

ANNUAL GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 29 NOVEMBER 2014
AT THE DEWARS CENTRE, PERTH

Mather, M, Chair
Paton, A , Director of Governance
Jennings, C, Director of Performance
Barby, V, Director of Communication
Ward, A, Director of Finance
Symonds, M, Director of Member Services
Sangster, D, Director without Portfolio
McLean, N, Director of Operations
Downie C, Ayr
Laing G. Ayr
Jamieson K, Balbardie
Jamieson G, Balbardie
Murphy C. Bannockburn
Cutts J, Broch
Forrester M, Clyde Arrows
Hynds F, Clyde Arrows
O'Donnell S, Crieff Archers
Barby S, Edinburgh University
Elliot M., Edinburgh University
Jardine D, Edinburgh University
Meyer J, Edinburgh University
Dunsmore N, Falkirk Co of Archers
Pettett P, Falkirk Co of Archers
Taylor M, Falkirk Co of Archers
Come P, Glasgow Archers

Davidson G, Glasgow Archers
Duff A, Glasgow Archers
Hutton D, Glasgow Archers
Mather R, Glasgow Archers
Ross C, Glasgow Archers
Ross J, Glasgow Archers
Elmendorff K, Largs
Schallmoser F, Largs
Fleming G, Lasswade
Fleming A, Lasswade
James C Lasswade.
Henderson K, Links Archers
Needham S, Links Archers
Provan R, Links Archers
MacMillan I, Linwood
Male K, Lochside Bowmen
Garrigan L, Penicuik Archers
Hawker L, Penicuik Archers
Lennon P Penicuik Archers
McLean E Penicuik Archers
Kirkwood M, Pentland Archers
McGonigle B, Pentland Archers
Stone, J , **sportscotland** Partnership Manager
Dunlop, J Administrator

1. CONFIRMATION OF MEETING BEING QUORATE

Alistair Paton confirmed that there were enough proxy votes and people present to allow the meeting to commence.

2. APOLOGIES

Apologies were intimated on behalf of Frank Reid, Mary Breakwell and Neil Scott.

3. WELCOME BY THE CHAIR

Michael Mather welcomed everyone to the meeting and noted that it was encouraging to see so many members attend.

4. MINUTES FROM THE PREVIOUS EGM

It was proposed by Kathleen Male and seconded by Bob Provan that the minutes of the EGM held on 31 May 2014 were a true record.

5. ANNUAL STATEMENT AND ACCOUNTS FROM BOARD

Copies of the Annual Report and Financial Statements were circulated (copy on file). Questions which arose included:

- a) PVG – Iain McMillan, Linwood Archers, asked if there should be a person within each club with responsibility for PVGs. Martin Symonds explained that the priority for the SAA was to ensure that all coaches had PVG certificates. The proposal will be that each club will register through Volunteer Scotland and be responsible for getting their volunteers PVG'd. Martin Symonds noted that it is good practice to have volunteers PVG's if there are children regularly attending the club. The responsibility for coaches will continue to lie with the SAA. Martin Symonds noted that he hopes to roll out the new system in the next month and will be in contact with clubs regarding this.

It was noted that if there was a need for clubs for PVG training then the SAA would look at this.

Colin Downie noted that Martin Symonds should be congratulated on the work he had done in the last year to ensure that the coaches now had PVG certificates.

- b) Selection Criteria for Senior Squad – Frank Hyndes, Clyde Arrows, asked about the selection criteria where it appeared to be different from what was published. Claudine Jennings explained that there was a bit of flexibility for those not making the minimum criteria of 2MB scores and that Archers should contact her regarding this. She did note that moving forward ideally the selection criteria for Squad would be MB Archers and above.
- c) Junior Selection – Claudine Jennings noted that she had omitted Geordie Harrow from the juniors who had represented Scotland during 2014 in her Annual Report and an amendment will be going out. Mark Forrester, Clyde Arrows, asked about the juniors being selected when they were not in the Scottish rankings. Claudine Jennings explained that scores for squad and team selection go directly to her and that this is separate from the Rankings Scores, as there is no requirement for archers to submit scores unless you wish a ranking. The teams are selected on the best scores shot irrespective of whether those scores have been submitted for the rankings. It is hoped that all archers would also submit their scores to the Rankings Co-ordinator.

Michael Mather noted that this would be clarified on the website to avoid any confusion and to ensure that the process was transparent.

Members were also encouraged to sign up for MailChimp in order to receive information directly.

Murray Elliot, Edinburgh University, asked if the one of the junior's scores were taken from a club shoot and if this would be made available to all juniors. Claudine Jennings confirmed that it was done at a club shoot, as were other junior scores submitted and that this was accounted for in the selection criteria.

- d) Performance Centre of Excellence – Derek Sangster updated the members on the progress to date on the Performance Centre of Excellence. After considering six opportunities, two venues have been progressed. These are Edinburgh University and the National Shooting Centre and the SAA has registered a letter of intent with both parties. The National Shooting Centre is currently at the stage where they have issued a tender document and are awaiting responses and initial discussions have been held with Edinburgh University. Derek Sangster was keen to note that this is at a very early stage but that the membership would be kept up to date as the project moved forward.

Mark Forrester was concerned about the Edinburgh University proposal and that the SAA would be making a business for someone else. Michael Mather noted that sportscotland were involved in the process and that they were keen that any centre had multiple uses and was not stand alone.

Frank Hyndes noted that he had views on what should be included in the Centre and asked if the membership would be consulted. Michael Mather explained that a sub-group would be looking at this and that he would be more than welcome to be part of that.

Frank Schallmoser asked if Inverclyde had been considered as it was being redeveloped. Michael Mather noted that he had a meeting with Inverclyde about a year ago, however it was not at that time suitable as a venue, but would happy to revisit this. Jacqui Stone explained that Inverclyde's focus will be on disability sport and she felt that it was the right decision that the Board had made to rule out Inverclyde as there were good other options on the table.

Bob McGonigle asked if there was a specification document for the Centre of excellence. Claudine Jennings explained that currently it was more of a wish list but agreed that it would be published on the website. (*Action Claudine Jennings*)

Bob McGonigle explained there is currently a memorandum of understanding between Archery GB and the University of Nottinghamshire regarding their new facility and agreed to update Derek Sangster on this. (*Action Bob McGonigle/Derek Sangster*)

- e) Para Archery Squad – Mark Forrester asked about the Para Archery squad which is being facilitated at Edinburgh University. Claudine Jennings updated the membership that she has had discussions with Mike Peart at ArcheryGB regarding the para archers who have come off GB Squad due to difficulties of travelling down to Lilleshall; this has meant that they have lost their GB funding. SAA will look to get the squad running to ensure that there is a pathway for the para athletes for Rio. Sportscotland and ArcheryGB are involved in the discussions of this and are supportive.

Murray Elliot asked about the classification of athletes in Scotland. Claudine Jennings noted that she has looked at the performance aspects in setting up of the squad and these athletes already have their classification confirmed. Any new archers to be considered for this squad would be required to have their classification confirmed at ArcheryGB prior to entering the squad.

- f) Communication – Victoria Barby noted that feedback had been that the SAA were being too proactive in their communication via mailchimp so this had been reduced to quarterly newsletters with interim updates. The minutes are not issued on MailChimp. All club secretaries have been asked to sign up to mailchimp in order that they can be aware of what is issued; this is a separate communication from the communications which are circulated via the club secretaries. It was agreed that there would be a review of what was being issued via the different communication channels. (*Action Victoria Barby*)

Mark Forrester asked about adverts for performance archery which were on the facebook page. It was confirmed that the SAA are happy to share and promote archery from all organisations.

- g) Financial Report – Karen Henderson and her firm FOUR-M were thanked for their inspection of the accounts which had saved the SAA £1,200. Ann Ward had provided the Financial Reports, and agreed to email the breakdown of costs relating to competitions around the Members. (*Action Ann Ward*)

Bob McGonigle noted the high amount of reserves sitting at £72,000. Michael Mather noted that the KPMG Audit had highlighted that the SAA should have a reserves policy and this is now being worked on. It was noted that once the sportscotland investment is known a plan will be developed on the investment of the reserves. Michael Mather confirmed that there would be a reserves policy in place by the next AGM.

6. APPROVAL OF ACCOUNTS INSPECTORS FOR 2014-15 (FOUR-M, ACCOUNTANTS OF DUNDEE)

It was proposed that the Four-M, Accountants of Dundee be approved as the Account Inspectors for 2014-15. There were 154 votes in favour and no votes against the proposal and FOUR-M were duly confirmed as Accounts Inspectors for 2014-15.

7. APPROVAL OF FEES FOR 2015-16

The Board was recommending that there should be no increase in fees for 2015-16. Bob McGonigle asked if consideration had been given to the financial liabilities, and it was confirmed that the Board had taken this into consideration along with the high level of reserves currently. It was confirmed that the Board had not considered reducing the fees, as the level of investment from sportscotland was not known. There were 154 votes in favour and no votes against the proposal and no increase in the fees for 2015-2016 was agreed.

8. DIRECTOR VACANCY ON THE BOARD

Derek Sangster was standing down from the Board as Director without Portfolio and the vacancy for an Independent Director had been advertised but no nominations had been received by the closing date. However, the position had been re-advertised and there had been nominations with the closing date being 6 December. Interviews will then be held and the candidate co-opted onto the Board with ratification at the next AGM.

Iain Wilson had resigned from the Board as Director of Coaching due to personal reasons. The position will be advertised and hopefully in the next week when the role profile and application forms will be distributed. The aim will be to interview and co-opt onto the Board for ratification at the next AGM.

Muriel Kirkwood asked what would happen if there were no suitable candidates for the Independent Director following the application process and it was confirmed that the Board would be required to work without an Independent Director.

Mark Forrester asked if the Director of Coaching needed to be a coach and it was confirmed that the role profile would be distributed which would set out the criteria for the position, although it was noted that the candidate should have a good knowledge of the coaching framework, although not necessarily a coach.

9. SCOTTISH ARCHERY COACH AND VOLUNTEER AWARDS

Michael Mather explained that this was the first Coach and Volunteer Awards and thanked everyone who had submitted nominations. The Awards were presented as undernoted:

Coach of the Year	Neil Scott, Largs Archery Club
Highly Commended Coach of the Year	Moira Taylor, Falkirk Co of Archers
Senior Volunteer of the Year	Tina James, Lasswade Archery Club
Highly Commended Senior Volunteer of the Year	Liz Garrigan, Penicuik Archers
Junior Volunteer of the Year	Ruth Porter, Bannockburn Archers
David Christie Memorial Shield	Norrie and Elayne McLean, Penicuik Archers

10. EQUALITY PRESENTATION

Alistair Paton did a presentation on Equality with the SAA hoping to achieve Foundation Level of the Equality Standard by March 2015. Michael Mather and Alistair Paton are the Equality Champions for Scottish Archery.

Frank Schallmoser asked if Clubs also have to achieve the Foundation level and Jacqui Stone noted that the governing bodies go through the standard with the information being disseminated to Clubs. If there is a need for an equality workshop for clubs then sportscotland can facilitate this. Peter Lennon confirmed that currently there is no Equality training as part of the coaching license.

Bob McGonigle asked what would happen if there was conflicting advice from ArcheryGB and SAA on Equality issues and Jacqui Stone confirmed that there wouldn't be conflicting advice as sportscotland sits on the UK Equality Group so both organisations are part of the same process. It

was agreed that Bob McGonigle and Alistair Paton would discuss liaison with ArcheryGB Equality Officer. (*Action Bob McGonigle/Alistair Paton*)

Murray Elliot noted that there had been a previous “Pass it On” Coaching Course for disability coaching and Martin Symonds noted that this is now incorporated into the Level 1 course. Michael Mather noted that Archery is one of Scottish Disability Sports’ core sports and Shelly Phillip has been liaising with them.

11. SPORTSCOTLAND PRESENTATION

Jacqui Stone had submitted a statement for the AGM (copy on file) and did a short presentation to update the members on how far Scottish Archery had come over the last year and that sportscotland were very impressed with the work which has been done by the Board. The Board has taken on all governance issues and has done everything, and more, that sportscotland had asked of them. Board meetings are now being held regularly and the SAA is in a vastly different position that a year ago.

On 3 November Scottish Archery presented to the sportscotland for investment for the remainder of the two year Rio cycle. She noted that it was an ambitious presentation but had been well received by the sportscotland panel. Staffing had been included in the proposals and this will be looked at. One of the challenges is sustainability as the SAA is purely run by volunteers hence the reason that staffing was applied for. There were 26 other sports also presenting to the Panel and the recommendations of the Panel will go to the sportscotland December Board meeting with the final decisions being ratified at the February Board meeting.

Bob McGonigle asked what would happen to the performance investment if ArcheryGB missed their Olympic milestones and how would that impact upon SAA funding. Jacqui Stone noted that the performance funding comes out of one pot and this is being looked at with Claudine. The development investment is separate and would remain.

Jacqui Stone was thanked for her presentation and her support throughout the past year.

12. PRESENTATIONS

The undernoted two presentations were made:

Scottish Archery Life Membership – Tina James
First Inductee into Scottish Archery Hall of Fame – Derek Sangster

13. SPORTSCOTLAND INVESTMENT PRESENTATION

Michael Mather gave the presentation which was given to sportscotland on 3 November. It was agreed that the full presentation would be available on the website.

Frank Schallmoser asked if it would be possible for three universities in the one area to come together and have a joint club. Douglas Jardine noted that this would depend upon facilities and

that he is currently working on the Scottish Student Sport Archery Development Plan and would share this with the Board.

Bob McGonigle agreed to provide ArcheryGB's demographics. (*Action Bob McGonigle*)

14. KPMG AUDIT

Michael Mather updated the membership on the recent KPMG Audit which the SAA had gone through. The SAA have been graded at "Performance Improvement Needed". It was noted that the next audit will take place in 2016.

The Board were thanked for their hard work over the year.