

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 14 MARCH 2016
BY GO TO MEETING

Present: Michael Mather, Chair
Steph Clason, Finance Director
Claudine Jennings, Director of Performance
Victoria Barby, Director of Communications
Moira Taylor, Director of Coaching
Vincent Bryson, Independent Director
Martin Symonds, Director of Member Services
Douglas Blyth, Director of Governance
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 Jennifer Griffin.

3. CONFLICT OF INTEREST

No Conflicts of Interest were noted on the Agenda.

4. APPROVAL OF MINUTES OF 30 JANUARY 2016

It was agreed that the minutes of the meeting of 30 January 2016 were a true record.

5. MATTERS ARISING FROM MINUTES OF 30 JANUARY 2016 BUT NOT ON THE AGENDA

Item 7c): PVG – this is currently an ongoing process

6. UPDATE FROM EXECUTIVE DEVELOPMENT OFFICER

Alan Martin updated the Board that he had been doing a lot of work around club development and the potential creation and development of a number of new clubs across Scotland. He had met with those interested in establishing a new club in East Kilbride and also East Renfrewshire Council about a schools programme. Alan has also been in discussion with an existing, non affiliated 'after school' club in Strathblane who have expressed an interest in creating a community club. Martin Symonds noted that he had received communication about St Andrews School in Paisley wishing to start a club and Alan Martin agreed to contact them. (*Action Alan Martin*)

Alan Martin will also be meeting with Troon Community Sports Hub and people interested in setting up an Archery Club in Troon. Glasgow University have set up a club and may approach the SAA for some Development Grant funding once their club is fully registered with AGB.

Communication has been established with an existing, non affiliated club in Dunvegan on Skye

and Moira Taylor noted that there is also another club on Skye and Victoria Barby agreed to pass on the details to Alan Martin. (*Action Victoria Barby*)

Work is ongoing with Scottish Student Sport who are concerned about the proposed removal of the en-bloc fees by ArcheryGB. Alan Martin is also working closely with Scottish Disability Sport on a draft combined strategy, and trying to arrange meetings with Scottish Cadets and Scottish Scouts.

7. TEAM SHIRTS – WEARERS’ GUIDANCE

Victoria Barby distributed a draft Wearers’ Guidance (copy on file). There was an in-depth discussion about the Scotland Team kit and it was agreed that if an Archer has earned the right to wear the shirt by being selected for Scotland, then they will be permitted to wear the shirt when they like, with the only caveat being that they should not wear it when there is a Scottish Team shooting in competitions such as British Championships and Euronations unless they had been selected to shoot for Scotland at that event. It was agreed that this would have to be done on trust as would be difficult to enforce.

It was suggested that the ladies dress code for the banquet should be reconsidered and Victoria Barby agreed to look at this and also make the changes and re-circulate the Guidance notes for Board approval prior to being published to the membership. (*Action Victoria Barby*)

8. WEBSITE

Victoria Barby reported that a draft of the website had been circulated and asked that content is submitted in order that the website be launched around 1 April. There was a discussion on whether the launch should wait until the ArcheryGB new website was launched and it was agreed that there was no reason to wait. Muriel Kirkwood was thanked for the fantastic work she has put into the new website.

9. STRATEGIC SWOT

Vincent Bryson circulated the Strategic SWOT Analysis. This outlines the strengths, weaknesses, opportunities and threats for the strategy of Scottish Archery for the next 12 years, which is being developed as a 12 year transformational change strategy for Scottish Archery. Directors agreed that they were happy with the direction of the SAA over the next twelve years and it was agreed that this document should be shared with the membership for comment and input. It was noted that there would be more in depth discussion of the document at the Strategy Day.

Vincent Bryson agreed to tidy up the document and liaise with Victoria Barby to provide some background to the document in the communication for the membership. (*Action Victoria Barby/Vincent Bryson*)

10. JUNIOR DEVELOPMENT CLUBS AND ACADEMY

Claudine Jennings reported that she aims to establish more structure in junior clubs as part of the Academy pathway. The aim would be to have Junior Development Clubs who would then feed into a regional academy structure and then into the overall Academy. Claudine Jennings confirmed that she would be happy to provide the programme for the junior clubs. The proposal would also see the Regional Academy paying coaches. It was noted that there are barriers to paying coaches, not least that ArcheryGB insurance does not allow for this, but these

are not insurmountable. It was agreed that in order to professionalise the sport that paying coaches could be one of the ways forward. Michael Mather agreed to seek advice from sportscotland on the payment of coaches and report back. (*Action Michael Mather*)

Claudine Jennings agreed to formalise her plans for the Junior Development Clubs and circulate. (*Action Claudine Jennings*)

11. RISK MANAGEMENT

Vincent Bryson circulated the updated Risk Management document to reflect the Risks associated with the Schools Archery programme, specifically the use of the Arrows/Decathlon kits. It was also agreed that a further Risk be included to cover the Strategic SWOT documentation being issued to the members.

Vincent Bryson reminded Directors to update him on any risks which they felt should be included on the Register. Vincent Bryson agreed to update the Register and re-circulate. (*Action Vincent Bryson*)

12. UPDATE ON CENTRE OF EXCELLENCE

Michael Mather updated the Board that he had signed the Access Agreement on behalf of Scottish Archery and this document will now be submitted by the Developer as part of the Stage 2 submission to sportscotland. Sportscotland will then consider the application before it is put forward to their Board for approval. It is hoped that the outcome will be known in 6-8 weeks.

13. PERFORMANCE UPDATE

Claudine Jennings reported that the Senior Euronations will take place in Dublin in July and the SAA have committed to sending a team of 12 to the competition. Information has yet to be provided for the Junior Euronations.

14. BOARD STRUCTURE

Michael Mather circulated a paper (copy on file). It was agreed that Martin Symonds would take on additional operational roles and that an Independent Director with a focus on Development would be recruited. Michael Mather agreed to speak to sportscotland regarding the advertising of the Independent Director in relation to the previous candidates but it was felt that that the position should be re-advertised. (*Action Michael Mather*)

15. FINANCE UPDATE

Stephanie Clason circulated the Trial Balance to 29 February (copy on file). It was agreed that Directors would consider the Trial Balance and feedback any queries to Stephanie Clason. (*Action All*)

16. COACHING UPDATE

Moira Taylor reported that a Coaching Workshop has been arranged for 2 April where there will be two speakers from the Institute of Sport, workshop with Scottish Disability Sport and feedback sessions. Moira Taylor is currently compiling a coach database. She is also attending

the LGBT Seminar and will be meeting with Jennifer Griffin and Rhuari Davidson to see what support sportscotland can give to Scottish Archery coaches.

17. EQUALITY UPDATE

Douglas Blyth reported that he will be attending the LGBT Equality meeting. Michael Mather agreed to provide Victoria Barby with a copy of the LGBT logo for the new website. (*Action Victoria Barby*)

Douglas Blyth reported that he has been going through the policies and noted that there are some which are up for review shortly. Alan Martin has a matrix of when policies are required to be updated and agreed to circulate to the Board ahead of the next meeting. (*Action Alan Martin*)

18. MEMBERS' FORUM

A few clubs had noted concerns about the proposed ArcheryGB removal of en-bloc fees for juniors, disability and student clubs. It was agreed that a general position statement would be issued from Scottish Archery on this, but it was agreed to check the ArcheryGB AGM paperwork first, to see what was being proposed. (*Action Michael Mather*)

19. DIRECTORS REPORT

Directors Reports were circulated and taken as read.

20. AOCB

- a) Membership – Martin Symonds reported that the membership is currently 2,236, and the target is 2545 by the end of September. Martin Symonds agreed to find out where the fall in numbers had come from. (*Action Martin Symonds*)
- b) Disciplinary Conduct – Martin Symonds noted that ArcheryGB's policy has been changed so that the person is disciplined by the region that they are resident in. It was noted that ArcheryGB would need to reinforce their rule that ArcheryGB members also have to be members of their region and Martin Symonds agreed to raise this with them. (*Action Martin Symonds*)
- c) OnTarget Scheme – Moira Taylor reported that Falkirk Company of Archers has now been awarded Performance and Young People specialism by ArcheryGB to go along with their Community Specialism. Moira Taylor agreed to write an article for the Website. (*Action Moira Taylor*)
- d) Archery in Schools – There was a discussion about the bow types to be purchased for the Archery in Schools Project and a concern was raised about the weight of the bows as supplied by DECATHLON. Alan Martin suggested that a couple of Arrows Kit be purchased from Clickers which would give the SAA two such kits to be used if there were concerns about the weight of the bow, and 7 decathlon bow kits would be purchased. It was noted that this was a pilot and an analysis of the best bow types could be done at the end of the pilot. East Renfrewshire are keen to purchase 3 sets before the end of the financial year and as MRM Archery are preferred suppliers for East Renfrewshire they will purchase the bows

on their behalf, in order that they can get them in time for the end of the financial year. It was noted that there will be no financial gain to MRM for this service.

Future Meetings

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