

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 12 JANUARY 2019
AT SCOTTISH CURLING'S OFFICES, STRILING

Present

Board Members

Vincent Bryson, Chair
Moirra Taylor, Director of Coaching
Pip Tucknott, Director of Performance
Craig Lindsay, Finance Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications
Caroline Buchanan, Director with Responsibility for Safeguarding
Kevin Pringle, Independent Director
Bob Provan, Independent Director

Non-Board Members

Michael Mather, Chief Operating Officer
Alan Martin, Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Laura Baxter.

The Chair explained that the purpose of the meeting was:

Introduction to the new board members
Overview of Strategic Objectives
Focus on Recent Success
Director Highlights
Portfolio Changes

2. BOARD INTROUCTIONS

The new Board Members introduced themselves and current Board members gave background to their roles.

3. OVERVIEW OF STRATEGIC OBJECTIVES

The presentation which the Chair and the Chief Operator Office had given to sportscotland as part of the midpoint review was shown and discussed.

4. SAFEGUARDING

Michael Mather updated the Board issues relating to Safeguarding. The Board discussed confidential matters relating to a disciplinary case. Bob Provan and Kevin Pringle had carried

out a review of procedures and agreed to produce a series of recommendations. (*Action Bob Provan and Kevin Pringle*)

5. PATHWAY MANAGER AND DEVELOPMENT MANAGER UPDATES

Alan Martin gave an overview of his role and the work which he and Laura Baxter, Club Development Officer, are carrying out. There was a discussion on Soft Archery and how those participating transition to Archery Clubs. It was noted that it is easy to identify children who have been through a soft archery course when they come along to a club and try it as they already have some basic skills. Victoria Barby suggested that there should be a transitional programme from soft archery to club archery. It was noted that it would be up to the recipient club to determine whether a person was capable.

Moira Taylor noted that the Boost archery programme devised by ArcheryGB could be used in this capacity. She had given this information to Coaches, including notes from Falkirk and Bannockburn, who were using the programme but only one Coach took up the offer. Alan Martin agreed to liaise with Laura Baxter to find examples which Clubs could use and look to see if there could be a formal "graduation" from Soft Archery. It was noted that this could be a badge scheme which some clubs are already using.

Victoria Barby suggested that the Boost programme could be highlighted at the next Coaching Conference.

Alan Martin noted that Judging will be a priority area to work on due to the number of judges stepping down.

sportscotland are seeking application for a Girls and Womens' Fund and Alan Martin and Laura Baxter will be meeting to discuss if Scottish Archery could put in application for this. One of the conditions is that a partner organisation needs to be involved in the project. The deadline for submissions is 25 January 2019.

Scottish Archery's investment application has to be submitted to sportscotland by 18 January and the six-month tracking information submitted by 4 February.

Michael Mather reported that ArcheryGB are now supporting Scottish Archery to ensure that all members are now joining Scottish Archery as well as ArcheryGB.

6. FINANCE

It was confirmed that the Finance email account has been transferred to Craig Baxter (finance@scottisharchery.org.uk); any queries on the budget should be sent to him. There is 10 weeks until the year end of 31 March. Michael Mather and Vincent Bryson will start to prepare the budget for 2019/2020 and this will be brought to the next Board meeting. (*Action Michael Mather/Vincent Bryson*)

7. COLLABORATION

Vincent Bryson noted that most Directors now have a Scottish Archery email account. It was agreed that Microsoft Teams would be used for closer collaboration between Directors. For wider discussions amongst sub-groups etc it was agreed that SLACK would be used. Alan

Martin reported that other communication methods such as Hive, are being used for performance and coaching groups.

8. AOCB

- a) Eastern Area – it was agreed that Alan Martin would facilitate the Eastern Area EGM. (*Action Alan Martin*)
- b) Records – as discussed at the AGM a meeting will take place to discuss the Scottish Records. It was noted that due to workload there has been a delay in Record claims being processed.
- c) Expenses – as the year end is approaching Directors were encouraged to submit their Expenses. Jacqui Dunlop agreed to circulate the Expenses forms. (*Action Jacqui Dunlop*)

9. 2019 MEETINGS

18 March – GoToMeeting

13 May – sportscotland's offices, Templeton, Glasgow

1 July – GoToMeeting

26 August – sportscotland's offices, Caledonia House, Edinburgh

21 October – GoToMeeting

23 November – AGM (Dewar's Centre, Perth - provisional)

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 13 MAY 2019
AT SPORTSCOTLAND'S OFFICE, TEMPLETON, GLASGOW

Present

Board Members

Vincent Bryson, Chair
Moira Taylor, Director of Coaching
Pip Tucknott, Director of Performance
Craig Lindsay, Finance Director
Caroline Buchanan, Director with Responsibility for Safeguarding
Kevin Pringle, Independent Director
Bob Provan, Independent Director
Victoria Barby, Via GoToMeeting

Non-Board Members

Alan Martin, Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf Judith McCleary, Independent Director and Sarah Birrell, **sportscotland** Partnership Manager.

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. MINUTES OF MEETING 18 MARCH 2019

It was unanimously agreed that the minutes of the meeting of 18 March 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 18 MARCH 2019

- a) Payroll – Vincent Bryson confirmed that the staff salaries had been paid however there had been considerable problems in the transferring of the payroll from sportscotland to French Duncan. Feedback has been given to the sportscotland Partnership Manager regarding this, and it was noted that there are still issues which have yet to be resolved with the bank.
- b) Accounts – Craig Lindsay confirmed that the accounts have to be lodged with Companies House in December 2019. Vincent Bryson agreed to look at the date of the AGM and how this sits with the financial reporting. (*Action Vincent Bryson*)
- c) Budgets – Alan Martin and Moira Taylor agreed to liaise on the Coaching Budgets. (*Action Alan Martin/Moira Taylor*)

Vincent Bryson noted that a deeper exercise has to be done on Budgets to ensure clarity of expenditure.

- d) Quickbooks – Craig Lindsay confirmed he has now received the information to enable him to access direct banking and will upload these to Quickbooks. He agreed to liaise with Jacqui Dunlop on Quickbooks. (*Action Craig Lindsay*)
- e) Barebow – Moira Taylor noted that coaches may require CPD on Barebow techniques. Pip Tucknott confirmed that there were some archers who could shoot Barebow at a performance level and it was agreed that the Performance Group would discuss this further. (*Action Performance Group*)
- f) Records Sub-Group – Alan Martin confirmed that the group would be meeting on 14 May.
- g) Areas Meeting – Vincent Bryson confirmed that the Areas Meeting would take place on Saturday, 18 May in Stirling and an open invitation to the Board was extended.
- h) SRS – Minimum Judging Requirements – it was agreed that this would be discussed at the Area meeting.
- i) Investment Targets – Vincent Bryson agreed to circulate the investment targets to the Board. He noted that he and Alan Martin would be liaising on how best to manage and track performance against the targets and strategy. (*Action Vincent Bryson/Alan Martin*)

5. FINANCE UPDATE

Craig Lindsay confirmed that he will aim for the end of May to get the trial Balance to Karen Henderson. A draft has been circulated to the Chair, Michael Mather and Alan Martin. It was agreed the Soft Archery equipment should be offset against the grant and not included as stock. The umbrellas would be written off and given to the Judges and the mugs and pens would be given out at competitions etc. Craig Lindsay agreed to provide the accounts for the August meeting. Thanks were expressed to Craig Lindsay on his work on preparing the accounts.

6. PATHWAYS MANAGER FLASH REPORT

The Flash Report was circulated and taken as read.

Summary against the Strategic Outcomes

Membership – 2138 – Not including soft archery membership or Clyde Scouts.

New Clubs – Glasgow Disability Badminton and Archery, Leith, Clyde Scouts, Stirling Uni, all at varying points of development.

Coaching – Level 2 course to be planned

Accessible Clubs – 6 to be identified

Equality – Action Group formed, action plan underway

Standards for Child Wellbeing and protection In Sport – Policies are being updated and PVGs continue to be processed, but these are now on a more manageable basis.

Questions which arose:

Concerns were raised about the lack of progress with ArcheryGB for a Scottish Portal. Vincent Bryson agreed to arrange a meeting with ArcheryGB and raise this issue with them as a matter of urgency. (*Action Vincent Bryson*)

Moira Taylor confirmed that the L2 Coaching Course is now complete with the two assessments to be done. There is no formal process to organise a coaching course as this needs clarified. It was noted that there may be scope to do another Level 2 course later in the year.

It was confirmed that there was nothing specific from the Development Audit and Alan Martin will stay on top of the actions.

Alan Martin confirmed that the draft Equality Action Plan has been passed to Michael Mather and Bob Provan to consider.

7. PERFORMANCE UPDATE

Pip Tucknott gave an update on the three Performance Roadshows which had been held 5th, 6th and 8th of May. He noted that there were startling contrasts between the Areas on their opinions of performance and a wide range of opinions from the Membership.

Longer term Scottish Archery will need to clearly define where Performance and the Performance Director sits within the organisation. In the short term there will need to be recommendations on the Home Nations.

The Pathway Squad will have its last session soon and there will be a junior selection shoots. Consideration will be given to having regular events for selection shoots.

There will be consideration given on how the membership is kept informed of Performance issues, although there were positive comments about the new performance page of the website.

There was engagement with the WITTW model and demand for Scottish Archery to fill in some of the areas such as performance psychology and costs of this are being considered. Scottish Archery will look to build partnerships in areas such as psychology and look to enhance athlete welfare.

Vincent Bryson noted that the meetings were quite challenging but very positive. An open letter had been received and had prompted the meetings as this was felt the best way to communicate with the members. The Board will need to consider the best channels to use to communicate. Victoria Barby explained that Scottish Archery has many platforms with which to communicate but the important factor is what is communicated, and the Board need to be clear about what it wants to say and what questions will arise from that communication.

Pip Tucknott felt that face to face meetings were more productive and suggested that he could make himself available in Caledonia House for anyone wishing to meet with him. Kevin Pringle

agreed that face to face was good and provided positive engagement. He suggested that the Board have evenings for face to face engagement which would cover specific areas such as coaching, judges, development. Victoria Barby noted that face to face meetings are important, as it the visiting of clubs. Laura Baxter currently does most of the Club visits, but the Board could look at doing some visits.

Kevin Pringle reported that Basketball Scotland wrote to every basketball club in Scotland and asked what they wanted from Basketball Scotland. Twelve clubs took up the offer of a visit and this was well received.

Victoria Barby suggested that the number of clubs visited each month is included on the Flash Report and is a KPI.

Moira Taylor suggested that the Board engage with the Areas through attending area committee meetings and she also noted that it was important that any communication was two-way.

Kevin Pringle noted that performance is an outcome in the Strategy but there is not a vision. Alan Martin agreed to provide a two-page document on “what performance means to us” for the next meeting. *(Action Alan Martin)*

Pip Tucknott reported that there had been agreements at the Performance Roadshows to give feedback by 20 June. Alan Martin agreed to schedule a Performance Sub-Group meeting to consider the feedback received from the Roadshows. *(Action Alan Martin)*

Pip Tucknott agreed to provide a draft paper for the Performance Group. *(Action Pip Tucknott)*

Kevin Pringle suggested that a one-page document on what feedback was received from the Roadshows was published and then note that the Board and the Performance Group will now consider these. Vincent Bryson and Alan Martin agreed to provide the paper and get Victoria Barby’s feedback ahead of publication. *(Action Vincent Bryson/Alan Martin/Victoria Barby)*

It was agreed that Pip Tucknott would produce a video on some of the issues raised and Victoria Barby and Pip Tucknott agreed to liaise on this. *(Action Victoria Barby/Pip Tucknott)*

8. BOARD PERFORMANCE REVIEW

Kevin Pringle reported that a Board Performance Review had been carried out and thanks were expressed to the board for their time in completing the review. Papers had been circulated to the Board with the scores and recommendations.

Bob Provan agreed to provide feedback to the Chair on his specific feedback. *(Action Bob Provan)*

Kevin Pringle noted that he scores for the Board review were 3 and up and there was nothing which needed specific discussion. It had been noted that there was a lack of diversity in ethnicity and age. Vincent Bryson noted that it was useful to read the comments which had arisen from the review and noted that work will be done to ensure that the workload is spread amongst the directors, there is enough clarity on Directors’ roles and clarity of communication.

Vincent Bryson noted that Board members could contact him privately at any time to discuss any items which arose out of the review.

Thanks were expressed to Kevin Pringle on his work on the Board Performance Review.

It was noted that a decision on the COO role would be made when the decision on the inclusion of Archery in the Commonwealth Games was known. The current workload of the Chair is not sustainable, but a vacuum is required to be filled in the short term.

9. STAFFING

Staffing matters were discussed.

10. RISK REGISTER

Vincent Bryson agreed to update and circulate.

11. SAFEGUARDING UPDATING

Unfortunately, Lucie Phillips was unable to attend the meeting to do the Board Update and will re-schedule for another meeting. Lucie Phillips will be in attendance at the Coaching Conference to do a Safeguarding update for the Coaches.

Caroline Buchanan is currently working on updating the Child Wellbeing Policies and meeting will be held with Michael Mather and Jacqui Dunlop to discuss these. It was agreed that the website would be checked to ensure that the policies which were available were the most recent. (*Action Jacqui Dunlop*)

12. COACHING UPDATE

Moira Taylor provided the undernoted update:

Coaching will be discussed at the forthcoming Area Meeting.

The Level 2 assessments will take place shortly. Moira Taylor has been fulfilling the Course organiser role however it was noted that this is not a good use of volunteers time. A second Level 2 course will be considered for later in the year. Kevin Pringle asked if the current level 2 is UKCC, Moira Taylor confirmed that it not UKCC but it is aligned to it.

The Coaching Conference will take place 28 and 29 September and an invitation was extended to the Board members to attend. There is a varied programme and the information will be disseminated to Coaches this week. Kevin Pringle asked if any of the sessions were shared and Moira Taylor noted that this is currently not done, but some sessions could be shared with a wider audience.

Soft Archery sessions were run in Kelso and Forfar.

All those on the Ambassador Programme have successfully completed the Soft Archery course.

13. AOCB

- a) 3D Championships – Pip Tucknott confirmed that there is a possibility that Scotland will be awarded the British 3D Championships for the next three years.

Future Meetings:

1 July 2019 – GoToMeeting

26 August 2019 – Edinburgh – Face to Face

21 October 2019 – GoToMeeting

23 November 2019 - AGM

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 14 DECEMBER 2019
AT STIRLING COURT HOTEL, STIRLING

Present

Board Members

Bob Provan, Independent Director and Meeting
Craig Lindsay, Finance Director
Moira Taylor, Director of Coaching
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

Vincent Bryson, Chief Operating Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Sarah Birrell, sportscotland Partnership Manager.

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

4. MINUTES OF MEETING OF 21 OCTOBER 2019

It was unanimously agreed that the minutes of the meeting 21 October 2019 were a true record.

5. MATTERS ARISING FROM MINUTES OF MEETING 21 OCTOBER 2019

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

- a) CRM – Michael Mather and Vincent Bryson emailed Neil Armitage. Concerns are still ongoing regarding the CRM system as ArcheryGB's current position is contradictory to what it had previously said. There is no funding available from sportscotland for Scottish Archery's own solution as it had felt that the ArcheryGB option had been in the best interests of the members. Discussions are ongoing and Vincent Bryson agreed to circulate Neil Armitage's response. (*Action VB*)

Alan Martin had attended an SSS event at Peffermill when it was noted that Edinburgh University are engaging with ArcheryGB to bring a Performance Centre to Edinburgh. Whilst it was noted that a Performance Centre is positive for Archery, there was concern that there had been no discussion with Scottish Archery regarding this and this will be

noted to both ArcheryGB and Edinburgh University. Scottish Archery is currently working hard on the partnership with Stirling University and this caused some issues. Vincent Bryson agreed to submit a Board Paper on Facilities with recommendations. (*Action Vincent Bryson*)

- b) Memberships – Vincent Bryson to arrange a meeting with Euan Lowe. (*Action Vincent Bryson*)
- c) Finance Reports – Budgets headings to be added to Financial Reports. (*Action Craig Lindsay*)
- d) Nationwide Account – Craig Lindsay reported that the Nationwide Forms will be submitted before Christmas.
- e) Articles – it was noted that the liability is £1 per member. Michael Mather is working with Harper McLeod on this. Vincent Bryson noted that if Scottish Archery chooses a different relationship with ArcheryGB there may be implications on the Articles. (*Action Michael Mather*)
- f) Coaching – Sarah Birrell to provide an update on the change from UKCC to CIMPSA accreditation. (*Action Sarah Birrell*)
- g) Social Media Access – Judith McCleary confirmed that all staff have access to all social media channels. It was noted that it is an area where Scottish Archery needs to be more strategic and work will be done on how the channels are managed operationally.
- h) Performance Roadshows – Pip Tucknott agreed to liaise with Jules May to see if the performance video should be taken forward. (*Action Pip Tucknott*)
- i) Equality Action Group – It was noted that the Scottish Archery had submitted at Preliminary level although no feedback has yet to be received. Vincent Bryson noted that Scottish Archery may need to go for Intermediate level next time around.
- j) Sharepoint Access – Vincent Bryson confirmed that Scottish Archery email addresses have been provided for the Postal League co-ordinator and Tournament Organiser Chair. Scottish Archery email addresses will be provided for Bob Provan (Equality) and Kevin Pringle (Strategy) in order that they can access Sharepoint. (*Action Vincent Bryson*)

It was agreed that Jacqui Dunlop would update the Board members with all the Scottish Archery email addresses. (*Action Jacqui Dunlop*)

- k) Exit Survey – Development Group to consider an Exit Survey. (*Action Development Group*)

6. CHAIR POSITION UPDATE

It was noted that there had been no applications for the position of Scottish Archery Chair. The Articles allow for a Chair to be co-opted up to the 2020 AGM, without the need for an EGM, and the Board will now consider this option. (*Action Board*)

7. AOCB

- a) Board Meetings – it was agreed that the COO would attend all Board meetings and where there was a discussion which was not appropriate, he would be asked to leave the room. Other staff would be invited to attend only when there was an item on the agenda which required their input.
- b) Chief Operating Officer – Vincent Bryson noted that he will be arranging 1-1 meetings with Directors over the next three months.

16. DATE OF NEXT MEETING

Jacqui Dunlop agreed to circulate dates for Scottish Archery Board meetings, noting that the AGM will take place on 21 November 2020 at Dewars in Perth.

17. BOARD SAFEGUARDING TRAINING

Following the Board Meeting there was an Away Day with representatives from the Board and Areas in attendance. Pamela Finch, Children1st, Safeguarding in Sport team, provided Board Training on Safeguarding. She was pleased to confirm that as the Training had been completed that Scottish Archery had reached 100% in the Safeguarding Standards, ahead of the 31 March 2020 deadline.

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
CL	Budget headings to be added to Finance Reports	Next Meeting
MM	Update on Members' Liability	Next Meeting
Sarah Birrell	Update on change from UKCC to CIMPSA	Next Meeting
PT/JM	Decision on Performance Video	Next Meeting
VB	Scottish Archery Email address for BP and KP	Next Meeting
JD	Circulate Board corporate email addresses	Next Meeting
Board	Consider Chair options	Next Meeting
JD	Circulate 2020 Board Dates	Next Meeting
Development Group	Investigate Exit Survey	Next Meeting

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 18 MARCH 2019
BY GO TO MEETING

Present

Board Members

Vincent Bryson, Chair
Moirra Taylor, Director of Coaching
Pip Tucknott, Director of Performance
Craig Lindsay, Finance Director
Judith McCleary, Independent Director
Caroline Buchanan, Director with Responsibility for Safeguarding
Kevin Pringle, Independent Director
Bob Provan, Independent Director

Non-Board Members

Alan Martin, Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Michael Mather, Chief Operating Officer, Victoria Barby, Director of Communications and Sarah Birrell, **sportscotland** Partnership Manager.

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. MINUTES OF MEETING OF 12 JANUARY 2019

It was unanimously agreed that the minutes of the meeting of 12 January 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 12 JANUARY 2019

- a) Eastern Area AGM – Alan Martin confirmed that he had not received further information about the Eastern Area AGM.
- b) Expenses Forms – Directors were reminded to get their expenses claims for the year end of 31 March 2019.

5. CHAIR UPDATE

Vincent Bryson reported that no decision had been made yet on whether Archery was included in the 2022 Commonwealth Games in Birmingham. Bob Provan will represent Scottish Archery at the Commonwealth Games Annual General Meeting in June. He will also be arranging a meeting with Sarah Birrell, the new Partnership Manager, so they can meet face to face, although there has already been a lot of communication with her.

Michael Mather's last day as the Chief Operating Officer will be 29 March. The Board wished to place on record the massive contribution that he has made to the organisation in the two year's that he has been in the role.

The Board confirmed that Michael Mather would retain his volunteer Company Secretary role.

6. FINANCE UPDATE

As the year end has changed Craig Lindsay agreed to check when the accounts would need to be lodged by. He also agreed to get the financial information to Karen Henderson by the end of May (*Action Craig Lindsay*)

Vincent Bryson agreed to check on when the accounts needed to be issued for the AGM. (*Action Vincent Bryson*)

The Budget for the current year was reviewed. It was noted that the staffing budget was slightly over but this was due to the increasing in Laura Baxter's hours. Alan Martin agreed to issue a proposal to the Board for purchases for the performance programme. (*Action Alan Martin*)

Moira Taylor noted that she has some expenditure which covers both financial years and Craig Lindsay agreed to send Moira Taylor a breakdown of the Coaching budget. (*Action Craig Lindsay*)

Work has been done on transitioning from Kashflow to Quickbooks. This will provide a lot more real time information and Scottish Archery will move to the new system on 1 April. Budget holders will also be able to view Quickbooks on line. Craig Lindsay and Alan Martin have been working on a new expenses form. Craig Lindsay agreed to look into training for Jacqui Dunlop. The Chair and Board thanked the Finance Director for his significant work "offline" to prepare the new QuickBooks ledgers and everyone is looking forward to the vastly streamlined process for financial operations. (*Action Craig Lindsay*)

The draft budget for 2019/2020 were circulated and it was noted that the budgets would be approximately the same as this year. Budget holders agreed to check if the sub-headings were still correct and confirm with Alan Martin within 7 days. (*Action Budget Holders*)

Alan Martin and Craig Lindsay were thanked for their work in pulling together the budgets.

7. COO'S FLASH REPORT

The Flash Report was circulated and taken as read.

Summary against the Strategic Outcomes

- Membership – 3008 as at end of September – Need to push for permanent CRM solution with Archery GB. For new membership year, membership currently standing at 2034 as at 28th Feb 2019
- New Clubs – Target met

- Coaching – L2 course commenced 2nd February with 10 candidates on the Course
- Accessible Clubs – 11 clubs either working or on the radar to complete
- GDPR – Target met – no specific further action required at this juncture
- Equality – membership Survey has now been completed with 610 responses received representing 31% of current membership (10% required). Survey to be completed by Board and Staff members by the end of February
- Standards for Child Wellbeing and protection In Sport – Action points being worked on
- Board to complete self-assessment Governance Framework check
- Board to complete development audit outputs
- Board to complete Governance framework action points

Questions which arose:

ArcheryGB have been asked for a permanent CRM solution, a “Scottish Portal”. This has not been forthcoming, so Michael Mather has re-engaged with ArcheryGB to get clarity on this. If Scottish Archery does not get this then drastic and possibly expensive action will have to be taken over the next 24 months. If there has been no response from ArcheryGB by the end of the month then Vincent Bryson will contact them. *(Action Michael Mather/Vincent Bryson)*

It was noted that there is a healthy budget from sportscotland investment for Board Training and Board members should give consideration to any training needs. Vincent Bryson agreed to get the self-assessment, development outputs and paperwork for the appraisal process out by the end of April. *(Action Vincent Bryson)*

8. REVIEW OF COMPLAINT

Bob Provan and Kevin Pringle updated the Board. It was noted that the Complaints Policy had been re-drafted by Michael Mather and circulated to the Board. The Board approved the Complaints Policy. It was agreed that there would be a review of the Complaints Policy in 12 months’ time.

Thanks were expressed to Bob Provan and Kevin Pringle for their work in undertaking the review.

9. SAFEGUARDING UPDATE

Caroline Buchanan updated the Board on the work currently being undertaken to update the Child Protection Policy, which will now be the Child Wellbeing and Protection Policy. Work is being carried out with Lucie Phillips from Children 1st on the policies. Lucie Phillips has agreed to attend the May Board meeting and provide Board Training on Safeguarding. There has also been an invitation for Lucie Phillips to attend the Coaching Conference to do a session on Safeguarding with the Coaches.

A meeting is to be held with Caroline Buchanan, Moira Taylor and Jacqui Dunlop to discuss PVGs and Safeguarding Courses in relation to Coaching Licences. The Safeguarding and Protecting Course will change from 1 April 2019 with tutor training starting this week.

10. PERFORMANCE REPORT AND WHAT IT TAKES TO WIN MODEL

Pip Tucknott circulated the What It Takes to Win Model (WITTW) and noted that this, along with scores will be the basis of how teams are selected. There is an Executive Overview to go with the document and Pip is currently working on this and it will be circulated to Board members. Judith McCleary noted that it was a clear document and in line what would be expected from performance selection. Kevin Pringle asked if the model had been shared with ArcheryGB and Pip Tucknott confirmed that it had been. It was noted that the document is on the website for the members to see.

Pip Tucknott updated the Board on the Iceland competition, with the aim of getting international experience in shooting.

It was noted that that future performance is more important than current performance and the Board unanimously approved the work that is being done on the performance programme.

There is a World Archery motion at the end of June that Barebow will be brought into line with Compound and Recurve so there may be a re-think on what Scottish Archery does for Barebow in terms of performance. There may be implications for Coaching and Moira Taylor and Vincent Bryson agreed to discuss this. (*Action Moira Taylor and Vincent Bryson*)

11. COACHING UPDATE

- Level 1 East Course has been completed with 8 new level 1 coaches; with one awaiting affiliation. The Level 2 course is well underway with 4 of the 6 training days completed. The Assessment is being split over 2 days. Moira Taylor is organising the course and there are 10 candidates.
- Coach renewals are pending.
- Soft Archery – training is taking place with courses taking place in Hamilton, Kelso and Forfar.
- Coaching Conference - the date for the Conference has been confirmed as 28-29 September at Inverclyde and Moira Taylor will be issuing a “Save the Date”.
- Moira Taylor has attended three meetings with the Pathway Squad; attended the Live Active Sport Conference in Kinross and a two-day residential coaching network conference at Inverclyde.

12. MEMBERS' FORUM

- a) Records – It was agreed that Alan Martin and Vincent Bryson would discuss, and the working group would meet. It was noted that input from the membership on the working group would be required. Alan Martin agreed to provide a statement for the membership. (*Action Alan Martin*)

- b) Areas Meeting – Fiona Hirst has submitted a request for there to be a meeting with the Areas (President and Secretaries) and the Director of Performance and Coaching, plus Phyllis Pettit (Tournaments) and Jules May. Vincent Bryson agreed to lead on this and co-ordinate a meeting. (*Action Vincent Bryson*)
- c) Performance Group Meeting – the next meeting is scheduled for 16 June and Vincent Bryson agreed to attend.
- d) Disability Championships – a query on the disability championships was passed to the Tournaments Committee.
- e) Date Bars – it was confirmed that these had been ordered and would be distributed shortly.

13. AOCB

- a) SRS – the minimum judging requirement of a SRS was discussed. It was noted that it was not defined what the minimum requirement was. Alan Martin agreed to speak to Jules May and Phyllis Pettett regarding this. (*Action Alan Martin*)
- b) Investment Targets – Vincent Bryson agreed to email Board members with the targets which related to the sportscotland investment. (*Action Vincent Bryson*)

Future Meetings:

13 May 2019 – Glasgow – Face to Face
1 July 2019 – GoToMeeting
26 August 2019 – Edinburgh – Face to Face
21 October 2019 – GoToMeeting
23 November 2019 - AGM

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 21 OCTOBER 2019
BY GOTOMEETING

Present

Board Members

Vincent Bryson, Chair – Items 1 – 5 only
Moiria Taylor, Director of Coaching – Chair Item 5 onwards
Kevin Pringle, Independent Director
Bob Provan, Independent Director
Caroline Buchanan, Director of Safeguarding
Victoria Barby, Director of Communication
Judith McCleary, Director of Development
Pip Tucknott, Director of Performance
Kevin Pringle, Independent Director

Non-Board Members

Michael Mather, Company Secretary
Alan Martin, Pathways Manager
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf Craig Lindsay, Finance Director, Sarah Birrell, sportscotland Partnership Manager. The Chair expressed thanks to Victoria Barby on what would be her last Board meeting, for her contribution to Scottish Archery over the last six years. He noted that the sport and the organisation owed her a debt.

2. SAFEGUARDING UPDATE

The Chair provided an update on a Safeguarding issue.

3. CONFLICT OF INTEREST

No new conflict of interest were noted.

4. MINUTES OF MEETING OF 26 AUGUST 2019

It was unanimously agreed that the minutes of the meeting 26 August 2019 were a true record.

5. MATTERS ARISING FROM MINUTES OF MEETING OF 26 AUGUST 2019

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

- a) Reserves Policy – The Reserves Policy was to be changed to reflect three months costs including payroll.

- b) CRM – Michael Mather and Vincent Bryson will draft a communication to be sent to ArcheryGB regarding the CRM issues. (*Action Michael Mather and Vincent Bryson*)
- c) Memberships – Vincent Bryson to arrange a meeting with Euan Lowe. (*Action Vincent Bryson*)
- d) Finance Reports – Budgets headings to be added to Financial Reports. (*Action Craig Lindsay*)
- e) Nationwide Account – Craig Lindsay agreed to have the Nationwide Account forms submitted by the next Board meeting. (*Action Craig Lindsay*)
- f) Articles – it was noted that the liability is £1 per member. Michael Mather noted that this is company law and it would be difficult to change. It was suggested that this is noted on the Membership forms and Michael Mather and Vincent Bryson agreed to discuss further. (*Action Michael Mather/Vincent Bryson*)
- g) Coaching – Sarah Birrell to provide an update on the change from UKCC to CIMPSA accreditation. (*Action Sarah Birrell*)
- h) Social Media Access – Judith McCleary noted that there are different people running the different social media channels. Victoria Barby noted that this was by design to spread the workload as different social media accounts have different needs. Judith McCleary suggested that the accounts and passwords be held under one Scottish Archery account.
- i) Performance Roadshows – Pip Tucknott confirmed that a paper had been done on the feedback from the Performance Roadshows and agreed to recirculate it along with the recommendations from the Performance Sub-Group. (*Action Pip Tucknott*)

Pip Tucknott agreed to liaise with Victoria Barby on a video on the feedback. (*Action Pip Tucknott*)
- j) Equality Action Group – it was noted that the Action Plan had been completed and was due for Board approval.
- k) Sharepoint Access – Vincent Bryson confirmed that Sharepoint access should be available to those without a Scottish Archery email address. Scottish Archery emails addresses are also being provided for the Postal League co-ordinator and Tournament Organiser Chair.

6. FINANCIAL UPDATE

Craig Lindsay submitted reports in advance. The draft Accounts for the period 1 October 2017 to 31 March 2019 were approved by the Board. Thanks were expressed to Craig Lindsay and Karen Henderson for their working on the preparation of the accounts.

7. AGM

Michael Mather reported that a nomination had been received for the position of Director of Digital. The Calling Notice for the AGM will be circulated by 2 November. There are no resolutions to go before the AGM but the election of the Director of Digital and the approval of the Accounts Inspectors will be required to be voted on.

Michael Mather is also preparing the Annual Report and Directors were asked to submit their contributions by 26 October. (*Action All*)

Information on the Volunteering and Coaching Awards have been issued and these will be presented at the AGM. Jacqui Dunlop agreed to issue a reminder on the Awards nominations. (*Action Jacqui Dunlop*)

8. FLASH REPORT

Alan Martin submitted the Flash Report which was taken as read.

9. MEMBERSHIP ANALYSIS

Alan Martin submitted a report on the Membership Analysis. This was compiled by using data from Sport80 and the Scottish Archery Membership Secretary's statistics. The target which Scottish Archery is aiming for by 2029 is 6,000 members. Alan Martin and Bill Hogg had spent time to map the data and produce the report and statistics.

Alan Martin noted that in 2017 the membership was 2355; in 2019 the membership was 3,281 (target of 3,234 achieved); and the target for 2020 is 3,500.

Three key areas were noted as:

Club v Club – expansion of the Interclub competitions. Some of the Clubs currently within the Ayrshire league are showing growth. Alan Martin is working with the Tournament Organisation Group on a few initiatives to help with club retention.

Soft Archery – this is the biggest opportunity to grow the Scottish Archery Membership and create links into clubs. There is already growth in this area with over 1,000 children taking part weekly which is up around 20% on the previous year. Scottish Archery has strong links to Active Schools and uniformed organisations. Soft Archery is a great introduction to the sport and can engage with children at a much younger age than many community clubs currently accept members. This requires investment in equipment and partnerships with Clubs to create a pathway.

Club "Why" – New Clubs and University Clubs are very good at knowing what their purpose is and who their market is. When this information is known the clubs can be very focussed in marketing and providing for their members needs and provide a positive environment. Support can be offered to older clubs whose numbers are declining, to determine why they exist, who they are for and what their focus is.

Pip Tucknott sought clarification on whether it is new clubs which have the biggest growth. Alan Martin confirmed that Clubs which have formed over the last few years are the ones which are in general growing.

Kevin Pringle asked about the work currently with Local Authorities. Alan Martin explained that there are links with some Local Authorities for Soft Archery, but it is an area for growth. There is scope to expand this into other local authorities. It is early days but there is some movement between soft archery after schools' clubs into community clubs.

Caroline Buchanan asked if the junior club statistics included U12? Alan Martin agreed to check the statistics but 12 was normally the age which clubs set for the juniors. He noted that if we do more soft archery we can start to engage with children at an earlier age, but if they can't come to a community club until 12 they may be lost to the sport as it is a long time to join a club. He noted that in Curling there is a "holding" club initiative before juniors transition into mainstream clubs so there may be scope to look at something similar if it has been successful in another sport.

Moira Taylor noted that from her experience U12 often lack the focus, maturity and strength to be able to complete a beginners course and from a club's point of view they would require different types of equipment for younger and smaller children so it could be a financial outlay for clubs to take U12. She did agree that a transition was required by primary school after schools clubs and a local community Club. Alan Martin reported on the Wee County Archers model in Clackmannashire. There are 10 or 12 after schools clubs running and the Wee County Archers club has been set up so that anyone from the after schools clubs can join if they wish take their archery further.

It was noted that the training of people running a Club would need to be looked at as for active schools clubs it is quite ad hoc and there may need to be more formal training such as an Instructors Course or Level 1 course for those who were running the transition clubs and there would be financial costs to this. Alan Martin noted that if it was felt worthwhile some development budget could be allocated to this.

Bob Provan suggested that Clubs are contacted to say that there is Soft Archery going on in their area so that they can go along and see what is happening, rather than having Active School Coordinators making the contact with clubs. He noted that some well-established clubs don't know where to get new members from so it would be useful to build a bridge between the Club back to the Active Schools Activity.

Moira Taylor suggested clubs do an exit survey for when members leave? It was suggested that this was something which Scottish Archery could help facilitate, as some people may be uncomfortable explaining to a club why they left if it was the club which was not fulfilling their needs. Alan Martin agreed to investigate this. (*Action Alan Martin*)

Moira Taylor noted that Falkirk have a SurveyMonkey questionnaire set up for this and agreed to get a copy of this. It was agreed that this was something which the Development Group would look into at their next meeting. (*Action Development Group*)

Thanks were expressed to Alan Martin and Bill Hogg their work on the membership analysis.

10. PERFORMANCE UPDATE

Pip Tucknott reported that information on selection had been issued for the Home Nations Indoor Championships. Submissions will go to the Performance Group ahead of being shared with the Board.

A few requests for funding have been received as well as information about personal achievements. Carol-Anne Seez finished 4th in the European Field Championships in the individual and team events. Alan Martin is working on applications for the Scottish Sports Aid.

12. SAFEGUARDING

Caroline Buchanan reported that she and Jacqui Dunlop had attended the new Safe Hands Course pilot. A meeting had been held with Lucie Phillips from Children 1st regarding the Safeguarding Standards. Following more evidence submitted, and the update on the Policy Scottish Archery has a score of 99%. Lucy Phillips will be delivering Board Training at the Away Day in December and when this is complete Scottish Archery will achieve 100%.

Thanks were expressed to Caroline Buchanan and Jacqui Dunlop for their work on the Safeguarding Standards.

13. EQUALITY UPDATE

Bob Provan reported that the Equality Actions Plan has been circulated to the Board. The Board approved the Action Plan and it will be submitted in December. Thanks were expressed to Alan Martin for his work on the Equality Action Plan.

14. COACHING UPDATE

Moira Taylor reported that the Coaching Conference was held at the end of September and feedback has been received which indicated that those attending thought it was a success. Alan Martin attended and produced a video of the event and thanks were expressed to him. Scottish Archery will take part in a mentoring pilot and this will be offered to those who attended the Coaching Conference. Moira Taylor is keen that the numbers for the event increase for next year. The Feedback has been circulated to the Board and specific speaker feedback will also be provided as well as general feedback to the delegates.

A Level 2 course was due to start in November however this has been cancelled due to lack of numbers. Hopefully it will be rescheduled for early next year.

Scottish Archery Coach Developers attended a weekend in September at Lilleshall to learn about the new coaching courses. The courses may be more modular going forward and the new Level 1 course may be available early next year.

There has not been many Level 1 courses running this year as 40 new coaches had qualified recently. Enquiries are starting to come in and Moira Taylor will contact each of the Areas to investigate the possibility of running a Level 1 course.

Three coaches have expressed an interest in doing the Coach Developer training and this is done through sportscotland who offer it free of charge which is an enormous benefit to Scottish Archery.

Thanks were expressed to Moira Taylor for her work on the Coaching Conference.

15. AOCB

- a) AGM – Alan Martin asked if anyone would like a presentation done at the AGM to contact either Vincent Bryson or himself.

16. DATE OF NEXT MEETING

23 November – Annual General Meeting – Perth
14 December – Board and Area Away Day – Stirling

ACTION LOG

SHORT TERM ACTIONS

Actionee	Action	Date
Vincent Bryson	Meeting with Euan Lowe re Memberships	30 November 2019
Pip Tucknott	Prepare paper for the Performance Sub-Group on feedback from the Roadshows	30 November 2019
Pip Tucknott/ Victoria Barby	Prepare a video on the feedback from the performance roadshows	30 November 2019
Michael Mather/ Vincent Bryson	Escalate CRM issues with ArcheryGB	30 November 2019
Craig Lindsay	Add budget column to financial reports`	30 November 2019
Craig Lindsay	Return Nationwide Forms	30 November 2019
Sarah Birrell	Provide sportscotland update on Coaching	30 November 2019
Vincent Bryson	Arrange email address for Postal League co-ordinator and Tournament Group Chair	30 November 2019
All	Submit contribution for Annual Report	26 October 2019
Jacqui Dunlop	Issue reminder on Awards Nominations	31 October 2019

LONG TERM ACTIONS

Equality Action Group	Prepare Preliminary Level Submission	31 December 2019
Development Group	Investigate Exit Survey	31 December 2019

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 26 AUGUST 2019
AT CALEDONIA HOUSE, EDINBURGH

Present

Board Members

Vincent Bryson, Chair

Craig Lindsay, Finance Director

Kevin Pringle, Independent Director – by Conference Call Item 3 onwards

Bob Provan, Independent Director

Judith McCleary, Independent Director

Moira Taylor, Director of Coaching

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager

Alan Martin, Pathways Manager – Out of Room for Item 3

Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf Caroline Buchanan, Director of Safeguarding and Pip Tucknott, Director of Performance

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. APPOINTMENT OF INTERIM CHIEF OPERATING OFFICER

Vincent Bryson reported when the previous COO's contract expired the Board had agreed to wait until the outcome of the Commonwealth Games Federation & Birmingham 2022 Committee decision on whether Archery was to be included in the Birmingham Commonwealth Games before advertising the position. This announcement was made later than expected in July so the recruitment process was behind schedule.

The Board agreed that the position of part time COO would be advertised on a 35 hours a month basis. It was agreed that it would be staff position and not contracted.

It was agreed that due to the strategic cycle that the position would be guaranteed until March 2020 but likely to be extended for a total of 18 months. Although the position was not funded by sportscotland, but by Scottish Archery, it was agreed that it would be prudent to make the position guaranteed until March 2020 and reviewed on the basis of the sportscotland investment.

The position would entail the line management of staff, the day to day management of the sportscotland relationship, the sporting relation with other partners and the day to day running of the organisation.

4. MINUTES OF MEETING OF 29 JULY 2019

It was unanimously agreed that the minutes of the meeting of 29 July 2019 were a true record.

5. MATTERS ARISING FROM MINUTES OF MEETING OF 29 JULY 2019

Vincent Bryson confirmed that all actions were completed from the action log with the exception of:

- a) Performance Roadshow Paper – Pip Tucknott to provide a paper for the Performance Sub-Group on feedback from the Roadshows.
- b) Video of Performance Roadshow – Victoria Barby and Pip Tucknott agreed to prepare a video on the feedback from the performance roadshows.
- c) Membership Statistics – it was agreed that the Board paper on the recommendations regarding disparity of Membership Statistics would have an end date of 31 December 2019. *(Action Judith McCleary/Alan Martin)*
- d) Membership – Vincent Bryson to meet with Euan Lowe, ex CEO of Scottish Gymnastics regarding their relationship with the UK body on memberships. *(Action Vincent Bryson)*

Michael Mather and Vincent Bryson to escalate CRM issues with ArcheryGB. *(Action Michael Mather/Vincent Bryson)*
- e) Performance Blue-Print – the performance blueprint to be circulated. *(Action Performance Sub-Group)*
- f) Equality – the Preliminary Level submission end date was moved to 31 December. *(Action Equality Action Group)*
- g) Nationwide Account – Craig Lindsay to return the Nationwide Forms. *(Action Craig Lindsay)*

6. CHAIR'S REPORT

The Chair updated the Board that time had been spent on Safeguarding which resulted in a member's suspension.

7. FINANCE

- a) Accounts for the 18 Months to 31 March 2019 – Craig Lindsay presented the Accounts which had been prepared by FourM Limited. Alan Martin agreed to provide an update on the number of clubs. *(Action Alan Martin)*

Vincent Bryson agreed to write a brief summary of activity carried out over the period. *(Action Vincent Bryson)*

Craig Lindsay confirmed he will liaise with Karen Henderson and Kathleen Male on the affiliations. *(Action Craig Lindsay)*

Craig Lindsay agreed to work with FourM to make some minor changes and it was agreed that the accounts would be approved by the Board at the 21 October Board meeting, ahead of presenting them at the AGM.

Craig Lindsay noted that the liabilities of the Company state that each member is liable for £1 should the organisation be liquidated and it was agreed that this would be checked in the Articles and would be notified to members. (*Action Craig Lindsay*)

Thanks were expressed to Craig Lindsay and Karen Henderson for their work on the Accounts.

8. PATHWAYS MANAGER FLASH REPORT

The Flash Report was circulated and taken as read. Summary against the Strategic Outcomes:

- Membership – 3,047, not including Clyde Scouts.
- New Clubs – Deveron, Leith, Clyde Scouts, Stirling Unit all at varying points of development.
- Coaching – Level 2 course to be planned.
- Audit
- Accessible Clubs – 7 identified aim to accredit 6.
- Equality – Action Group formed; action plan underway.
- Standards for Child Wellbeing and Protection in Sport – new Safeguarding Policy on website; PVGs continue to be processed. Meeting to be arranged with Children1st regarding to review the Safeguarding Standards.

Questions which arose:

Moira Taylor confirmed that a course organiser has been identified and dates are being looked at for a Level 2 course. The UKCC subsidy will disappear in March but Scottish Archery provides a £50 grant. Sarah Birrell agreed to provide a sportscotland update on Coaching and the change from UKCC to CIMSPA accreditation. (*Action Sarah Birrell*)

Alan Martin noted that there was Risk that the accessible club target may not be met due to the new CDO taking over. Sarah Birrell confirmed that this would be discussed at the 6-month review.

Vincent Bryson noted that the Risk Register is held on SharePoint and agreed to provide log ins for Directors without a Scottish Archery email address. (*Action Vincent Bryson*)

9. PERFORMANCE UPDATE

Alan Martin reported that a Performance Sub-Group meeting had been held and pathways were being worked on. Alan Martin is liaising with Stirling University on dates for squad sessions. A draft paper on a Performance trip for 2020 is with the Performance Director for approval currently. The Performance Group is also working on the Pathways Concept and will submit to this Board.

10. EQUALITY

Bob Provan reported that the Equality Action Plan had been circulated for feedback.

11. COACHING UPDATE

Moira Taylor reported the undernoted:

- 8 Level 2 coaches have qualified this year.
- ArcheryGB are changing the Level 1 and Level 2 courses and Scottish Archery Tutors will be visiting Lilleshall in September and October for workshops.
- As the courses may be changing decisions are being made on whether to run the Level 1 course, although there is potentially one being run in the North of Scotland and numbers for this are being looked at.
- There is a waiting list for those wishing to the Tutor Training and this is due to the PDA courses at sportscotland being full. Sarah Birrell agreed to check on the status of the PDA courses. (*Action Sarah Birrell*)
- The Coaching Conference is scheduled for 28 and 29 September at Inverclyde. An invitation to attend was extended to the Board and Sarah Birrell. Alan Martin confirmed that he will video the Conference.
- Ambassador training is rolling out in the Eastern Area this year and an instructor's course has been organised.
- Moray Council have asked for soft archery training and Moira Taylor and Caroline Buchanan undertook soft archery training with teaching staff from Bridge of Allan and a further session is planned in Falkirk.

9. MEMBERS' FORUM

- a) Competition/Operations – a query had been received from Ged Laing from Ayr Archery Club regarding and Operations Manager in relation to competition planning. Vincent Bryson will liaise with Phyllis Pettett on this. (*Action Vincent Bryson*)

10. AOCB

- a) Records – it was reported that the Records Sub-Group have cleared the backlog of records up to the end of July with all certificates now being issued. Work is being undertaken to update the website. Thanks were expressed to the Records Sub-Group.
- b) Communications – Judith McCleary agreed to speak to Victoria Barby regarding staff access to social media platforms and any transitional work which has to be undertaken should Victoria Barby be standing down at the AGM. (*Action Judith McCleary*)
- c) Sportscotland 6 Month Tracker – Sarah Birrell agreed to circulate the six-month tracker to the Board and confirmed that she would be meeting with Alan Martin and Vincent Bryson to conduct the six-month review. (*Action Sarah Birrell*)

Future Meetings:

21 October 2019 – GoToMeeting ; 23 November 2019 - AGM

ACTION LOG

SHORT TERM ACTIONS

Actionee	Action	Date
Moira Taylor	Draft COO Advert	30 August 2019
Vincent Bryson/Craig Lindsay	Reserve Policy to be changed to reflect 3 months staff pay	21 October 2019
Vincent Bryson	Meeting with Euan Lowe re Memberships	21 October 2019
Pip Tucknott	Prepare paper for the Performance Sub-Group on feedback from the Roadshows	21 October 2019
Pip Tucknott/ Victoria Barby	Prepare a video on the feedback from the performance roadshows	21 October 2019
Michael Mather/ Vincent Bryson	Escalate CRM issues with ArcheryGB	21 October 2019
Performance Sub-Group	Prepare Performance Blue-Print Paper and circulate	21 October 2019
Craig Lindsay	Add budget column to financial reports	21 October 2019
Craig Lindsay	Return Nationwide Forms	21 October 2019
Alan Martin	Provide number of clubs data for Accounts	21 October 2019
Craig Lindsay	Check Articles for Members liability	21 October 2019
Sarah Birrell	Provide sportscotland update on Coaching	21 October 2019
Vincent Bryson	Arrange SharePoint access for Directors without it	21 October 2019
Vincent Bryson	Liaise with Phyllis Pettett on Operations/Competitions	21 October 2019
Judith McCleary	Liaise with Victoria Barby on social media access for staff and transitions	21 October 2019
Sarah Birrell	Circulate six-month tracker to Board	21 October 2019

LONG TERM ACTIONS

Judith McCleary/Alan Martin	Board Paper to be produced on recommendation regarding disparity of Membership Statistics	31 December 2019
Equality Action Group	Prepare Preliminary Level Submission	31 December 2019

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 29 JULY 2019
AT CALEDONIA HOUSE, EDINBURGH

Present

Board Members

Vincent Bryson, Chair
Craig Lindsay, Finance Director
Caroline Buchanan, Director with Responsibility for Safeguarding
Kevin Pringle, Independent Director
Bob Provan, Independent Director
Judith McCleary, Independent Director
Victoria Barby, Director of Communications

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Michael Mather, Company Secretary
Alan Martin, Pathways Manager – via GoToMeeting
Bill Hogg, Club Development Officer – Items 1-5
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting especially to Bill Hogg, the newly appointed Club Development Officer. Apologies were intimated on behalf Moira Taylor, Director of Coaching and Pip Tucknott, Director of Performance

2. CONFLICT OF INTEREST

No new conflict of interest were noted.

3. MINUTES OF MEETING OF 13 MAY 2019

It was unanimously agreed that the minutes of the meeting of 13 May 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 18 MARCH 2019

- a) Coaching Budget – Craig Lindsay confirmed that he had circulated budget holders with information on the budgets. Alan Martin agreed to liaise with Moira Taylor to see if she required further clarity. (*Action Alan Martin*)
- b) Quickbooks – Craig Lindsay confirmed that the book-keeping is now being done on Quickbooks. The roll-out of Receipt Bank will be shortly, with Alan Martin and Bill Hogg currently using it.
- c) Barebow – Alan Martin noted that this has not been discussed at a performance meeting as yet, but he and the Director of Performance had discussed Barebow. There are currently one or two athletes who are performing highly, and work is being done to see how they can be involved in the Pathway Squad. It was agreed that this action would be

held over to the Performance Group.

- d) Records Group – Alan Martin confirmed that the Records Sub-Group has been established and a Conference Call held. The Records Group will process the record claims and the Administrator will print off the certificates and issue. It was confirmed that the Records Group are still working to clear the backlog.
- e) Area Meeting – Vincent Bryson confirmed that the Area Meeting had taken place but unfortunately there was not representation from the Western Area. It was agreed that it was a productive meeting and the Board would aim to repeat it.
- f) Performance Sub-Group – there had been discussions around the performance roadshows and Vincent Bryson confirmed that a statement had been produced. It was agreed that the actions for the Performance Director would be carried forward.

5. PATHWAYS MANAGER FLASH REPORT

The Flash Report was circulated and taken as read. Summary against the Strategic Outcomes:

- Membership – 2956 – Not including Clyde Scouts.
- New Clubs – Glasgow Disability Badminton and Archery, Leith, Clyde Scouts, Stirling Uni, all at varying points of development.
- Coaching – Level 2 course to be planned
- Audit – Accessible Clubs – 6 to be identified
- Equality – Action Group formed; action plan underway
- Standards for Child Wellbeing and protection In Sport – Safeguarding Policy has been updated and submitted to Board for approval. PVGs continue to be processed, but these are now on a more manageable basis.

Questions which arose:

Concerns were raised about the disparity of membership statistics between ArcheryGB and Scottish Archery. Michael Mather confirmed that the Sport80 system was used as the register of Members for Companies House. Judith McCleary and Alan Martin agreed to liaise and make recommendation in a Board Paper for the next Board meeting. (*Action Judith McCleary/Alan Martin*)

It was confirmed that Moira Taylor has a waiting list for a Level 2 Coaching course, five new Level 2 coaches have recently qualified.

Iceland Trip – Alan Martin confirmed that it was a good trip with four athletes competing. The competition was not at World Cup Level, but the organisation of the competition was of that standard. The team won four gold and three silver medals. Alan Martin felt that there were performance benefits and work will be undertaken to explore more events with the possibility of attendance at the Veronicas Cup.

Bill Hogg confirmed that that he will be looking to meet up with the Accessibility Clubs. For Soft Archery three local authorities have put soft archery as CPD activities and he will be meeting with Moira Taylor to discuss archery training and outcomes.

Ambassador Training- this programme is now at year 2 and work will start with the Eastern Area. Bill Hogg is finalising application criteria and will also work with BadmintonScotland to see if there can be partnership working on the workshops offered.

Investigations have started on a joint Club Development Conference with BadmintonScotland and potentially other sports - with February 2020 being considered. Currently topics and key speakers are at draft stage.

Bill Hogg noted that there may be a challenge attaining the Disability Club Target and he will be meeting with Scottish Disability Sport to discuss this.

Alan Martin confirmed that there have been discussions with the JLO on the recruitment of new judges and there are two new candidate judges.

Alan Martin and Bill Hogg will be attending the Youth Festival at Lillieshall. Bill Hogg will also represent Scottish Archery at the Island Games meeting in Orkney.

CRM Update – Alan Martin Circulated a paper on the CRM system. Concerns were raised that ArcheryGB had reneged on what was promised with the Sport80 system was developed and the current system is not good practice. ArcheryGB issue Membership Card which state that the person is a Scottish Archery and Eastern Area member and no checks are carried out to ensure that this is the case, which can lead to confusion. Judith McCleary noted that the Sport80 system does not collect all the data which Scottish Archery require. Victoria Barby suggested that ArcheryGB should be asked to pay the shortfall in membership fees for those who are not joining Scottish Archery.

It was suggested that all membership fees should go directly to ArcheryGB with them processing payment fee for Scottish Archery and returning it. Alan Martin reported that there is an issue with this as there are different membership categories which the developer has said the Sport80 system could not cope with. It was agreed that these issues were not unsurmountable although Scottish Archery had lost a considerable number of members when ArcheryGB scrapped the en-bloc membership fees.

Kevin Pringle asked if there was a contract between the two organisations? Michael Mather confirmed that a data-sharing contract exists, but it was agreed that there should be a service-level contract between the two organisations if membership fees were being collected.

It was agreed that it would be desirable if there was one membership system. However, it was felt that Scottish Archery members should not be asked to pay twice for this service. Kevin Pringle noted that Scottish Gymnastics had a very similar situation with their membership system and agreed to find out how this was resolved. (*Action Kevin Pringle*)

Bob Provan suggested that ArcheryGB provide a list of Scottish members for Scottish Archery to cross-check and this would highlight the extent of the problem. It was agreed that Michael Mather and Vincent Bryson would escalate the issues directly to ArcheryGB. (*Action Michael Mather/Vincent Bryson*)

7. PERFORMANCE UPDATE

Alan Martin reported on the successful trip to Iceland, the Youth Festival and noted that the team will be announced shortly for the Home Nations on 11 August.

Victoria Barby asked what the paper “What Performance Means to Us” objectives were and had provided comments? Kevin Pringle noted that it was raised as an Action from the previous meeting and it was agreed that the performance group would produce a performance blueprint for consideration by the board (*Action Performance Group*)

8. EQUALITY

Alan Martin reported that work is ongoing with Inside Inclusion/Plan4Sport. The Equality Action Group have published a summary on their initial findings. Crieff won the £500 prize for 100% completion; with Pentland to receive a £50 voucher. A draft action plan is being worked out which will be circulated to the Equality Action Group and the Board. The aim will be to submit by 31 December to achieve Preliminary level. It was agreed that the submission would be ready for September/October in order that it could be shared at the AGM.

9. FINANCIAL UPDATE

- a) Accounts - Craig Lindsay reported that the reports had been submitted for each cost centre up to the end of June and work will begin on preparing the figures for July. Budget Holders were asked to check that items had been coded correctly (*Action All*)

It was agreed that Directors should have a log-in for Quickbooks and Craig Lindsay agreed to investigate this. (*Action Craig Lindsay*)

The roll-out of Receipt Bank has started and Quickbooks will be launching an app which will allow the recording of mileage.

Craig was thanked for his work and it was agreed that the layout and level of detail was good. It was agreed that a budget column should also be added to the reports if possible. (*Action Craig Lindsay*)

Work is ongoing with the Accountant for information for the year end.

- b) Bank Account Name - The Board approved that the cheques should be accepted in the names of Scottish Archery Association and Scottish Archery. Jacqui Dunlop agreed to fill out the bank paperwork in relation to this.
- c) Nationwide Account- the Nationwide Account is set to mature, and Craig Lindsay agreed to consider what the best options for this were. (*Action Craig Lindsay*)

10. SCRIPT FOR PROGRESS AGAINST STRATEGIC PLAN

Victoria Barby explained that she would like to do a further communication to the Members on the progress which has been made against the Strategic Plan now that it two years through the four-year cycle. The Storybook was gone through and discussed. It was agreed that Alan Martin would check the slides to ensure the statistics were correct. (*Action Alan Martin*)

It was agreed that it was a useful exercise and Victoria Barby agreed to circulate the Storyboard.
(Action Victoria Barby)

11. RISK REGISTER

There were no changes to the Risk Register.

12. SAFEGUARDING UPDATE

- a) Policy – Caroline Buchanan circulated the Safeguarding Policy for consideration by the Board. The Board approved the Safeguarding Policy and it was agreed that it would go on the website and there would be a review of the Safeguarding page. (Action Jacqui Dunlop)
- b) Safeguarding Toolkit – Caroline Buchanan confirmed that a meeting will be held with Lucy Phillips from Children 1st to review the Safeguarding Standards. Scottish Archery is currently at 87% and it was agreed that there were no issues of concern currently in achieving 100% by March 2020. Lucy Phillips has agreed to attend the next Board meeting to provide Board training on Safeguarding.
- c) PVG – Caroline Buchanan confirmed that she and Jacqui Dunlop had attended the PVG workshop run by Disclosure Scotland. There is new legislation about to go through parliament on the PVG system which will mean changes, most notably that the PVG Scheme will be mandatory. It is hoped that the changes will be in place by the end of 2020, but the current scheme will operate normally during the legislative process.
- d) Safeguarding/Complaints Update – Michael Mather provided an update on Safeguarding and Complaints.

13. MEMBERS' FORUM

- a) 2020 Field Championships Venue Confirmation – this was referred to the Competitions Committee.
- b) Postal League – this was referred to the Competitions Committee.

14. AOCB

- a) AGM – Michael Mather noted that the AGM takes place on 23 November and consideration of changes to Articles will need to be discussed at the next Board meeting.
- b) Recruitment – Staffing matters were discussed.

Future Meetings:

26 August 2019 – Edinburgh – Face to Face

21 October 2019 – GoToMeeting

23 November 2019 - AGM

ACTION LOG

Actionee	Action	Date
Alan Martin	Confirm with Director of Coaching enough clarity on Budgets.	26 August 2019
Performance Sub-Group	Investigate how Barebow archers can be incorporated into performance pathways	26 August 2019
Alan Martin	Schedule a Performance Group Meeting to consider feedback from the Roadshows	26 August 2019
Pip Tucknott	Prepare paper for the Performance Sub-Group on feedback from the Roadshows	26 August 2019
Pip Tucknott/Victoria Barby	Prepare a video on the feedback from the performance roadshows	26 August 2019
Judith McCleary/Alan Martin	Board Paper to be produced on recommendation regarding disparity of Membership Statistics	26 August 2019
Kevin Pringle	Look at how Scottish Gymnastics Membership issues were resolved	26 August 2019
Michael Mather/Vincent Bryson	Escalate CRM issues with ArcheryGB	26 August 2019
Performance Sub-Group	Prepare Performance Blue-Print Paper	26 August 2019
Equality Action Group	Prepare Preliminary Level Submission	October 2019
Budget Holders	Ensure that cost codes for budget are correct	26 August 2019
Craig Lindsay	Investigate QuickBooks Log in for Directors	26 August 2019
Craig Lindsay	Add Budget column to Financial Reports	26 August 2019
Jacqui Dunlop	Complete Bank Account Name Paperwork	26 August 2019
Craig Lindsay	Consider options for Nationwide Account	26 August 2019
Alan Martin/Directors	Storybook to be circulated and considered by Directors	26 August 2019
Jacqui Dunlop	Publish Safeguarding Policy	26 August 2019
Jacqui Dunlop	Members Forum queries refer to Competitions Committee	1 August 2019