

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 11 OCTOBER 2021
BY MICROSOFT TEAMS

Present **Board Members**
Jennifer Griffin, Chair
Craig Lindsay, Finance Director
Moirra Taylor, Director of Coaching
Caroline Buchanan, Director of Safeguarding
Lindsay Noon, Director of Development
Pip Tucknott, Director of Athlete Progression

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 Jules May and Bob Provan.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 9 AUGUST 2021

It was proposed that they were approved in absentia by email. (*Action Jacqui Dunlop*)

4. CEO UPDATE

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

CEO facilitated sport-wide CEO Group overnight session at Inverclyde
Sport has now returned indoors
Affiliation window opening
Weekly staff/board check-in call on Tuesdays – still happening
Strategy nearly complete – awaiting final draft from designer
Disciplinary Panel have returned report on investigation
Pathways Manager has established new relationships with Muslim community
Weekly Development Team sessions continuing
Pathway Meetings have begun online – External expertise used for Athlete 2-1
CACE was a success from Scottish perspective

VB reported that an email had been received from the CGS regarding changes to the Commonwealth Games format in the future. Recurve Archery has been named as one of the

core sports which is a positive. VB and AM will be visiting ArcheryGB on 9 November and this will be discussed further.

The main piece of work currently is conversations with ArcheryGB and the Strategy Review, along with the KPMG Audit and the AGM.

JG asked if the CEO Forum is still active. VB confirmed that it was, and he had hosted the CEO Away Weekend on 14-15 September and there is an appetite to keep it going, albeit with the meetings reducing. Sub-Groups have also been set up including independence, Technology and Outdoor Group.

5. FINANCE UPDATE

Craig Lindsay reported that he has been working with FourM on the Year End Accounts and Karen Henderson is happy with the deficit of £2,727, although she wants Scottish Archery to ensure that funding is place for another two years. A draft set of accounts had been received and Craig Lindsay will go through these. He confirmed that he is also comfortable with the deficit. Vincent Bryson agreed to get the registered address changed at Companies House so that it can be included on the accounts. (*Action Vincent Bryson*)

The Financial documents to end of August had been circulated to the Board and Craig Lindsay confirmed that costs were consistent month on month, although there was an increase when the staff phones were purchased although these will be capitalised at the year end.

It was proposed by Jennifer Griffin and seconded by Craig Lindsay that the Directors contribution to phone and internet, should be increased to £60 per year and paid by the end of October. (*Action Jacqui Dunlop*)

Thanks were expressed to Craig Lindsay for his work in preparing the accounts and to the staff for managing the budgets.

6. STRATEGY UPDATE

Jen Griffin confirmed that the Strategy Update is going well with all the content. The strategy document has been produced with just a couple of updates to be made, but the presentation for the November sportscotland meeting is still to be produced.

The Strategy Document was shared with the Board, and it was noted that this could be shared with Members at the AGM.

It was agreed that the both the sportscotland and AGB logos would be included at the back of the document.

Vincent Bryson, Jen Griffin and Craig Lindsay will work on the budgets to go with the Strategy, factoring in any discussions with AGB and it was agreed that Sarah Birrell, Jen Griffin and Vincent Bryson will meet ahead of the sportscotland presentation to discuss the Strategy and any potential increases in investment which was being asked for.

Sarah Birrell noted that the Strategic document looked good, and was simple and clear to understand.

It was agreed that the new Strategy would form part of the February Away Day to get Directors' thoughts on the programme at a project level.

Thanks were expressed to the Strategy Group, Board and Staff team for the work which has gone into producing the new strategy.

7. AGM

Jen Griffin explained that the AGM will take place on 20 November and will be online. She noted that this was a safe and responsible approach due to COVID, and there had been more engagement last year by being online. It was appreciated that this wouldn't suit everyone, and it will be looked at again next year.

Information had been issued seeking nominations for the vacant directors' position and one nomination had been received for the Director of Safeguarding. No resolutions had been received from the membership.

Thanks were expressed to Moira Taylor, Bob Provan and Caroline Buchanan as they were stepping down from the Board at the AGM.

Moira Taylor asked how many independent vacancies were on the Board, as it was three Scottish Archery members' who were stepping down. Vincent Bryson noted that there is one independent vacancy remaining.

It was confirmed that Mark Breigal, Chair of ArcheryGB will be attending the AGM.

8. BOARD AWAY DAYS

It was agreed that the Board and Staff Away Days would be held in February at Inverclyde to give time for the new Directors to be appointed and the outcome of the Strategy Review to be known. Jen Griffin agreed to circulate the dates to the Board. (*Action Jen Griffin*)

9. KPMG AUDIT

Jen Griffin confirmed that there is a small Audit Team working on the KPMG Audit and Michael Mather is reviewing some of the Policies and all updated policies will be required to be approved by the Board.

All Directors reviews have taken place and these are being signed off. Jen Griffin noted that she has completed her self-appraisal and will contact two Directors to review this. (*Action Jen Griffin*)

11. DECISIONS TAKEN OUTWITH A FORMAL BOARD MEETING

LN reported that the Board approved a Report relating to a sensitive matter.

12. 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:

Safeguarding – Adult Safeguarding Week is being held 15-21 November and Ann Craft are running a daily podcast and this information will be shared on the website.

Coaching – Moira Taylor gave an overview of the new session coach course and noted that there are issues regarding the face-to-face element of this. It was agreed that Alan Martin, Bill Hogg and Vincent Bryson would liaise with Moira Taylor on this as part of the Coaching handover. *(Action Vincent Bryson)*

14. AGB UPDATE

Jen Griffin noted that she had a call with Mark Breigal, Chair ArcheryGB who provided an update on the World Archery Congress, and this will become a regular update meeting. Vincent Bryson and Alan Martin will be visiting ArcheryGB on 9 November and an invitation will be extended to ArcheryGB to visit Scottish Archery.

15. AOCB

- a) The updated L&D Programme from sportscotland will be circulated to Board members.
(Action Jacqui Dunlop)

Confirmation of Future Meeting Dates

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
VB	Update Address with Companies House	31 October 2021
JD	Pay Directors Phone/Internet Contribution	31 October 2021
JG	Circulate dates for Board Away Days	31 October 2021
JG	Contact two Directors to review Self-Appraisal	31 October 2021
VB	Discuss Coaching Handover with Staff Team	31 October 2021
JD	Circulate sportscotland L&D programme	31 October 2021

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 9 AUGUST 2021
BY ZOOM

Present

Board Members

Jennifer Griffin, Chair
Craig Lindsay, Finance Director
Moira Taylor, Director of Coaching
Bob Provan, Director of Equality
Caroline Buchanan, Director of Safeguarding
Lindsay Noon, Director of Development
Jules May, Director of Digital

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Executive Officer

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Pip Tucknott, Director of Athlete Progression and Jacqui Dunlop.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 7 JUNE 2021

It was proposed by Lindsay Noon and seconded by Moira Taylor that the minutes of the meeting on 7 June 2021 were a true record.

4. MATTERS ARISING FROM MEETING OF 7 JUNE 2021

It was confirmed that all actions were completed with the exception of:

- a) ArcheryGB Safeguarding Course – Moira Taylor reported that although she had raised with ArcheryGB, that the Safeguarding courses that they published were not relevant in Scotland, it is still showing wrong in the publications they have issued, and she will raise it again with them. Vincent Bryson also agreed to raise with ArcheryGB. (Action Vincent Bryson/Moira Taylor)
- b) Advert for Independent Director – Vincent Bryson and Jennifer Griffin are working on the advert and will circulate to Board. (Action Jen Griffin)
- c) Away Days – it was agreed that Jen Griffin would speak to Inverclyde about available dates for the Away Day. (Action Jennifer Griffin)

- d) Board Safeguarding Training – The majority of Directors have completed the training and those who have yet to do so will complete. Jen Griffin agreed to circulate the link again. *(Action Jen Griffin)*
- e) Archer Stories for Website – Lindsay Noon reported that she and the staff team are liaising on softer stories about why people get involved in archery, so that short videos can be produced for the website.
- f) Membership Database – Vinny Bryson agreed to give Jules May thoughts on a membership database. *(Action Vincent Bryson)*
- g) Adult at Risk – Caroline Buchanan will discuss at next Coaching Committee meeting. There is an online course which can be done through UK Coaching and CPD points can be claimed. It was agreed that Bill Hogg would take this forward, and Vincent Bryson agreed to ask him to liaise with Caroline Buchanan. *(Action Vincent Bryson)*

5. CEO UPDATE

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

Commonwealth Championships cancelled
 Guidance updates confirmed – Beyond Level Zero effective Aug 9th
 CDO easing in to liaising with AGB development staff
 SA Membership Number – just above 1,500.
 Weekly staff/board check-in call on Tuesdays – still happening
 Strategy team moving ahead & staff drafting detail – Chair will update
 Coaching Director leading investigation into complaint
 Pathways Manager has established Disability Working Group
 Weekly Development Team sessions begun (Wednesdays 11am)
 Pathways Coaches and Staff confirmed
 Significant interest in Judging qualification

The main focus has been on strategy work and work will start on KPMG Audit with Michael Mather also involved. Board approval will be required for policies, and it was agreed that this may be done by email.

Discussions ongoing with ArcheryGB about a performance event for the Commonwealth Squad as Indian Championships has been cancelled.

6. FINANCE UPDATE

Craig Lindsay noted that there is approximately £90,000 in the bank. He will start work on the accounts with FourM and circulate to the Board. Vincent Bryson reported there are still some savings to be made and there is still the potential for Commonwealth Games Scotland funding.

Sarah Birrell confirmed that the second investment payment was due in September and the paperwork will be required ahead of that. Sarah Birrell agreed to circulate the paperwork. *(Action Sarah Birrell)*

7. STRATEGY UPDATE

Jen Griffin shared a presentation on the Scottish Archery Strategy Update 2021-2025, outlining the timeline and what consultations had taken place. The strategy document will come to the Board on 6 September for approval and adoption.

It was noted that the vision, mission and focus areas had been agreed and a membership survey had been completed. The values were discussed and agreed.

The next step will be for the staff team to work on the key outcomes of the focus areas. Membership focus groups will take place, and there will be a consultation on the draft strategy following Board approval. Budgets and investment ask will also be considered with the aim of the final sign off by the Board by 6 September.

Board members were asked to feedback any comments to Jen Griffin by the end of the month. *(Action All)*

Thanks were expressed to the Strategy Working Group and Vincent Bryson and Alan Martin.

8. BOARD COMPOSITION

Vincent Bryson and Jen Griffin are working on the paperwork for the Independent Director advert and will get this issued. Vincent Bryson and Jen Griffin have met with Moira Taylor to discuss her transition off the Board and work has been allocated to the staff team, and this should be a seamless transition.

Jen Griffin will liaise with Inverclyde on the available dates for the Away Day. *(Action Jen Griffin)*

The KPMG Audit is in hand, thanks were expressed to Michael Mather for his involvement. Jen Griffin will be asking for two of the Board to do the Chair Appraisal and an email will be sent round the Board members. *(Action Jen Griffin)*

9. DECISIONS TAKEN OUTWITH A FORMAL BOARD MEETING

It was reported that there had been Board approval for the issuance of updated COVID-19 Guidance on 16 July and 9 August 2021.

10. DIRECTORS' UPDATES

Jen Griffin noted that it would be appreciated if Directors' Updates should be completed one week ahead of the Board meeting. Directors had submitted their activity updates, and this had been circulated ahead of the meeting and taken as read. Points to note were:

Jen Griffin that her main focus had been on the Strategy, dealing with a complaint and discussions with ArcheryGB.

Moira Taylor confirmed that she has been working on the handover of Coaching to the staff team. The Coaching Conference work has started with the Coaching Committee. The Conference in the autumn has been cancelled and will run as four CPD sessions running in October, November, January, February and a face-to-face Conference which will be held on 2-3 April. Reminders have been sent out about Coach renewals. Moira Taylor will be attending

the sportscotland Equality Training in September.

Lyndsay Noon noted that Club activities are starting to pick up, with some come and try sessions starting. The first draft of the new soft archery manual is almost ready, and Bill Hogg is doing a soft archery training needs audit across local authorities. Changing Lives Programmes working with additional support needs children are planned to start in August, and the Pathway Development programme is open to applicants.

Caroline Buchanan reported that the FAQs have been prepared for the Adult Safeguarding Policy and the Policy will be published on the website. Caroline Buchanan will also be attending the sportscotland Equality Training in September.

Jules May noted that he has been involved with the production of the new Strategy, including the issuing of the Strategy questionnaire. He has also been working with ArcheryGB on some revisions to the judging rules.

Confirmation of Future Meeting Dates

Monday, 11 October 2021

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
JG/VB	Independent Director Advert	Next Board
JG	Liaise with Inverclyde on Away Day dates	Next Board
VB	Liaise with JM on membership database	Next Board
VB	Speak to Bill Hogg about Adult at Risk Training for Coaches	Next Board
SB	Circulate the 6-month sportscotland investment paperwork	End of Month
All	Feedback on Strategy to Jen Griffin	End of Month
JG	Issue email to Board members for Chair's Appraisal	End of Month

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 12 APRIL 2021
BY MICROSOFT TEAMS

Present

Board Members

Jennifer Griffin, Chair
Moira Taylor, Director of Coaching
Craig Lindsay, Finance Director
Bob Provan, Independent Director
Caroline Buchanan, Director of Safeguarding
Lindsay Noon, Director of Development
Jules May, Director of Digital
Pip Tucknott, Director of Athlete Progression

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.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 9 FEBRUARY 2021

It was proposed by Caroline Buchanan and seconded by Moira Taylor that the minutes of the meeting of 9 February 2021 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 9 FEBRUARY 2021

- a) Facilities – It was agreed that this should be staff objective rather than a Board action. The majority of organisations which Scottish Archery would like to engage with on this have furloughed staff and it was agreed that Vincent Bryson and Alan Martin should work on this over the next 11 months up to end of March 2022. Vincent Bryson agreed to set it up on the project management system. (*Action Vincent Bryson*)
- b) Performance Manger – Sarah Birrell confirmed that there could be no formal support from sportscotland on Performance, however support could be offered on an ad hoc basis.
- c) Budgets – Craig Lindsay confirmed that he is pulling together the budgets.
- d) Club Recovery Plan – it was agreed that those who had yet to feedback to Alan Martin on the Club Recovery Plan would do so. (*Action All*)

- e) Members Consultation – Jules May reported that he and Alan Martin are having ongoing discussions about the Members Consultation and the Club Recovery Plan and it will be kept as an ongoing item. *(Action Jules May/Alan Martin)*
- f) Director of Coaching – It was agreed that there would be a discussion on the Director of Coaching Role. *(Action Moira Taylor/Vincent Bryson/Jen Griffin)*
- g) Independent Director – Jen Griffin confirmed that Kevin Pringle has officially resigned as a director of the Board, however he is keen to support the organisation going forward.
- h) Board Appraisals – Jen Griffin confirmed that the Board appraisals would be completed by the end of the month.
- i) Adult Safeguarding – Moira Taylor noted that ArcheryGB have issued a booklet about forthcoming courses, and the Safeguarding courses are not applicable in Scotland. Moira Taylor is raising this with ArcheryGB. *(Action Moira Taylor)*
- j) FAQs for Adult Safeguarding Policy – Moira Taylor confirmed that she is working on this. *(Action Moira Taylor)*
- k) Audit Committee – Jen Griffin confirmed that the Audit Committee had met, and Vincent Bryson is looking at different formats for the Risk Register. A further meeting of the Audit Committee will be arranged.
- l) KPMG Audit – the actions from the last KPMG Audit were considered at the Audit sub-committee meeting. Jen Griffin noted that some of the actions have been completed and work is ongoing on the others. The Audit committee will bring this back to the Board in time for the next KPMG Audit which is likely to be in November 2021. Sarah Birrell agreed to confirm with Jen Griffin when the date was known. *(Action Sarah Birrell)*
- m) Domain Name – the domain name has been transferred and renewed for the 5 years. Jacqui Dunlop agreed to share the final details with Jules May. *(Action Jacqui Dunlop)*
- n) 1-1 Communication – Jen Griffin noted that a communication plan had been shared by Jules May. It was agreed that Directors would feedback any comments to Jules May by 23 April 2021. *(Action All)*

5. CEO UPDATE

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

- Commonwealth Championships athlete recruitment is complete
- 15th set of guidance issued for enhanced L4 conditions
- External – SGB CEO Group working on significant post-election planning.
- Weekly staff/board check-in call on Tuesdays
- Significant engagement with AGB & Home Nations on India2022
- Bill Hogg working closer with Director of Coaching as coaching transition off-board begins
- Pathways Manager has established Disability Working Group with AGB head of participation

Club Rebates for the period 9 December to 30 March have now been paid to Clubs totalling £350.

The lease has been received from sportscotland for office space at Caledonia House and this requires a wet signature by two Directors and Vincent Bryson agreed to organise the signing of this. *(Action Vincent Bryson)*

6. FINANCE UPDATE

Craig Lindsay reported that the bank accounts were healthy. Vincent Bryson confirmed that 50% of the sportscotland investment should be received by 22-29 April. Vincent Bryson, Jen Griffin and Craig Lindsay will work on the budgets and a first draft will be issued to the Board next week. *(Action Jen Griffin/Craig Lindsay/Vincent Bryson)*

The first draft of the year end accounts will be issued by the end of May.

7. STRATEGIC REVIEW

Jen Griffin reported that she and Vincent Bryson had discussed doing the strategic planning process differently this year, as the normal practice of everyone being together to discuss this will not be able to take place due to COVID restrictions. There is currently a 12-year Strategic Plan in place, and it is proposed that a working group is formed who will work on the Strategy and feed back to the Board. The Board agreed the process and the formation of the Sub-Group.

Jen Griffin noted that Kevin Pringle had agreed to be on the sub-group and the Board agreed this proposal. It was agreed that sub-group would consist of Jen Griffin, Vincent Bryson, Kevin Pringle plus two or three others made up of staff and Directors. Jen Griffin agreed to contact Directors directly regarding this and will discuss with Vincent Bryson the timeframe. *(Action Jen Griffin)*

Sarah Birrell noted that the Strategic Plan would get submitted to sportscotland two weeks ahead of the Panel meeting which will be the end of September/start of October.

8. BOARD SKILLS MATRIX

Jen Griffin thanked everyone for completing the Skills Matrix. It was noted that with Kevin Pringle standing down and Moira Taylor coming off the Board in November there was an opportunity to use these positions strategically based on the skill if it was felt that the Board roles should be changed, noting that there was time to consider this.

Jen Griffin gave an update on the skills which the Board have, noting also those skills which the staff team and sportscotland's expert resource also brought to the organisation. It was agreed that the current board has a strong and impressive skills set.

It was suggested that someone with expertise in the charity sector may be a good skillset to bring to the board and Sarah Birrell suggested that that representation from a younger person would also bring benefits to the Board.

Jen Griffin agreed to circulate the presentation to the Board and add in a page for key thoughts and some questions. *(Action Jen Griffin)*

9. COMMITTEE STRUCTURE

During the Board Appraisals Jen Griffin noted that the Committee Structures were not clear enough for some of the Board. It was agreed that information would be held on the Committees which are currently in place on a more formal basis and agreed to send round a spreadsheet in order that the information can be collated by the Committee Chairs ahead of the next Board meeting. (*Action Jen Griffin*)

10. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions were agreed by the Board out with a formal Board meeting:

- a) Club Development Manager - Bill Hogg will become a full-time member of staff from 1 April.
- b) Staff Salaries – Staff members were awarded a pay increase.
- c) COVID-19 Guidance – updated Guidance was updated and issued on 12 March 2021 and 8 April 2021.

11. DIRECTOR UPDATES

Following the Director appraisals, a new system for reporting was agreed, with all Directors submitting a short snapshot of activity since the last Board meeting. This document was circulated ahead of the meeting and taken as read. Matters which arose:

Jen Griffin reported that she had attended the sportscotland's Chairs Forum in February which was really good and she is making good connections which is positive. There is a further meeting organised for next week.

Moira Taylor updated the Board that she was virtually meeting with Lloyd Brown on Tuesday, 13 April to discuss the session coach qualification and how this is being rolled out across the UK. There are concerns that coaches are also not renewing their licences in time. It was noted that their coaching licence expiry date is noted on their AGB Membership Card and that they should take responsibility for this. Jules May suggested that a system be implemented for sending reminders and it was agreed that he and Moira Taylor would discuss this. (*Action Jules May/Moira Taylor*)

13. MEMBERS' FORUM

- a) Complaint – a member had submitted a complaint, and this is being dealt with.

Confirmation of Future Meeting Dates

Monday, 7 June

Monday, 9 August

Monday, 11 October

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
Vincent Bryson	Facilities Project to be a staff objective and added to Project Management software	Next Board
All Directors	Feedback information on Club Recovery Plan to Alan Martin	Next Board
Jules May/Alan Martin	Discuss Member Consultations and Club Recovery Plan	Next Board
Moira Taylor/Vincent Bryson/Jen Griffin	Discuss the Director of Coaching role	Next Board
Moira Taylor	Safeguarding issues relating to AGB Courses to be raised with AGB	Next Board
Sarah Birrell	Confirm date of KPMG Audit	When available
Jacqui Dunlop	Pass information on domain name to Jules May	Next Board
All Directors	Feedback information to Jules May on Communications Plan	23 April 2021
Vincent Bryson	Lease for Caledonia House to be signed	Next Board
Jen Griffin	Contact Directors for Strategy Sub-Group and agree timeframe	Next Board
Jen Griffin	Circulate Skills Audit Information	Next Board
Jen Griffin	Circulate information on Committees	Next Board
Moira Taylor/Jules May	Discuss reminder system for Coaching Licences	Next Board
Jen Griffin/Craig Lindsay/Vincent Bryson	Work on budgets and circulate to Board	23 April 2021

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 7 JUNE 2021
BY MICROSOFT TEAMS

Present

Board Members

Jennifer Griffin, Chair
Craig Lindsay, Finance Director
Caroline Buchanan, Director of Safeguarding
Lindsay Noon, Director of Development
Jules May, Director of Marketing
Pip Tucknott, Director of Athlete Progression

Non-Board Members

Alan Martin, Pathways Manager – Items 1-7 only
Vincent Bryson, Chief Executive Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Moira Taylor, Director of Coaching, Bob Provan, Director of Equality and Sarah Birrell, sportscotland Partnership Manager.

2. CONFLICT OF INTEREST

No conflicts of interest were noted for this meeting.

3. MINUTES OF MEETING OF 12 APRIL 2021

It was proposed by Lyndsay Noon and seconded by Caroline Buchanan that the minutes of the meeting of 12 April 2021 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 12 APRIL 2021

Jen Griffin confirmed that the actions had been completed with the exception of:

- a) Director of Coaching Role – Moira Taylor, Vincent Bryson and Jen Griffin to discuss the Director of Coaching role. (*Action Moira Taylor/Vincent Bryson/Jen Griffin*)
- b) Safeguarding Issues relating to AGB Courses – Moira Taylor to raise safeguarding issues relating to AGB courses with AGB. (*Action Moira Taylor*)
- c) Information on Committees – thanks were expressed to those who had updated the information and it was agreed that it would be kept as a live document and as a standing item on the agenda.

5. CEO UPDATE

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

- Hilda Gibson, ArcheryGB, confirmed India22 will happen and performance pathways planning now live. Vincent Bryson noted that there is a chance that the Commonwealth Championships may move to later in 2022 and this would make the Scottish Archery programme more expensive, and he is looking into extra funding for this.
- Guidance updated as per government announcements and available for each Level (currently Level 2 and below country-wide)
- Investment payment 1 received
- Budgeting exercise carried out with Financial Director
- CEO & Director of Athlete Progression attended CGS AGM
- Lots of correspondence received regarding Commonwealth Championships – 2 appeals completed, and a number of emails responded to by CEO from unsuccessful applicants.
- Audit date confirmed for November 2021.

Vincent Bryson updated the Board that the Club Development Officer is offering support to several clubs. Pathway Squad Coaches have been selected with the Chair, Pathways Manager, and Performance Director interviewing candidates and offering feedback to those who were unsuccessful. The current membership stands at 1,245. The CDO now moved to full time employment, with ArcheryGB paying a contribution to his salary.

6. FINANCE UPDATE

Craig Lindsay circulated the draft budget for 2021-2022. He noted that there is a projected loss of £31,633. This is mainly due to the reduction in membership affiliation, and payment of the club rebate scheme, CEO wages are not covered by sportscotland and the VAF grant has finished. It is expected that the membership affiliations will increase as Clubs start to open up again, and the rebate scheme will come to an end, so cash should start to build back up.

It was also hoped to include funding for the CEO's salary or a contribution towards it, as part of the sportscotland investment submission. It was noted that over the last year the amount of work for a volunteer Board to deal with the COVID-19 guidance would have been very difficult and it was agreed that this had been the right decision.

The various aspects of the budget were gone through. It was noted that Scottish Archery were taking a lease at Caledonia House at a cost of £1,800 per year. The lease will enable the address of the organisation to be moved from a personal address to a business address and give access to room hire for Board meetings, and workshops. It was agreed that the office space should still be leased.

Craig Lindsay noted that this was version three of the budget with some things being trimmed to bring the deficit down to £31,633.

Alan Martin provided an update the Commonwealth Squad noting that the athletes are paying a monthly contribution and there is funding from Commonwealth Games Scotland. There is also a big cross over with the Pathway Squad. Psychology is a key feature following the return from COVID, and regular check-ins with both the Pathways Manager and the Performance Director are taking place.

The Pathway Squad will launch shortly, and it is hoped that this can be done face to face. There will be check-ins with the Pathways Manager and Performance Director and there will be expenses should AGB coaches or subject experts be brought in.

Alan Martin updated the Board on the budget target tracker for Development and Performance which includes the sportscotland targets.

Craig Lindsay explained that there is budget for Safeguarding Training and Caroline Buchanan noted that she will be discussing Adults at Risk Training with the Coaching Committee and will liaise with CDO on this. (*Action Caroline Buchanan*)

After discussion the Board unanimously agreed the budget for 2021/22, noting that they appreciate there is a deficit but are comfortable for the reasons.

Thanks were expressed to Craig Lindsay for his work in preparing the budget.

7. COMMONWEALTH CHAMPIONSHIPS

Alan Martin reported that there have been two sessions with the Commonwealth Athletes coming together as a Group and an on-line slack group has been set up. The next Group sessions with focus on skill acquisition and nutrition.

It was noted that all the coaches who had applied to be Commonwealth Championships coaches had also applied to be Pathway Squad Coaches. Jules May asked if there will be a requirement for Judges at the Commonwealth Championships and Alan Martin explained that a decision on officials has not been made yet by India.

8. STRATEGY UPDATE

Jen Griffin explained that a new strategic plan is to be submitted to sportscotland by September 2021. Sportscotland normally run on four year cycles for submissions of strategic plans and last year would have been Scottish Archery's 4 year point, however with COVID a year's grace was given, along with all other sports who were due to present. She explained the process which Scottish Archery goes through with a presentation to sportscotland being held in October. Pip Tucknott asked if this strategic plan will last for three years to that it comes back into line with the 4 year Commonwealth cycle and this was confirmed.

It was noted that that there are three forms of investment – governance, development and performance. It was noted that Scottish Archery don't currently meet the criteria for performance investment as this is linked to podium potential and medals for Commonwealth Games and Olympics. There has been a change at sportscotland on what funding can be looked at and the Strategy Group will look at this. Once the overall Strategy is confirmed, yearly targets will be produced.

Jen Griffin explained that there was the 12 year strategy which had bene produced but there

will be changes to this given the current circumstances with COVID. It was agreed that the Strategy Group would compose of Jen Griffin, Alan Martin, Vincent Bryson, Jules May and Kevin Pringle. It was noted that Kevin Pringle is no longer on the Board but is keen to help with the strategy and it was agreed that it would be good to get an independent person involved. Currently Vincent Bryson, Alan Martin and Jen Griffin are meeting every week and there are four meetings scheduled in for the full Group between now and August. It was confirmed that there will be regular updates to the Board, and time will be scheduled after the first two subgroup meetings for a Board update. It was agreed that this would be done outwith a formal Board meeting to ensure that it was the dedicated topic. It was noted that input may be required at various times from Board members. The Board unanimously agreed the proposal for the production of the Strategy.

A key element of the new Strategy document will be the consultation with the memberships and work is ongoing on how the best way to achieve this due to the restrictions currently in place.

9. AUDIT 2021

Jen Griffin updated the Board that there had been confirmation from the Partnership Manager that the KPMG Audit will take place w/c 15 November 2021. The Audit Committee will lead on this but there will be a requirement from the Auditors to speak to various Board members and they will notify Scottish Archery who they want to speak to. The Audit Group will start work on reviewing the policies with the aim of the Audit to achieve "Satisfactory".

10. BOARD COMPOSITION

Following on from her presentation at the last Board meeting, the board skills matrix and feedback it was agreed that the role of Communications Director be changed to Director of Marketing which will encompass Communications and Marketing. It was agreed that the website and emails would be updated to reflect this. (*Action Vincent Bryson*)

As Moira Taylor is stepping down at the AGM, the transition of information has started to Bill Hogg who will move to full time employment. It was agreed that consideration would be given to what this Portfolio would be going forward as it was noted that a staff member is required for Coaching. This Portfolio would be required to come from the membership and this would be considered in the run up to the AGM and the work on the Strategy may influence this.

It was agreed that as Kevin Pringle had stood down as from the Board that the Independent Director vacancy should be advertised for appointment as soon as possible for ratification at the AGM. Jen Griffin noted that there is not a particular skill set required but a good fit may be someone with changing lives experience or engagement with harder to reach groups. Jules May suggested that information should be given to the membership ahead of advertising. It was agreed that Jen Griffin and Vincent Bryson would work on the advert and share with the Board for approval ahead of advertising. (*Action Jen Griffin/Vincent Bryson*)

11. SCOTTISH ARCHERY AWAY DAY

Jen Griffin reported that sportscotland have offered the facilities at Inverclyde for a maximum of two full days and one overnight for free. Scottish Archery would only require to pay travel expenses. It was agreed that that it would be a good opportunity for the Board and Staff to

meet face to face and discuss strategy. Directors were asked to confirm with Jacqui Dunlop any dates in August or September that they would not be available. (*Action All*)

12. DECISIONS TAKEN OUTWITH A FORMAL BOARD MEETING

It was confirmed that the Board approved and issued two sets of COVID Guidance on 23 April and 13 May 2021.

13. DIRECTORS' UPDATES

Directors submitted an update of activity since the last Board meeting. This document was circulated ahead of the meeting and taken as read. Matters which arose:

- a) Director of Safeguarding – Caroline Buchanan noted that Children 1st/sportscotland have provided training specifically for Board and Committee members. This has been checked against our policy and Caroline Buchanan has also reviewed the Child protection Policy. It was agreed that all Directors would complete this training by the August Board meeting. (*Action All*)

Caroline Buchanan reported that she has liaised with the Anne Craft Trust on Adult at Risk Training and will raise this at the Coaching Committee. (*Action Caroline Buchanan*)

- b) Director of Development – Lyndsey Noon updated the Board that activity is starting up again with a Disability Event in Perth, new Rankings launched, Soft Archery content.
- c) Director of Athlete Progression – Pip Tucknott reported that he had been involved in the Pathways Coaches Interviews and had provided verbal feedback. The Euronations will be held this year and the documents for this will be issued shortly, noting that this event is a part of the representative strand and designed towards those who want to compete and is self-funded.
- d) Chair – Jen Griffin reported she has been working on the Strategy and was involved in the Pathway Coaches interviews.

It was noted that the Directors Updates should be completed a week before the meeting and the August folder has been set up.

14. AOCB

- a) Board Catch Ups – It was agreed that the Board Catch ups would move to once a month and these sessions could be used to update Board members on Strategy. Jen Griffin agreed to amend the invites. (*Action Jen Griffin*)
- b) Communication – Jules May noted that when he came onto the Board there was feeling that Directors were unhappy with the IT and he had a sense that there was something to fix. However, he has not received much feedback on what the problems area. It was noted that Microsoft Suite works well. There was a discussion around a membership system, and if the affiliation experience could be more modern.

Jen Griffin noted that the website doesn't showcase the sport in clubs or communities so this is an area which could be improved upon and if there was somewhere on the website

where people could see themselves and not just the organisation. It was agreed that Lyndsey Noon and Vincent Bryson would liaise to find a mechanism for the staff to pull together stories from Archers to filter onto the website. *(Action Lyndsey Noon/Vincent Bryson)*

It was agreed that Jacqui Dunlop would send login details to Jules May for the website. *(Action Jacqui Dunlop)*

Vincent Bryson agreed to send Jules May ideas on a membership database. *(Action Vincent Bryson)*

Vincent Bryson noted that Scottish Archery will be using Square in order to take payments and that it links well into the accounting system and should make taking payments a lot easier.

It was agreed that Communications Plan would be a standing item on the agenda and will also form part of the Strategic Plan.

Confirmation of Future Meeting Dates

Monday, 9 August

Monday, 11 October

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
Moira Taylor/Vincent Bryson/Jen Griffin	Discuss the Director of Coaching role	End of June
Moira Taylor	Safeguarding issues relating to AGB Courses to be raised with AGB	Next Board Meeting
Caroline Buchanan	Discuss Adult at Risk Training with Coaching Committee	End of June
Vincent Bryson	Update website and emails with new Director of Marketing Information	End of June
Jen Griffin/Vincent Bryson	Product Independent Director Advert	End of June
All	Confirm with Jacqui Dunlop any dates unavailable in August/September for Away Day	End of June
All	Complete Board Safeguarding Training	Next Board Meeting
Jen Griffin	Re-circulate invite for monthly Board Catch Ups	End of June
Lyndsey Noon/Vincent Bryson	Liaise on Archers Stories for Website	Next Board meeting
Jacqui Dunlop	Provide Jules May with website login	End of June
Vincent Bryson	Provide Jules May with thoughts on Membership Database	End of June

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 08 FEBRUARY 2021
BY MICROSOFT TEAMS

Present

Board Members

Jennifer Griffin, Chair
Moirra Taylor, Director of Coaching
Craig Lindsay, Finance Director - Item 9 onwards
Bob Provan, Independent Director
Caroline Buchanan, Director of Safeguarding
Lindsay Booth, Director of Development
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Executive Officer
Alan Martin, Pathways Manager – Items 7 and 8 only
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the first Board meeting following the AGM and a special welcome to Lyndsay Noon who was attending her first Board meeting. The Chair noted that Kevin Pringle would not be attending the meeting.

2. CONFLICT OF INTEREST

- a) Conflict of Interest for this Meeting - No conflicts of interest were noted for this meeting.
- b) Annual Conflict of interest – the Chair noted that the Annual Conflict of Interest forms had been circulated and Board members were asked to complete these as soon as possible.
(Action All)

3. MINUTES OF MEETING OF 12 OCTOBER 2020

It was proposed by Bob Provan and seconded by Jen Griffin that the minutes of the meeting of 12 October 2020 were a true record..

4. MATTERS ARISING FROM MINUTES OF MEETING OF 12 OCTOBER 2021

- a) Facilities Plan/Strategy – it was agreed that this deadline for this piece of work would be extended to March 2021. (Action Alan Martin)
- b) UK Sport Funding for Tokyo – Vincent Bryson reported that ArcheryGB had received funding from UKSport for Tokyo with some of this money to be made available to the Home Nations. It was noted that Scottish Archery had not had a sportscotland High-Performance Partnership Manager and with the Commonwealth Championships now

confirmed it was felt that this support would be of great value. Sarah Birrell agreed to find out if any support would be available and report back. (*action Sarah Birrell*)

- c) Adult Safeguarding Training – this will be included in the approval of the Safeguarding Policy.

It was confirmed that all other actions points from the previous minutes had been completed.

5. CEO UPDATE

Vincent Bryson circulated his CEO Report. The two-month summary was noted as:

- Successful AGM – welcome to Lyndsay Noon as Development Director
- Updated Guidance for Enhance L4 in early January (Chair/CEO drafted press release) asking members to stay at home in January.
- CEO also Chair of current Scottish Governing Bodies Exec Group
- Weekly staff/board check-in call on Tuesdays.
- Education/Webinars conducted via Pathways Manager partnership with guest speaker Damian Hughes.
- Hilda Gibson contact affirmed India22 will happen and performance pathways planning is underway.
- CEO attended Coaching Committee with Director of Coaching

Key Accomplishments:

- Jacqui Dunlop has been accepted onto a UK-wide Safeguarding Course.
- The Annual sportscotland return has been submitted.
- Club Development officer has contacted Clubs and Areas to offer support.
- Larger than normal communications spikes from declaration of Interest for India 2022.
- Development “relaunch” with staff prompted by input from Development Director.
- Scottish Archery has paid out approximately £8,000 in Club rebate payments.

It is expected that sportscotland’s objectives for next year will be agreed statements as opposed to hard targets, with no enhanced reporting mechanisms.

Scottish Archery are taking a small lease at Caledonia House which will enable the registered address to be moved there and also allow for a financial package to be used as a payment option for courses etc. Meeting rooms will also be available and this will be used to facilitate the AGM so it should be cost neutral.

The Staff and Board model will be retained for 2022 although there may be portfolio changes for Directors.

CEO has been working with Chair and Finance Director on likelihood of cost implications for Commonwealth Championships. A grant of £7,000 has been received from Commonwealth Games Scotland and if Indian pay for travel and accommodation costs as expected, this funding will be used to for a training programme. Information asking for register of interest for both athletes, coaches and support staff have been issued with a good response so far. Vincent Bryson will assess athlete and team roles and update the Board. (*Action Vincent Bryson*)

Vincent Bryson noted that he had held preliminary discussions with a potential commercial partner and provided an update to the Board, it was agreed that Vincent Bryson and Jen Griffin would continue the discussions. (*Action Vincent Bryson/Jen Griffin*)

A longer-term view on Strategy will begin and discussions around this will start with the Board and Chair.

There will be a continuance of the delivery of the on-line education programme.

The Board agreed the format of reporting and it was confirmed that the reports will be available on Sharepoint.

6. FINANCE UPDATE

Craig Lindsay had circulated the finance reports. Vincent Bryson reported that the cash position was healthy with the sportscotland investment expected in April and membership fees still being received. Most of the Club Rebates, totalling approximately £8,000, have now been paid to Clubs for the December tranche. Pip Tucknott noted it would be good to highlight the Club Rebate payments to the membership.

The Profit and Loss statement was considered with Vincent Bryson noting that £2,751.91 had been paid out in subscriptions and this included the Office 365 subscription. Most of the budget had been underspent as there had not been much archery activity due to the pandemic.

The budget planning process for the next financial year is about to start and budget holders will be asked to consider what they require for next year's activity. Directors were asked to highlight if there was any activity they wished to use their remaining budgets for this financial and to consider their budgets for the next financial year. (*Action All*)

Vincent Bryson agreed to contact Craig Lindsay on the best way to communicate with Directors on next year's budgets. (*Action Vincent Bryson*)

7. CLUB RECOVERY PLAN

Alan Martin circulated the Scottish Archery Club Recovery Plan and noted that he was happy to receive feedback. It was noted that this was a longer-term recovery plan and was something to look at even when restrictions were lifted. Initiatives such as Award Scheme, Club Rebate payments and the shift to local, area and national competitions would all contribute to the recovery of the sport. It was agreed that Directors would feedback any thoughts to Alan Martin by 15 February. (*Action All*)

Alan Martin noted that the Award Scheme has been piloted and will be further publicised when restrictions allow.

Jules May updated the Board that there had been conversations amongst Tournament Organisers and Judges about the meaning of Scottish Record Status shoots and how this fit into the overall strategy. Discussions on this are ongoing but the benefits of a move to more local rather than national and international competitions are being highlighted.

The Board agreed in principle to the Scottish Archery Club Development Plan and it was agreed that Jules May and Alan Martin would work on how to consult with the membership and

provide a plan on how to roll it out. *(Action Jules May/Alan Martin)*

8. COMMONWEALTH CHAMPIONSHIPS UPDATE

Vincent Bryson updated the Board that the Commonwealth Championships are likely to take place in India in early 2022 and a grant of £7,000 has been applied for through Commonwealth Games Scotland. India have agreed to pay travel and accommodation costs. Pip Tucknott and Alan Martin are looking at what a programme would cost, and preliminary costs are £12,500. The Performance Committee will meet to discuss selection criteria and the programme. *(Action Performance Committee)*

Pip Tucknott noted that a selection criterion had been drawn up for the Commonwealth Championships but this had been held back as it was not known what competitions would be running over the summer. If restrictions are lifted there may be opportunities for some national events which may be used as selection events but if restrictions continue there may be the need for something local. The aim will be to have the first draft by the end of February.

It was agreed that a closing date be put on the survey asking for expressions of interest with a final reminder send. *(Action Alan Martin)*

9. STAFFING UPDATE

There was a discussion about the furloughing of staff but sportscotland have confirmed that any sportscotland funded positions cannot be furloughed. The only Scottish Archery position which could be furloughed would be the CEO, however due to workload this was not feasible. There is a clear message to staff that Scottish Archery are flexible on working patterns and will take into account home schooling and childcare responsibilities and the Board supports this stance.

Vincent Bryson reported that the staff are well and appreciate the empathetic stance of the Board and he will reiterate to staff that flexibility is key.

It was noted that Moira Taylor will stand down as Director of Coaching at the 2021 AGM as she has completed her term. It was noted that there is opportunity and necessity in how we grasp the institutional memory when she stands down. It was agreed that Moira Taylor, Vincent Bryson and Jen Griffin would discuss further. *(Action Moira Taylor/Vincent Bryson/Jen Griffin)*

Moira Taylor agreed to list all the tasks currently fulfilled by the Director of Coaching and it was agreed that the Coaching Director discussion would take place at the March Board Catch Up. *(Action Moira Taylor)*

10. BOARD STRUCTURE

Jen Griffin note that Kevin Pringle has intimated he will be standing down from the Board and his official resignation is expected and she agreed to contact him for this. *(Action Jen Griffin)*

When Kevin Pringle comes off the Board there will be an Independent Director vacancy. It was agreed that a board skills matrix should be carried out to identify any gaps in skills amongst Board members and Jen Griffin agreed to organise this and contact Directors. *(Action Jen Griffin)*

As part of the Development Audit Board appraisals are to be completed and Jen Griffin will aim to complete these by the end of March. It was agreed that Jen Griffin would contact directors

to arrange a suitable time to carry out the appraisal and Directors were asked to give thought to any training needs, anything they would like to achieve on the Board, how their time on the Board has been, what they bring to the Board, challenges and how the Chair can provide support. (*Action Jen Griffin*)

It was agreed that Board appraisals would be carried out this time each year.

11. POLICY FOR BOARD APPROVAL – ADULT SAFEGUARDING

Caroline Buchanan distributed the Adult Safeguarding Policy. Moira Taylor asked if Scottish Archery would insist on Adult Safeguarding Training for coaches in the same way that child protection training is mandatory. There was a discussion around the lack of Scottish Adult Safeguarding Training and Sarah Birrell agreed to contact sportscotland to see if there were any courses available. (*Action Sarah Birrell*)

Bob Provan suggested that the Policy should be enacted and approved with the training recommended and this could be put into place at a later date. It was suggested that training could be organised as CPD at the Coaching Conference.

Moira Taylor agreed to liaise with ArcheryGB to see how they deal with Adult Safeguarding as there is no reference to Scotland or Wales. (*Action Moira Taylor*)

Following two changes Moira Taylor had suggested and the reference to training the Adult Safeguarding Policy was approved. It was agreed that the Policy would be published on the website when training and AGB's position was known. Caroline Buchanan agreed to circulate the amended Policy. (*Action Caroline Buchanan*)

It was agreed that Jacqui Dunlop, Caroline Buchanan and Moira Taylor would produce a list of FAQs to go alongside the Policy, covering items such as PVGs and training. (*Action Jacqui Dunlop/Caroline Buchanan/Moira Taylor*)

12. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

On 6 January 2021 the Board approved the Enhanced Level 4 Guidance and also issued a statement which included that no Archery should take place in January in line with the Stay-at-Home message.

13. DIRECTOR UPDATES

a) Coaching – Moira Taylor reported that a Coaching Committee had taken place which Vincent Bryson and Alan Martin had also attended. The Coaching Conference had been in the diary for March, but it is tentatively being rescheduled for October and Inverclyde have rescheduled the booking.

14. AOCB

a) Risk Register – Jen Griffin reported that the work on the Risk Register had not progressed. The Audit committee had met and agreed that they were happy with the format and it was agreed that a further meeting of the Audit Committee would be convened. (*Action Jen Griffin*)

- b) KPMG Audit – Jen Griffin reported that the main KPMG Audit takes place every four years, with intermediate audits in between. The last Audit took place in October 2018 and an intermediate audit is due in Q3 of 2021. There was a Satisfactory rating from the last Audit which is the highest rating so there were minimal recommendations within it. The Audit Committee agreed to consider what the recommendation were. (*Action Audit Committee*)
- c) Domain Names – it was noted that the domain names are up for renewal and Vincent Bryson agreed to renew them and transfer the contact to Jules May. (*Action Vincent Bryson*)
- d) Communications – Jules May noted that whilst looking at revamping communications an App had been considered. To progress this Jules May asked Directors what message Directors would like to get out to members if they were sitting in front of someone and could speak to them on a 1-1 basis. It was agreed that Directors would prepare their thoughts in advance of the next Board session and submit to Jules May ahead of discussion at the meeting. (*Action All*)

Confirmation of Future Meeting Dates

Monday, 12 April

Monday, 7 June

Monday, 9 August

Monday, 11 October

Saturday, 20 November (AGM)

ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	March 2021
Sarah Birrell	Investigate Performance Partnership Manager support from sportscotland	Next Meeting
Vincent Bryson	Assess athletes and roles for India2022	Next Meeting
All	Consider budgets for remainder of this Financial year and next	Next Meeting
Vincent Bryson	Liaise with Craig Lindsay on Directors budgets for next Financial Year	Next Meeting
All	Feedback to Alan Martin thoughts on Club Recovery Plan	15 February
Jules May/Alan Martin	Discuss consultation with Members and Roll Out of Club Recovery Plan	Next Meeting
Alan Martin	Set Closing date on India2022 Survey	15 February
Moira Taylor/Vincent Bryson/Jen Griffin	Discuss Director of Coaching Role	March Board Catch Up
Moira Taylor	List Director of Coaching tasks	March Board Catch Up
Jen Griffin	Contact Kevin Pringle re Board Position	As soon as possible
Jen Griffin	Prepare and distribute a Board Skills Analysis	Next Meeting
Jen Griffin	Organise Board Appraisals	End of March
Moira Taylor	Contact AGB on Adult Safeguarding	Next Meeting
Jacqui Dunlop/Moira Taylor/Caroline Buchanan	Prepare list of FAQs ahead of Adult Safeguarding Policy being uploaded to website	Next Meeting
Audit Committee	Consider Risk Register	Next Meeting
Audit Committee	Consider recommendations from last KPMG Audit	Next Meeting
Vincent Bryson	Renew domain names and transfer contact to Jules May	Next Meeting
All	Provide Director of Digital thoughts on 1-1 communication	March Board Catch Up

DRAFT
ANNUAL GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 20 NOVEMBER 2021
BY GO TO MEETING DUE TO COVID-19 RESTRICTIONS

Jennifer Griffin, Chair	David Hutton, Glasgow Archers
Vincent Bryson, CEO	Kerstin Elmendorff, Largs Archery Club
Craig Lindsay, Finance Director	Frank Schallmoser, Largs Archery Club
Moira Taylor, Director of Coaching	Elaine Maclean, Penicuik Archery Club
Lindsay Booth Director of Development	Adelle Fleming, Lasswade Archery Club
Bob Provan, Director	Steph Blakey, Lasswade Archery Club
Pip Tucknott, Director of Performance	Curtis Hirst, Links Archers
Caroline Buchanan, Director of Safeguarding	Jackie Walker, Links Archers
Jules May, Director of Digital	Linda Dallas, Links Archers
Craig Murray, Abbey Archers	Kathleen Male, Lochside Bowmen
Richard Radigan, Ayr Archery Club	Simon Wakefield, Milnes Archery Club
Sandie Graham, Balbardie Archers	Andrew Kelly, Moray Archers
Eric Taylor, Banchory Archers	Gillian Imrie, Penicuik Archers
Judith Forbes, Bannockburn Bowmen	Lance Hawker, Penicuik Archers
Mike Pearson, Borderghost	Brian Imrie, Penicuik Archers
Elaine Pearson, Borderghost	Muriel Kirkwood, Pentland Archers
Jamie Cutts, Broch Archery Club	Allan Winter, Perth Archery Club
Mark Forrester, Clyde Archers	Simon Garforth, Perth Archery Club
Marie Paton, Clyde Archers	Mark Briegal, Chair, ArcheryGB
Pam Duncanson, Direct Member	Sarah Birrell, sportscotland
Bill Mackay, Direct Member	Alan Martin, Pathways Manager
Douglas Jardine, Direct Member	Bill Hogg, Club Development Manager
Alison Ross, East Kilbride Archery Club	Jacqui Dunlop, Administrator
Erik Rowbotham, Edinburgh Uni Alumni	
Helen Munro, Falkirk Company of Archers	

1. CONFIRMATION OF MEETING BEING QUORATE

It was confirmed that there were enough votes and people present to allow the meeting to commence with quorum being 80 with 119 votes submitted. Thanks were expressed to everyone who had submitted votes ahead of the meeting.

2. APOLOGIES

Apologies were intimated on behalf Phyllis Pettett, Agnes Dunsmore, Ged Laing and Frank Hynds.

3. WELCOME BY THE CHAIR

The Chair welcomed everyone to the meeting and she noted that it was a privilege to have been appointed as Chair last year and continues to be so. It has been another tough year again due to COVID, however there have been some real highlights throughout the year. The Annual Report had been distributed, and a video summary was played for those in attendance.

Thanks were expressed to ArcheryGB for their continued support and Jen Griffin noted that there is a great relationship with them and that Mark Briegal, the ArcheryGB will be speaking following the AGM.

Congratulations were expressed to Nathan MacQueen in being selected for the Tokyo Olympics. Jen Griffin noted that sadly some archers had passed away throughout the last year and condolences were expressed to their families.

Thanks were expressed to the Board and Staff team who had a challenging, busy and ever changing year. Thanks were also expressed to those Scottish Archery members who were on committees, noting that it made a huge difference to the sport.

Over the year work has been done on the new Strategy for the sport and a presentation will be made to sportscotland on the new Strategy along with an investment ask, as is normal every year. Thanks were expressed to sportscotland for their support. Jen Griffin personally thanked those who had been part of the committee, Vincent Bryson, Alan Martin, Jules May, Kevin Pringle along with herself. Thanks were also expressed to the rest of the Board, staff and members for their contribution, especially to those who fed back into the process through the survey and focus groups, it was very helpful and hopefully the membership will see this implemented in the final strategy.

Three directors were stepping down from the Board at the AGM and thanks were expressed to Caroline Buchanan, Bob Provan and Moira Taylor for their contribution to the Board and archery in general. Thanks were also expressed to Kevin Pringle who had stood down earlier in the year due to personal commitments.

4. MINUTES FROM THE 2020 AGM

It was proposed by Moira Taylor, and seconded by Kathleen Male that the minutes of the AGM held on 21 November 2020 were a true record.

Frank Schallmoser noted that some answers to questions raised at the 2020 AGM were not provided on the day but given later.

5. MATTERS ARISING FROM MINUTES OF 2020 AGM

There were no matters arising from the AGM last year.

6. APPROVAL OF ANNUAL ACCOUNTS TO 31 MARCH 2021

The Annual Accounts for the year to 31 March 2021 had been circulated. Thanks were expressed to Karen Henderson and FourM for the preparation of the Accounts.

Craig Lindsay reported that the accounts were not as bad as had been anticipated, but it may take up to three years for the effects of COVID to be known. The turnover has dropped by £20,000 which is mainly due to the membership fees coming down and the club recovery fund payments. There will be a Club Recovery Scheme in place for next membership year, but not at the same level and hopefully affiliation fees will increase. Expenditure was not as much due to there being less tournaments, squad activity and travel due to COVID and expenditure may increase in 2022, and hopefully back to normal by 2023.

Net funds of Scottish Archery only dropped by £2,000 in the year, which considering the challenging year is not bad. Reserves are at a good level to cover ongoing costs.

The CEO's hours were increased from .2 to .4 over the year and this was approved by the Board which accounted for the increase in wage costs. Eric Taylor asked why they had been increased? Craig Lindsay explained that it was a challenging year and the staff worked hard. If there had not been an increase a lot of the activity may not have happened and going forward it is important to have a good staff base to go ahead with the Strategic Plan and come out of the other side of covid and recover. Vincent Bryson explained that a number of the staff posts receive whole or significant funding from sportscotland, with only the CEO position funded by Scottish Archery.

Mark Forrester asked by Scottish Archery did not furlough staff? Craig Lindsay explained that due to the staff positions being funded by a government organisation, this was not allowed, as it would have been two sources of government funding which was being used.

Craig Lindsay also explained that reserves had been used but that is what they are there for, for a problem situation, they are there to help the organisation get through and to ensure staff are kept in jobs so when you get through there is a strong footing in place to move the organisation forward.

Bill Mackay asked about the membership rebate for direct members and Vincent Bryson agreed to liaise with him on the rebate scheme. (*Action Vincent Bryson*)

It was proposed by Jules May and seconded by Alison Ross that the Annual Accounts for the year to 31 March 2021 be adopted.

8. APPROVAL OF ACCOUNTS INSPECTORS FOR 2022-2023 (FOUR-M, ACCOUNTANTS OF DUNDEE)

It was proposed by that FourM be appointed as Account Inspectors for 2022-23. There were 117 (98%) votes in favour of the motion and 2 (2%) votes against. FourM Accountants were duly appointed. Thanks were expressed to FourM for their support.

9. APPROVAL OF FEES FOR YEAR 2022-2023

It was proposed that the fees were retained at current levels. There were 116 (97%) votes in favour of the motion and 3 (3%) against. The motion that the fees were retained at current levels was duly approved.

10. DIRECTOR VACANCIES ON THE BOARD

- a) Director of Safeguarding – it was proposed that Ross Morrison being appointed as Director of Safeguarding. There were 114 (97%) votes in favour and 4 (3%) votes against. There being no other nominations Ross Morrison was duly elected as Director Safeguarding.
- b) Finance Director – it was proposed that Craig Lindsay be appointed as Finance Director. There were 115 (97%) votes in favour and 3 (3%) votes against. There being no other nominations Craig Lindsay was duly elected as Chair.

There being no other business the Chair closed the meeting at 10:56

Presentation by Mark Briegal – Chair ArcheryGB

Mark Briegal thanked Scottish Archery for inviting him back, noting that the relationship with Scottish Archery is great and that Neil Armitage, the ArcheryGB CEO, talks regularly to Vincent Bryson and he speaks to Jen Griffin on a regular basis. The aim will be to keep improving the relationship as both organisations have the same aim, in getting people shooting arrows.

Mark Briegal gave a presentation on ArcheryGB's Strategy covering the period 2021-2026.

Main points:

- **Vision** – enriching lives through archery
- **Values** – value people for who they are the contribution they make; choose to work and learn together; strive for excellence; always act with integrity
- **Mission** – our mission is to rebuild, reimagine, and represent archery in the next five years

On top of normal day to day activity, there are six core strategic areas:

- **Membership Structure** – an effective and efficiency governance and delivery for the whole sport, with a member centric membership offer.
- **Empowering Workforce** – connections that engage, recruit and support the thousands of people who create opportunities for archery to happen.
- **Diversity Throughout** – a diverse and inclusive organisation that enables everyone to be themselves and develop in a way that suits them.
- **Archer Recruitment** – A revitalised club network, rebuilding from the damage of covid-19. New Groups, partnerships, places that increase the breadth of our archery communities.
- **Digital First** – putting digital transformation at the heart of what we do, leveraging technology to modernise systems and resources.
- **Pathways and Podium** – redefine GB performance archery and be the pioneers on the world archery stage.

Bill Mackay asked if ArcheryGB are going to continue to use Sport80 and Mark Briegal confirmed that they are working with them to improve the system. He understood that it needed to be improved and that it is key to their digital transformation. Bill Mackay noted that there are other providers available, and this was noted however Mark Briegal explained that Sport80 are saying the right things and understand the issues.

Douglas Jardine asked how ArcheryGB can support a Pathways in Scotland if there is not a performance centre just now. Mark Briegal explained that there is different investment bodies and that does make things trickier however they are looking at the concept of regional high performance centres where people from specific clubs can get higher level coaching. ArcheryGB are aware of the situation and he confirmed that absolutely there should be a high performance centre in Scotland. Vincent Bryson explained that he and Alan Martin had spent a day at Lilleshall last week and met various members of staff and had good discussions, which the Scottish Archery board will develop.

He noted that the systematic stuff will come quicker, but in terms of bricks and mortar you need partners to make that happen, and Edinburgh University has been very open and honest on the potential.

Mark Briegal was thanked for his presentation.

The Chair asked if there were any other matters which members would like to raise?

- a) On-line Membership Platform – Alison Ross asked if Scottish Archery will be moving to an online membership platform in the future? Vincent Bryson confirmed that there is a membership review, and the top priority for Scottish Archery is transforming the member experience and doubling down on membership. This had been discussed at the recent ArcheryGB meeting and the aim will be to develop something which is unique for Scottish members and as harmonious as possible with other systems. It was noted that Scottish Archery does not get external support for this so it may take longer to implement.
- b) Commonwealth Team – Mark Forrester noted that application for the Commonwealth Team did not follow normal procedures for archery, which was sports based, but this time there had been the inclusion of a planned exercise and training plan. He felt that this had caused anger and unrest with the archers and the complaint was brushed aside. He noted that someone had been put out of archery because of it.

Vincent Bryson explained that the disciplinary hearing was not related to the Commonwealth Selection procedures and as these proceedings had not concluded this could not be discussed as they were serious allegations.

The selection criteria used was the Commonwealth Games Scotland's criteria which included being top 6 in the Commonwealth Games or likely to be in the future. Alan Martin confirmed that in order to select a team to meet the criteria Scottish Archery has to be forward looking hence the reason that standard high performance tools, such as training diaries, performance plans were asked for because the Scottish Archery didn't have anyone who could finish top 6, that's why the criteria was evidence based. There was recognition that Mark Forrester did not like this selection criteria.

Vincent Bryson explained that when it comes to selection there is a publicised appeals window and two appeals were received. A letter was received a number of weeks later, although not by those who had gone through the appeals process. The letter raised a complaint against staff members and this was investigated by two Board members and the CEO and were unfounded. Vincent Bryson reiterated that no one was suspended from Scottish Archery based on that correspondence or any public social media page. Jennifer Griffin explained that there will be a robust investigation into the selection procedures and also following the disciplinary procedures, as is normal within any organisation.

Eric Taylor asked why the Commonwealth Team selection was changed from a Home Nations Selection criteria to a new criteria for the Commonwealth Team and when previously asked he had been told it was due to the criteria of Commonwealth Games Scotland. He said he had contacted Commonwealth Games Scotland and they said they didn't have one. Vincent Bryson shared with the AGM the selection criteria which is available on Commonwealth Scotland website, noting that this was the criteria that Scottish Archery followed. Alan Martin confirmed that it was the selection criteria of Commonwealth Scotland which was followed and explained that if Scottish Archery's performance model was looked at, and which had been presented at

the performance road shows, there are two strands. There is the Representative Strand and the Great Britain Strand. The Home Nations criteria is on the Representative Strand as it is scored based and ensures that full teams are sent to the competitions. The Great Britain strand is performance based and for doing well in the future on the Great Britain performance pathway.

Eric Taylor asked why new criteria was drawn up which was different from the Home Nations. Alan Martin explained again about the two strands, Representative and Great Britain. The Great Britain Strand is based around performance behaviours, including training diaries, which shows an athlete understands where the journey in the sport is going, where an athlete is in relation to Great Britain teams, Olympics, Para-Olympics so all that is in place. He explained that in high performance sport this is standard and all athletes at the top of their sport will have it in place to track their journey and use for analysis.

Jen Griffin concluded the conversation by explaining that no one person made the decisions, it was done by a panel. The process was followed, but as mentioned previously a review of the process will be carried out. If anyone wanted more explanation Alan Martin would be happy to discuss further and members were free to contact him about this.