

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 29 JULY 2019
AT CALEDONIA HOUSE, EDINBURGH

Present

Board Members

Vincent Bryson, Chair
Craig Lindsay, Finance Director
Caroline Buchanan, Director with Responsibility for Safeguarding
Kevin Pringle, Independent Director
Bob Provan, Independent Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Michael Mather, Company Secretary
Alan Martin, Pathways Manager – via GoToMeeting
Bill Hogg, Club Development Officer – Items 1-5
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting especially to Bill Hogg, the newly appointed Club Development Officer. Apologies were intimated on behalf Moira Taylor, Director of Coaching and Pip Tucknott, Director of Performance

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. MINUTES OF MEETING OF 13 MAY 2019

It was unanimously agreed that the minutes of the meeting of 13 May 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 18 MARCH 2019

- a) Coaching Budget – Craig Lindsay confirmed that he had circulated budget holders with information on the budgets. Alan Martin agreed to liaise with Moira Taylor to see if she required further clarity. (*Action Alan Martin*)
- b) Quickbooks – Craig Lindsay confirmed that the book-keeping is now being done on Quickbooks. The roll-out of Receipt Bank will be shortly, with Alan Martin and Bill Hogg currently using it.
- c) Barebow – Alan Martin noted that this has not been discussed at a performance meeting as yet, but he and the Director of Performance had discussed Barebow. There are currently one or two athletes who are performing highly, and work is being done to see how they can be involved in the Pathway Squad. It was agreed that this action would be

held over to the Performance Group.

- d) Records Group – Alan Martin confirmed that the Records Sub-Group has been established and a Conference Call held. The Records Group will process the record claims and the Administrator will print off the certificates and issue. It was confirmed that the Records Group are still working to clear the backlog.
- e) Area Meeting – Vincent Bryson confirmed that the Area Meeting had taken place but unfortunately there was not representation from the Western Area. It was agreed that it was a productive meeting and the Board would aim to repeat it.
- f) Performance Sub-Group – there had been discussions around the performance roadshows and Vincent Bryson confirmed that a statement had been produced. It was agreed that the actions for the Performance Director would be carried forward.

5. PATHWAYS MANAGER FLASH REPORT

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

- Membership – 2956 – Not including Clyde Scouts.
- New Clubs – Glasgow Disability Badminton and Archery, Leith, Clyde Scouts, Stirling Uni, all at varying points of development.
- Coaching – Level 2 course to be planned
- Audit – Accessible Clubs – 6 to be identified
- Equality – Action Group formed; action plan underway
- Standards for Child Wellbeing and protection In Sport – Safeguarding Policy has been updated and submitted to Board for approval. PVGs continue to be processed, but these are now on a more manageable basis.

Questions which arose:

Concerns were raised about the disparity of membership statistics between ArcheryGB and Scottish Archery. Michael Mather confirmed that the Sport80 system was used as the register of Members for Companies House. Judith McCleary and Alan Martin agreed to liaise and make recommendation in a Board Paper for the next Board meeting. (*Action Judith McCleary/Alan Martin*)

It was confirmed that Moira Taylor has a waiting list for a Level 2 Coaching course, five new Level 2 coaches have recently qualified.

Iceland Trip – Alan Martin confirmed that it was a good trip with four athletes competing. The competition was not at World Cup Level, but the organisation of the competition was of that standard. The team won four gold and three silver medals. Alan Martin felt that there were performance benefits and work will be undertaken to explore more events with the possibility of attendance at the Veronicas Cup.

Bill Hogg confirmed that that he will be looking to meet up with the Accessibility Clubs. For Soft Archery three local authorities have put soft archery as CPD activities and he will be meeting with Moira Taylor to discuss archery training and outcomes.

Ambassador Training- this programme is now at year 2 and work will start with the Eastern Area. Bill Hogg is finalising application criteria and will also work with BadmintonScotland to see if there can be partnership working on the workshops offered.

Investigations have started on a joint Club Development Conference with BadmintonScotland and potentially other sports - with February 2020 being considered. Currently topics and key speakers are at draft stage.

Bill Hogg noted that there may be a challenge attaining the Disability Club Target and he will be meeting with Scottish Disability Sport to discuss this.

Alan Martin confirmed that there have been discussions with the JLO on the recruitment of new judges and there are two new candidate judges.

Alan Martin and Bill Hogg will be attending the Youth Festival at Lillieshall. Bill Hogg will also represent Scottish Archery at the Island Games meeting in Orkney.

CRM Update – Alan Martin Circulated a paper on the CRM system. Concerns were raised that ArcheryGB had reneged on what was promised with the Sport80 system was developed and the current system is not good practice. ArcheryGB issue Membership Card which state that the person is a Scottish Archery and Eastern Area member and no checks are carried out to ensure that this is the case, which can lead to confusion. Judith McCleary noted that the Sport80 system does not collect all the data which Scottish Archery require. Victoria Barby suggested that ArcheryGB should be asked to pay the shortfall in membership fees for those who are not joining Scottish Archery.

It was suggested that all membership fees should go directly to ArcheryGB with them processing payment fee for Scottish Archery and returning it. Alan Martin reported that there is an issue with this as there are different membership categories which the developer has said the Sport80 system could not cope with. It was agreed that these issues were not unsurmountable although Scottish Archery had lost a considerable number of members when ArcheryGB scrapped the en-bloc membership fees.

Kevin Pringle asked if there was a contract between the two organisations? Michael Mather confirmed that a data-sharing contract exists, but it was agreed that there should be a service-level contract between the two organisations if membership fees were being collected.

It was agreed that it would be desirable if there was one membership system. However, it was felt that Scottish Archery members should not be asked to pay twice for this service. Kevin Pringle noted that Scottish Gymnastics had a very similar situation with their membership system and agreed to find out how this was resolved. (*Action Kevin Pringle*)

Bob Provan suggested that ArcheryGB provide a list of Scottish members for Scottish Archery to cross-check and this would highlight the extent of the problem. It was agreed that Michael Mather and Vincent Bryson would escalate the issues directly to ArcheryGB. (*Action Michael Mather/Vincent Bryson*)

7. PERFORMANCE UPDATE

Alan Martin reported on the successful trip to Iceland, the Youth Festival and noted that the team will be announced shortly for the Home Nations on 11 August.

Victoria Barby asked what the paper "What Performance Means to Us" objectives were and had provided comments? Kevin Pringle noted that it was raised as an Action from the previous meeting and it was agreed that the performance group would produce a performance blueprint for consideration by the board (*Action Performance Group*)

8. EQUALITY

Alan Martin reported that work is ongoing with Inside Inclusion/Plan4Sport. The Equality Action Group have published a summary on their initial findings. Crieff won the £500 prize for 100% completion; with Pentland to receive a £50 voucher. A draft action plan is being worked out which will be circulated to the Equality Action Group and the Board. The aim will be to submit by 31 December to achieve Preliminary level. It was agreed that the submission would be ready for September/October in order that it could be shared at the AGM.

9. FINANCIAL UPDATE

- a) Accounts - Craig Lindsay reported that the reports had been submitted for each cost centre up to the end of June and work will begin on preparing the figures for July. Budget Holders were asked to check that items had been coded correctly (*Action All*)

It was agreed that Directors should have a log-in for Quickbooks and Craig Lindsay agreed to investigate this. (*Action Craig Lindsay*)

The roll-out of Receipt Bank has started and Quickbooks will be launching an app which will allow the recording of mileage.

Craig was thanked for his work and it was agreed that the layout and level of detail was good. It was agreed that a budget column should also be added to the reports if possible. (*Action Craig Lindsay*)

Work is ongoing with the Accountant for information for the year end.

- b) Bank Account Name - The Board approved that the cheques should be accepted in the names of Scottish Archery Association and Scottish Archery. Jacqui Dunlop agreed to fill out the bank paperwork in relation to this.
- c) Nationwide Account- the Nationwide Account is set to mature, and Craig Lindsay agreed to consider what the best options for this were. (*Action Craig Lindsay*)

10. SCRIPT FOR PROGRESS AGAINST STRATEGIC PLAN

Victoria Barby explained that she would like to do a further communication to the Members on the progress which has been made against the Strategic Plan now that it two years through the four-year cycle. The Storybook was gone through and discussed. It was agreed that Alan Martin would check the slides to ensure the statistics were correct. (*Action Alan Martin*)

It was agreed that it was a useful exercise and Victoria Barby agreed to circulate the Storyboard.
(Action Victoria Barby)

11. RISK REGISTER

There were no changes to the Risk Register.

12. SAFEGUARDING UPDATE

- a) Policy – Caroline Buchanan circulated the Safeguarding Policy for consideration by the Board. The Board approved the Safeguarding Policy and it was agreed that it would go on the website and there would be a review of the Safeguarding page. (Action Jacqui Dunlop)
- b) Safeguarding Toolkit – Caroline Buchanan confirmed that a meeting will be held with Lucy Phillips from Children 1st to review the Safeguarding Standards. Scottish Archery is currently at 87% and it was agreed that there were no issues of concern currently in achieving 100% by March 2020. Lucy Phillips has agreed to attend the next Board meeting to provide Board training on Safeguarding.
- c) PVG – Caroline Buchanan confirmed that she and Jacqui Dunlop had attended the PVG workshop run by Disclosure Scotland. There is new legislation about to go through parliament on the PVG system which will mean changes, most notably that the PVG Scheme will be mandatory. It is hoped that the changes will be in place by the end of 2020, but the current scheme will operate normally during the legislative process.
- d) Safeguarding/Complaints Update – Michael Mather provided an update on Safeguarding and Complaints.

13. MEMBERS' FORUM

- a) 2020 Field Championships Venue Confirmation – this was referred to the Competitions Committee.
- b) Postal League – this was referred to the Competitions Committee.

14. AOCB

- a) AGM – Michael Mather noted that the AGM takes place on 23 November and consideration of changes to Articles will need to be discussed at the next Board meeting.
- b) Recruitment – Staffing matters were discussed.

Future Meetings:

26 August 2019 – Edinburgh – Face to Face

21 October 2019 – GoToMeeting

23 November 2019 - AGM

ACTION LOG

Actionee	Action	Date
Alan Martin	Confirm with Director of Coaching enough clarity on Budgets.	26 August 2019
Performance Sub-Group	Investigate how Barebow archers can be incorporated into performance pathways	26 August 2019
Alan Martin	Schedule a Performance Group Meeting to consider feedback from the Roadshows	26 August 2019
Pip Tucknott	Prepare paper for the Performance Sub-Group on feedback from the Roadshows	26 August 2019
Pip Tucknott/Victoria Barby	Prepare a video on the feedback from the performance roadshows	26 August 2019
Judith McCleary/Alan Martin	Board Paper to be produced on recommendation regarding disparity of Membership Statistics	26 August 2019
Kevin Pringle	Look at how Scottish Gymnastics Membership issues were resolved	26 August 2019
Michael Mather/Vincent Bryson	Escalate CRM issues with ArcheryGB	26 August 2019
Performance Sub-Group	Prepare Performance Blue-Print Paper	26 August 2019
Equality Action Group	Prepare Preliminary Level Submission	October 2019
Budget Holders	Ensure that cost codes for budget are correct	26 August 2019
Craig Lindsay	Investigate QuickBooks Log in for Directors	26 August 2019
Craig Lindsay	Add Budget column to Financial Reports	26 August 2019
Jacqui Dunlop	Complete Bank Account Name Paperwork	26 August 2019
Craig Lindsay	Consider options for Nationwide Account	26 August 2019
Alan Martin/Directors	Storybook to be circulated and considered by Directors	26 August 2019
Jacqui Dunlop	Publish Safeguarding Policy	26 August 2019
Jacqui Dunlop	Members Forum queries refer to Competitions Committee	1 August 2019