

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 21 OCTOBER 2019  
BY GOTOMEETING

Present

**Board Members**

Vincent Bryson, Chair – Items 1 – 5 only  
Moiria Taylor, Director of Coaching – Chair Item 5 onwards  
Kevin Pringle, Independent Director  
Bob Provan, Independent Director  
Caroline Buchanan, Director of Safeguarding  
Victoria Barby, Director of Communication  
Judith McCleary, Director of Development  
Pip Tucknott, Director of Performance  
Kevin Pringle, Independent Director

**Non-Board Members**

Michael Mather, Company Secretary  
Alan Martin, Pathways Manager  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf Craig Lindsay, Finance Director, Sarah Birrell, sportscotland Partnership Manager. The Chair expressed thanks to Victoria Barby on what would be her last Board meeting, for her contribution to Scottish Archery over the last six years. He noted that the sport and the organisation owed her a debt.

2. SAFEGUARDING UPDATE

The Chair provided an update on a Safeguarding issue.

3. CONFLICT OF INTEREST

No new conflict of interest were noted.

4. MINUTES OF MEETING OF 26 AUGUST 2019

It was unanimously agreed that the minutes of the meeting 26 August 2019 were a true record.

5. MATTERS ARISING FROM MINUTES OF MEETING OF 26 AUGUST 2019

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

- a) Reserves Policy – The Reserves Policy was to be changed to reflect three months costs including payroll.

- b) CRM – Michael Mather and Vincent Bryson will draft a communication to be sent to ArcheryGB regarding the CRM issues. (*Action Michael Mather and Vincent Bryson*)
- c) Memberships – Vincent Bryson to arrange a meeting with Euan Lowe. (*Action Vincent Bryson*)
- d) Finance Reports – Budgets headings to be added to Financial Reports. (*Action Craig Lindsay*)
- e) Nationwide Account – Craig Lindsay agreed to have the Nationwide Account forms submitted by the next Board meeting. (*Action Craig Lindsay*)
- f) Articles – it was noted that the liability is £1 per member. Michael Mather noted that this is company law and it would be difficult to change. It was suggested that this is noted on the Membership forms and Michael Mather and Vincent Bryson agreed to discuss further. (*Action Michael Mather/Vincent Bryson*)
- g) Coaching – Sarah Birrell to provide an update on the change from UKCC to CIMPSA accreditation. (*Action Sarah Birrell*)
- h) Social Media Access – Judith McCleary noted that there are different people running the different social media channels. Victoria Barby noted that this was by design to spread the workload as different social media accounts have different needs. Judith McCleary suggested that the accounts and passwords be held under one Scottish Archery account.
- i) Performance Roadshows – Pip Tucknott confirmed that a paper had been done on the feedback from the Performance Roadshows and agreed to recirculate it along with the recommendations from the Performance Sub-Group. (*Action Pip Tucknott*)  
  
Pip Tucknott agreed to liaise with Victoria Barby on a video on the feedback. (*Action Pip Tucknott*)
- j) Equality Action Group – it was noted that the Action Plan had been completed and was due for Board approval.
- k) Sharepoint Access – Vincent Bryson confirmed that Sharepoint access should be available to those without a Scottish Archery email address. Scottish Archery emails addresses are also being provided for the Postal League co-ordinator and Tournament Organiser Chair.

## 6. FINANCIAL UPDATE

Craig Lindsay submitted reports in advance. The draft Accounts for the period 1 October 2017 to 31 March 2019 were approved by the Board. Thanks were expressed to Craig Lindsay and Karen Henderson for their working on the preparation of the accounts.

## 7. AGM

Michael Mather reported that a nomination had been received for the position of Director of Digital. The Calling Notice for the AGM will be circulated by 2 November. There are no resolutions to go before the AGM but the election of the Director of Digital and the approval of the Accounts Inspectors will be required to be voted on.

Michael Mather is also preparing the Annual Report and Directors were asked to submit their contributions by 26 October. (*Action All*)

Information on the Volunteering and Coaching Awards have been issued and these will be presented at the AGM. Jacqui Dunlop agreed to issue a reminder on the Awards nominations. (*Action Jacqui Dunlop*)

#### 8. FLASH REPORT

Alan Martin submitted the Flash Report which was taken as read.

#### 9. MEMBERSHIP ANALYSIS

Alan Martin submitted a report on the Membership Analysis. This was compiled by using data from Sport80 and the Scottish Archery Membership Secretary's statistics. The target which Scottish Archery is aiming for by 2029 is 6,000 members. Alan Martin and Bill Hogg had spent time to map the data and produce the report and statistics.

Alan Martin noted that in 2017 the membership was 2355; in 2019 the membership was 3,281 (target of 3,234 achieved); and the target for 2020 is 3,500.

Three key areas were noted as:

Club v Club – expansion of the Interclub competitions. Some of the Clubs currently within the Ayrshire league are showing growth. Alan Martin is working with the Tournament Organisation Group on a few initiatives to help with club retention.

Soft Archery – this is the biggest opportunity to grow the Scottish Archery Membership and create links into clubs. There is already growth in this area with over 1,000 children taking part weekly which is up around 20% on the previous year. Scottish Archery has strong links to Active Schools and uniformed organisations. Soft Archery is a great introduction to the sport and can engage with children at a much younger age than many community clubs currently accept members. This requires investment in equipment and partnerships with Clubs to create a pathway.

Club “Why” – New Clubs and University Clubs are very good at knowing what their purpose is and who their market is. When this information is known the clubs can be very focussed in marketing and providing for their members needs and provide a positive environment. Support can be offered to older clubs whose numbers are declining, to determine why they exist, who they are for and what their focus is.

Pip Tucknott sought clarification on whether it is new clubs which have the biggest growth. Alan Martin confirmed that Clubs which have formed over the last few years are the ones which are in general growing.

Kevin Pringle asked about the work currently with Local Authorities. Alan Martin explained that there are links with some Local Authorities for Soft Archery, but it is an area for growth. There is scope to expand this into other local authorities. It is early days but there is some movement between soft archery after schools' clubs into community clubs.

Caroline Buchanan asked if the junior club statistics included U12? Alan Martin agreed to check the statistics but 12 was normally the age which clubs set for the juniors. He noted that if we do more soft archery we can start to engage with children at an earlier age, but if they can't come to a community club until 12 they may be lost to the sport as it is a long time to join a club. He noted that in Curling there is a "holding" club initiative before juniors transition into mainstream clubs so there may be scope to look at something similar if it has been successful in another sport.

Moira Taylor noted that from her experience U12 often lack the focus, maturity and strength to be able to complete a beginners course and from a club's point of view they would require different types of equipment for younger and smaller children so it could be a financial outlay for clubs to take U12. She did agree that a transition was required by primary school after schools clubs and a local community Club. Alan Martin reported on the Wee County Archers model in Clackmannashire. There are 10 or 12 after schools clubs running and the Wee County Archers club has been set up so that anyone from the after schools clubs can join if they wish take their archery further.

It was noted that the training of people running a Club would need to be looked at as for active schools clubs it is quite ad hoc and there may need to be more formal training such as an Instructors Course or Level 1 course for those who were running the transition clubs and there would be financial costs to this. Alan Martin noted that if it was felt worthwhile some development budget could be allocated to this.

Bob Provan suggested that Clubs are contacted to say that there is Soft Archery going on in their area so that they can go along and see what is happening, rather than having Active School Coordinators making the contact with clubs. He noted that some well-established clubs don't know where to get new members from so it would be useful to build a bridge between the Club back to the Active Schools Activity.

Moira Taylor suggested clubs do an exit survey for when members leave? It was suggested that this was something which Scottish Archery could help facilitate, as some people may be uncomfortable explaining to a club why they left if it was the club which was not fulfilling their needs. Alan Martin agreed to investigate this. (*Action Alan Martin*)

Moira Taylor noted that Falkirk have a SurveyMonkey questionnaire set up for this and agreed to get a copy of this. It was agreed that this was something which the Development Group would look into at their next meeting. (*Action Development Group*)

Thanks were expressed to Alan Martin and Bill Hogg their work on the membership analysis.

## 10. PERFORMANCE UPDATE

Pip Tucknott reported that information on selection had been issued for the Home Nations Indoor Championships. Submissions will go to the Performance Group ahead of being shared with the Board.

A few requests for funding have been received as well as information about personal achievements. Carol-Anne Seez finished 4<sup>th</sup> in the European Field Championships in the individual and team events. Alan Martin is working on applications for the Scottish Sports Aid.

## 12. SAFEGUARDING

Caroline Buchanan reported that she and Jacqui Dunlop had attended the new Safe Hands Course pilot. A meeting had been held with Lucie Phillips from Children 1<sup>st</sup> regarding the Safeguarding Standards. Following more evidence submitted, and the update on the Policy Scottish Archery has a score of 99%. Lucy Phillips will be delivering Board Training at the Away Day in December and when this is complete Scottish Archery will achieve 100%.

Thanks were expressed to Caroline Buchanan and Jacqui Dunlop for their work on the Safeguarding Standards.

## 13. EQUALITY UPDATE

Bob Provan reported that the Equality Actions Plan has been circulated to the Board. The Board approved the Action Plan and it will be submitted in December. Thanks were expressed to Alan Martin for his work on the Equality Action Plan.

## 14. COACHING UPDATE

Moira Taylor reported that the Coaching Conference was held at the end of September and feedback has been received which indicated that those attending thought it was a success. Alan Martin attended and produced a video of the event and thanks were expressed to him. Scottish Archery will take part in a mentoring pilot and this will be offered to those who attended the Coaching Conference. Moira Taylor is keen that the numbers for the event increase for next year. The Feedback has been circulated to the Board and specific speaker feedback will also be provided as well as general feedback to the delegates.

A Level 2 course was due to start in November however this has been cancelled due to lack of numbers. Hopefully it will be rescheduled for early next year.

Scottish Archery Coach Developers attended a weekend in September at Lilleshall to learn about the new coaching courses. The courses may be more modular going forward and the new Level 1 course may be available early next year.

There has not been many Level 1 courses running this year as 40 new coaches had qualified recently. Enquiries are starting to come in and Moira Taylor will contact each of the Areas to investigate the possibility of running a Level 1 course.

Three coaches have expressed an interest in doing the Coach Developer training and this is done through sportscotland who offer it free of charge which is an enormous benefit to Scottish Archery.

Thanks were expressed to Moira Taylor for her work on the Coaching Conference.

## 15. AOCB

- a) AGM – Alan Martin asked if anyone would like a presentation done at the AGM to contact either Vincent Bryson or himself.

## 16. DATE OF NEXT MEETING

23 November – Annual General Meeting – Perth  
14 December – Board and Area Away Day – Stirling

## ACTION LOG

### SHORT TERM ACTIONS

Actionee	Action	Date
Vincent Bryson	Meeting with Euan Lowe re Memberships	30 November 2019
Pip Tucknott	Prepare paper for the Performance Sub-Group on feedback from the Roadshows	30 November 2019
Pip Tucknott/ Victoria Barby	Prepare a video on the feedback from the performance roadshows	30 November 2019
Michael Mather/ Vincent Bryson	Escalate CRM issues with ArcheryGB	30 November 2019
Craig Lindsay	Add budget column to financial reports`	30 November 2019
Craig Lindsay	Return Nationwide Forms	30 November 2019
Sarah Birrell	Provide sportscotland update on Coaching	30 November 2019
Vincent Bryson	Arrange email address for Postal League co-ordinator and Tournament Group Chair	30 November 2019
All	Submit contribution for Annual Report	26 October 2019
Jacqui Dunlop	Issue reminder on Awards Nominations	31 October 2019

### LONG TERM ACTIONS

Equality Action Group	Prepare Preliminary Level Submission	31 December 2019
Development Group	Investigate Exit Survey	31 December 2019