The Board agreed not to renew its membership of the Scottish Sports Association

An amended copy of the Accounts for the year ended 31 March 2020 were approved

10. PERFORMANCE

Pip Tucknott confirmed that World Archery would hold the Indoor World championships virtually, as a team event run at local level. ArcheryGB are currently considering whether to host, as they are the body recognised in the UK.

11. SAFEGUARDING UPDATE

Caroline Buchanan agreed to re-issue the draft Adult Safeguarding Policy to Directors with responses back by 19 October. It was agreed that there would not need to be a separate person in a club who acted as the Safeguarding Officer, as it could dual role with the Child Protection Officer. Caroline Buchannan will look into appropriate training courses.

Children 1st had issued a very good paper on grooming in sport and it was agreed that this would be incorporated into the next Safeguarding Update. Caroline Buchanan noted that there were also some very good NHS resources on mental health. *(Action Jacqui Dunlop)*

12. EQUALITY UPDATE

It was noted that their work is being done collectively with the UK Sports Councils for governing bodies as part of Black Life Matters.

13. COACHING UPDATE

Moira Taylor noted that as a lot of clubs were not running it was unclear how much coaching was going on. Instructors Courses were now allowed to run but there are challenges around the new COVID-19 restrictions and the 2M rule. There had been indications on the HIVE platform that ArcheryGB were piloting a new Level 1 Coaching Course.

14. AOCB

- a) Director – thanks were expressed to Judith McCleary on her last Board meeting as a Scottish Archery Director. The Board were sorry that that she was standing down following her completion of her term of office and noted her contribution to the Board and the sport. Judith McCleary thanked that Board and noted that she hoped to stay involved in some capacity.
- b) Women in Sport – Alan Martin and Vincent Bryson will be working on Scottish Archery's contribution to Women and Girls in Sports Week which runs from Saturday 24 October – Friday 30 October 2020. (*Action Alan Martin/Vincente Bryson*)
- c) WhatsApp – Vincent Bryson agreed to set up a WhatsApp Group for the Board and the CEO. (*Action Vincent Bryson*)

Confirmation of Future Meeting Dates

21 November 2020 - AGM

ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	March 2020
Sarah Birrell	Provide an update on UK Sports Funding for Tokyo	January Board
Moira Taylor/Caroline Buchanan	Look at Adult Safeguarding Training	December 2020
Jen Griffin/Vincent Bryson/Craig Lindsay	Do a dry run of the AGM	November 2020
All Directors	Submit to Alan Martin contribution to Annual Report	16 September
All Directors	Provided Caroline Buchanan with feedback on Adult Safeguarding Policy	19 September
Jacqui Dunlop	Produce a Safeguarding Newsletter	December 2020
Alan Martin/Vincent Bryson	Produce content for Women and Girls in Sport Week	24 October
Vincent Bryson	Set up WhatsApp Group for Directors and CEO	October 2020