

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 28 MARCH 2022
BY MICROSOFT TEAMS

Present **Board Members**
Jennifer Griffin, Chair
Craig Lindsay, Finance Director
Ross Morrison, Director of Safeguarding
Lindsay Noon, Director of Development
Pip Tucknott, Director of Athlete Progression
Jules May, Director of Communication and Marketing
Alison Ross, Co-opted Director of Equality
Non-Board Members
Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Executive Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Shabaz Khan, Independent Director and Alan Martin, Pathways Manager.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 7 FEBRUARY 2022

It was proposed by Lindsay Noon and seconded by Craig Lindsay that the minutes of the meeting of 7 February 2022 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 7 FEBRUARY 2022 BUT NOT ON THE AGENDA

Jennifer Griffin confirmed that the actions from the previous meeting had been completed with the exception of the undernoted:

- a) Review of Selection for Commonwealth Championships – Vincent Bryson explained that a member had been in touch regarding the Selection, and it was noted that the review would be carried out in the first half of 2022. Vincent Bryson, Alan Martin and Pip Tucknott agreed to liaise on the setting up of the review. (*Action Vincent Bryson, Pip Tucknott, Alan Martin*)
- b) Sportscotland Communication Themes – Jules May agreed to liaise with Alan Martin on the sportscotland communication themes. (*Action Jules May/Alan Martin*)
- c) Away Day – it was noted that sportscotland have extended into early next financial year the hosting of Governing Body Away Days at Inverclyde and Jen Griffin agreed to liaise with Inverclyde on the booking. (*Action Jen Griffin*)

- d) Safeguarding Newsletter – it was agreed that this would be issued in the next few weeks.
(Action Jacqui Dunlop)

5. CEO UPDATE

Vincent Bryson submitted his final CEO Update. The two-month summary was noted as:

- Scottish indoor event completed
- Short-notice member consultation regarding Indoor champs & inclusion completed
- Affiliation window – club payments of 25% could be made in April
- SA Membership Number – **1684**
- Final Investment panel completed March 2022
- UKAD Strategy second draft submitted – sits with Pathways Manager
- 2 New board members confirmed
- Weekly Development Team sessions continuing
- Disciplinary continues
- CEO Departure announced
- Potential to send female staff/director to WSLA if dates allow

On behalf of the Board and Staff Jen Griffin thanked Vincent Bryson for everything done for the sport and noted that he would stay on for a couple of months during handover/transition. Vincent Bryson thanked the Board and explained he was sad to be leaving the organisation and that it had been a real privilege to work for the organisation. Jen Griffin thanked him and hoped that he would stay connected with Scottish Archery.

6. SPORTSCOTLAND INVESTMENT AND STRATEGY UPDATE

Sarah Birrell confirmed that sportscotland will be making announcement on all governing body investment by 14 April. She agreed to find out if any investment would be made in one or two tranches and confirm this with Jen Griffin. (Action Sarah Birrell)

Thanks were expressed to Sarah Birrell for her support with the investment process.

7. DO JOB DESCRIPTION

It was agreed that as Alan Martin was unable to attend the Board meeting he would provide attend the next Board catch up and approval on the job descriptions would be done by email. It was agreed Vincent Bryson, Jen Griffin would discuss with Alan Martin, and a copy of his email would be sent to Sarah Birrell. (Action Alan Martin)

8. AGB VISIT

Jen Griffin reported that she, Vincent Bryson and Alan Martin had met with Mark Briegal (Chair), Neil Armitage (CEO) and Arran Coggle (Director of Participation) of ArcheryGB. There were discussions around strategic objectives, and how they could meet these objectives. Contributions to Scottish Archery posts was also discussed. Vincent Bryson agreed to circulate to the Board the information on the funded posts. (Action Vincent Bryson)

It was agreed that it was a positive meeting. Jen Griffin noted that she currently has 6-weekly catch up calls with the Chair and on behalf of the Board has invited him to attend the June Board meeting and it was agreed that Alan Martin and Bill Hogg would also be invited to the Board in order that they could provide updates.

It was noted that Bill Hogg has indicated that he would like to meet with the other Development Officers at ArcheryGB and it was agreed that this would be beneficial and he, along with Alan Martin and Jen Griffin should be in attendance at a future meeting at Lilleshall.

Jen Griffin concluded by explaining that it was a very worthwhile meeting and they will continue in the future.

9. NATIONAL INDOOR CHAMPIONSHIPS

The National Indoor Championships ran from 19-20 March at Inverclyde and Jen Griffin noted that she had attended on the Saturday to watch the Youth competition. Thanks were expressed to the Tournament Organisers Group for organising the event, and to Inverclyde.

it was agreed that volunteers kit should be refreshed and Jen Griffin, Vincent Bryson and Alan Martin are working on this and will report back to the Board. (*Action Jen Griffin, Vincent Bryson, Alan Martin*)

There are other events which are coming up and Jen Griffin will circulate these to see if there can be Board representation at them. (*Action Jen Griffin*)

10. STAFF COMPOSITION

Jen Griffin noted that as Vincent Bryson is leaving the organisation, she had sent round some options for staffing. Following a discussion it was agreed that Scottish Archery would go out to advert for a two day a week CEO post, with Alan Martin acting up as CEO, combining this with his current Pathways Manager position.

11. WEBSITE

Jen Griffin updated the Board that Scottish Archery had been approached by a student looking to support an organisation in redesigning their website as part of their dissertation. Jen Griffin has spoken with him and invited him to meet with staff, and Jules May and come to the June Board meeting.

The Board unanimously agreed to support this and Jules May agreed to set up a Board and Staff Survey Monkey to get the likes/dislikes of the current website. (*Action Jules May*)

12. DISCIPLINARY MATTER

Jen Griffin confirmed that a disciplinary panel has been appointed, and the Director of Safeguarding will Chair it. He will liaise with the other panel members and the individual concerned to move the process forward.

13. AGM 2022

There was a discussion about the format of the 2022 AGM which is being held in November 2022. It was agreed that the AGM would be held online. Whilst it was recognised that the AGM is a procedural meeting which does not allow a lot of scope for debate, it was agreed that there would be workshops for interactive discussion wrapped around the AGM. A survey will be issued to the membership to consult on the most appropriate workshops. (*Action Jen*)

Griffin/Alan Martin)

14. COACHING CONFERENCE

Thanks were expressed to the staff and volunteers who had organised the Coaching Conference being held at Inverclyde over the weekend of 2 and 3 April. Twenty three coaches have signed up, including two from Northern Ireland.

15. DIRECTORS' UPDATES

Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read.

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- a) Representation at Events – Jules May noted that members had noted to him that they were surprised that no one from the Board was at the Championships on the Sunday, although both he and Alison Ross were in attendance. He suggested that Board members should have kit which make them more recognisable. Jen Griffin confirmed that she will circulate a list of forthcoming events to see who would be available to attend, although it was noted that it is a volunteer board. Board member kit is also being looked at as part of the kit for volunteers.

As part of the Away Day photographs will be taken of all Board members in Scottish Archery kit, so they can go on the website, so Board members will be recognisable to members.

Board Meeting Dates

Monday 6 June– 7.30 pm

Monday, 8 August – 7.30 pm

Monday, 10 October – 7.30 pm

Saturday, 19 November – AGM – 10.30 am

ACTION LOG

VB/PT/AM	Set up review of Selection for Commonwealth Championships	Next Meeting
JM/AM	Liaise on the sportscotland communication themes	Next Meeting
JG	Liaise with Inverclyde on dates for Board Away Days	Next Meeting
JD	Issue Safeguarding Newsletter	Next Meeting
SB	Confirm if any investment is being paid in 1 or 2 tranches	1/4/22
AM	Send DO email to SB	6/4/22
VB	Circulate to Board information on AGB funded posts	1/4/22
JG/VB/AM	Discuss Volunteer Kit	Next Meeting
JG	Circulate list of upcoming events for Board representation	Next Meeting
JM	Set up Website SurveyMonkey for Board and Staff	15/4/22
JM/AM	Set up membership survey for AGM Workshops	Next Meeting