

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 18 MARCH 2019  
BY GO TO MEETING

Present

**Board Members**

Vincent Bryson, Chair  
Moirra Taylor, Director of Coaching  
Pip Tucknott, Director of Performance  
Craig Lindsay, Finance Director  
Judith McCleary, Independent Director  
Caroline Buchanan, Director with Responsibility for Safeguarding  
Kevin Pringle, Independent Director  
Bob Provan, Independent Director

**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 of Michael Mather, Chief Operating Officer, Victoria Barby, Director of Communications and Sarah Birrell, **sportscotland** Partnership Manager.

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. MINUTES OF MEETING OF 12 JANUARY 2019

It was unanimously agreed that the minutes of the meeting of 12 January 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 12 JANUARY 2019

- a) Eastern Area AGM – Alan Martin confirmed that he had not received further information about the Eastern Area AGM.
- b) Expenses Forms – Directors were reminded to get their expenses claims for the year end of 31 March 2019.

5. CHAIR UPDATE

Vincent Bryson reported that no decision had been made yet on whether Archery was included in the 2022 Commonwealth Games in Birmingham. Bob Provan will represent Scottish Archery at the Commonwealth Games Annual General Meeting in June. He will also be arranging a meeting with Sarah Birrell, the new Partnership Manager, so they can meet face to face, although there has already been a lot of communication with her.

Michael Mather's last day as the Chief Operating Officer will be 29 March. The Board wished to place on record the massive contribution that he has made to the organisation in the two year's that he has been in the role.

The Board confirmed that Michael Mather would retain his volunteer Company Secretary role.

## 6. FINANCE UPDATE

As the year end has changed Craig Lindsay agreed to check when the accounts would need to be lodged by. He also agreed to get the financial information to Karen Henderson by the end of May (*Action Craig Lindsay*)

Vincent Bryson agreed to check on when the accounts needed to be issued for the AGM. (*Action Vincent Bryson*)

The Budget for the current year was reviewed. It was noted that the staffing budget was slightly over but this was due to the increasing in Laura Baxter's hours. Alan Martin agreed to issue a proposal to the Board for purchases for the performance programme. (*Action Alan Martin*)

Moira Taylor noted that she has some expenditure which covers both financial years and Craig Lindsay agreed to send Moira Taylor a breakdown of the Coaching budget. (*Action Craig Lindsay*)

Work has been done on transitioning from Kashflow to Quickbooks. This will provide a lot more real time information and Scottish Archery will move to the new system on 1 April. Budget holders will also be able to view Quickbooks on line. Craig Lindsay and Alan Martin have been working on a new expenses form. Craig Lindsay agreed to look into training for Jacqui Dunlop. The Chair and Board thanked the Finance Director for his significant work "offline" to prepare the new QuickBooks ledgers and everyone is looking forward to the vastly streamlined process for financial operations. (*Action Craig Lindsay*)

The draft budget for 2019/2020 were circulated and it was noted that the budgets would be approximately the same as this year. Budget holders agreed to check if the sub-headings were still correct and confirm with Alan Martin within 7 days. (*Action Budget Holders*)

Alan Martin and Craig Lindsay were thanked for their work in pulling together the budgets.

## 7. COO'S FLASH REPORT

The Flash Report was circulated and taken as read.

Summary against the Strategic Outcomes

- Membership – 3008 as at end of September – Need to push for permanent CRM solution with Archery GB. For new membership year, membership currently standing at 2034 as at 28th Feb 2019
- New Clubs – Target met

- Coaching – L2 course commenced 2<sup>nd</sup> February with 10 candidates on the Course
- Accessible Clubs – 11 clubs either working or on the radar to complete
- GDPR – Target met – no specific further action required at this juncture
- Equality – membership Survey has now been completed with 610 responses received representing 31% of current membership (10% required). Survey to be completed by Board and Staff members by the end of February
- Standards for Child Wellbeing and protection In Sport – Action points being worked on
- Board to complete self-assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points

Questions which arose:

ArcheryGB have been asked for a permanent CRM solution, a “Scottish Portal”. This has not been forthcoming, so Michael Mather has re-engaged with ArcheryGB to get clarity on this. If Scottish Archery does not get this then drastic and possibly expensive action will have to be taken over the next 24 months. If there has been no response from ArcheryGB by the end of the month then Vincent Bryson will contact them. *(Action Michael Mather/Vincent Bryson)*

It was noted that there is a healthy budget from sportscotland investment for Board Training and Board members should give consideration to any training needs. Vincent Bryson agreed to get the self-assessment, development outputs and paperwork for the appraisal process out by the end of April. *(Action Vincent Bryson)*

#### 8. REVIEW OF COMPLAINT

Bob Provan and Kevin Pringle updated the Board. It was noted that the Complaints Policy had been re-drafted by Michael Mather and circulated to the Board. The Board approved the Complaints Policy. It was agreed that there would be a review of the Complaints Policy in 12 months’ time.

Thanks were expressed to Bob Provan and Kevin Pringle for their work in undertaking the review.

#### 9. SAFEGUARDING UPDATE

Caroline Buchanan updated the Board on the work currently being undertaken to update the Child Protection Policy, which will now be the Child Wellbeing and Protection Policy. Work is being carried out with Lucie Phillips from Children 1<sup>st</sup> on the policies. Lucie Phillips has agreed to attend the May Board meeting and provide Board Training on Safeguarding. There has also been an invitation for Lucie Phillips to attend the Coaching Conference to do a session on Safeguarding with the Coaches.

A meeting is to be held with Caroline Buchanan, Moira Taylor and Jacqui Dunlop to discuss PVGs and Safeguarding Courses in relation to Coaching Licences. The Safeguarding and Protecting Course will change from 1 April 2019 with tutor training starting this week.

#### 10. PERFORMANCE REPORT AND WHAT IT TAKES TO WIN MODEL

Pip Tucknott circulated the What It Takes to Win Model (WITTW) and noted that this, along with scores will be the basis of how teams are selected. There is an Executive Overview to go with the document and Pip is currently working on this and it will be circulated to Board members. Judith McCleary noted that it was a clear document and in line what would be expected from performance selection. Kevin Pringle asked if the model had been shared with ArcheryGB and Pip Tucknott confirmed that it had been. It was noted that the document is on the website for the members to see.

Pip Tucknott updated the Board on the Iceland competition, with the aim of getting international experience in shooting.

It was noted that that future performance is more important than current performance and the Board unanimously approved the work that is being done on the performance programme.

There is a World Archery motion at the end of June that Barebow will be brought into line with Compound and Recurve so there may be a re-think on what Scottish Archery does for Barebow in terms of performance. There may be implications for Coaching and Moira Taylor and Vincent Bryson agreed to discuss this. (*Action Moira Taylor and Vincent Bryson*)

#### 11. COACHING UPDATE

- Level 1 East Course has been completed with 8 new level 1 coaches; with one awaiting affiliation. The Level 2 course is well underway with 4 of the 6 training days completed. The Assessment is being split over 2 days. Moira Taylor is organising the course and there are 10 candidates.
- Coach renewals are pending.
- Soft Archery – training is taking place with courses taking place in Hamilton, Kelso and Forfar.
- Coaching Conference - the date for the Conference has been confirmed as 28-29 September at Inverclyde and Moira Taylor will be issuing a "Save the Date".
- Moira Taylor has attended three meetings with the Pathway Squad; attended the Live Active Sport Conference in Kinross and a two-day residential coaching network conference at Inverclyde.

#### 12. MEMBERS' FORUM

- a) Records – It was agreed that Alan Martin and Vincent Bryson would discuss, and the working group would meet. It was noted that input from the membership on the working group would be required. Alan Martin agreed to provide a statement for the membership. (*Action Alan Martin*)

- b) Areas Meeting – Fiona Hirst has submitted a request for there to be a meeting with the Areas (President and Secretaries) and the Director of Performance and Coaching, plus Phyllis Pettit (Tournaments) and Jules May. Vincent Bryson agreed to lead on this and co-ordinate a meeting. (*Action Vincent Bryson*)
- c) Performance Group Meeting – the next meeting is scheduled for 16 June and Vincent Bryson agreed to attend.
- d) Disability Championships – a query on the disability championships was passed to the Tournaments Committee.
- e) Date Bars – it was confirmed that these had been ordered and would be distributed shortly.

### 13. AOCB

- a) SRS – the minimum judging requirement of a SRS was discussed. It was noted that it was not defined what the minimum requirement was. Alan Martin agreed to speak to Jules May and Phyllis Pettett regarding this. (*Action Alan Martin*)
- b) Investment Targets – Vincent Bryson agreed to email Board members with the targets which related to the sportscotland investment. (*Action Vincent Bryson*)

#### Future Meetings:

13 May 2019 – Glasgow – Face to Face  
1 July 2019 – GoToMeeting  
26 August 2019 – Edinburgh – Face to Face  
21 October 2019 – GoToMeeting  
23 November 2019 - AGM