

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 3 FEBRUARY 2020  
BY GOTOMEETING

Present

**Board Members**

Bob Provan, Independent Director  
Kevin Pringle, Independent Director  
Caroline Buchanan, Director of Safeguarding  
Jules May, Director of Digital  
Judith McCleary, Director of Development  
Pip Tucknott, Director of Performance

**Non-Board Members**

Sarah Birrell, sportscotland Partnership Manager  
Vincent Bryson, Chief Operating Officer – Temporary Meeting Chair  
Michael Mather, Company Secretary  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Craig Lindsay and Moira Taylor.

2. CONFLICT OF INTEREST

No new conflicts of interest was noted.

3. MINUTES OF MEETING OF 14 DECEMBER 2019

It was unanimously agreed that the minutes of the meeting 14 December 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 14 DECEMBER 2019

All actions from the Action Log had been completed apart from the undernoted where updates were provided:

- a) CRM – Vincent Bryson to circulate Neil Armitage's response on CRM to the Board. (*Action Vincent Bryson*)
- b) Facilities Paper – Vincent Bryson reported that he and Alan Martin had been in discussion with other governing bodies regarding facilities and he will incorporate this into the Facilities paper and circulate to the Board. (*Action Vincent Bryson*)
- c) Meeting with Euan Lowe – Vincent Bryson confirmed that he is arranging a meeting with Euan Lowe to discuss re Membership. (*Action Vincent Bryson*)

- d) Budget Headings – Craig Lindsay had circulated Financial Papers and Budgets and the Board confirmed that they were happy with the format.
- e) Members' Liability – Michael Mather will take this forward with Harper McLeod. There is a £1 liability for each member should Scottish Archery be wound up, however in reality it may be that the organisation would have to absorb the costs. (*Action Michael Mather*)
- f) Change from UKCC to CIMPSA – no further update had been received. Kevin Pringle noted that there is a Working Group looking into this, however it is not expected to be ready short term so Scottish Archery will have a watching brief.
- g) Performance Video – Pip Tucknott confirmed that he will liaise with Jules May on what is required to better communicate the performance programme. (*Action Pip Tucknott/Jules May*)
- h) Email Addresses – Vincent Bryson confirmed that email addresses had been set up for Kevin Pringle ([strategy@scottisharchery.org.uk](mailto:strategy@scottisharchery.org.uk)) and Bob Provan ([Equalities@scottisharchery.org.uk](mailto:Equalities@scottisharchery.org.uk)).
- i) Exit Survey – Judith McCleary confirmed that that it hoped that the Development Group will meet soon and the Exit Survey will be discussed.

#### 5.1 UPDATE ON CHAIR POSITION

Vincent Bryson updated the Board on options for the vacant Chair position.

#### 5.2 SCOTTISH ARCHERY INVESTMENT AND PERFORMANCE PRESENTATION

Vincent Bryson reported that the Investment Paperwork had been submitted to sportscotland on 31 January and thanked the Board members for their input. He noted it was an intensive piece of work over a 2-3 week period but it is a good process to go through and gives of flavour of where Scottish Archery is. The investment target of 3,200 members has been reached. There has been great work done with the Scouting organisation and Alan Martin and Bill Hogg are working on a project with Alzheimer Scotland to introduce soft archery into their centres. There is also good partnership working with the Scottish War Blinded with the next Pathway squad taking place at their facilities. Funding of £8,000 has also been secured from the Royal Company of Archers for the performance programme and for athletes with additional support needs. This funding will be received in annual payments over the next 3 years.

Work has been ongoing with ArcheryGB regarding Safeguarding and it was confirmed that the AGB and Scottish Archery Safeguarding Officers will have direct communication regarding any cases.

Vincent Bryson noted that work has been ongoing with regard to the potential to have Archery included in the Commonwealth Games, via a satellite competition in hosted by India. Discussions with ArcheryGB, sportscotland and Commonwealth Games Scotland have been held and Vincent Bryson agreed to keep the Board updated on any developments.

#### 6. FINANCIAL UPDATE

Craig Lindsay distributed reports in advance of the meeting. Vincent Bryson agreed to liaise

with Directors individually on their budgets. Judith McCleary noted that it would be helpful if staffing costs were included in the budgets as this may give the membership a better indication of where fees are going. Vincent Bryson agreed to liaise with Craig Lindsay on this. (*Action Vincent Bryson*)

The Board confirmed that they were happy with the level of clarity shown on the reports.

There was a discussion on Reserves and it was agreed that they would remain as they were, if funding was required for any possible inclusion in the Commonwealth Games then reserves would not be used.

## 7. DIRECTOR OF DIGITAL – PAPER FOR CONSIDERATION

Jules May circulated a paper seeking views on communication. There was a discussion on internal communications agreeing that Microsoft Teams may be a good way to go as it also gave free video conferencing facilities. Vincent Bryson and Jules May agreed to have a discussion on how best to implement this. (*Action Vincent Bryson/Jules May*)

It was agreed that the focus should be on external communication both with members and partners making better use of videos and images. Judith McCleary suggested that more should be done with case studies. It was agreed that images should better reflect society and that the soft archery work should be highlighted. Kevin Pringle noted that he had a link through Basketball for Video production and will liaise with Vincent Bryson on this. (*Action Vincent Bryson/Kevin Pringle*)

Kevin Pringle felt it was important to get information from the membership and how information is garnered from young people and recreational archers and how as an organisation Scottish Archery can listen to a wider demographic of the website rather than the few members who shout the loudest.

Jules May explained how an app would make the organisation more personal and the use of that channel could be used to elicit views from the wider membership. It was also important that non members are engaged and this includes broadcasters.

Judith McCleary noted that for social media that possible responses are prepared in advance so that there can be quick responses to difficult questions. Jules May suggested that a measurable target of say 24 hours for responses would be a good target to aim for.

It was agreed that a Digital Sub-Group would be set up. Pip Tucknott noted that an advert had gone out for marketing support for the Scottish Tour and the Tournament Group were already considering wider communication. It was agreed that the Tournament Group would be consulted.

Vincent Bryson agreed to liaise with the Board, staff and senior volunteers to find out what the "Pain points" were and also who the Stakeholders were and then liaise with Jules May. (*Action Vincent Bryson*)

There was a discussion on Sport80, and it was agreed that Vincent Bryson and Jules May would further progress this. (*Action Vincent Bryson*)

## 8. PERFORMANCE UPDATE

Pip Tucknott reported that the pathway squad is underway for the second year. Shaun Teasdale has been involved and there has been great feedback on his input. The next Performance Update has been issued and there has not been much feedback, although verbal feedback received has been positive.

## 9. EQUALITY

Bob Provan reported that an Equality Survey is due to be issued to provide an update on figures. The Equality submission has been made to Plan4Sport with the results due between April and June.

## 10. SAFEGUARDING

Caroline Buchanan reported that she has started to look at the Safeguarding of Vulnerable Adults and the Board agreed that a Policy should be produced. Judith McCleary agreed to provide links for the Curling Policy and Caroline Buchanan has downloaded templates from the Ann Craft Trust.

Scottish Archery had reached 100% in the Safeguarding Standards, ahead of the 31 March 2020 deadline.

## 11. MEMBERS' FORUM

Muriel Kirkwood had submitted questions relating to membership fees and the articles and it was agreed that Michael Mather and Vincent Bryson would consider these and respond. *(Action Vincent Bryson/Michael Mather)*

Jules May noted that there was some confusion around Family Memberships and that clarification was required on this. It was agreed that Vincent Bryson and Michael Mather would look into this. *(Action Vincent Bryson/Michael Mather)*

Muriel Kirkwood also noted confusion about the pre-AGM Performance Meeting and Vincent Bryson agreed to contact her regarding this. *(Action Vincent Bryson)*

## 12. AOCB

- a) COO Workload – Judith McCleary noted that Vincent Bryson had a heavy workload and offered to support. Thanks, were expressed to Vincent Bryson on the submission on the Investment paper and the work which had gone into this.
- b) Strategy Sub-Group - Vincent Bryson reported that the new Strategy will be presented to sportscotland as part of the investment process in September 2020. It was agreed that a Strategy Sub-Group would be formed and consist of Vincent Bryson, Judith McCleary, Kevin Pringle, Pip Tucknott.

## ACTION LOG

### SHORT TERM ACTIONS

Actionee	Action	Date
VB	Circulate Neil Armitage's response on CRM to the Board	Next Meeting
VB	Submit a paper on facilities for Board consideration	Next Meeting
VB	Arrange a meeting with Euan Lowe re Membership	Next Meeting
MM	Update on Members' Liability	Next Meeting
PT/JM	Discussion on how to best communicate Performance	Next Meeting
Development Group	Investigate Exit Survey	Next Meeting
VB/CL	Staffing Costs included in Budgets	Next Meeting
VB/JM	Discussion on Microsoft Teams	Next Meeting
VB/KP	Discussion on Video Resource	Next Meeting
VB	Seeks views on Pain Points and Stakeholders and feed back to Digital Director	Next Meeting
VB/MM	Look at Articles and Fees; Family Membership Clarity	Next Meeting
VB	Respond to Muriel Kirkwood re Performance Meeting	Next Meeting