

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 14 DECEMBER 2019
AT STIRLING COURT HOTEL, STIRLING

Present

Board Members

Bob Provan, Independent Director and Meeting
Craig Lindsay, Finance Director
Moira Taylor, Director of Coaching
Kevin Pringle, Independent Director
Caroline Buchanan, Director of Safeguarding
Jules May, Director of Digital
Judith McCleary, Director of Development
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 Sarah Birrell, sportscotland Partnership Manager.

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

4. MINUTES OF MEETING OF 21 OCTOBER 2019

It was unanimously agreed that the minutes of the meeting 21 October 2019 were a true record.

5. MATTERS ARISING FROM MINUTES OF MEETING 21 OCTOBER 2019

All actions from the Action Log had been completed apart from the undernoted where updates were provided:

- a) CRM – Michael Mather and Vincent Bryson emailed Neil Armitage. Concerns are still ongoing regarding the CRM system as ArcheryGB's current position is contradictory to what it had previously said. There is no funding available from sportscotland for Scottish Archery's own solution as it had felt that the ArcheryGB option had been in the best interests of the members. Discussions are ongoing and Vincent Bryson agreed to circulate Neil Armitage's response. (*Action VB*)

Alan Martin had attended an SSS event at Peffermill when it was noted that Edinburgh University are engaging with ArcheryGB to bring a Performance Centre to Edinburgh. Whilst it was noted that a Performance Centre is positive for Archery, there was concern that there had been no discussion with Scottish Archery regarding this and this will be

noted to both ArcheryGB and Edinburgh University. Scottish Archery is currently working hard on the partnership with Stirling University and this caused some issues. Vincent Bryson agreed to submit a Board Paper on Facilities with recommendations. (*Action Vincent Bryson*)

- b) Memberships – Vincent Bryson to arrange a meeting with Euan Lowe. (*Action Vincent Bryson*)
- c) Finance Reports – Budgets headings to be added to Financial Reports. (*Action Craig Lindsay*)
- d) Nationwide Account – Craig Lindsay reported that the Nationwide Forms will be submitted before Christmas.
- e) Articles – it was noted that the liability is £1 per member. Michael Mather is working with Harper McLeod on this. Vincent Bryson noted that if Scottish Archery chooses a different relationship with ArcheryGB there may be implications on the Articles. (*Action Michael Mather*)
- f) Coaching – Sarah Birrell to provide an update on the change from UKCC to CIMPSA accreditation. (*Action Sarah Birrell*)
- g) Social Media Access – Judith McCleary confirmed that all staff have access to all social media channels. It was noted that it is an area where Scottish Archery needs to be more strategic and work will be done on how the channels are managed operationally.
- h) Performance Roadshows – Pip Tucknott agreed to liaise with Jules May to see if the performance video should be taken forward. (*Action Pip Tucknott*)
- i) Equality Action Group – It was noted that the Scottish Archery had submitted at Preliminary level although no feedback has yet to be received. Vincent Bryson noted that Scottish Archery may need to go for Intermediate level next time around.
- j) Sharepoint Access – Vincent Bryson confirmed that Scottish Archery email addresses have been provided for the Postal League co-ordinator and Tournament Organiser Chair. Scottish Archery email addresses will be provided for Bob Provan (Equality) and Kevin Pringle (Strategy) in order that they can access Sharepoint. (*Action Vincent Bryson*)

It was agreed that Jacqui Dunlop would update the Board members with all the Scottish Archery email addresses. (*Action Jacqui Dunlop*)

- k) Exit Survey – Development Group to consider an Exit Survey. (*Action Development Group*)

6. CHAIR POSITION UPDATE

It was noted that there had been no applications for the position of Scottish Archery Chair. The Articles allow for a Chair to be co-opted up to the 2020 AGM, without the need for an EGM, and the Board will now consider this option. (*Action Board*)

7. AOCB

- a) Board Meetings – it was agreed that the COO would attend all Board meetings and where there was a discussion which was not appropriate, he would be asked to leave the room. Other staff would be invited to attend only when there was an item on the agenda which required their input.
- b) Chief Operating Officer – Vincent Bryson noted that he will be arranging 1-1 meetings with Directors over the next three months.

16. DATE OF NEXT MEETING

Jacqui Dunlop agreed to circulate dates for Scottish Archery Board meetings, noting that the AGM will take place on 21 November 2020 at Dewars in Perth.

17. BOARD SAFEGUARDING TRAINING

Following the Board Meeting there was an Away Day with representatives from the Board and Areas in attendance. Pamela Finch, Children1st, Safeguarding in Sport team, provided Board Training on Safeguarding. She was pleased to confirm that as the Training had been completed that Scottish Archery had reached 100% in the Safeguarding Standards, ahead of the 31 March 2020 deadline.

ACTION LOG

SHORT TERM ACTIONS

Actionee	Action	Date
VB	Circulate Neil Armitage's response on CRM to the Board	Next Meeting
VB	Submit a paper on facilities for Board consideration	Next Meeting
VB	Arrange a meeting with Euan Lowe re Membership	Next Meeting
CL	Budget headings to be added to Finance Reports	Next Meeting
MM	Update on Members' Liability	Next Meeting
Sarah Birrell	Update on change from UKCC to CIMPSA	Next Meeting
PT/JM	Decision on Performance Video	Next Meeting
VB	Scottish Archery Email address for BP and KP	Next Meeting
JD	Circulate Board corporate email addresses	Next Meeting
Board	Consider Chair options	Next Meeting
JD	Circulate 2020 Board Dates	Next Meeting
Development Group	Investigate Exit Survey	Next Meeting