

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 12 NOVEMBER 2016
AT PEFFERMILL, EDINBURGH

Present Michael Mather, Chair
Claudine Jennings, Director of Performance
Steph Clason, Director of Finance
Moira Taylor, Director of Coaching
Martin Symonds, Director of Member Services
Vincent Bryson, Independent Director
Alan Martin, Executive Development Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Douglas Blyth, Victoria Barby, Jamie Frail and Jennifer Griffin.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted on the Agenda.

3. MINUTES OF MEETING OF 10 OCTOBER 2016

It was agreed that the minutes of the meeting of 10 October 2016 were a true record.

4. ACTION ARISING FROM MINUTES OF MEETING OF 10 OCTOBER 2016 BUT NOT ON THE AGENDA

- a) Field Archery Championships – Jacqui Dunlop agreed to contact Argyll Field Archer to find out if they could organise and run the 2017 Field Championships. (*Action Jacqui Dunlop*)
- b) Coaching – Moira Taylor agreed to contact the Senior Coaches to ask them how they wished to be involved in the Performance Development and High Performance Coaching programmes. (*Action Moira Taylor*)
- c) Disability Officer – two applications had been received for the position of Disability Officer. A decision on this will be made subsequent to the AGM at the end of November

5. FINANCE UPDATE AND AGREEMENT OF BUDGETS FOR CURRENT FINANCIAL YEAR

Steph Clason circulated the Nominal Ledger and Trial Balance. Budgets had been received from Moira Taylor and Victoria Barby and it was noted that all other Directors should submit their budgets as soon as possible. Michael Mather noted that the KPMG Audit had highlighted that there should be clarity on budgets and budgets should be discussed at each Board meeting. It was noted that the Director should sign off any spend associated with their remit. It was noted that it was important that Scottish Archery worked within its financial means, however it was also important that the money allocated was spent.

Alan Martin agreed to work with Jamie Frail to pull together a Development budget. (*Action Jamie Frail/Alan Martin*)

Vincent Bryson agreed to produce a Strategy Budget. (*Action Vincent Bryson*)

Martin Symonds agreed to produce a Child Protection budget, and will include a budget for running Child Protection courses in house, tying this into to coaching courses.

It was agreed that the budgets would be approved and set at the next board meeting. (*Action all directors*)

The Nationwide account, which holds £35,000 of reserves, is due for renewal, and it was agreed that it would be renewed for a period of six months. (*Action Jacqui Dunlop*)

Michael Mather noted that there was a £5,000 underspend in the sportscotland investment but this was mainly due to an underspend on staff costs. He noted that this amount will be repaid to sportscotland. Alan Martin reported that there will also be a Scottish Disability Sport budget which is currently being worked on between himself and SDS.

6. FINAL PREPARATIONS FOR 2016 AGM

It was confirmed that the AGM paperwork had been issued. There had been a query on the changes to the Bye Laws by a club and Michael Mather agreed to respond to those. (*Action Michael Mather*)

Alistair Paton had also noted that some of the Policies refer to Director of Member Services and work will be done to see how this can be changed to align with the names of the new Directors.

Michael Mather has produced copies of the Annual Report for the AGM and Jacqui Dunlop agreed to print off the other paperwork required. (*Action Jacqui Dunlop*)

Jacqui Dunlop agreed to organise tellers. (*Action Jacqui Dunlop*)

7. REVIEW AND ACTIONS FROM KPMG AUDIT

The Audit Report was circulated (copy on file) and thanks were expressed to Michael Mather, Vincent Bryson and Alan Martin for the work that had gone into the Audit. Michael Mather reported that the Audit had gone well and Scottish Archery had achieved a score of Satisfactory (With Comments). A development plan has been produced by KPMG which Scottish Archery need to respond to and the action points were considered and Directors appointed to be responsible for each of the.

Michael Mather agreed to update the Audit Development Plan and circulate ahead of being submitted to KPMG by 18 November. It was agreed that the KPMG audit would be published when completed.

8. CREATION OF 12-18 MONTH OPERATIONAL PLAN

It was agreed that Michael Mather, Vincent Bryson and Alan Martin will look to produce a 12-18-month development plan. The Directors budgets would then be incorporated into this. It was noted that budgets should be prepared on what Scottish Archery included in the

investment presentation to sportscotland and that the budgets should run from 1 October 2016 to 30 September 2017.

9. PARTNERSHIP WITH EDINBURGH UNIVERSITY

Claudine Jennings reported that she had discussions with Edinburgh University and have agreed to the Para-Squad continuing on the existing programme at Edinburgh University, but will require a memo of understanding. It was agreed that Claudine Jennings would contact Edinburgh University to get a template for the Memo of Understanding. (*Action Claudine Jennings*)

The budget of £7,500 was agreed and this will be for four hours of coaching per week, plus access to the facilities for athletes with GB potential at the Performance Director's discretion.

Claudine Jennings also reported that there are plans to re-develop Peffermill to include Archery. Edinburgh University had invited ArcheryGB to visit its facilities but had no response.

10. SCOTTISH ARCHERY TRADING NAME

It was noted that Scottish Archery is the trading name for Scottish Archery Association and should be used instead of SAA in all communications except when dealing with Companies House. The name change was voted in at an AGM and it is important that Scottish Archery is used for consistency in the brand. Having a trading name like this is common for a lot of organisations and helps us to keep the brand more aligned to our values. Michael Mather agreed to investigate how Scottish Archery protects its brand. (*Action Michael Mather*)

11. RISK REGISTER

Vincent Bryson reported that there were no additions to the Risk Register since the last Board meeting. If there were to be another Scottish Referendum, then this would have to be considered.

The KPMG Audit was a risk, but as this has taken place with a good report then this will now be removed. The next audit will be a self-assessment Audit in 18 month's time.

12. UPDATE FROM EXECUTIVE DEVELOPMENT OFFICER

Alan Martin updated the Board on his work since the last Board meeting. The main focus has been on the strategy work and the KPMG audit and he is now responding to club requests and organising the Coaching Conference. Michael Mather reported that there are at least three Scots on the ArcheryGB Range Assessor course and they will be able to risk assess venues for Archery. As the judges are no longer permitted to do this, there is an ongoing discussion with ArcheryGB on who will be risk assessing venues for new Clubs until the Archery Range Assessors come on stream in 2017.

An Awards for All application was made to expand the Soft Archery project and this has been successful with £9,000 being awarded. Thanks were expressed to Alan Martin for the application. Alan Martin confirmed that he has also been working with East Kilbride archery club who had also been successful in securing at £9,000 award through Awards for All.

Alan Martin is currently working with various local authorities regarding the roll out of the soft archery project and has done a draft Partnership Agreement.

Work is ongoing with Scottish Disability Sport to identify three clubs which are accessible and an application process will be done and circulated to clubs.

13. MEMBERSHIP UPDATE

At 1 November, there were 2,360 members, with 50 being affiliated through ArcheryGB. One of the issues highlighted through the Audit was the inability to provide membership data, although it was appreciated that this is due to the challenges of the ArcheryGB system. It has been noted by sportscotland that Scottish Archery needs to improve its data management. Michael Mather will write to ArcheryGB to ask when their new CRM system will be installed, if this is not in the short term then Scottish Archery may need to investigate its own system. Alan Martin agreed to analyse Kathleen Male's figures to see where the discrepancies lay between Scottish Archery and ArcheryGB figures. (*Action Alan Martin*)

It was confirmed that Scottish Archery have met the sportscotland target for membership numbers, but not for Clubs, although there are currently 14 organisations who have intimated that they wish to become clubs.

14. PERFORMANCE UPDATE

Claudine Jennings reported that the Teams have been selected for both the Junior and Senior British Indoor competitions. Academy sessions have been running with in total five before Christmas and five to run following Christmas. Claudine Jennings noted concern that what is running just now in terms of performance squads is unsustainable. She noted that there seems to be a lack of engagement from archers with the performance pathway, although there are a couple of pockets of interest based at specific clubs. She also noted lack of engagement from the coaching community and it was agreed that Claudine Jennings would attend the Coaching Conference to engage with coaches.

15. EQUALITY UPDATE

There was nothing to report on equality matters.

16. MEMBERS FORUM

There were no topics received from Members.

17. DIRECTORS REPORT

Directors reports were submitted and taken as read.

18. COACHING REPORT

Moira Taylor reported that 11 people are currently on a Level 1 coaching course which is due to be assessed in December.

The second coaching workshop will be held on 19 November with Lloyd Brown attending.

There are 4 people going through the PDA training which will mean there will be four more educators in Scotland, and Moira Taylor is doing her Assessors training.

Moira Taylor ran some training for young leaders in soft archery, and whilst it was well received and well attended, it does need some work done to make it slicker and also how monitoring is done.

19. AOCB

- a) Succession Planning – Claudine Jennings noted concern about succession planning and how to get more people involved in the running of the organisation. Michael Mather explained that funding had been sought from sportscotland to get more paid staff, part time Chief Operating Officer and part time Club Development Officer, which should take the day to day running of the organisation off the Board. Working groups still need to be set up which will also help with giving more people experience in what the Board does. Michael Mather also noted that the Articles only allow for 2 terms of three years which means he will need to step down in no more than three years, if elected at this year's AGM as will the Director of Performance and the Director of Communications. It was agreed that following the AGM the Board would meet to discuss the structure of the organisation and the governance framework.

If the sportscotland investment application was not successful consideration would be given to using Reserves, but the strategy would have to be cut accordingly.

- b) Records – a query had been received from a member regarding the awarding of retrospective records. After some discussion, it was agreed that retrospective records could not be awarded.
- c) Inverclyde – Michael Mather reported that he and Alan Martin had visited Inverclyde which is currently being redeveloped by sportscotland. It was noted that the outdoor field did not look big enough for Archery events.
- d) Centre of Excellence – there was no further information regarding the Centre for Excellence. Jacqui Dunlop agreed to ask Scottish Target Shooting for an update ahead of the AGM.
(Action Jacqui Dunlop)
- e) Membership System – Michael Mather has queried with ArcheryGB the issues around the Membership system.
- f) ArcheryGB – Alan Martin has been discussing with ArcheryGB the lack of school or scout fees on their website and has yet to receive a response.
- g) SFAA – sportscotland had asked about Scottish Archery's relationship with SFAA and it was noted that Scottish Archery is always open to discussions with any appropriate body.
- h) Director of Member Services – as Martin Symonds will be standing down at the AGM, thanks were expressed to him for his work carried out on behalf of Scottish Archery.

Date of Next Meeting – Annual General Meeting, 26 November 2016

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

Present: Michael Mather, Chair
Steph Clason, Finance Director
Claudine Jennings, Director of Performance
Victoria Barby, Director of Communications
Moira Taylor, Director of Coaching
Vincent Bryson, Independent Director
Martin Symonds, Director of Member Services
Douglas Blyth, Director of Governance
Alan Martin, Executive Development Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jennifer Griffin.

3. CONFLICT OF INTEREST

No Conflicts of Interest were noted on the Agenda.

4. APPROVAL OF MINUTES OF 30 JANUARY 2016

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

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

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

6. UPDATE FROM EXECUTIVE DEVELOPMENT OFFICER

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

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

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

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

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

7. TEAM SHIRTS – WEARERS’ GUIDANCE

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

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

8. WEBSITE

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

9. STRATEGIC SWOT

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

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

10. JUNIOR DEVELOPMENT CLUBS AND ACADEMY

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

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

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

11. RISK MANAGEMENT

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

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

12. UPDATE ON CENTRE OF EXCELLENCE

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

13. PERFORMANCE UPDATE

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

14. BOARD STRUCTURE

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

15. FINANCE UPDATE

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

16. COACHING UPDATE

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

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

17. EQUALITY UPDATE

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

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

18. MEMBERS' FORUM

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

19. DIRECTORS REPORT

Directors Reports were circulated and taken as read.

20. AOCB

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

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

Future Meetings

Saturday 7th May – F2F – East

Monday 4th July – SKYPE

Saturday 27th August – F2F – West

Monday 10th October – SKYPE

Saturday 12th November – F2F – East

Saturday 26th November – AGM – Perth

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 27 AUGUST 2016
AT SPORTSCOTLAND'S OFFICES, TEMPLETON, GLASGOW

Present Michael Mather, Chair
Claudine Jennings, Director of Performance
Victoria Barby, Director of Communications
Moira Taylor, Director of Coaching
Steph Clason, Director of Finance
Moira Taylor, Director of Coaching
Alan Martin, Executive Development Officer
Jennifer Griffin, Partnership Manager, sportscotland
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Douglas Blyth, Marin Symonds and Vincent Bryson (dialled in for specific topics).

2. CONFLICT OF INTEREST

There were no conflicts of interest noted on the Agenda.

3. MINUTES OF MEETING OF 4 JULY 2016

It was agreed that the minutes of the meeting of 4 July 2016 were a true record. It was agreed that the minutes would be published on the website once they had been approved at the Board meeting.

4. ACTIONS ARISING FROM MINUTES OF MEETING OF 4 JULY 2016 BUT NOT ON THE AGENDA

- a) Edinburgh International Film Festival – Film Funding – Victoria Barby confirmed that the film is currently showing as part of the Film Festival and Scottish Archery will receive a copy when it finishes.
- b) Disability Championships- Michael Mather confirmed that the trophies for the Championship have been reviewed and additional trophies purchased.

5. FINANCE

Steph Clason reported that Scottish Archery are financially sound with a balance of £79,028.53 in the account, as well as the Reserves of £14,000 and £35,000. Work has begun on the year end with Steph Clason liaising with Karen Henderson on this.

As part of the year end work Victoria Barby and Michael Mather agreed to forward to Jacqui Dunlop a list of SAA stock which they hold. (*Action Michael Mather/Victoria Barby*)

It was agreed that an SAA notebook would be given to all judges.

Directors agreed to submit a report on how they had spent their budget compared to what had been projected. (*Action All Directors*)

Moira Taylor noted that the £4,900 donation from the Coaching Fund should be ring-fenced for Coaching and this was Agreed.

6. MEMBERSHIP

Alan Martin reported that there were 2,455 members, not including Direct Members so there will be approximately 2,500. AGB have written to Direct Members to confirm that they must affiliate to their Home Nation. There are 111 affiliated clubs and the target for the end of August was 116. Michael Mather noted that two clubs have closed but that work is ongoing with a number of potential clubs to affiliate to Scottish Archery.

7. PROPOSAL OF MEMBERSHIP FEES FOR THE AGM

Martin Symonds had sent a proposal for Fees to be put forward at the AGM as undernoted:

Junior (not members of a junior en bloc club) - £10, 2nd junior/junior family member £5

Senior member under 25 - £17

Disabled Members remove en bloc fee and make individual fee £17

Direct Member – same as senior fee

It was agreed that this would be put forward as a recommendation to the AGM.

8. UPDATE ON RECRUITMENT OF NEW INDEPENDENT DIRECTOR

There had been three applications for the position of Independent Director and it was agreed that an interview panel would be formed of Victoria Barby, Moira Taylor and Douglas Blyth. Claudine Jennings agreed to act as a reserve should the date be unsuitable for one of the panel members.

9. RISK REGISTER UPDATE

Vincent Bryson reported that he had updated the risk register with two risks:

- Impact of Brexit – this was a long term risk and was highlighted due to potential risks on accessibility and travel.
- Board Members leaving the Board.

10. STRATEGY UPDATE

Alan Martin did a presentation on the four-year strategy which will form the basis of both sharing with the membership and also presenting to sportscotland. Comments which arose:

The projection is for 3,500 members by the end of 2021. All the targets are stretching and it will be hard work to achieve but the feeling was that they were all achievable.

Victoria Barby noted that the lack of tournament organiser CPD is a concern and Alan Martin noted this.

It was agreed that all acronyms would be removed for any presentation to the membership.

It was suggested that Strategy should be rolled out to the membership by way of Membership Roadshows, SurveyMonkey or a presentation at the AGM.

The importance of Area structures within the Strategic Plan was noted and the lack of a functioning area in the West was highlighted. There was a discussion on the Areas and it was agreed that the strategic plan does rely on functioning areas being in place. It was agreed that this was something which could be raised at the AGM and Alan Martin agreed to look into how to resurrect the West Area. (*Action Alan Martin*)

Jennifer Griffin gave an update on the Performance Funding and how SportScotland fund athletes to get onto GB Pathways. Claudine Jennings noted concern at the lack of recognition of Scottish Governing bodies for athletes who made it onto GB Squads.

The SDS Academy has identified archers to be on the programme and it was noted that any future Club Development Officer could establish links with SDS. Alan Martin confirmed that he is waiting on SDS to sign off on the joint strategy.

It was agreed that Alan Martin would re-circulate the strategic plan to the Board and that Directors would feedback any comments to Alan Martin. (*Action All*)

Jennifer Griffin confirmed that the presentation to SportScotland will take place on 14 October at 2.00 pm.

Thanks were expressed to Vincent Bryson and Alan Martin for the considerable amount of work which had gone into the preparation of the Plan.

Claudine Jennings asked if the investment application to SportScotland was not successful would it be possible to fund some of the staff positions from the Reserves. It was agreed that this would be looked at following the SportScotland Panel decision. Jennifer Griffin confirmed that a decision should be known before Christmas.

11. KPMG AUDIT

Michael Mather reported that the last audit took place two years ago and from that there were recommendations. The recommendations were gone through and comments made as below:

Skills Audit – this has been completed.

Board Induction Pack – this has been updated and Michael Mather agreed to check with Martin Symonds. (*Action Michael Mather*)

Committees – Moira Taylor confirmed that she is working on setting up the Coaching Committee which is the only outstanding one

Volunteer Register – Michael Mather agreed to check on this with Martin Symonds. (*Action Michael Mather*)

Finances – updates are given at Board meetings and financial statements provided quarterly.

Appraisal Process – Directors will be required to fill in self-appraisal forms.

Briefing Pack – this has been completed.

Fraud Protection Policy – completed.

Whistleblower Policy – Michael Mather agreed to check if there was done. (*Action Michael Mather*)

Performance Management System – this is not required.

Information and Securities Policy – This has been done and on the website.

The next audit will take place on 17-19 October and Alan Martin will lead on this with Michael Mather being available for the duration of the audit. It was noted that other Directors will be required to take part in the audit but this may be done by phone. The aim is to get a “Satisfactory with Comment” rating. Following the Audit KPMG will produce a draft report within 12 weeks.

12. BUSINESS PROPOSAL FROM CASTLE STRATEGY

Michael Mather had circulated a proposal by Castle Strategy to act as Consultants on business development, leadership support, sales, business coaching and increasing participation. The costs were £500 + VAT per month. It was noted that although it was a good proposal there was a lot that SAA can do itself and the work on the Strategy was almost complete in advance of the sportscotland panel. It was agreed that any decision on this would be deferred to October and then a tendering process would be put in place. Alan Martin agreed to let Castle Strategic know the outcome of the Board’s decision. (*Action Alan Martin*)

13. AGM PLANNING AND TIMETABLE

The membership require three weeks’ notice of the AGM and it was agreed that Jacqui Dunlop would email the Members with formal notice of the AGM immediately. (*Action Jacqui Dunlop*)

Four Directors are up for re-election, Michael Mather, Martin Symonds, Claudine Jennings and Victoria Barby. Martin Symonds has confirmed that he won’t stand for re-election at the AGM but all other Directors confirmed that they would stand for re-election. It was agreed that the

role profiles of the Member Services Director would be looked at, along with that of the Director of Operations which was currently vacant. Michael Mather agreed to look at the Job Descriptions and email around the Board for approval prior to this being circulated to the membership ahead of the AGM. (*Action Michael Mather*)

Michael Mather had circulated amendments to the Bye-Laws which were required to be approved at the AGM and it was agreed that all Directors would consider and email any further changes to Michael Mather. (*Action All*)

Douglas Blyth had proposed that the judges' fees be reduced and it was agreed that this did not need to go to the AGM and the Board approved a reduction in Judges Fees to £5.

14. DECATHLON AGREEMENT

A draft agreement had been previously circulated to the Board. It was noted that the SAA were not endorsing Decathlon but had an agreement regarding the soft archery programme and discounts would be available to SAA members. The Board approved the agreement and Michael Mather agreed to sign on behalf of the Board. (*Action Michael Mather*)

15. EQUALITY

Douglas Blyth had reported that this was moving forward with nothing specific to report.

16. MEMBERS FORUM

a) Rankings – a request had been received from a member regarding the scores which had to be submitted to get a Ranking. It was proposed that this would be changed to 4 FITA Scores and 2 720 scores and it was agreed that this would go to the Competitions Committee. Claudine Jennings agreed to liaise with the Competitions Committee to discuss and ask them to send a final recommendation to the Board by the AGM. (*Action Claudine Jennings*)

There were concerns noted about the lack of 720 competitions.

17. DIRECTORS' REPORT

It was noted that Directors Reports were to be submitted by the end of the month.

18. AOCB

a) Funding of Athletes – Claudine Jennings issued a report on the criteria for funding Scottish athletes who were on GB teams but were self-funded. After a few small amendments the Criteria was approved and it was agreed it would be published on the website.

b) Application for Funding – A request had been received from Hope Greenwood who had been selected to represent Great Britain at the World Field Championships in September. The Board approved the funding of £393.

- c) Executive Development Manager Update – Alan Martin reported that one Development Grant has been approved and he is expecting another Club to submit an application shortly. He is also working on an Awards for All submission for Scottish Archery for soft-arrows.

A link has been established with a local scout troop and he will meet with them and present to their wider district on the benefits of affiliating to Scottish Archery.

Work is ongoing with potential clubs to affiliate to Scottish Archery.

Alan Martin attended to SSS networking day which was beneficial and some links have been made with Universities/colleges.

Work is ongoing with SDS on the joint Strategy.

Michael Mather reported that he had carried out Alan Martin's appraisal and will email the paperwork around the Directors. (*Action Michael Mather*)

- d) Scottish Championships – Victoria Barby reported that she is waiting on suitable photographs from the Scottish Championships before the articles can go on the website. It was agreed that the criteria for hosting Scottish Championships needs to be firmed up.

- e) Office Space – Michael Mather agreed to contact sportscotland to see if there would be any suitable office space at Caledonia House. (*Action Michael Mather*)

Jacqui Dunlop agreed to find out the process for moving the registered company address. (*Action Jacqui Dunlop*)

- f) Regional Secretary/Company Secretary – Martin Symonds currently fulfils these roles and Michael Mather agreed to speak to Douglas Blyth to see if he could take on these roles. (*Action Michael Mather*)

- g) Safeguarding in Sport Newsletter – it was noted that there had been an excellent video on Safeguarding and Victoria Barby agreed to put on the website along with the dates for the child protection courses.

Date of Future Meetings:

Monday 10th October – SKYPE

Saturday 12th November – F2F – East

Saturday 26th November – AGM – Perth

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 10TH OCTOBER 2016
BY GO TO MEETING

Present Michael Mather, Chair
 Claudine Jennings, Director of Performance
 Victoria Barby, Director of Communications
 Moira Taylor, Director of Coaching
 Steph Clason, Director of Finance
 Moira Taylor, Director of Coaching
 Martin Symonds, Director of Member Services
 Vincent Bryson, Independent Director
 Alan Martin, Executive Development Officer

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies from, Jacqui Dunlop – Administrator, Jennifer Griffin – sportscotland.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted on the Agenda.

3. MINUTES OF MEETING OF 16TH AUGUST 2016

It was agreed that the minutes of the meeting of 16th August were a true record. It was agreed that the minutes would be published on the website subsequent to approval at the Board meeting.

4. RISK REGISTER UPDATE

Vincent Bryson advised that there was one additional risk for the Risk Register – the potential risk to the Scottish Field Championships in 2017 due to a possible risk to the venue. While this is more of an operational than a strategic risk, it was felt pertinent to include this on the Risk Register at his juncture. It was agreed that Argyle Field Archers would be asked to organise and run the Championships for 2017

(Action – Jacqui Dunlop)

5. FINANCIAL UPDATE

The Annual Accounts for the year ended 30th September are currently with the auditors for review in advance of presentation to the membership at the AGM.

6. PERFORMANCE UPDATE

Claudine Jennings noted that Nathan McQueen had qualified at the Rio Paralympics in 5th place – the highest qualifying Team GB athlete. She also reported that Nathan had therefore successfully secured funding through AGB / UK Sport for the next funding cycle. The Board passes on congratulations to Nathan on behalf of Scottish Archery.

We currently have three high performing para athletes: Nathan McQueen. Frank Maguire and Brad Stewart.

It was noted that 18 Juniors have applied and been accepted for the current intake to the Academy. There are 2 training days currently planned for the Academy. The current Academy Coaches are Alistair Whittingham, Murray Elliot, Pip Tucknott and Kersten Elmendorff. There was some question about the engagement with the Senior Coaches in Scotland with regard to the Academy and Squads. It was agreed that the Director of Coaching would contact the Senior Coaches to ask them how they wished to be involved in Performance Development and High Performance Coaching.

(Action – Director of Coaching)

Claudine advised that 5 members of Scottish Archery had completed for Team GB over the past year. This is one of the highest numbers on record.

It was noted that one of the areas of concern that we currently have is our limited ability to track performance of individuals over an extended period. This should be an area for exploration and discussion over the coming year.

7. COACHING UPDATE

The Director of Coaching provided the following update on coaching numbers:

- There are currently 103 licensed coaches on our Coaches Register
- There are 85 coaches currently on the Coaching Mailing List
- For 18 of the coaches we currently have no usable contact details.
- There are currently 13 candidates going through Level 2 coaching courses, 18 on Level 1 coaching courses of which 11 are due to be assessed in December.
- In addition to the above we have 1 new qualified Coach Educator and a further 3 currently going through Coach Educator training.

8. EQUALITY UPDATE

There was nothing to report in relation to Equality

9. INSTAGRAM VOLUNTEER

Victoria Barby presented a proposition for the Bard to create a volunteer position to oversee our Instagram presence. This was agreed and a role profile and application form will be created and distributed to the membership

(Action – Victoria Barby)

10. EXECUTIVE DEVELOPMENT OFFICER UPDATE

Alan Martin provided an update on all of the work that he has been undertaking. The majority of this over the past months has fallen into three key categories:

- Preparation of 4 draft 4 year strategy and 12 year transformational change programme
- Collating information required for forthcoming KPMG Development Audit
- Collating information for presentation to the **sportscotland** Investment Panel.

11. AOCB

JUDGING: Douglas Blyth advised the Board that there are currently 5 new potential candidate judges including 2 Youth Judges.

DISABILITY DEVELOPMENT OFFICER: Martin Symonds advised that the draft role profile for the Disability Development Officer required to be amended as the initial draft showed a requirement for PVG Membership. His view is that this is unnecessary for such a role. It was agreed that the role profile would be amended accordingly and then published.

(Action: Michael Mather)

ANNUAL GENERAL MEETING: The timetable for distribution of the paperwork for the AGM on the 26th November was agreed. One of the key elements of paperwork will be the production of the Annual Report. Michael Mather agreed to collate all Reports from Directors and Jacqui Dunlop will then be asked to ensure that all paperwork is distributed at least 21 days prior to the AGM

(Action: Michael Mather)

(Action: Jacqui Dunlop)

PRESENTATION TO **SPORTSCOTLAND** INVESTMENT PANEL: This is scheduled for Friday 14th October at the Scottish Institute of Sport in Stirling. Michael Mather, Alan Martin and Vincent Bryson will be the team representing Scottish Archery for presenting to the Investment Panel. The actual presentation is almost ready and will have final iterations agreed within the next few days.

KPMG DEVELOPMENT AUDIT: This is scheduled for 17th – 19th October. The auditor will be stationed in the **sportscotland** office in Templeton, Glasgow. Alan Martin will be in attendance throughout this period and Michael Mather will be available as required to provide input to the process. There will be a requirement for Michael Mather to be present for at least part of the audit to be interviewed by the auditor. There may be a requirement for other members of the Board to also be interviewed and this will become evident through the course of the audit.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 4 JULY 2016
BY GOTOMEETING

Present Vincent Bryson, Independent Director, Chair
Claudine Jennings, Director of Performance
Victoria Barby, Director of Communications
Moira Taylor, Director of Coaching
Douglas Blyth, Director of Governance
Steph Clason, Director of Finance
Martin Symonds, Director of Member Services
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Michael Mather, Alan Martin and Jennifer Griffin.

2. CONFLICTS OF INTEREST

Victoria Barby noted a conflict of interest in item 4(a) and took no part in the discussion.

3. MINUTES OF PREVIOUS MEETING

It was agreed that the minutes of the meeting of 7 May 2016 were a true record.

4. FINANCE

Steph Clason distributed the trial balance (copy on file).

- a) European 3D Championships – Athlete Funding - There had been two requests from athletes for funding for the European 3D Championships as they had been selected to represent Great Britain.

There was a discussion on the criteria, which should be set for funding for athletes, and Claudine Jennings agreed to circulate a draft selection and funding criteria for approval at the next Board meeting in August. (*Action Claudine Jennings*)

It was agreed that as there was no criteria in place Victoria Barby and Philip Tucknott would each receive £500 contributions towards their costs for the GB Representation at the 3D European Championships.

It was agreed that until the criteria was set there would be no requests granted for the next 60 days and that going forward any requests will be judged against the criteria.

- b) Edinburgh International Film Festival – Film Funding – As part of the Edinburgh International Film Festival an approach had been made for a film which represented “70”. A film had been made by a film-maker and once it had been shown at the film festival they have confirmed that the SAA can use it on their website and for any promotional material, as there had been a lot of SAA promotional branding used during the film. A special camera had to be brought in a cost of £500. Although the film producer is not asking for any funding, it was agreed that a contribution of £250 would be made, once the Board had seen a copy of the film and agreed it was suitable.

Victoria Barby confirmed that this could come out of the Communications budget, although she felt that she was already overspent on the budget. Victoria Barby suggested that there should be a review of budgets at each Board meeting.

- c) Development Grant – a starter grant application had been received from Glasgow University Archery Club and a starter grant of £400 was approved. It was agreed that on receipt of the grant they should be asked to provide an article for the newsletter/website and photographs.

There was a discussion on why there were so few applications for the grants and it was hoped that publicity from the Glasgow University Award would generate more interest. It was agreed that the application form may be putting some clubs off, although there was very little to be actually filled in but it did run to 12 pages. It was agreed that Alan Martin would be asked to streamline the grant form and also look at the possibility of it being able to be completed on-line. (*Action Alan Martin*)

5. MEMBERSHIP FEE PROPSOAL TO BE MADE TO AGM

Martin Symonds noted that any changes agreed at the AGM would be effective from September 2017. It was noted that the SAA had emailed the Clubs to confirm that they would be keeping enbloc fees for junior and disabled clubs. Martin Symonds agreed to circulate proposals around the Board with the aim of further discussion and a decision being made at the August Board meeting. (*Action Martin Symonds*)

Douglas Blyth agreed to look at the Articles to see if any changes required to be made should the membership structure change. (*Action Douglas Blyth*)

6. DECATHLON AGREEMENT

One Board member considered that the risk associated with the SAA endorsing decathlon kit was very high. He also felt it unfair that were getting discounted coaching courses. It was noted that the SAA Schools pilot was currently successfully using the Decathlon Soft Archery equipment. It was also being used in an affiliated SAA club and Vincent Bryson noted that the agreement did not mention endorsement, and any endorsement would be indirect. It was suggested that a disclaimer is added to say that the SAA does not endorse the equipment.

It was also agreed that perhaps the wording for the bow technician training should perhaps be replaced by the SAA offering training for the decathlon staff so they have some knowledge about bows.

It was agreed that legal advice on the agreement should be sought from sportscotland and it was agreed that Alan Martin should liaise with Jennifer Griffin on legal advice. (*Action Alan Martin*)

Victoria Barby noted that there should be no shared responsibility for anything as there should be a lead for each element.

7. SCOTTISH DISABILITY/JUNIOR CHAMPIONSHIPS

Correspondence had been received from a member regarding the Disability and Junior Championships being held at the same event, which had resulted in a trophy only being won in one category rather than in both the junior and disability championship. It was agreed that as there were only 5 disabled archers entered into the Outdoor Championships that it should continue to be held at the same time as the Junior Championships. It was agreed that last year's competition could have been improved on and that the organiser for next year's event should be better supported, with the entry forms being clear on what awards being presented. Douglas Blyth agreed to respond to the member. (*Action Douglas Blyth*)

8. INDEPENDENT DIRECTOR RECRUITMENT

Recruitment paperwork had been circulated by Michael Mather and this was approved and it was agreed the Independent Director recruitment would begin immediately.

9. VISION AND MISSION

Vincent Bryson had circulated a draft Vision and Mission for the SAA. There was unanimous agreement that the Mission Statement was good. It was agreed that the Vision could be refined and Vincent Bryson agreed to circulate various options for approval. (*Action Vincent Bryson*)

10. STRATEGY

Vincent Bryson reported that he and Alan Martin have been working on a draft strategy following discussions with various Board members on targets. It was agreed that this would be pulled together into one document and circulate around the Board for comment. (*Action Vincent Bryson*)

11. AOCB

a) Archery Coaching Support Fund Scotland -

It is the Board's understanding that the three Senior Coaches in Scotland have agreed that this account is to be wound up with former contributors to the account ie Tutors & Assessors being offered an allocation of the monies and the remainder coming to Scottish Archery. Contributors have the option to donate their allocation to Scottish Archery and the Board knows of one donation being made to Scottish Archery. Any donations received will be ring fenced to support the Coaching Strategy in Scotland.

Date of next meeting : 27 August 2016, Face to Face (West)

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 30 JANUARY 2016
AT NATIONAL HOCKEY CENTRE, GLASGOW

Present: Michael Mather, Chair
Douglas Blyth, Director of Governance
Steph Clason, Finance Director
Claudine Jennings, Director of Performance
Moira Taylor, Director of Coaching
Vincent Bryson, Independent Director
Martin Symonds, Director of Member Services
Jennifer Griffin, Partnership Manager, sportscotland – Items 1 - 3
Lorna Callan, sportscotland – Items 1 - 2
Alan Martin, Executive Development Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Victoria Barby.

2. BOARD TRAINING

Jennifer Griffin and Lorna Callan delivered Governance Training for the Board. The undernoted points were raised:

- Policies should be looked at and “scenario” tested, especially for child protection and disciplinary policies.
- Help is available from sportscotland through their Expert Resource for advice on specific HR or legal matters.
- For benchmarking it was suggested that looking to other Archery Governing bodies would be useful, such as Denmark.
- Three areas were agreed to be focussed on – Organisational Development, Communication and Promotion and Partnerships/Board. It was agreed that Scottish Archery would identify three key principles of sportscotland’s governance framework to work on and confirm this with Jennifer Griffin who would then be able provide support from sportscotland.. For instance a Strategic Planning Workshop could be provided if this was identified as one of the key principles.

3. SPORTSCOTLAND INVESTMENT PANEL

Jennifer Griffin provided an update on the investment process, with the Scottish Archery submission having gone to the Panel it will now go to the sportscotland Board.

Scottish Archery will receive a letter in the next month to invite them in for a strategic review.

The investment subsidy for the Level 1 coaching course has been paid to Scottish Archery and contact will be made with the Coaches for the subsidy to be paid. (*Action Jacqui Dunlop*)

5. CONFLICT OF INTEREST

No Conflicts of Interest were noted on the Agenda.

Annual Conflict of Interest Forms were completed.

6. APPROVAL OF MINUTES OF 22 DECEMBER 2015

It was proposed by Douglas Blyth and seconded by Vincent Bryson that the minutes of the meeting of 22 December 2015 were a true record.

7. MATTERS ARISING FROM MINUTES OF 22 DECEMBER 2015 BUT NOT ON THE AGENDA

a) Trusted Provider – Martin Symonds and Alan Martin are working on the list. (*Action Martin Symonds/Alan Martin*)

b) Para Squad – Michael Mather confirmed that this has been deferred to Claudine Jennings to respond to ArcheryGB.

Claudine Jennings confirmed that she has completed the feedback on the current Para-Archery Squad and the athletes are all happy with the facilities and the provision of the coaching. Nathan MacQueen is currently on the GB squad and has been asked to credit SAA if possible. Claudine Jennings noted that she will be looking at the procedure on who is selected onto the Para Squad.

c) PVG – Martin Symonds confirmed that he now has a list of Club Child Protection Officers and will do a targeted email for those who have not responded to his emails. (*Action Martin Symonds*)

d) Budgets – Michael Mather reported that the budget for the current year is overspent by £9,000 on anticipated income; however this is on projected membership fees only. Directors were asked to check their budgets and ensure that they can spend what they have asked for. (*Action All*)

e) Talent Festival – Claudine Jennings reported that there is concern about the timing of the talent festival and this has been highlighted again to ArcheryGB. It is likely that the Junior Euronations will move to the second weekend of the Talent Festival.

f) Student Placement – Alan Martin will be meeting with Vlado Hurban on Wednesday, 3 February and his placement will start on 13 February.

g) SAA Banners – Jacqui Dunlop confirmed that she had circulated an email to all Event Organisers and all responses have been sent to Victoria Barby.

8. OUTSTANDING ACTIONS FROM 2015 AGM

- a) Coaches – it was noted that under ArcheryGB rules Coaches are not allowed to be paid as this may mean that they are not covered by the Archery GB insurance policy, although they can if they are members of sportscoachUK and/or have their own insurance.
- b) Selection Criteria – no correspondence had been received from the member on the specific part of the Selection criteria that he was not happy with.
- c) Collection of Proxies – It was agreed that it was the Board’s responsibility to engage with members and Clubs and that the if a Director visited Clubs to engage with members on the collection of proxy forms ahead of the AGM this was for the benefit of SAA.

9. TARGETS FOR ACHEIVEMENT FOR 2016 – MEMBERSHIP AND CLUB NUMBERS

Michael Mather noted that there are two key objectives for the sportscotland investment.

Grow affiliated clubs from 106 to 114 and grow members from 2,425 to 2,545. Martin Symonds agreed to circulate the updated membership list from ArcheryGB at the end of January. *(Action Martin Symonds)*

It was noted that the Club affiliation figures may be a bit of a challenge as the 106 clubs used as the initial basis for our growth targets includes some clubs who appeared on the Scottish Archery club database, but which had no current affiliated members. This is compounded by our understanding that at least two Clubs are likely to cease to exist during this current membership year. Alan Martin is making contact with the clubs who have yet to affiliate. Alan Martin is also starting to identify other organisations such as schools, scouts etc to encourage them to create new clubs and to get these to affiliate to Scottish Archery / AGB.

ArcheryGB have a proposal to not offer en-bloc Clubs which may have implications for SAA Clubs. Martin Symonds noted that it is in ArcheryGB Constitution that Clubs must affiliate to a region and it was felt that currently they do not enforce this. It was agreed that Alan Martin and Martin Symonds will liaise on this. *(Action Alan Martin/Martin Symonds)*

It was agreed that Moira Taylor and Alan Martin would liaise on the Coaching numbers, as currently SAA is stated as having 98 coaches but only 74 appear on the ArcheryGB list. *(Action Moira Taylor/Alan Martin)*

Moira Taylor sought clarification on the target for the number of coaches progressing beyond Level 2. Martin Symonds confirmed that he is currently doing County course and hopes to have his assessment this year. The current target figures for coaching numbers are:

2016 – 20 Level 1; 10 level 2; 1 level 3 qualified

2017 - 20 Level 1; 10 level 2; 1 level 3 qualified

2018 - 20 Level 1; 10 level 2; 1 level 3 qualified

It was noted that the numbers of coaches gaining qualifications is of limited value unless they are delivering coaching sessions for archers. Alan Martin confirmed that he is developing a coaching pathway with Moira Taylor.

10. EQUALITY CHAMPION

It was agreed that Scottish Archery's Equality Champions would be Michael Mather, Douglas Blyth and Martin Symonds.

11. UPDATE BY EXECUTIVE DEVELOPMENT OFFICER

- Meeting arranged with Scottish Scouting, their leaders have expressed an interest in Level 1 courses in order to deliver coaching sessions to Scouts. A discussion will be had on a Scout Championships and the possibility of affiliating either clubs or a Scottish Scout club. It is hoped to have a directory of Scout friendly clubs where scouts could attend for short periods.
- Work is ongoing to establish a link with Cadets.
- Arrows Kit – Alan Martin has established a link with Decathlon who are offering Arrows Kits for £335 compared with ArcheryGB at £595, although the manual does have to be purchased separately at £5. They have agreed to display the SAA's logo in stores and also do some event promotion. It was agreed that the Arrows Kit would be purchased from Decathlon and Alan Martin agreed to raise the possibility of Decathlon providing Bags and Finger Guards. If Bags could not be provided, it was agreed that SAA would purchase large Canvas Bags and these would have the SAA logo on them. (*Action Alan Martin*)
- Schools – the original SAA Club identified no longer seems interested in the Schools initiative but another location has been found. Alan Martin agreed to bring a formal paper to the next Board meeting. (*Action Alan Martin*)

Alan Martin confirmed that he is liaising with ArcheryGB on how they capture Primary Schools as members and it may be that Scottish Archery would pay their fees. (*Action Alan Martin*)

- Competition Sub-Committee – a meeting of the Sub-Committee was held and it is hoped that a competition strategy could be formulated.
- Scottish Disability Sport – work is ongoing with Scottish Disability Sport on a player pathway.

12. RISK MANAGEMENT UPDATE

Vincent Bryson reported that the Risk Register had not changed since the last meeting. If Directors wanted a change to the status of the Risk Register they should feed this back to Vincent. It was agreed that the Risk Register would be circulated as part of the Board papers and that the Register would be stored on a cloud based server for all to view.

It was reported that Michael Mather, Vincent Bryson and Alan Martin have met and started work on a 12 year transformation plan and a brief presentation was provided. The Board agreed with the areas identified, with the inclusion of Officials and competitions, and it was agreed that Alan Martin, Michael Mather and Vincent Bryson would continue progress this.

13. UPDATE ON CENTRE OF EXCELLENCE

Michael Mather reported that Scottish Archery had attended various meetings in connection with the Centre of Excellence. Claudine Jennings had visited the Shooting Range at Meadowbank to view this, she noted that it was important that SAA got the right facility and it was usable for what was needed. It was agreed that the SAA were supportive of the project and that authority was given to sign the Access Agreement.

It was agreed that a site visit would be arranged. There is a further meeting to discuss the Access Agreement and it was agreed that Vincent Bryson and Alan Martin would attend on behalf of the SAA.

14. PERFORMANCE UPDATE

- a) Squads - Claudine Jennings reported that there will be a Senior Squad camp at the pod at Lilleshall. The Academy have two more indoor sessions and then one outdoor session and the aim will be to split it into two, North and Central. It was agreed that an advert would be issued for people to run the Central and Northern Academies. (*Action Claudine Jennings*)

The Junior Euronations will take place as part of the Talent Festival and it is hoped that a match versus the Northern Ireland juniors can be organised.

- b) Selection Criteria - The Senior Selection Criteria has been published and the Junior Selection Criteria is being worked on.
- c) Euronations - The Senior Euronations are in Dublin and it is hoped that a team of 12 can be sent. It was noted that a team manager will be required and it was agreed that this would be advertised. (*Action Claudine Jennings*)
- d) Para-Squad - It was agreed that the contract with Edinburgh University for the Para Squad would be continued for a further year at a cost of £7,500.

Claudine Jennings is currently working on content on the Para-Squad for the website.

It was agreed that the Para Coach would accompany the squad to the Selection Shoot at Lilleshall and be paid expenses.

15. JUDGES FEES

Douglas Blyth reported that there had been several complaints regarding the implication of the increase of 3 judges required at Record Status Shoot, following agreement of this at the Judges Conference. It was agreed that if a Competition Organiser had already paid the fee in advance they would not have to pay additional fees. It was agreed that if the organiser faced a greater financial penalty they could contact Douglas Blyth. This would apply for events up to the Outdoor season.

16. FINANCE UPDATE

Steph Clason reported that she is currently reconciling the bank statements and a trial balance will be circulated. (*Action Steph Clason*)

17. COACHING UPDATE

- a) Coaching Workshop – Moira Taylor reported that she has organised a Coaching Workshop on 2 April at Forthbank Stadium in Stirling and invites have gone out to all Club Secretaries to forward to their coaches as well as being advertised on social media and the website.
- b) Mailing Lists – Moira Taylor is currently working on producing a coaching database in order that an open dialogue may be had with coaches. She is also liaising with ArcheryGB on coaches and it was noted that the SAA needs to work with ArcheryGB on coaches but also has to do its own work to develop coaches.
- c) Coaching Strategy – work is ongoing with Alan Martin and Moira Taylor to produce a coaching strategy.
- d) LGBT Workshop – Moira Taylor reported that she will be attending the LGBT Workshop on behalf of Scottish Archery.

18. EQUALITY UPDATE

Douglas Blyth reported that he has done a handover with Alistair Paton on the Equality work and will give an update at the next meeting.

19. KPMG AUDIT

Michael Mather reported that he and Alan Martin are working on the outcomes from the last Audit.

20. MEMBERS' FORUM

- a) Edinburgh City Bowmen – an issue had been raised with Family Membership and Martin Symonds agreed to respond to them. (*Action Martin Symonds*)
- b) Squad and Selection Criteria – the senior squad's criteria has been published and the junior criteria will be published shortly.
- c) UKRS – Glasgow Archers raised concerns about being refused UKRS status as it was done on a named person rather than the Club. It was agreed that it should be the Club who was awarded the status and not a named person and it was agreed that Michael Mather would take this forward. (*Action Michael Mather*)
- d) Competitions – Falkirk Archers had suggested that clearer information is given on what will be shot at competition on the entry form. It was agreed that this would be sent to the Competition Committee and Moira Taylor agreed to get information on the specific shoots which were being referred to. (*Action Moira Taylor*)

21. DIRECTORS REPORTS

It was agreed that Jacqui Dunlop would send a reminder to Directors on the 25th of the month that they were due. (*Action Jacqui Dunlop*)

22. AOCB

- a) New Board Members – it was agreed that Jacqui Dunlop would circulate the expenses policy, expenses form to the new Directors. (*Action Jacqui Dunlop*)

It was agreed that the new Directors would be given an SAA polo shirt and Jacqui Dunlop agreed to order. (*Action Jacqui Dunlop*)

- b) Go To Meeting – It was agreed that a GoToMeeting Licence would be purchased at a cost of £23 per month + VAT. (*Action Jacqui Dunlop/Alan Martin*)
- c) Email Addresses – There was a discussion on the provision of more @scottisharchery email accounts and it was agreed that Vincent Bryson would provide a report on the cost and storage implications. (*Action Vincent Bryson*)
- d) En-Block Clubs – it was agreed that an email would be sent to Clubs to let them know of the implications of ArcheryGB removing the en-block club membership. (*Action Jacqui Dunlop*)
- e) Executive Development Officer – it was noted that work is ongoing to provide a pension for Alan Martin.

Future Meetings

Monday 14th March – SKYPE
 Saturday 7th May – F2F – East
 Monday 4th July – SKYPE
 Saturday 27th August – F2F – West
 Monday 10th October – SKYPE
 Saturday 12th November – F2F – East
 Saturday 26th November – AGM – Perth