

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 13 MAY 2019  
AT SPORTSCOTLAND'S OFFICE, TEMPLETON, GLASGOW

Present

**Board Members**

Vincent Bryson, Chair

Moira Taylor, Director of Coaching

Pip Tucknott, Director of Performance

Craig Lindsay, Finance Director

Caroline Buchanan, Director with Responsibility for Safeguarding

Kevin Pringle, Independent Director

Bob Provan, Independent Director

Victoria Barby, Via GoToMeeting

**Non-Board Members**

Alan Martin, Pathways Manager

Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf Judith McCleary, Independent Director and Sarah Birrell, **sportscotland** Partnership Manager.

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. MINUTES OF MEETING 18 MARCH 2019

It was unanimously agreed that the minutes of the meeting of 18 March 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 18 MARCH 2019

- a) Payroll – Vincent Bryson confirmed that the staff salaries had been paid however there had been considerable problems in the transferring of the payroll from sportscotland to French Duncan. Feedback has been given to the sportscotland Partnership Manager regarding this, and it was noted that there are still issues which have yet to be resolved with the bank.
- b) Accounts – Craig Lindsay confirmed that the accounts have to be lodged with Companies House in December 2019. Vincent Bryson agreed to look at the date of the AGM and how this sits with the financial reporting. (*Action Vincent Bryson*)
- c) Budgets – Alan Martin and Moira Taylor agreed to liaise on the Coaching Budgets. (*Action Alan Martin/Moira Taylor*)

Vincent Bryson noted that a deeper exercise has to be done on Budgets to ensure clarity of expenditure.

- d) Quickbooks – Craig Lindsay confirmed he has now received the information to enable him to access direct banking and will upload these to Quickbooks. He agreed to liaise with Jacqui Dunlop on Quickbooks. (*Action Craig Lindsay*)
- e) Barebow – Moira Taylor noted that coaches may require CPD on Barebow techniques. Pip Tucknott confirmed that there were some archers who could shoot Barebow at a performance level and it was agreed that the Performance Group would discuss this further. (*Action Performance Group*)
- f) Records Sub-Group – Alan Martin confirmed that the group would be meeting on 14 May.
- g) Areas Meeting – Vincent Bryson confirmed that the Areas Meeting would take place on Saturday, 18 May in Stirling and an open invitation to the Board was extended.
- h) SRS – Minimum Judging Requirements – it was agreed that this would be discussed at the Area meeting.
- i) Investment Targets – Vincent Bryson agreed to circulate the investment targets to the Board. He noted that he and Alan Martin would be liaising on how best to manage and track performance against the targets and strategy. (*Action Vincent Bryson/Alan Martin*)

## 5. FINANCE UPDATE

Craig Lindsay confirmed that he will aim for the end of May to get the trial Balance to Karen Henderson. A draft has been circulated to the Chair, Michael Mather and Alan Martin. It was agreed the Soft Archery equipment should be offset against the grant and not included as stock. The umbrellas would be written off and given to the Judges and the mugs and pens would be given out at competitions etc. Craig Lindsay agreed to provide the accounts for the August meeting. Thanks were expressed to Craig Lindsay on his work on preparing the accounts.

## 6. PATHWAYS MANAGER FLASH REPORT

The Flash Report was circulated and taken as read.

Summary against the Strategic Outcomes

Membership – 2138 – Not including soft archery membership or Clyde Scouts.

New Clubs – Glasgow Disability Badminton and Archery, Leith, Clyde Scouts, Stirling Uni, all at varying points of development.

Coaching – Level 2 course to be planned

Accessible Clubs – 6 to be identified

Equality – Action Group formed, action plan underway

Standards for Child Wellbeing and protection In Sport – Policies are being updated and PVGs continue to be processed, but these are now on a more manageable basis.

Questions which arose:

Concerns were raised about the lack of progress with ArcheryGB for a Scottish Portal. Vincent Bryson agreed to arrange a meeting with ArcheryGB and raise this issue with them as a matter of urgency. (*Action Vincent Bryson*)

Moira Taylor confirmed that the L2 Coaching Course is now complete with the two assessments to be done. There is no formal process to organise a coaching course as this needs clarified. It was noted that there may be scope to do another Level 2 course later in the year.

It was confirmed that there was nothing specific from the Development Audit and Alan Martin will stay on top of the actions.

Alan Martin confirmed that the draft Equality Action Plan has been passed to Michael Mather and Bob Provan to consider.

## 7. PERFORMANCE UPDATE

Pip Tucknott gave an update on the three Performance Roadshows which had been held 5<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> of May. He noted that there were startling contrasts between the Areas on their opinions of performance and a wide range of opinions from the Membership.

Longer term Scottish Archery will need to clearly define where Performance and the Performance Director sits within the organisation. In the short term there will need to be recommendations on the Home Nations.

The Pathway Squad will have its last session soon and there will be a junior selection shoots. Consideration will be given to having regular events for selection shoots.

There will be consideration given on how the membership is kept informed of Performance issues, although there were positive comments about the new performance page of the website.

There was engagement with the WITTW model and demand for Scottish Archery to fill in some of the areas such as performance psychology and costs of this are being considered. Scottish Archery will look to build partnerships in areas such as psychology and look to enhance athlete welfare.

Vincent Bryson noted that the meetings were quite challenging but very positive. An open letter had been received and had prompted the meetings as this was felt the best way to communicate with the members. The Board will need to consider the best channels to use to communicate. Victoria Barby explained that Scottish Archery has many platforms with which to communicate but the important factor is what is communicated, and the Board need to be clear about what it wants to say and what questions will arise from that communication.

Pip Tucknott felt that face to face meetings were more productive and suggested that he could make himself available in Caledonia House for anyone wishing to meet with him. Kevin Pringle

agreed that face to face was good and provided positive engagement. He suggested that the Board have evenings for face to face engagement which would cover specific areas such as coaching, judges, development. Victoria Barby noted that face to face meetings are important, as it the visiting of clubs. Laura Baxter currently does most of the Club visits, but the Board could look at doing some visits.

Kevin Pringle reported that Basketball Scotland wrote to every basketball club in Scotland and asked what they wanted from Basketball Scotland. Twelve clubs took up the offer of a visit and this was well received.

Victoria Barby suggested that the number of clubs visited each month is included on the Flash Report and is a KPI.

Moira Taylor suggested that the Board engage with the Areas through attending area committee meetings and she also noted that it was important that any communication was two-way.

Kevin Pringle noted that performance is an outcome in the Strategy but there is not a vision. Alan Martin agreed to provide a two-page document on “what performance means to us” for the next meeting. *(Action Alan Martin)*

Pip Tucknott reported that there had been agreements at the Performance Roadshows to give feedback by 20 June. Alan Martin agreed to schedule a Performance Sub-Group meeting to consider the feedback received from the Roadshows. *(Action Alan Martin)*

Pip Tucknott agreed to provide a draft paper for the Performance Group. *(Action Pip Tucknott)*

Kevin Pringle suggested that a one-page document on what feedback was received from the Roadshows was published and then note that the Board and the Performance Group will now consider these. Vincent Bryson and Alan Martin agreed to provide the paper and get Victoria Barby’s feedback ahead of publication. *(Action Vincent Bryson/Alan Martin/Victoria Barby)*

It was agreed that Pip Tucknott would produce a video on some of the issues raised and Victoria Barby and Pip Tucknott agreed to liaise on this. *(Action Victoria Barby/Pip Tucknott)*

## 8. BOARD PERFORMANCE REVIEW

Kevin Pringle reported that a Board Performance Review had been carried out and thanks were expressed to the board for their time in completing the review. Papers had been circulated to the Board with the scores and recommendations.

Bob Provan agreed to provide feedback to the Chair on his specific feedback. *(Action Bob Provan)*

Kevin Pringle noted that he scores for the Board review were 3 and up and there was nothing which needed specific discussion. It had been noted that there was a lack of diversity in ethnicity and age. Vincent Bryson noted that it was useful to read the comments which had arisen from the review and noted that work will be done to ensure that the workload is spread amongst the directors, there is enough clarity on Directors’ roles and clarity of communication.

Vincent Bryson noted that Board members could contact him privately at any time to discuss any items which arose out of the review.

Thanks were expressed to Kevin Pringle on his work on the Board Performance Review.

It was noted that a decision on the COO role would be made when the decision on the inclusion of Archery in the Commonwealth Games was known. The current workload of the Chair is not sustainable, but a vacuum is required to be filled in the short term.

#### 9. STAFFING

Staffing matters were discussed.

#### 10. RISK REGISTER

Vincent Bryson agreed to update and circulate.

#### 11. SAFEGUARDING UPDATING

Unfortunately, Lucie Phillips was unable to attend the meeting to do the Board Update and will re-schedule for another meeting. Lucie Phillips will be in attendance at the Coaching Conference to do a Safeguarding update for the Coaches.

Caroline Buchanan is currently working on updating the Child Wellbeing Policies and meeting will be held with Michael Mather and Jacqui Dunlop to discuss these. It was agreed that the website would be checked to ensure that the policies which were available were the most recent. (*Action Jacqui Dunlop*)

#### 12. COACHING UPDATE

Moira Taylor provided the undernoted update:

Coaching will be discussed at the forthcoming Area Meeting.

The Level 2 assessments will take place shortly. Moira Taylor has been fulfilling the Course organiser role however it was noted that this is not a good use of volunteers time. A second Level 2 course will be considered for later in the year. Kevin Pringle asked if the current level 2 is UKCC, Moira Taylor confirmed that it not UKCC but it is aligned to it.

The Coaching Conference will take place 28 and 29 September and an invitation was extended to the Board members to attend. There is a varied programme and the information will be disseminated to Coaches this week. Kevin Pringle asked if any of the sessions were shared and Moira Taylor noted that this is currently not done, but some sessions could be shared with a wider audience.

Soft Archery sessions were run in Kelso and Forfar.

All those on the Ambassador Programme have successfully completed the Soft Archery course.

13. AOCB

- a) 3D Championships – Pip Tucknott confirmed that there is a possibility that Scotland will be awarded the British 3D Championships for the next three years.

Future Meetings:

1 July 2019 – GoToMeeting

26 August 2019 – Edinburgh – Face to Face

21 October 2019 – GoToMeeting

23 November 2019 - AGM