

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY 6 JUNE 2022  
BY MICROSOFT TEAMS

Present

**Board Members**

Jennifer Griffin, Chair  
Craig Lindsay, Finance Director  
Ross Morrison, Director of Safeguarding  
Lindsay Noon, Director of Development  
Pip Tucknott, Director of Athlete Progression – Items 1 – 4  
Jules May, Director of Communication and Marketing

**Non-Board Members**

Mark Briegal, ArcheryGB Chair  
Sarah Birrell, sportscotland Partnership Manager  
Alan Martin, Acting Chief Executive Officer and Pathways Manager  
Jacqui Dunlop, Safeguarding and Operations Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting, especially to Mark Briegal, ArcheryGB Chair and introductions were made. Apologies were intimated on behalf of Alison Ross, Co-opted Director of Equality and Shabaz Khan, Independent Director.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 28 MARCH 2022

It was proposed by Lyndsay Noon and seconded by Pip Tucknott that the minutes of the meeting of 28 March 2022 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 28 MARCH 2022 BUT NOT ON THE AGENDA

Jennifer Griffin confirmed that the actions from the previous meeting had been completed with the exception of the undernoted:

- a) Communication Themes – Shabaz Khan is working with Alan Martin on these. (*Action Shabaz Khan/Alan Martin*)
- b) Board Away Days - Jennifer Griffin confirmed that she has requested dates and prices from Inverclyde for August and September and will update the Board when these are confirmed. (*Action Jennifer Griffin*)
- c) Sportscotland Investment – it was confirmed that the sportscotland investment will be paid in two tranches, with the first already received.

- d) AGB Funded Posts – Alan Martin agreed to circulate the contribution from ArcheryGB to the staff posts, along with the outcomes for each post. (*Action Alan Martin*)
- e) Kit – Alan Martin reported that requests have gone to suppliers for Scottish Archery kit but there is a problem with suppliers sourcing kit currently. The Youth Festival is the first event where it will be required for, followed by kit for the new staff. Kit will also be required for Board members and key volunteers with the Commonwealth Championships in August being the first major events where Board members would be in attendance.
- f) Board Representation - Jennifer Griffin agreed to circulate a list of events where Board representation would be appreciated. (*Action Jennifer Griffin*)
- g) Website SurveyMonkey for Board and Staff – Alan Martin agreed to issue the SurveyMonkey with questions prepared by Jules May, to Board and Staff members, and then it would go to key volunteers such as the TO Group, then members. (*Action Alan Martin*)
- h) AGM Workshops – Jules May agreed to provide questions on what members would like to see for the Workshops at the AGM, for Alan Martin to put into SurveyMonkey and distribute. (*Action Jules May/Alan Martin*)

## 5. DIRECTOR OF ATHLETE PROGRESSION

Pip Tucknott updated the Board that he planned to step down from the role of Director of Athlete Progression with immediate effect. This was due to work commitments and he felt that he wouldn't have the time required to dedicate to the role, before the next AGM. Pip Tucknott was thanked for his contribution to the Board over the past five years.

## 6. CEO UPDATE

Alan Martin submitted the CEO Update. The two-month summary was noted as:

- Northern Area hosted a very successful National Tour stage – CEO attended
- Affiliation window – club payments of 25% could be made in April
- SA Membership Number – **1698**
- First instalment of sportscotland investment received
- Fully compliant with UKAD
- 2 staff roles advertised
- Weekly Development Team sessions continuing with expand to monthly face to face when full staff team are recruited
- Potential to send female staff/director to WSLA if dates allow
- Staff encouraged to apply for Changing Lives programme with sportscotland
- Scottish Tour dates and venues confirmed
- ArcheryGB Memorandum of Understanding for the funded AGB posts – AM to circulate

## 7. STAFF TEAM RECRUITMENT

Jen Griffin updated that the deadline for applications for the position of part-time CEO had been Friday, 3 June and she and Sarah Birrell will do the short listing with the interviews being held on Tuesday, 14 June. The Interview Panel will consist of Jennifer Griffin, Michael Cavanagh and Michael Mather.

Applications for the position of Community and Workforce Development Officer closed at lunchtime on 6 June and that interviews for this position will be held on Friday, 10 June, with the interview panel consisting of Alan Martin, Lyndsay Noon and Arran Coggan.

#### 8. BOARD COMPOSITION

Jennifer Griffin noted that as Pip Tucknott had stood down from the Board consideration will need to be given about the Athlete Progression portfolio. There is also a vacancy on the Board for a Director of Membership although someone is potentially interested in this role.

Both of these vacant positions require to be filled from within the Scottish Archery Membership, although they would still be required to have the correct skill-set. It is hoped that both can be filled ahead of the AGM.

#### 9. BOARD APPRAISALS

Jennifer Griffin explained that the Board Appraisals will be done by the end of August and agreed to send out the forms and suggested dates for these. Two volunteers are required to complete the Chair's appraisal. (*Action Jennifer Griffin*)

#### 10. AGB ENGAGEMENT

Jennifer Griffin gave an update on the ArcheryGB Strategy Scottish Roadshow on 16 May which she attended along with Alan Martin, noting that it was good to sit with the membership and hear the questions and comments that were being made. One of the most reassuring aspects was that the Scottish Archery and ArcheryGB strategies are clearly aligned and the key messages are the same. This will make a significant difference when Scottish Archery formally launches its strategy, as it will be the same themes and conversations.

Mark Briegal explained that he is pleased with the relationship that is developing with Scottish Archery and it is a model that he would like to develop with the other home nations. There is a strong relationship with the Chairs, and also with staff member and there will be opportunities to work closely together. There is also the potential for a face to face meeting during the Youth Championships, where the staff were invited to attend.

Mark Briegal updated that the site at Lilleshall is being developed, with a budget of 2.5M from Sport England to modernise the facilities, so the high performance team will have great facilities. He acknowledged the difficulties in travelling to Lilleshall.

#### 11. ARCHERYGB ROADSHOWS

Mark Briegal gave an update the ArcheryGB Roadshows which are currently taking place. Previously they engaged with 100 people at their AGM and following the pandemic when the AGM went online 400 people attended. The Board decided that they wanted to do a roadshow rather than just presenting their strategy, they wanted to take it out around the country and talk to as many members as they could. Due to the pandemic this couldn't be done in 2020 and 2021 but they have started this year. There are 11 roadshows being held throughout the country. They are being used to share and gain feedback on the strategy. ArcheryGB are also looking at the structures of the organisation and what is happening at club, county and regional level and what AGB should be doing to support people as volunteer time is

crucial and seeing how digitalisation may help with that.

There were 10 people in attendance at the Scottish Workshop, and there was a good cross-section of members and a lot of good conversations and ideas. Feedback overall on the workshops has been positive.

A meeting has also been held with Sport80 who have taken on board suggestions which have been made to make the dashboard more user friendly and new version of the database is currently being user tested. There will also be lots of videos to help end-users, and there is also a new feature which will create a website for clubs.

Jen Griffin asked that based on the feedback was there anything which ArcheryGB intended to change in the strategy. Mark Briegal explained that the key strategy is set and they are not changing the vision. The strategy is evolving and there is now the realisation that the whole governance piece around structure is linked to the membership, including fees so this is being looked at. A consultant is being employed, paid for by Sport England, to look at different sorts of fee structures and what ArcheryGB could do differently.

Jen Griffin noted that the commitment to equality and inclusion features heavily in Scottish Archery's strategy as well as the ArcheryGB and Mark Briegal noted that they are doing it because it is the right thing to do and it makes business sense in broadening the membership, the more people who are attracted to the sport the better it will do at all levels. He explained that to become more diversified they are looking to develop urban archery, as it is currently predominantly a rural sport, which is less diverse.

## **12. DISCIPLINARY PROCEDURES**

Ross Morrison provided an update to the Board on disciplinary proceedings.

It was noted that Scottish Archery and ArcheryGB need to work better together within their governance structure for the suspension of members and Mark Briegal confirmed that it makes sense to provide uniformity if both organisations are working from the same policies.

Alan Martin and Jen Griffin are working on a flowchart which shows who is notified when a member is suspended, this will be submitted to the Board for approval and then issued.

## **13. STRATEGY LAUNCH**

Jen Griffin confirmed that the Strategy had been launched on the website and social media. She explained that as there is new staff coming in, a new strategy and new Board members, she would like to organise Scottish Archery Roadshows. It was agreed that there should be one in each of the Areas plus an on-line roadshow. Alan Martin agreed to look into venues and confirm dates. (*Action Alan Martin*)

## **14. PERFORMANCE REVIEW**

As Pip Tucknott has stepped down from the Board, Shabaz Khan is now going to lead the performance review and an independent person, who has a performance background will do the operational aspects of the review. The independent person will decide on the timeframe although it is not expected to last more than three months.

## **15. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS**

- a) Staffing– the Board approved the undernoted decisions outwith the Board meeting in relation to staff:
  - Staff salaries agreed for the financial year.
  - Alan Martin appointed to do the joint role of Acting CEO and Pathways Manager
  - Jacqui Dunlop's Job Title changed to Safeguarding and Operations Manager.
- b) Year End Accounts – the year end accounts will be done in the next month and Craig Lindsay will liaise with Alan Martin on budgets. (*Action Craig Lindsay/Alan Martin*)

## **16. DIRECTORS' UPDATES**

Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read. For those Directors yet to submit they were asked to complete by the end of the week. (*Action Directors*)

## **17. MEMBERS' FORUM**

The undernoted had been submitted from the membership:

### ***a) Rebecca Leigh, on behalf of Aberdeen University Archery Club***

- *When will the indoor rankings for season '21/'22 be published? Many SREs were held as encouraged by Scottish archery yet we still have no rankings at all.*

It was confirmed that these have been completed.

- *SRE field captains, how do members get access to the right course on learning curve to be become one of these, there is no up to date information available for us to give to interested members so we can start running SREs.*

One cohort has been done, but the next one won't be done until the new member of staff is appointed.

- *What is the plan for outdoor rankings this year? Format/frequency of updating/how to submit scores/ranks from competitions that didn't take place in Scotland.*

It was confirmed that these have now gone live.

- *What's going on with the scheme that rewards Scottish archers for ranking highly in national competitions? It was supposed to be being reinstated post-Covid for this outdoor season but this doesn't appear to be the case.*

It was confirmed that this has now gone live.

- *Suggestion to update the funding information for clubs so it's easier to find funding opportunities Scottish clubs are eligible for.*

Funding information is available on the Scottish Archery website and there is a link to sportscotland's funding pages and can be found [here](#).

**b) Amy Wakefield, on behalf of Milnes Academy Archery Club**

- *A review of the commonwealth selection was to be undertaken in the first half of 2022 (as advised and per the 28th March 2022 board minutes). Is this going to be an independent review so that the people initially involved will have nothing to do with it?*

See item 14 where details on the Performance Review were given.

- *The club has private insurance and are affiliated to AGB and the SAA for the competitive archers. A lot of members will not join AGB or SAA because they feel they get nothing from it. Given the investment from SportsScotland, and making sure all communities are included, what can Scottish archery do to convince non-members to join. It's volunteers at the club that run the club's and organise fun competitions, it's the club that pays and provides private insurance, and its AGB that provide their insurance (which is only used by competitive archers). So non-members won't join as they feel they get no value joining the SAA. 90% of our archers shoot on club insurance.*

It was noted that joining Scottish Archery and ArcheryGB provides benefits much more than insurance. There was a discussion on how governing bodies communicate the benefits they provide and have a coherent message. Jules May noted that he had come on the Board four years ago with a remit to look at Communication and explained that most of the membership don't have the direct relationship with the governing body as they join through the clubs.

Part of the new strategy includes a Director of Membership engagement and it is hoped that some of the concerns raised may be addressed with the appointment of this role. It was hoped that having the Roadshows and getting out a meeting the membership will be a good opportunity to showcase what Scottish Archery does.

18 AOCB

- a) Complaint – a complaint had been received from a Club regarding the Indoor Championships and a Board Director will lead on this.
- b) Letter from ArcheryGB's CMP – An email has been received from the Case Management Panel at Archery GB and Scottish Archery will respond.
- c) Sportscotland – Sarah Birrell agreed to circulate the update by email which will include information on a Survey which will inform Sport for Life and EDI, Coaching, Officiating and Volunteering Awards and information on the new EDI Toolkit.

Sarah Birrell was thanked for her support with the recent recruitments.

## Board Meeting Dates

Monday, 8 August – 7.30 pm

Monday, 10 October – 7.30 pm

Saturday, 19 November – AGM – 10.30 am

## ACTION LOG

SK/AM	Action Item	Due Date
JG	Circulate dates for Board Away Days	Next Meeting
AM	Circulate information on the AGB Funded Posts	End June
JG	Circulate dates for Board representation at events	End June
AM	Issue website questionnaire to staff and board	End June
JM/AM	Provide questions then issue questionnaire on AGM Workshops	Next Meeting
JG	Circulate information on Board Appraisals	Next Meeting
AM	Look into venues and dates for Roadshows	Next Meeting
CL/AM	Liaise on budgets	Next Meeting
Directors	Ensure Directors Updates are completed	10/6/22

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 7 FEBRUARY 2022  
BY MICROSOFT TEAMS

Present

**Board Members**

Jennifer Griffin, Chair  
Craig Lindsay, Finance Director  
Ross Morrison, Director of Safeguarding  
Lindsay Noon, Director of Development  
Pip Tucknott, Director of Athlete Progression  
Jules May, Director of Communication and Marketing  
Alison Ross, Co-opted Director of Equality  
Shabaz Khan, Co-opted Independent Director

**Non-Board Members**

Sarah Birrell, sportscotland Partnership Manager  
Vincent Bryson, Chief Executive Officer  
Alan Martin, Pathways Manager – Items 1 - 6  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to first board meeting of 2022, with a special welcome to new Directors Ross Morrison, Alison Ross and Shabaz Khan.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 11 OCTOBER 2021

It was proposed by Craig Lindsey and seconded Pip Tucknott by that the minutes of the meeting of 11 October 2021 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 11 OCTOBER 2021 BUT NOT ON THE AGENDA

Jennifer Griffin confirmed that the actions from the previous meeting had been completed and the undernoted update was given:

- a) Caledonia House Lease - Vincent Bryson confirmed that the lease had been signed for the office at Caledonia House, and that this information can now be updated on Companies House. VB agreed to check the start date of the lease and liaise with Michael Mather (Company Secretary). (*Action Vincent Bryson*)

5. CEO UPDATE

Vincent Bryson submitted the CEO Update. The two-month summary was noted as:

- AGM completed
- Sport has now returned indoors
- Affiliation window – first quarter £19000 in membership affiliations
- SA Membership Number – 1,473
- Investment panel completed November 25<sup>th</sup> 2021
- UKAD Strategy first draft submitted – corrections received
- Member engagement session – Scottish Indoor Event
- TO Group meetings Tuesday 1<sup>st</sup> & Monday 7<sup>th</sup>
- Weekly Development Team sessions continuing
- New Directors appointed/co-opted
- Data Subject Request completed

Vincent Bryson noted that approximately £19,000 has been taken in affiliation fees and work will be done around the rebate which Scottish Archery will repay back to Clubs.

Alan Martin has been working on the UKAD strategy where there will be more responsibility on home nations rather than the UK bodies. Work has been ongoing with the TO group and the membership regarding the Scottish Indoor Championships.

Meetings are to be held with Neil Armitage and Arran Cogan from ArcheryGB who will visit Scotland, and the Chair Mark Briegal has also indicated that he would like to come to Scotland for a Scottish Archery meeting.

A £5,000 digital investment grant has been applied for, and if successful this will be used to improve member experience.

The KPMG audit was successfully completed, with “Satisfactory with Comments” achieved.

The Staff had an operational planning day on 31 January which was a good. Staff morale is good and everyone is comfortable with home and flexible working.

A data subject request was delivered on time.

Vincent Bryson noted that Scottish Archery need to do more around digital media, although not funded to do it, it needs to be done. Only one club is active on Twitter, Wee County Archers.

Work will also be done on inclusion, following the recent discussions on the Scottish Indoor Championships, and it was noted that Scottish Archery needs to take its members with it on the equality and inclusion journey. AGB have confirmed that they will fund three places on an Equality training course and a discussion will be had on who fills these spaces.

The Scottish Indoor Championships will take place in Inverclyde and any Board member who wishes to attend should let Vincent Bryson know.

## 6. ANTI-DOPING

Alan Martin reported that Scottish Archery are working towards the new UKAD requirements. This involves Scottish Archery taking on a bigger role in anti-doping, but can still rely on the UK body for some things, eg the para-athletes who are in the UK testing pool. Work has started on

the dissemination information to squads and members, and there will also be training provided. By the end of December 2021 squads were to be made aware of the new anti-doping code and this was done. Alan Martin is working on the setting up of an anti-doping sub-group. He will also work with ArcheryGB and other sports to source tutors, and will work towards getting some in-house tutors trained.

The Board confirmed that they are aware of the UKAD requirements and endorsed them. Alan Martin and Pip Tucknott agreed to keep the Board updated on any progress and requirements.

#### 7. SPORTSCOTLAND INVESTMENT

Jen Griffin reported that SA had presented the new SA strategic plan for 2023-25 at a strategic review meeting with **sportscotland** in November. This was following consultation with members during April to Sept 2021. She thanked the members who gave input to the consultations, and also the strategy group of Alan Martin, Jules May, Kevin Pringle, Vincent Bryson and herself for the huge amount of work which was done. The Board were also thanked for their input and their endorsement of the Plan. It was noted that it was a great strategy for the sport going forward.

SB reported that SA would be informed about any investment decision after the February **sportscotland** board meeting. SB said that it had been a good discussion at the strategic review meeting, with a full presentation from the chair and CEO. The panel had acknowledged the significant progress made with governance of the sport over the last strategic cycle. SB also confirmed that **sportscotland** intended to uplift current investment into funded staff posts by 2%. This would be backdated for 2021/22.

Thanks were expressed to Sarah Birrell and **sportscotland** for their support.

#### 8. BUDGET

Craig Lindsey distributed the financial papers. The monthly breakdown on costs were distributed to give the new Directors an idea of the costs and income for the organisation. A profit and loss account was also distributed with it noted that there has to be an adjustment as the difference in the year end and the membership year. The organisation is up £17,000 in cash, and going forward there won't be much more income to come in, with more outgoings and it is anticipated that it will fall to £12,000.

A report on the comparison from this year to the previous year was also circulated which noted that the main difference was in membership income which has gone up from £19,500 in 2020 and is currently £23,500 for the affiliation year to date. The VAF grant stopped last year, so wasn't shown in this years figures, staff wages were comparable, with the exception of the CEO who was in position for the full nine months of this year.

For the budget starting in April, Craig Lindsey will send round an email with the proposed budget and asked if there was anything else Directors would like add in, to let him know.

Vincent Bryson left the meeting and there was a confidential discussion on staffing matters, with the Board agreeing that there should be a 2% pay increase for staff members.

#### 9. BOARD COMPOSITION

Jen Griffin noted that Shabaz Khan was joining the Board as an Independent Director, and is interested in social media, equality and inclusion and a further discussion will be had with him, Jen Griffin and Vincent Bryson. It was agreed that Shabaz Khan would be included in the Equality Sub-Group which included Alison Ross, Jen Griffin and Alan Martin.

Alison Ross has taken on the Equality portfolio from Bob Provan. She was previously involved in the Equality sub-group. This is a great example of succession planning for Board positions.

It was agreed that they would be registered as Directors with Companies House and stand for ratification at the next AGM. Vincent Bryson agreed to liaise with Michael Mather. (*Action Vincent Bryson*)

Jen Griffin updated the board that a Scottish Archery member had agreed to be co-opted as a Director and was going to focus on membership engagement. Due to some comments and behaviours about the Scottish Indoor Championships on social media and directed to the TOs Group, they have decided that they would not feel comfortable joining the Board. This was really disappointing, but a fair decision for the individual to make, and they would have been a huge asset to the Board and the sport in general.

The position of Director of Membership Engagement remains vacant and the Board will look to fill in the near future.

There is budgets set aside for specific portfolio work so if any Director wants funding Jennifer Griffin is happy to chat through ideas and collaborations. Craig Lindsey will send out a request to each Director. (*Action Craig Lindsey*)

Jen Griffin explained about the sportscotland L&D programme which provides free training for Board members. Jen Griffin and Lindsey Noon are also accessing the Accelerated Sport Equality Training and if there was any training which would support Directors to do their roles better, these will be looked at.

Shabaz Khan and Alison Ross will be providing with support to go through the Scottish Archery Sharepoint account and Vincent Bryson agreed to source a licence for Alison Ross. (*Action Vincent Bryson*)

Jen Griffin explained that it had been agreed that the Coaching remit would not be a board position for the new strategy going forward. The coaching email is still be monitored and Moira Taylor will continue to Chair the Coaching Committee and is still heavily involved. Work has been done with the staff to embed coaching within the team. The coaching conference will take place at the start of April and Alan Martin and Bill Hogg are leading on this.

Thanks were expressed to Moira Taylor, Bob Provan and Caroline Buchanan for their time on the board and also to the new Directors for joining the Board.

## **10. COMMONWEALTH CHAMPIONSHIP REVIEW**

Jen Griffin explained that despite the Commonwealth Championships not going ahead there would be a review of the selection process. Pip Tucknott will lead the process, set up a working group and select those to support it including a representative from another sport and ArcheryGB, as well as internal reviewers. Pip Tucknott agreed to set up the Working Group and keep Alan Martin updated. (*Action Pip Tucknott*)

## **11. COMMUNICATION/MARKETING**

As there is a new Scottish Archery Strategy and potential new investment from sportscotland Jules May agreed to look a press release, for issue at an appropriate time. (*Action Jules May*)

Jen Griffin agreed to send to Jules May the Communication Themes from sportscotland in order that consideration can be given as to how Scottish Archery link into them. (*Action Jen Griffin/Jules May*)

## **12. BOARD AWAY DAYS**

Sportscotland have offered the use of Inverclyde as part of the Return to Sport initiative which Scottish Archery are grateful for. However, due to being unable to get diaries aligned, and the new Directors coming on board it was noted that it was not possible to get this organised by the 31 March deadline. It was agreed that Board Away Days would be beneficial, especially as there was new strategy, and Scottish Archery would organise this themselves when everyone was available. Vincent Bryson, Craig Lindsey and Jen Griffin agreed to liaise on this. (*Action Vincent Bryson, Craig Lindsey and Jen Griffin*)

## **13. BOARD MEETING DATES AND FORMAT**

Jen Griffin asked Directors to consider the format of board meetings going forward, whether it was kept as online or have some face to face meetings. Previously 50% of meetings were face to face so there would be no intention to go above that and the status quo was also an option. It was agreed that Directors would feedback their thoughts to Jen Griffin by the end of the week. (*Action All*)

It was agreed that the April Board meeting would be moved to 28 March to avoid a clash with Easter. Jacqui Dunlop agreed to amend the calendar and send out new meeting invites. (*Action Jacqui Dunlop*)

## **14. DISCIPLINARY**

Jen Griffin updated the Directors that there was an ongoing disciplinary matter. There have been three parts to this – an informal investigation was done, it has gone through the disciplinary panel, gone through an appeals process which was not upheld. It was noted that the actions which were asked by the disciplinary panel in September were asked to be completed by the individual in early December, because of the appeal this was held back and then after the appeal was asked to complete them by 6 January. It was agreed to extend due to the festive holidays and COVID and this extension was until 5pm on 7 February. The member remains suspended until the action required were completed, and there has been no communication back from the individual on the actions that they were required to undertake, not an acknowledgement of the email issued regarding the extension on 18 January.

Jen Griffin and Vincent Bryson will discuss with Harper Macleod and ArcheryGB and keep the Board updated. (*Action Jen Griffin/Vincent Bryson*)

## **16. DIRECTORS' UPDATES**

Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read. Points to note were:

- a) Development – Lyndsey Noon updated that the session at the Mosque in Glasgow had gone well with 7 men and 5 women being trained as Archery leaders so they can deliver archery at the Mosque.
- b) Safeguarding – Ross Morrison noted that there is a Safeguarding Standards Toolkit for Clubs which has been developed by Children 1<sup>st</sup> and sportscotland and builds on the governing body Safeguarding Standards. Jacqui Dunlop will incorporate this information into a Safeguarding Newsletter for Clubs. (*Action Jacqui Dunlop*)

#### **17. AOCB**

- a) Club – Vincent Bryson noted that significant correspondence had been received from a member of a Club and Bill Hogg has arranged to meet with the Club to discuss.
- b) Scottish Archery Affiliation – there was a discussion around the membership categories which are currently offered by Scottish Archery, and whether these could be simplified. It was noted that this was a matter for fuller discussion along with any proposed increase in membership fees for the season 2023.

#### **Board Meeting Dates**

Monday, 28 March – 6.30 pm

Monday 6 June – 6.30 pm

Monday, 8 August – 6.30 pm

Monday, 10 October – 6.30 pm

Saturday, 19 November – AGM – 10.30 am

#### **ACTION LOG**

Name	Action	Date
VB	Liaise with Michael Mather on providing Companies House with new registered address and confirm the start of the lease.	Next Meeting
VB	Liaise with Michael Mather on registering of new Directors	Next Meeting
VB	Source Microsoft Licence for Alison Ross	Next Meeting
PT	Set up review of Commonwealth Championships Selection	Next Meeting
JM	Produce press release for new strategy and investment	14/2/2022
JG/JM	Look at sportscotland communication themes to see how Scottish Archery can link into them	Next Meeting
JG/CL/VB	Consider dates for Away Day	Next Meeting
All	Feedback thoughts on Board Meetings to Chair	11/2/22
JD	Change meeting date and circulate invite and update calendar	11/2/22
JG/VB	Speak to Harper Macleod on Disciplinary Matter	ASAP
JD	Produce Safeguarding Newsletter incorporating the Safeguarding Standards Tool for Clubs	Next Meeting

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**Board Members**

Jennifer Griffin, Chair  
Craig Lindsay, Finance Director  
Ross Morrison, Director of Safeguarding  
Jules May, Director of Communication and Marketing  
Alison Ross, Co-opted Director of Equality  
Shabaz Khan, Independent Director  
Fiona Hirst, Co-opted Director of Membership Engagement

**Non-Board Members**

Lyndsay Noon, Chief Executive Officer  
Alan Martin, Pathways Manager  
Robert Clark, Community and Workforce Development Officer – Item 1  
Sarah Birrell, sportscotland Partnership Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Jacqui Dunlop, Safeguarding and Operations Manager. Welcomes were extended to Fiona Hirst who was co-opted to the Board as Director of Membership Engagement and Sarah Birrell. Robert Clark, who had been appointed as Community and Workforce Development Officer was welcomed and introductions were made.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 6 JUNE 2022

It was proposed by Ross Morrison and seconded by Jules May that the minutes of the meeting of 6 June 2022 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 6 JUNE 2022 BUT NOT ON THE AGENDA

Jennifer Griffin confirmed that the actions from the previous meeting had been completed with the exception of the undernoted:

- a) Communication Themes –Shabaz Khan reached out to sportscotland to see if they have released all their themes and Sarah Birrell agreed to send over the list. (*Action Sarah Birrell*)
- b) Board Representation at Events - Jen has circulated the list and noted that there are a few gaps and agreed to recirculate the list. (*Action Jennifer Griffin*)

- c) Website Questionnaire for Board and Staff – Alan Martin confirmed that seven responses have been received, with two outstanding and it was agreed that these should be completed by the end of the week.
- d) AGM Workshops – As there was no longer time to go out to the membership on the themes of the workshops, the key themes suggested for workshops were Coaching, Pathway and Performance Review, Club and Community Development, Membership Engagement. Jen Griffin agreed to ask if Mark Briegal would like to do an ArcheryGB update. (*Action Jen Griffin*)

Board and staff members would be required for each workshop and the numbers of workshops would be considered. Lyndsay Noon and Alan Martin agreed to look at logistics of this. (*Action Lyndsay Noon and Alan Martin*)

It was agreed that the sign up for the Workshops would be issue with the AGM Paperwork.

- e) Budgets – a meeting will be held with Lyndsay Noon, Alan Martin and Craig Lindsay to discuss budgets. (*Action Lyndsay Noon, Alan Martin and Craig Lindsay*)
- f) Directors Updates - Directors were reminded to complete their updates ahead of the Board meetings.

## 5. PERFORMANCE REVIEW

Shabaz Khan updated that the Performance Review Group had met and agreed the process with the aim being to have the report presented at the AGM.

## 6. STRATEGY UPDATE

Alan Martin, Lyndsay Noon and Jen Griffin met and four dates have been agreed, North, West, East and a Virtual event. It was agreed that Fiona Hirst would join the Sub-Group. The Strategy will be discussed at the sessions, feedback from the membership and barriers, networking and building relationships. Board and Staff members will be in attendance at each of the Workshops.

Jennifer Griffin noted that as feedback on the strategy has already been done with the membership, that these sessions will be more interactive and what the strategy will mean for members and clubs.

Dates and Venues were noted as:

Monday, 12 September – North (Montrose)  
Monday, 26 September – East (Falkirk)  
Monday, 24 October – West (Ayr)  
Monday, 31 October – Online

It was agreed that venues will be booked and information issued as soon as possible to the membership. (*Action Lyndsay Noon*)

## **7. AGM PREPARATION**

Jennifer Griffin agreed to circulate the AGM timeline. Notice of the AGM goes out 19 August, as an early warning notice to members. The Directors which are due to stand for election are Director of Equality, Director of Membership Engagement, Director of Digital and the Independent Director position. Jules May agreed to confirm with Jennifer Griffin if he wished to stand again for re-election. (*Action Jules May*)

As Alison Ross, Shabaz Khan and Fiona Hirst had been co-opted to the Board since the last AGM they would be required to stand for ratification, and the positions would also be opened out for other members to apply. Role profiles are currently being looked at and will be circulated to the Board. (*Action Lyndsay Noon, Alan Martin, Jennifer Griffin*)

Director of Development is vacant and can be independent or from the membership. It was agreed that the role descriptor could be advertised ahead of the AGM to see if any applications came in.

Any resolutions or changes to policies will also need to be considered, along with any increases in fees for 2023/24. Craig Lindsay confirmed that fees had not increased during his tenure and agreed to find out when the last increase was and implications for any increases. (*Action Craig Lindsay*)

Alan Martin suggested that there may be an opportunity to restructure the fees and it was agreed that he and Lindsay Noon would look this and report back. (*Action Alan Martin/Lindsay Noon*)

Alison Ross suggested that there should be membership consultation ahead of any proposed changes to membership categories and family membership was appreciated by her club. Alan Martin noted that the use of the current spreadsheet sometimes made it more difficult for members to complete.

Jennifer Griffin noted that Mark Briegal has agreed to attend the AGM.

## **8. CRICKET SCOTLAND REVIEW**

Shabaz Khan highlighted the Cricket Scotland Review and suggested that Scottish Archery review its policies in light of the review. Jennifer Griffin proposed that Scottish Archery benchmarked themselves against the 32 indicators. Lyndsay Noon is attending a sportscotland workshop on the review and will report back following that. Sarah Birrell noted that other partners are also looking at the indicators and how they can be evidenced and noted that this would be a good starting point, although there will be more information to come sportscotland. She also reported that the new equalities standard will get a soft launch in the Autumn.

It was agreed that the Equalities Group would take look at benchmarking Scottish Archery against the review points and this would be Chaired by Alison Ross, and include Shabaz Khan and Alan Martin.

Jennifer Griffin suggested benchmarking against everything, rather than just racism, to ensure that Scottish Archery is being inclusive as possible against all the protective characteristics. It was agreed that the Sub-Group would present a plan to the next board meeting on the

timelines. (*Action Sub-Group*)

## 9. STAFF RECRUITMENT

Lyndsay Noon has been appointed as the Chief Executive Officer and Robert Clark has been appointed as Community and Workforce Development Officer. Jennifer Griffin noted that it was a really exciting time with a bigger staff team now in place.

Alan Martin thanked the Board for the opportunity to take on the role of acting CEO during the recruitment period, and thanks were expressed to him for his work during this time.

Thanks were expressed to sportscotland and ArcheryGB for their investment in the posts.

## 10. SPORTSCOTLAND UPDATE

Sarah Birrell reported that equality work has been ongoing following the Cricket Scotland Review. She also highlighted the L&D programme which sportscotland offer, including being a governing body Director and How Boards Operate and Values and Behaviours which are coming up in September and October.

## 11. CEO FLASH REPORT

The two month summary was noted as:

Falkirk hosted a successful 3<sup>rd</sup> stage of the Scottish Tour – CEO attended Youth Festival held at Lilleshall – Head of pathways, CCDO and CWDO attended SA Membership Number – **1757** – which is an increase on the previous year  
Soft archery now running regularly in 6 LA's  
Phyllis Pettett (pathway coach) accepted onto Achieve 2022 programme  
CEO and CWDO appointed  
Weekly Development Team sessions continuing with first face to face planned for August  
Disciplinary continues  
Bill Hogg accepted onto Changing Lives programme  
Alan Martin accepted as a Changing Lives Leader  
CEO commenced 25/07/22. Priority has been arranging meetings with key people and learning how KPIs are logged and tracked currently to align with the new strategy.  
Four Clubs took part in the Start Archery Weekend which is an opportunity for Clubs to run come and try's

Alan Martin highlighted any impact of an Independent Scotland and suggested that this was something which should be included in the Risk Register.

## 12. DISCIPLINARY PROCEDURES

Ross Morrison provided an update to the Board on disciplinary proceedings. Jennifer Griffin confirmed that she had updated Harper Macleod on the ongoing disciplinary proceedings. Thanks were expressed to the Board and Staff who had been involved in the proceedings.

A working group will be set up to look at the Disciplinary Policy and this will include Ross Morrison, Lyndsay Noon, Jennifer Griffin, Jules May and Alan Martin. There was a discussion

on whether the Scottish Archery and the ArcheryGB should be aligned and discussions are ongoing with ArcheryGB on this.

**13. COMPLAINT**

Lyndsay Noon updated the Board on a Complaint which had been received from a Club which had been resolved.

**14. BOARD COMPOSITION**

Rikki Bingham, Performance Programme Manager, ArcheryGB has expressed an interest in the Director of Pathways position. Jennifer Griffin reported that this has been cleared with AGB Chair and CEO and they have agreed there is no conflict. It was agreed that she would be co-opted and the position will go to the AGM.

**15. AGB CASE MANAGEMENT PANEL**

Jennifer Griffin reported that Scottish Archery are awaiting the outcome of two cases which went to the AGB Case Management Panel and agreed to chase these up with ArcheryGB as a matter of urgency. (*Action Jennifer Griffin*)

**16. BOARD APPRAISALS**

Jen Griffin noted that the Board Appraisals have been issued and meetings will be arranged. Two Board members will be required to do Jennifer Griffin's Appraisal which is scheduled for later in the year.

**17. UPCOMING EVENTS**

Jennifer Griffin will re-circulate the Events and Workshops dates for Board attendance. (*Action Jennifer Griffin*)

**18. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS**

- a) Increase in Mileage Rate – the Board agreed that the mileage rate for staff and volunteers would rise from 35p a mile to 45p.
- b) Disciplinary Panel Sanctions – the Board agreed the Sanctions presented on behalf of the disciplinary panel.

**19. DIRECTORS' UPDATES**

Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read. For those Directors yet to submit they were asked to complete by the end of the week. (*Action Directors*)

**20. MEMBERS' FORUM**

The undernoted had been submitted from the membership:

- a) U21 Squad/Performance Academy/Performance Pathway – Richard Radigan had submitted ideas and Jennifer Griffin noted that these were really forward thinking across a number of area and noted thanks for the work which had gone into the submissions. Ross Morrison noted it was unclear what the costs were and there was a dependence on the volunteers which may be ambitious. Alan Martin updated that he will be meeting with Richard Radigan to discuss in detail, and there is currently enthusiasm amongst the parents who were involved with the ArcheryGB Youth Festival. Alan Martin noted that there would be work to do to try and keep the costs to athletes at a minimum, as an equivalent in ArcheryGB costs athletes £250 per month. More clarity is required on the proposals and it was agreed that Alan Martin would meet with Richard Radigan to discuss further. (*Action Alan Martin*)

## 21 AOCB

- a) Unacceptable Actions Policy – in discussions with other Chairs Jennifer Griffin noted a useful policy which some organisations have, an Unacceptable Actions Policy, which outlines unacceptable actions, noting that it was not a long document or onerous. Jennifer Griffin agreed to circulate the policy to the Board. (*Action Jennifer Griffin*)

### Board Meeting Dates

Monday, 10 October – 7.30 pm  
 Saturday, 19 November – AGM – 10.30 am

### ACTION LOG

JG	Circulate Events and Workshops dates for Board attendance	End August
JG	Check if Mark Briegal would like to deliver an AGB Workshop	End August
SB	Provide SK with sportscotland Communications Themes	End August
LN/AM	Consider AGM Workshops	End August
LN	Book venues for Strategy Workshops	End August
JM	Confirm with JG if wish to stand for re-election at AGM	End August
LN/JG/AM	Circulate updated Board Role Profiles	End August
CL	Consider Membership Fee increases	End August
AM/LN	Look at implications of fee restructuring	End August
Equality Group	Report back with timeline of Benchmarking	Next Meeting
JG	Chase up outcomes of AGB CMP	End August
All	Reminder to update Directors Reports	Next Meeting
AM	Meeting with Richard Radigan	Next Meeting
JG	Circulate Unacceptable Actions Policy	End August

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY 10 OCTOBER 2022  
BY MICROSOFT TEAMS

Present

**Board Members**

Jennifer Griffin, Chair  
Craig Lindsay, Finance Director  
Ross Morrison, Director of Safeguarding  
Jules May, Director of Communication and Marketing  
Rikki Bingham, Director of Athlete Progression  
Fiona Hirst, Co-opted Director of Membership Engagement

**Non-Board Members**

Lyndsay Noon, Chief Executive Officer  
Sarah Birrell, sportscotland Partnership Manager  
Jacqui Dunlop,

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Shabaz Khan and Alison Ross.

2. CONFLICT OF INTEREST

No conflicts of interest were noted.

3. MINUTES OF MEETING OF 8 AUGUST 2022

Following one correction, was proposed by Ross Morrison and seconded by Fiona Hirst that the minutes of the meeting of 8 August 2022 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 6 JUNE 2022 BUT NOT ON THE AGENDA

Jennifer Griffin confirmed that the actions from the previous meeting had been completed with the exception of:

- a) AGM – Jennifer Griffin confirmed that she had contacted Mark Briegal from AGB but he would not be able to deliver a workshop but would be in attendance. Lyndsay Noon and Alan Martin are currently working on the workshop programme for the AGM. (*Action Lyndsay Noon*)
- b) Roadshows – Lyndsay Noon confirmed that the North and East Roadshows have been held, with the West and Online ones still to take place.
- c) Fee Restructuring – Lyndsay Noon agreed to check with Alan Martin regarding the implications of any fee restructuring. (*Action Lyndsay Noon*)
- d) Benchmarking of Cricket Scotland Review – the Equalities sub-group to report back on the timeline for the bench marketing of the Cricket Scotland review. (*Action Alison Ross*)

- e) AGB Case Management Panel – Jen Griffin reported that she has chased up the CMP on a Case Lead name from Sports Resolutions and a timeline but has had no further communication in relation to this but will continue to chase. (*Action Jen Griffin*)
- f) Unacceptable Actions Policy – Jen Griffin agreed to circulate the policy to Directors. (*Action Jen Griffin*)

## 5. PERFORMANCE REVIEW

In Shabaz Khan's absence Lyndsay Noon updated the Board that Clare Queen had found out through the interview process of the potential undermining of her position in terms of the previous relationship with Scottish Fencing through the previous CEO and decided to step down as to not undermine the process if the review was going to be discredited. Another potential consultant had been suggested however the costs were out with what had been budgeted for.

Sarah Birrell, sportscotland partnership manager is now supporting the process to find a new consultant. It was noted that this will push back the deadline, and it is hoped to have a partial report from Clare Queen to pass onto the new consultant as part of the handover, with the aim of having the new consultant named by the AGM.

## 6. ROADSHOWS

Lyndsay Noon updated that the first two Roadshows had taken place. The numbers at both the North and East were good with 30 across both workshops. The West Roadshow has 26 people currently signed up, and there is also an online roadshow on 31 October. Feedback so far has been positive with members feeling that they have been useful and there is the potential to make this an annual event.

Fiona Hirst noted that the events she had been in attendance at were positive, but it was important to deliver and communicate to the membership on the outcomes of the roadshows. Lyndsay Noon confirmed that the staff team are working on the themes which are coming back from the Roadshows.

Jules May explained that he felt that the Roadshows had been very beneficial and would like to see the raw data which Lyndsay Noon is compiling and she agreed to send this onto him. (*Action Lyndsay Noon*)

Thanks were expressed to all the members who had come along to the Roadshows and providing an invaluable contribution.

The Chair thanked the Board and staff members for attending the Roadshows.

## 7. AGM PREPARATION

Jen Griffin confirmed that the request for resolutions from the members and Directors vacancies had been issued with the closing date 7 October. No resolutions have been received from the members and no-one outwith the current co-opted Board members have applied for the Director vacancies.

The full AGM paperwork, including sign up forms, and proxy forms will be issued by 28 October and Lyndsay Noon and Alan Martin are working on these. (*Action Lyndsay Noon*)

It was noted that the AGM is a business meeting and that the workshops have been included to offer something different and to give the opportunity for discussion. There has been requests from members to have the opportunity to voice concerns or ideas at the AGM but the best place for this is through the members forums or contacting staff or directors. However, it was agreed that a form will be issued to members which will give an opportunity for any questions to be submitted at the AGM, to be returned 3 weeks ahead of the AGM in order to compile the answers. If there is not enough time to answer them all at the AGM, they will be included in the minutes. There will be an opportunity to include any questions which the member would like answered.

Alan Martin is preparing images with the Scottish Archery logo on it, as backgrounds for staff and Directors at the AGM. (*Action Alan Martin*)

#### 8. AGB UPDATE

Jen Griffin updated that she attended the Archery GB Awards virtually to give out an award and thanked Archery GB for the opportunity to attend. Scottish Archery have expressed an interest in attending in person next year as it would be good to have a presence especially as some Scottish members and Clubs were shortlisted for awards.

Fiona Hirst suggested that it would be good if Scottish Archery could issue a communication about who was up for the AGB Awards and Lyndsay Noon agreed to find out and publicise, as there had been no direct notification from Archery GB on this. (*Action Lyndsay Noon*)

#### 9. SPORTSCOTLAND UPDATE

Sarah Birrell updated that sportscotland, due to the Cricket Scotland review, are looking to develop a more inclusive sporting landscape and new EDI Manager has been appointed and so equality will pick up at pace.

Sarah Birrell has been working with Lindsay Noon on the six months tracker, noting that Scottish Archery has received the second investment instalment.

sportscotland run training courses for Board members and Directors were encouraged to sign up for these. Lyndsay Noon noted that she is pulling together a Board induction plan and the sportscotland training will form part of that and she will provide an update on this at the next meeting.

#### 10. CEO FLASH REPORT

The two-month summary was noted as:

- AGM planning underway and director roles advertised
- Director Induction Programme being developed
- Board structure and Sub-committee proposal for board
- SA Membership Number – **1826**
- Monthly face to face staff team meetings well underway and working well
- Disciplinary continues
- 2 of 4 Strategy Roadshows delivered with 30 members across both.
- Formal Support and Supervision implemented across the staff team

- 6 monthly tracker for Sportscotland complete
- Attending Secondary School Girls and Sport Event in Stirling.

## 12. DISCIPLINARY PROCEDURES

Ross Morrison updated that there was no movement by ArcheryGB on the case that he was involved with.

Jen Griffin updated that work is ongoing with the other process which has now progressed to possible membership termination. Notice of termination of membership has been given, and there is a deadline by which time the member should submit a request as to why it should not be terminated. If this communication is received it will go to the Board for consideration.

Fiona Hirst asked what the policy was for complaints and who is the Board notified and Jen Griffin explained the procedure

## 13. BOARD STRUCTURE

Lyndsay Noon circulated a draft organisational chart which showed proposals for a sub-committee structure. This would enable the organisation to progress with the strategy quicker, allow for more in depth and focussed actions, improve communication and member engagement. Every Board member would update the Board on their sub-group activity.

The aim would be for each sub-committee to have a board member, a staff member and a member or specialist. There would be a terms of reference and action plan created for each Sub-Group. It was noted that this would not require a change in the Articles as sub-groups are already accounted for in the Articles. Fiona Hirst asked how the membership would be involved in the sub-group and it was confirmed that it would be done through an application process.

The Board agreed that the sub-committee structure would be implemented.

Social media would sit within the digital sub-committee and a content planner would be created to plan for the year. It was noted that there can be some negative comments on social media which is not a reflection of the whole membership and Fiona Hirst suggested that other sports could be contacted to see how they deal with these issues. Jen Griffin noted that Scottish Archery can't stop the posts however it can ensure that a lot of positive posts are put out. Ross Morrison noted that he knew of a Facebook group who removed the negative posts but contact was made with the person to say that it was not the appropriate place for the comments, and work was done with them on their grievance. It was agreed that this would be beneficial and that criteria should be set for a comment to be removed.

## 14. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

- a) Propose the increase of membership fees – the increase in the membership fees was approved by the Board and will go to the AGM.

## 15. DIRECTORS' UPDATES

Directors updates were submitted and taken as read. Jen Griffin noted that those who had not filled them if they could do so, as it means that verbal updates are not required at the meeting.

## **16. MEMBERS' FORUM**

The undernoted had been submitted from the membership:

a) Simon Wakefield on behalf of Milnes Archery Club

- i) *We have heard from various sources at competitions south of the border Scottish Archery are under investigation by sports resolution? Is this true or is it idle gossip? If it's true, why are we/Scottish Archery being investigated, and why are the members not being advised?*

Jen Griffin noted that Scottish Archery nor the Board are under investigation. A member has submitted allegations to the ArcheryGB case management panel, Scottish Archery have responded to these and it has been referred to Sports Resolutions by ArcheryGB in line with their new policies. She noted that the members were not being advised as there was nothing to tell them.

- ii) *The email sent to club secretaries in September said Clare Queen is no longer doing the review of the commonwealth selection process and had been interviewing members for the past 8 weeks. Was it 8 weeks or was this information incorrect? I know the first person to be interviewed and it had not been 8 weeks. I appreciate the difficulties Scottish Archery are having finding an independent and impartial person to undertake the review which was promised by the board to be done earlier this year, but I also think it is important that members can trust what they are told. When did Clare Queen begin and stop her interviews? This may be a minor thing but it's things like this, honesty and openness, that are important to help build the trust back up between the members and the board, which has sadly wained.*

It was confirmed that Clare Queen has been involved for four months overall, but interviews were carried out over a shorter period of time. At the time the email was written to Clubs, it would have probably been around eight weeks involvement. Specific dates are:

First contact with Clare Queen on the review was 15 June

First interview took place on 24 August

Last interview took place on 30 August

b) Frank Schallmoser on behalf of Largs Archery Club

- i) ***Article of association : ( Current version)***

*"25.7.2 they are signed and countersigned by at least one (1) % or more of the Voting Members of the Company" This would imply that we all know how many members we have in the SAA. As such this % limitation is not feasible as the membership number is changing.*

*Can the board please discuss this and come to a conclusion on how best to describe a new format.*

*The alternative is that on the SAA web page to actually have an active ticker showing everyone how many members we have? But I assume this is unlikely to happen as the Organisation diagram of the board*

*is outdated since July 2021. in the mean time we had an AGM in 2021 and several new members cooped to the board . Is this not something that should be accurate in the interest of the association?*

It was noted that membership numbers are circulated as part of the Board Minutes. The intent of this clause is to allow members' proposals to be raised at AGMs, while protecting the business of the meetings from a shower of vexatious proposals. Normally, it would be clear what 1% of the membership means: we know the entire voting membership on the date of the relevant AGM, because only voting members are entitled to vote.

There may be a problem if, between the proposal and members' signature, and the AGM, we get an influx of members which means that the signatories now represent less than 1% of the voting membership on the date of the AGM. In other than in very exceptional circumstances, the voting membership on the day of the AGM will not be less than the membership on any preceding day in that membership year (and may be greater). In that case, it would be entirely reasonable (and within the letter and spirit of the clause) to regard the 1% as being the voting membership on the date of submission, which, of course, we know accurately.

ii) *Coaching*

*Can you please open up the position for the Director of Coaching? ( Or ask the membership at The AGM I this position should be filled) It cannot be that we are having a massive decline in Coaching activities under the Scottish Archery Association*

Jen Griffin confirmed that under the new Strategy the Director of Coaching role ceased to exist as it was a very operational role and it was given to Bill Hogg as part of his staff remit, when Moira Taylor stood down from the Board. Coaching comes under the Director of Development which is vacant and will be looked to be filled following the AGM. This was a strategic decision. Jen Griffin noted that she will update the membership on this at the AGM.

*Providing the following information to all members at the AGM Can you as the SAA, please provide the details how many active coaches we currently have in Scotland and at what grade they are ?*

There are currently 63 licensed coaches.

2021/22 we had 54  
2020/21 we had 59  
2019/20 we had 88

*Please include the information in what region they are ?*

This information is not available.

17      AOCB

- a) Sportscotland's Chair Forum – Jen Griffin updated that she had attended the sportscotland's Chair forum the theme of which was positively and good news. She shared the news about the Roadshows, engagement with members, positive engagement with

ArcheryGB and collaboration with other sports.

- b) Subject Access Request – Jen Griffin updated that a subject access request had been received with Scottish Archery having 30 days to reply. Jen Griffin and Lyndsay Noon are dealing with this request. (*Action Jen Griffin/Lyndsay Noon*)
- c) Board Form – Fiona Hirst that Board members return the template that she issued as soon as possible. (*Action All*)
- d) Tournament Organisers – Fiona Hirst noted that the Tournament Organisers Group are working on criteria for hosting events. There is a decline in events and it was noted following COVID a lot of clubs don't organise indoor events. It was noted that there is lack of available indoor venues with some venues squeezing out sports such as Archery in order to put in spin bikes etc. Sarah Birrell agreed to raise this issue at a sportscotland partnership manager meeting. (*Action Sarah Birrell*)

Jen Griffin noted that where Scottish Archery has good partnerships with local authorities that conversations can be had with partners and clubs can be supported. Fiona Hirst noted that it was important to remind clubs of this as they often felt that they were on their own.

e)

Board Meeting Dates

7 November – Board Catch Up

Saturday, 19 November – AGM – 10.30 am

#### ACTION LOG

LN/AM	Work on workshop programme for AGM	November
LN/AM	Implications of fee restructuring	Next meeting
AR	Benchmarking of CricketScotland Review	Next Meeting
JG	Confirm with AGB date of Case Management Panel	ASAP
JG	Circulate unacceptable Actions Policy	Next Meeting
LN	Provide JM with raw data from the Roadshows	Next meeting
LN	Issue AGM Paperwork	28 October
AM	Prepare Questions for AGM Form	ASAP
AM	Produce Scottish Archery background for AGM	November
LN	Publicise who had been shortlisted at AGB Awards	ASAP
JG/LN	Subject Access Request Response	30 days
All	Return FH's Director template	ASAP
SB	Raise issue of lack of indoor facilities for sports such as Archery	Next Meeting

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 28 MARCH 2022  
BY MICROSOFT TEAMS

Present

**Board Members**

Jennifer Griffin, Chair  
Craig Lindsay, Finance Director  
Ross Morrison, Director of Safeguarding  
Lindsay Noon, Director of Development  
Pip Tucknott, Director of Athlete Progression  
Jules May, Director of Communication and Marketing  
Alison Ross, Co-opted Director of Equality

**Non-Board Members**

Sarah Birrell, sportscotland Partnership Manager  
Vincent Bryson, Chief Executive Officer  
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Shabaz Khan, Independent Director and Alan Martin, Pathways Manager.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 7 FEBRUARY 2022

It was proposed by Lindsay Noon and seconded by Craig Lindsay that the minutes of the meeting of 7 February 2022 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 7 FEBRUARY 2022 BUT NOT ON THE AGENDA

Jennifer Griffin confirmed that the actions from the previous meeting had been completed with the exception of the undernoted:

- a) Review of Selection for Commonwealth Championships – Vincent Bryson explained that a member had been in touch regarding the Selection, and it was noted that the review would be carried out in the first half of 2022. Vincent Bryson, Alan Martin and Pip Tucknott agreed to liaise on the setting up of the review. (*Action Vincent Bryson, Pip Tucknott, Alan Martin*)
- b) Sportscotland Communication Themes – Jules May agreed to liaise with Alan Martin on the sportscotland communication themes. (*Action Jules May/Alan Martin*)
- c) Away Day – it was noted that sportscotland have extended into early next financial year the hosting of Governing Body Away Days at Inverclyde and Jen Griffin agreed to liaise with Inverclyde on the booking. (*Action Jen Griffin*)

- d) Safeguarding Newsletter – it was agreed that this would be issued in the next few weeks.  
*(Action Jacqui Dunlop)*

5. CEO UPDATE

Vincent Bryson submitted his final CEO Update. The two-month summary was noted as:

- Scottish indoor event completed
- Short-notice member consultation regarding Indoor champs & inclusion completed
- Affiliation window – club payments of 25% could be made in April
- SA Membership Number – **1684**
- Final Investment panel completed March 2022
- UKAD Strategy second draft submitted – sits with Pathways Manager
- 2 New board members confirmed
- Weekly Development Team sessions continuing
- Disciplinary continues
- CEO Departure announced
- Potential to send female staff/director to WSLA if dates allow

On behalf of the Board and Staff Jen Griffin thanked Vincent Bryson for everything done for the sport and noted that he would stay on for a couple of months during handover/transition. Vincent Bryson thanked the Board and explained he was sad to be leaving the organisation and that it had been a real privilege to work for the organisation. Jen Griffin thanked him and hoped that he would stay connected with Scottish Archery.

6. SPORTSCOTLAND INVESTMENT AND STRATEGY UPDATE

Sarah Birrell confirmed that sportscotland will be making announcement on all governing body investment by 14 April. She agreed to find out if any investment would be made in one or two tranches and confirm this with Jen Griffin. *(Action Sarah Birrell)*

Thanks were expressed to Sarah Birrell for her support with the investment process.

7. DO JOB DESCRIPTION

It was agreed that as Alan Martin was unable to attend the Board meeting he would provide attend the next Board catch up and approval on the job descriptions would be done by email. It was agreed Vincent Bryson, Jen Griffin would discuss with Alan Martin, and a copy of his email would be sent to Sarah Birrell. *(Action Alan Martin)*

8. AGB VISIT

Jen Griffin reported that she, Vincent Bryson and Alan Martin had met with Mark Briegal (Chair), Neil Armitage (CEO) and Arran Coggle (Director of Participation) of ArcheryGB. There were discussions around strategic objectives, and how they could meet these objectives.

Contributions to Scottish Archery posts was also discussed. Vincent Bryson agreed to circulate to the Board the information on the funded posts. *(Action Vincent Bryson)*

It was agreed that it was a positive meeting. Jen Griffin noted that she currently has 6-weekly catch up calls with the Chair and on behalf of the Board has invited him to attend the June Board meeting and it was agreed that Alan Martin and Bill Hogg would also be invited to the Board in order that they could provide updates.

It was noted that Bill Hogg has indicated that he would like to meet with the other Development Officers at ArcheryGB and it was agreed that this would be beneficial and he, along with Alan Martin and Jen Griffin should be in attendance at a future meeting at Lilleshall.

Jen Griffin concluded by explaining that it was a very worthwhile meeting and they will continue in the future.

#### 9. NATIONAL INDOOR CHAMPIONSHIPS

The National Indoor Championships ran from 19-20 March at Inverclyde and Jen Griffin noted that she had attended on the Saturday to watch the Youth competition. Thanks were expressed to the Tournament Organisers Group for organising the event, and to Inverclyde.

it was agreed that volunteers kit should be refreshed and Jen Griffin, Vincent Bryson and Alan Martin are working on this and will report back to the Board. (*Action Jen Griffin, Vincent Bryson, Alan Martin*)

There are other events which are coming up and Jen Griffin will circulate these to see if there can be Board representation at them. (*Action Jen Griffin*)

#### 10. STAFF COMPOSITION

Jen Griffin noted that as Vincent Bryson is leaving the organisation, she had sent round some options for staffing. Following a discussion it was agreed that Scottish Archery would go out to advert for a two day a week CEO post, with Alan Martin acting up as CEO, combining this with his current Pathways Manager position.

#### 11. WEBSITE

Jen Griffin updated the Board that Scottish Archery had been approached by a student looking to support an organisation in redesigning their website as part of their dissertation. Jen Griffin has spoken with him and invited him to meet with staff, and Jules May and come to the June Board meeting.

The Board unanimously agreed to support this and Jules May agreed to set up a Board and Staff Survey Monkey to get the likes/dislikes of the current website. (*Action Jules May*)

#### 12. DISCIPLINARY MATTER

Jen Griffin confirmed that a disciplinary panel has been appointed, and the Director of Safeguarding will Chair it. He will liaise with the other panel members and the individual concerned to move the process forward.

#### 13. AGM 2022

There was a discussion about the format of the 2022 AGM which is being held in November 2022. It was agreed that the AGM would be held online. Whilst it was recognised that the AGM is a procedural meeting which does not allow a lot of scope for debate, it was agreed that there would be workshops for interactive discussion wrapped around the AGM. A survey will be issued to the membership to consult on the most appropriate workshops. (*Action Jen*

*(Griffin/Alan Martin)*

**14. COACHING CONFERENCE**

Thanks were expressed to the staff and volunteers who had organised the Coaching Conference being held at Inverclyde over the weekend of 2 and 3 April. Twenty three coaches have signed up, including two from Northern Ireland.

**15. DIRECTORS' UPDATES**

Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read.

**176 AOCB**

- a) Representation at Events – Jules May noted that members had noted to him that they were surprised that no one from the Board was at the Championships on the Sunday, although both he and Alison Ross were in attendance. He suggested that Board members should have kit which make them more recognisable. Jen Griffin confirmed that she will circulate a list of forthcoming events to see who would be available to attend, although it was noted that it is a volunteer board. Board member kit is also being looked at as part of the kit for volunteers.

As part of the Away Day photographs will be taken of all Board members in Scottish Archery kit, so they can go on the website, so Board members will be recognisable to members.

**Board Meeting Dates**

Monday 6 June – 7.30 pm

Monday, 8 August – 7.30 pm

Monday, 10 October – 7.30 pm

Saturday, 19 November – AGM – 10.30 am

**ACTION LOG**

VB/PT/AM	Set up review of Selection for Commonwealth Championships	Next Meeting
JM/AM	Liaise on the sportscotland communication themes	Next Meeting
JG	Liaise with Inverclyde on dates for Board Away Days	Next Meeting
JD	Issue Safeguarding Newsletter	Next Meeting
SB	Confirm if any investment is being paid in 1 or 2 tranches	1/4/22
AM	Send DO email to SB	6/4/22
VB	Circulate to Board information on AGB funded posts	1/4/22
JG/VB/AM	Discuss Volunteer Kit	Next Meeting
JG	Circulate list of upcoming events for Board representation	Next Meeting
JM	Set up Website SurveyMonkey for Board and Staff	15/4/22
JM/AM	Set up membership survey for AGM Workshops	Next Meeting