

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 26 AUGUST 2019
AT CALEDONIA HOUSE, EDINBURGH

Present

Board Members

Vincent Bryson, Chair

Craig Lindsay, Finance Director

Kevin Pringle, Independent Director – by Conference Call Item 3 onwards

Bob Provan, Independent Director

Judith McCleary, Independent Director

Moira Taylor, Director of Coaching

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager

Alan Martin, Pathways Manager – Out of Room for Item 3

Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf Caroline Buchanan, Director of Safeguarding and Pip Tucknott, Director of Performance

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. APPOINTMENT OF INTERIM CHIEF OPERATING OFFICER

Vincent Bryson reported when the previous COO's contract expired the Board had agreed to wait until the outcome of the Commonwealth Games Federation & Birmingham 2022 Committee decision on whether Archery was to be included in the Birmingham Commonwealth Games before advertising the position. This announcement was made later than expected in July so the recruitment process was behind schedule.

The Board agreed that the position of part time COO would be advertised on a 35 hours a month basis. It was agreed that it would be staff position and not contracted.

It was agreed that due to the strategic cycle that the position would be guaranteed until March 2020 but likely to be extended for a total of 18 months. Although the position was not funded by sportscotland, but by Scottish Archery, it was agreed that it would be prudent to make the position guaranteed until March 2020 and reviewed on the basis of the sportscotland investment.

The position would entail the line management of staff, the day to day management of the sportscotland relationship, the sporting relation with other partners and the day to day running of the organisation.

4. MINUTES OF MEETING OF 29 JULY 2019

It was unanimously agreed that the minutes of the meeting of 29 July 2019 were a true record.

5. MATTERS ARISING FROM MINUTES OF MEETING OF 29 JULY 2019

Vincent Bryson confirmed that all actions were completed from the action log with the exception of:

- a) Performance Roadshow Paper – Pip Tucknott to provide a paper for the Performance Sub-Group on feedback from the Roadshows.
- b) Video of Performance Roadshow – Victoria Barby and Pip Tucknott agreed to prepare a video on the feedback from the performance roadshows.
- c) Membership Statistics – it was agreed that the Board paper on the recommendations regarding disparity of Membership Statistics would have an end date of 31 December 2019. *(Action Judith McCleary/Alan Martin)*
- d) Membership – Vincent Bryson to meet with Euan Lowe, ex CEO of Scottish Gymnastics regarding their relationship with the UK body on memberships. *(Action Vincent Bryson)*

Michael Mather and Vincent Bryson to escalate CRM issues with ArcheryGB. *(Action Michael Mather/Vincent Bryson)*
- e) Performance Blue-Print – the performance blueprint to be circulated. *(Action Performance Sub-Group)*
- f) Equality – the Preliminary Level submission end date was moved to 31 December. *(Action Equality Action Group)*
- g) Nationwide Account – Craig Lindsay to return the Nationwide Forms. *(Action Craig Lindsay)*

6. CHAIR'S REPORT

The Chair updated the Board that time had been spent on Safeguarding which resulted in a member's suspension.

7. FINANCE

- a) Accounts for the 18 Months to 31 March 2019 – Craig Lindsay presented the Accounts which had been prepared by FourM Limited. Alan Martin agreed to provide an update on the number of clubs. *(Action Alan Martin)*

Vincent Bryson agreed to write a brief summary of activity carried out over the period. *(Action Vincent Bryson)*

Craig Lindsay confirmed he will liaise with Karen Henderson and Kathleen Male on the affiliations. *(Action Craig Lindsay)*

Craig Lindsay agreed to work with FourM to make some minor changes and it was agreed that the accounts would be approved by the Board at the 21 October Board meeting, ahead of presenting them at the AGM.

Craig Lindsay noted that the liabilities of the Company state that each member is liable for £1 should the organisation be liquidated and it was agreed that this would be checked in the Articles and would be notified to members. (*Action Craig Lindsay*)

Thanks were expressed to Craig Lindsay and Karen Henderson for their work on the Accounts.

8. PATHWAYS MANAGER FLASH REPORT

The Flash Report was circulated and taken as read. Summary against the Strategic Outcomes:

- Membership – 3,047, not including Clyde Scouts.
- New Clubs – Deveron, Leith, Clyde Scouts, Stirling Unit all at varying points of development.
- Coaching – Level 2 course to be planned.
- Audit
- Accessible Clubs – 7 identified aim to accredit 6.
- Equality – Action Group formed; action plan underway.
- Standards for Child Wellbeing and Protection in Sport – new Safeguarding Policy on website; PVGs continue to be processed. Meeting to be arranged with Children1st regarding to review the Safeguarding Standards.

Questions which arose:

Moira Taylor confirmed that a course organiser has been identified and dates are being looked at for a Level 2 course. The UKCC subsidy will disappear in March but Scottish Archery provides a £50 grant. Sarah Birrell agreed to provide a sportscotland update on Coaching and the change from UKCC to CIMSPA accreditation. (*Action Sarah Birrell*)

Alan Martin noted that there was Risk that the accessible club target may not be met due to the new CDO taking over. Sarah Birrell confirmed that this would be discussed at the 6-month review.

Vincent Bryson noted that the Risk Register is held on SharePoint and agreed to provide log ins for Directors without a Scottish Archery email address. (*Action Vincent Bryson*)

9. PERFORMANCE UPDATE

Alan Martin reported that a Performance Sub-Group meeting had been held and pathways were being worked on. Alan Martin is liaising with Stirling University on dates for squad sessions. A draft paper on a Performance trip for 2020 is with the Performance Director for approval currently. The Performance Group is also working on the Pathways Concept and will submit to this Board.

10. EQUALITY

Bob Provan reported that the Equality Action Plan had been circulated for feedback.

11. COACHING UPDATE

Moira Taylor reported the undernoted:

- 8 Level 2 coaches have qualified this year.
- ArcheryGB are changing the Level 1 and Level 2 courses and Scottish Archery Tutors will be visiting Lilleshall in September and October for workshops.
- As the courses may be changing decisions are being made on whether to run the Level 1 course, although there is potentially one being run in the North of Scotland and numbers for this are being looked at.
- There is a waiting list for those wishing to the Tutor Training and this is due to the PDA courses at sportscotland being full. Sarah Birrell agreed to check on the status of the PDA courses. (*Action Sarah Birrell*)
- The Coaching Conference is scheduled for 28 and 29 September at Inverclyde. An invitation to attend was extended to the Board and Sarah Birrell. Alan Martin confirmed that he will video the Conference.
- Ambassador training is rolling out in the Eastern Area this year and an instructor's course has been organised.
- Moray Council have asked for soft archery training and Moira Taylor and Caroline Buchanan undertook soft archery training with teaching staff from Bridge of Allan and a further session is planned in Falkirk.

9. MEMBERS' FORUM

- a) Competition/Operations – a query had been received from Ged Laing from Ayr Archery Club regarding and Operations Manager in relation to competition planning. Vincent Bryson will liaise with Phyllis Pettett on this. (*Action Vincent Bryson*)

10. AOCB

- a) Records – it was reported that the Records Sub-Group have cleared the backlog of records up to the end of July with all certificates now being issued. Work is being undertaken to update the website. Thanks were expressed to the Records Sub-Group.
- b) Communications – Judith McCleary agreed to speak to Victoria Barby regarding staff access to social media platforms and any transitional work which has to be undertaken should Victoria Barby be standing down at the AGM. (*Action Judith McCleary*)
- c) Sportscotland 6 Month Tracker – Sarah Birrell agreed to circulate the six-month tracker to the Board and confirmed that she would be meeting with Alan Martin and Vincent Bryson to conduct the six-month review. (*Action Sarah Birrell*)

Future Meetings:

21 October 2019 – GoToMeeting ; 23 November 2019 - AGM

ACTION LOG

SHORT TERM ACTIONS

Actionee	Action	Date
Moira Taylor	Draft COO Advert	30 August 2019
Vincent Bryson/Craig Lindsay	Reserve Policy to be changed to reflect 3 months staff pay	21 October 2019
Vincent Bryson	Meeting with Euan Lowe re Memberships	21 October 2019
Pip Tucknott	Prepare paper for the Performance Sub-Group on feedback from the Roadshows	21 October 2019
Pip Tucknott/ Victoria Barby	Prepare a video on the feedback from the performance roadshows	21 October 2019
Michael Mather/ Vincent Bryson	Escalate CRM issues with ArcheryGB	21 October 2019
Performance Sub-Group	Prepare Performance Blue-Print Paper and circulate	21 October 2019
Craig Lindsay	Add budget column to financial reports	21 October 2019
Craig Lindsay	Return Nationwide Forms	21 October 2019
Alan Martin	Provide number of clubs data for Accounts	21 October 2019
Craig Lindsay	Check Articles for Members liability	21 October 2019
Sarah Birrell	Provide sportscotland update on Coaching	21 October 2019
Vincent Bryson	Arrange SharePoint access for Directors without it	21 October 2019
Vincent Bryson	Liaise with Phyllis Pettett on Operations/Competitions	21 October 2019
Judith McCleary	Liaise with Victoria Barby on social media access for staff and transitions	21 October 2019
Sarah Birrell	Circulate six-month tracker to Board	21 October 2019

LONG TERM ACTIONS

Judith McCleary/Alan Martin	Board Paper to be produced on recommendation regarding disparity of Membership Statistics	31 December 2019
Equality Action Group	Prepare Preliminary Level Submission	31 December 2019