

DRAFT MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 9 JANUARY 2017
BY GO TO MEETING

Present Michael Mather, Chair
Claudine Jennings, Director of Performance
Steph Clason, Director of Finance
Moira Taylor, Director of Coaching
Douglas Blyth, Director of Governance
Victoria Barby, Director of Communication
Martin Strang, Director of Participation
Jamie Frail, Independent Director
Vincent Bryson, Independent Director
Alan Martin, Executive Development Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting especially to Jamie Frail and Martin Strang. Apologies were intimated on behalf of Jennifer Griffin.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted on the Agenda.

3. MINUTES OF MEETING OF 12 NOVEMBER 2016

It was agreed that the minutes of the meeting of 12 November 2016 were a true record.

4. ACTION ARISING FROM MINUTES OF MEETING OF 12 NOVEMBER 2016 BUT NOT ON THE AGENDA

- a) Senior Coaches – Moira Taylor confirmed that she had contacted the Senior Coaches regarding setting up a meeting and was waiting on a response.
- b) Disability Officer – two applications had been received for the position of Disability Officer and James Hamilton has been appointed. Alan Martin has met with James Hamilton and Michael Mather will contact shortly. Jacqui Dunlop agreed to liaise with Victoria Barby on information for James for the website. (*Action Jacqui Dunlop*)
- c) Budgets – Michael Mather confirmed that he will be meeting with Alan Martin to pull together the budget and will circulate prior to it being submitted to sportscotland. (*Action Michael Mather/Alan Martin*)
- d) KPMG Audit – Michael Mather reported that this will continue to be a focus for Alan Martin who will be pulling together the action points. Michael Mather will further discuss with Alan Martin and agreement will be sought from KPMG and sportscotland on what can be published on the website.

- e) Scottish Archery Trading Name – Michael Mather agreed to investigate how Scottish Archery protects its brand. (*Action Michael Mather*)
- f) Membership Update – Alan Martin confirmed that he has not been able to get a membership update from ArcheryGB. Michael Mather confirmed that he had written to the Chief Executive of Archery GB asking what membership system they intend to use, as this needs also to be suitable for Scottish Archery's reporting purposes. It was agreed that if there was no response by the end of January work will be done to see what membership system Scottish Archery could use on its own. Victoria Barby agreed to contact Peter Dickinson at ArcheryGB for an update on the membership system. (*Action Victoria Barby*)
- g) Succession Planning – it was agreed that this will be a focus over the next 12-18 months and that it would be put on the Agenda for the February meeting. (*Action Jacqui Dunlop*)

5. FINANCES

- a) Financial Update – Steph Clason confirmed that she had issued a Trial Balance and Nominal Ledger and is currently working on the December figures which will be circulated shortly. (*Action Steph Clason*)

Moira Taylor asked what the big expenditure was for the Executive Officer's IT expenses and it was confirmed that tablets were purchased for both the Executive Officer and the Chair so it should have been coded separately. It was noted that Alan Martin is populating SharePoint with documents and this is available to all Directors who currently have a new email address. It was agreed that all Directors would check the website to confirm that their contact email was correct and confirm with Victoria Barby. (*Action All*)

- b) Eastern Area Development Squad – a request had been submitted for £400 for the Eastern Area Development Squad and this was approved and it was agreed that this would come out of the Development Budget.

It was noted that if the other Areas wish to submit an application for funding this will be given similar consideration if there is a plan to go with it. It was agreed that Board members would try and encourage the other Areas to become more active.

- 6. KPMG AUDIT ACTION UPDATE – Michael Mather confirmed that work is ongoing to ensure that all the questions raised from the Audit can be answered.
- 7. MEMORIAL TROPHY FOR TINA JAMES – It was agreed that there would be a memorial trophy dedicated to Tina James and a budget of £100 and a decision will be made nearer the time of the AGM as to what this should be awarded for. Michael Mather confirmed that the Competitions Committee are currently looking at all the Trophies across all competitions.
- 8. PERFORMANCE MANAGEMENT/CRM SYSTEM – It was agreed that a separate CRM system for Scottish Archery will be considered if ArcheryGB do not respond to requests by the end of January. Vincent Bryson also noted that a performance management system for staff may be required should the funding application be successful and Michael Mather and Vincent Bryson agreed to discuss this further. (*Action Michael Mather/Vincent Bryson*)

9. POTENTIAL NEW POSTS – it was agreed that job descriptions should be made available for the Chief Operating Officer and Club Development Officer in order that these posts could be advertised immediately should the sportscotland investment application be successful. Michael Mather confirmed that he has started work on this and will circulate a draft during the week commencing 29 January around the Board. (*Action Michael Mather*)

It was agreed that although applied for the position of Performance Coach was unlikely to be funded through sportscotland and it was agreed that this would be put on the agenda for the March meeting for further discussion. (*Action Jacqui Dunlop*)

10. CONSULTANTS – Alan Martin confirmed that he has approached two further consultants and will circulate the responses he has received around the Board. It was agreed that this would go on the Agenda for the February board meeting. (*Action Alan Martin*)
11. STRATEGY FINAL DRAFT – Alan Martin agreed to re-circulate the Strategy document and it was agreed that Directors would feed back any final amendments by 31 January. (*Action All*)

It was agreed that when the document was finalised that there would be a full version which would be sent to sportscotland, but that a shorter version would also be produced for more general use.

12. MEMBERSHIP UPDATE – Steph Clason confirmed the membership figure at 1,658. Jacqui Dunlop agreed to forward the Membership figures to Alan Martin and Martin Strang. (*Action Jacqui Dunlop*)
13. PERFORMANCE UPDATE – Claudine Jennings reported that there were good results from the British Indoor Junior championships with two individuals winning Gold in their categories. Claudine Jennings has had discussions with Mike Peart about Scottish para archers and para development. Nathan McQueen continues on GB Podium funding and Brad Stewart will hopefully be invited to the GB para academy. The Scottish archery para squad continues in partnership with Edinburgh University.

The next Academy session will take place on 28 January at Armadale and the Archers will be asked to bring a coach or mentor with them with the aim of engaging more coaches in the process. Moira Taylor agreed to contact the senior coaches and invite them to the Academy. (*Action Moira Taylor*)

Claudine Jennings confirmed that she is in the process of working on the senior squad and senior squad training camp ahead of the outdoor season.

Michael Mather asked what support Claudine Jennings required as her role should be more strategic than operational and she noted that she is looking to develop the roles of Team Managers for both the junior and senior squads and hopes to advertise these shortly. Michael Mather agreed to liaise with Alan Martin, Vincent Bryson, Jamie Frail and Martin Strang to see how this could be progressed. (*Action Michael Mather*)

14. COACHING UPDATE – Moira Taylor reported that the second coaching workshop had been held on 19 November with 31 coaches in attendance and seemed to be a success with the feedback being circulated around the Board. A level 1 assessment was held at the start of December with

10 candidates passing. A survey has been sent to coaches and the results from this will be collated and circulated to the Board. Moira Taylor will also be running a training for teachers for the school archery in Clackmannanshire.

There is an ongoing issue with the coaches mailing list with a large discrepancy between the coaches which ArcheryGB have registered and those Scottish Archery know about. Moira Taylor will be working on this to try and get a definitive list of coaches.

Moira Taylor will be attending the SDS conference at the end of January and will also be running the Eastern Area Development Squad. Contact has been made with the County Coach candidate offering assistance but no response has been received as yet.

Michael Mather asked what Scottish Archery could learn from other sports as there seems to be a lot of apathy within the coaching community within Scotland currently. Jamie Frail gave an update on his experiences within Scottish Hockey, but noted that apathy was not just a problem within Scottish Archery.

Four candidates are going through tutor training courses which will increase the workforce within Scotland.

15. EQUALITY UPDATE – Douglas Blyth noted that was not much to update but that he will be looking to set up a governance committee shortly. Michael Mather confirmed that Scottish Archery have achieved the Foundation level of the Equality Standard and will aiming to achieve Preliminary within the next few years.
16. MEMBERS' FORUM
 - a) Trophies – a request had been received asking for new trophies for the Junior Indoor Championships. Michael Mather noted that the Competitions Committee is looking into all trophies and will consider the Junior Indoor Championships as part of this review.
 - b) Scottish Championships – a request had been received about the re-tendering of the Scottish Championships. It was agreed that this would be passed to the competitions Committee to review for all Scottish Archery Events, with the aim of re-tendering for this year's Championships and Moira Taylor agreed to contact the Chair of the Competitions Committee. (*Action Moira Taylor*)
 - c) Minutes – a request had been received about the publication of the Board minutes on the website and it was agreed that they could be published in draft form.
17. DIRECTORS' REPORTS – Directors Reports were submitted and a reminder given to those yet to submit.
18. AOCB
 - a) Child Protection Officer – Moira Taylor suggested that as Martin Symonds was no longer on the Board that there should be a formal reporting process for Child Protection to be considered at the Board. Jamie Frail agreed to be the Board member to liaise with Martin Symonds and report to the Board.

Michael Mather agreed to chase up the statement which was being prepared for the website on historic sex abuse. (*Action Michael Mather*)

- b) Scottish Championships – Douglas Blyth noted the difficulty with ArcheryGB only approving certain organiser to host WRS shoots. It was agreed that Michael Mather would raise this with ArcheryGB. (*Action Michael Mather*)
- c) Chair Appraisal – Michael Mather noted that he will be circulating the paperwork for the Chair's appraisal shortly.
- d) Venue Assessments – Michael Mather noted that ArcheryGB have introduced a new qualification which will enable people to do venue assessments. Four individuals in Scotland have applied and should be able to start doing risk assessments by the end of the spring.

19. CONFIRMATION OF FUTURE MEETINGS

It was agreed that a new date would have to be sought for the February meeting. (*Action Jacqui Dunlop/Michael Mather*)

Meetings for the remainder of 2017 were confirmed as:

Monday, 20th March – SKYPE / GO TO MEETING
 Saturday, 29th April – Face To Face – West
 Monday, 12th June – SKYPE / GO TO MEETING
 Saturday, 22nd July – Face To Face – East
 Monday, – 11th September – SKYPE / GO TO MEETING
 Saturday, 28th October – Face To Face – West
 Saturday, 18th November – AGM – Perth