

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 30 JANUARY 2016
AT NATIONAL HOCKEY CENTRE, GLASGOW

Present: Michael Mather, Chair
Douglas Blyth, Director of Governance
Steph Clason, Finance Director
Claudine Jennings, Director of Performance
Moira Taylor, Director of Coaching
Vincent Bryson, Independent Director
Martin Symonds, Director of Member Services
Jennifer Griffin, Partnership Manager, sportscotland – Items 1 - 3
Lorna Callan, sportscotland – Items 1 - 2
Alan Martin, Executive Development Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Victoria Barby.

2. BOARD TRAINING

Jennifer Griffin and Lorna Callan delivered Governance Training for the Board. The undernoted points were raised:

- Policies should be looked at and “scenario” tested, especially for child protection and disciplinary policies.
- Help is available from sportscotland through their Expert Resource for advice on specific HR or legal matters.
- For benchmarking it was suggested that looking to other Archery Governing bodies would be useful, such as Denmark.
- Three areas were agreed to be focussed on – Organisational Development, Communication and Promotion and Partnerships/Board. It was agreed that Scottish Archery would identify three key principles of sportscotland’s governance framework to work on and confirm this with Jennifer Griffin who would then be able provide support from sportscotland.. For instance a Strategic Planning Workshop could be provided if this was identified as one of the key principles.

3. SPORTSCOTLAND INVESTMENT PANEL

Jennifer Griffin provided an update on the investment process, with the Scottish Archery submission having gone to the Panel it will now go to the sportscotland Board.

Scottish Archery will receive a letter in the next month to invite them in for a strategic review.

The investment subsidy for the Level 1 coaching course has been paid to Scottish Archery and contact will be made with the Coaches for the subsidy to be paid. (*Action Jacqui Dunlop*)

5. CONFLICT OF INTEREST

No Conflicts of Interest were noted on the Agenda.

Annual Conflict of Interest Forms were completed.

6. APPROVAL OF MINUTES OF 22 DECEMBER 2015

It was proposed by Douglas Blyth and seconded by Vincent Bryson that the minutes of the meeting of 22 December 2015 were a true record.

7. MATTERS ARISING FROM MINUTES OF 22 DECEMBER 2015 BUT NOT ON THE AGENDA

a) Trusted Provider – Martin Symonds and Alan Martin are working on the list. (*Action Martin Symonds/Alan Martin*)

b) Para Squad – Michael Mather confirmed that this has been deferred to Claudine Jennings to respond to ArcheryGB.

Claudine Jennings confirmed that she has completed the feedback on the current Para-Archery Squad and the athletes are all happy with the facilities and the provision of the coaching. Nathan MacQueen is currently on the GB squad and has been asked to credit SAA if possible. Claudine Jennings noted that she will be looking at the procedure on who is selected onto the Para Squad.

c) PVG – Martin Symonds confirmed that he now has a list of Club Child Protection Officers and will do a targeted email for those who have not responded to his emails. (*Action Martin Symonds*)

d) Budgets – Michael Mather reported that the budget for the current year is overspent by £9,000 on anticipated income; however this is on projected membership fees only. Directors were asked to check their budgets and ensure that they can spend what they have asked for. (*Action All*)

e) Talent Festival – Claudine Jennings reported that there is concern about the timing of the talent festival and this has been highlighted again to ArcheryGB. It is likely that the Junior Euronations will move to the second weekend of the Talent Festival.

f) Student Placement – Alan Martin will be meeting with Vlado Hurban on Wednesday, 3 February and his placement will start on 13 February.

g) SAA Banners – Jacqui Dunlop confirmed that she had circulated an email to all Event Organisers and all responses have been sent to Victoria Barby.

8. OUTSTANDING ACTIONS FROM 2015 AGM

- a) Coaches – it was noted that under ArcheryGB rules Coaches are not allowed to be paid as this may mean that they are not covered by the Archery GB insurance policy, although they can if they are members of sportscoachUK and/or have their own insurance.
- b) Selection Criteria – no correspondence had been received from the member on the specific part of the Selection criteria that he was not happy with.
- c) Collection of Proxies – It was agreed that it was the Board’s responsibility to engage with members and Clubs and that the if a Director visited Clubs to engage with members on the collection of proxy forms ahead of the AGM this was for the benefit of SAA.

9. TARGETS FOR ACHEIVEMENT FOR 2016 – MEMBERSHIP AND CLUB NUMBERS

Michael Mather noted that there are two key objectives for the sportscotland investment.

Grow affiliated clubs from 106 to 114 and grow members from 2,425 to 2,545. Martin Symonds agreed to circulate the updated membership list from ArcheryGB at the end of January. *(Action Martin Symonds)*

It was noted that the Club affiliation figures may be a bit of a challenge as the 106 clubs used as the initial basis for our growth targets includes some clubs who appeared on the Scottish Archery club database, but which had no current affiliated members. This is compounded by our understanding that at least two Clubs are likely to cease to exist during this current membership year. Alan Martin is making contact with the clubs who have yet to affiliate. Alan Martin is also starting to identify other organisations such as schools, scouts etc to encourage them to create new clubs and to get these to affiliate to Scottish Archery / AGB.

ArcheryGB have a proposal to not offer en-bloc Clubs which may have implications for SAA Clubs. Martin Symonds noted that it is in ArcheryGB Constitution that Clubs must affiliate to a region and it was felt that currently they do not enforce this. It was agreed that Alan Martin and Martin Symonds will liaise on this. *(Action Alan Martin/Martin Symonds)*

It was agreed that Moira Taylor and Alan Martin would liaise on the Coaching numbers, as currently SAA is stated as having 98 coaches but only 74 appear on the ArcheryGB list. *(Action Moira Taylor/Alan Martin)*

Moira Taylor sought clarification on the target for the number of coaches progressing beyond Level 2. Martin Symonds confirmed that he is currently doing County course and hopes to have his assessment this year. The current target figures for coaching numbers are:

2016 – 20 Level 1; 10 level 2; 1 level 3 qualified

2017 - 20 Level 1; 10 level 2; 1 level 3 qualified

2018 - 20 Level 1; 10 level 2; 1 level 3 qualified

It was noted that the numbers of coaches gaining qualifications is of limited value unless they are delivering coaching sessions for archers. Alan Martin confirmed that he is developing a coaching pathway with Moira Taylor.

10. EQUALITY CHAMPION

It was agreed that Scottish Archery's Equality Champions would be Michael Mather, Douglas Blyth and Martin Symonds.

11. UPDATE BY EXECUTIVE DEVELOPMENT OFFICER

- Meeting arranged with Scottish Scouting, their leaders have expressed an interest in Level 1 courses in order to deliver coaching sessions to Scouts. A discussion will be had on a Scout Championships and the possibility of affiliating either clubs or a Scottish Scout club. It is hoped to have a directory of Scout friendly clubs where scouts could attend for short periods.
- Work is ongoing to establish a link with Cadets.
- Arrows Kit – Alan Martin has established a link with Decathlon who are offering Arrows Kits for £335 compared with ArcheryGB at £595, although the manual does have to be purchased separately at £5. They have agreed to display the SAA's logo in stores and also do some event promotion. It was agreed that the Arrows Kit would be purchased from Decathlon and Alan Martin agreed to raise the possibility of Decathlon providing Bags and Finger Guards. If Bags could not be provided, it was agreed that SAA would purchase large Canvas Bags and these would have the SAA logo on them. (*Action Alan Martin*)
- Schools – the original SAA Club identified no longer seems interested in the Schools initiative but another location has been found. Alan Martin agreed to bring a formal paper to the next Board meeting. (*Action Alan Martin*)

Alan Martin confirmed that he is liaising with ArcheryGB on how they capture Primary Schools as members and it may be that Scottish Archery would pay their fees. (*Action Alan Martin*)

- Competition Sub-Committee – a meeting of the Sub-Committee was held and it is hoped that a competition strategy could be formulated.
- Scottish Disability Sport – work is ongoing with Scottish Disability Sport on a player pathway.

12. RISK MANAGEMENT UPDATE

Vincent Bryson reported that the Risk Register had not changed since the last meeting. If Directors wanted a change to the status of the Risk Register they should feed this back to Vincent. It was agreed that the Risk Register would be circulated as part of the Board papers and that the Register would be stored on a cloud based server for all to view.

It was reported that Michael Mather, Vincent Bryson and Alan Martin have met and started work on a 12 year transformation plan and a brief presentation was provided. The Board agreed with the areas identified, with the inclusion of Officials and competitions, and it was agreed that Alan Martin, Michael Mather and Vincent Bryson would continue progress this.

13. UPDATE ON CENTRE OF EXCELLENCE

Michael Mather reported that Scottish Archery had attended various meetings in connection with the Centre of Excellence. Claudine Jennings had visited the Shooting Range at Meadowbank to view this, she noted that it was important that SAA got the right facility and it was usable for what was needed. It was agreed that the SAA were supportive of the project and that authority was given to sign the Access Agreement.

It was agreed that a site visit would be arranged. There is a further meeting to discuss the Access Agreement and it was agreed that Vincent Bryson and Alan Martin would attend on behalf of the SAA.

14. PERFORMANCE UPDATE

- a) Squads - Claudine Jennings reported that there will be a Senior Squad camp at the pod at Lilleshall. The Academy have two more indoor sessions and then one outdoor session and the aim will be to split it into two, North and Central. It was agreed that an advert would be issued for people to run the Central and Northern Academies. (*Action Claudine Jennings*)

The Junior Euronations will take place as part of the Talent Festival and it is hoped that a match versus the Northern Ireland juniors can be organised.

- b) Selection Criteria - The Senior Selection Criteria has been published and the Junior Selection Criteria is being worked on.
- c) Euronations - The Senior Euronations are in Dublin and it is hoped that a team of 12 can be sent. It was noted that a team manager will be required and it was agreed that this would be advertised. (*Action Claudine Jennings*)
- d) Para-Squad - It was agreed that the contract with Edinburgh University for the Para Squad would be continued for a further year at a cost of £7,500.

Claudine Jennings is currently working on content on the Para-Squad for the website.

It was agreed that the Para Coach would accompany the squad to the Selection Shoot at Lilleshall and be paid expenses.

15. JUDGES FEES

Douglas Blyth reported that there had been several complaints regarding the implication of the increase of 3 judges required at Record Status Shoot, following agreement of this at the Judges Conference. It was agreed that if a Competition Organiser had already paid the fee in advance they would not have to pay additional fees. It was agreed that if the organiser faced a greater financial penalty they could contact Douglas Blyth. This would apply for events up to the Outdoor season.

16. FINANCE UPDATE

Steph Clason reported that she is currently reconciling the bank statements and a trial balance will be circulated. (*Action Steph Clason*)

17. COACHING UPDATE

- a) Coaching Workshop – Moira Taylor reported that she has organised a Coaching Workshop on 2 April at Forthbank Stadium in Stirling and invites have gone out to all Club Secretaries to forward to their coaches as well as being advertised on social media and the website.
- b) Mailing Lists – Moira Taylor is currently working on producing a coaching database in order that an open dialogue may be had with coaches. She is also liaising with ArcheryGB on coaches and it was noted that the SAA needs to work with ArcheryGB on coaches but also has to do its own work to develop coaches.
- c) Coaching Strategy – work is ongoing with Alan Martin and Moira Taylor to produce a coaching strategy.
- d) LGBT Workshop – Moira Taylor reported that she will be attending the LGBT Workshop on behalf of Scottish Archery.

18. EQUALITY UPDATE

Douglas Blyth reported that he has done a handover with Alistair Paton on the Equality work and will give an update at the next meeting.

19. KPMG AUDIT

Michael Mather reported that he and Alan Martin are working on the outcomes from the last Audit.

20. MEMBERS' FORUM

- a) Edinburgh City Bowmen – an issue had been raised with Family Membership and Martin Symonds agreed to respond to them. (*Action Martin Symonds*)
- b) Squad and Selection Criteria – the senior squad's criteria has been published and the junior criteria will be published shortly.
- c) UKRS – Glasgow Archers raised concerns about being refused UKRS status as it was done on a named person rather than the Club. It was agreed that it should be the Club who was awarded the status and not a named person and it was agreed that Michael Mather would take this forward. (*Action Michael Mather*)
- d) Competitions – Falkirk Archers had suggested that clearer information is given on what will be shot at competition on the entry form. It was agreed that this would be sent to the Competition Committee and Moira Taylor agreed to get information on the specific shoots which were being referred to. (*Action Moira Taylor*)

21. DIRECTORS REPORTS

It was agreed that Jacqui Dunlop would send a reminder to Directors on the 25th of the month that they were due. (*Action Jacqui Dunlop*)

22. AOCB

- a) New Board Members – it was agreed that Jacqui Dunlop would circulate the expenses policy, expenses form to the new Directors. (*Action Jacqui Dunlop*)

It was agreed that the new Directors would be given an SAA polo shirt and Jacqui Dunlop agreed to order. (*Action Jacqui Dunlop*)

- b) Go To Meeting – It was agreed that a GoToMeeting Licence would be purchased at a cost of £23 per month + VAT. (*Action Jacqui Dunlop/Alan Martin*)
- c) Email Addresses – There was a discussion on the provision of more @scottisharchery email accounts and it was agreed that Vincent Bryson would provide a report on the cost and storage implications. (*Action Vincent Bryson*)
- d) En-Block Clubs – it was agreed that an email would be sent to Clubs to let them know of the implications of ArcheryGB removing the en-block club membership. (*Action Jacqui Dunlop*)
- e) Executive Development Officer – it was noted that work is ongoing to provide a pension for Alan Martin.

Future Meetings

Monday 14th March – SKYPE
 Saturday 7th May – F2F – East
 Monday 4th July – SKYPE
 Saturday 27th August – F2F – West
 Monday 10th October – SKYPE
 Saturday 12th November – F2F – East
 Saturday 26th November – AGM – Perth