

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 6 FEBRUARY 2023
BY MICROSOFT TEAMS

Present **Board Members**
Ross Morrison, Director of Safeguarding and Acting Chair
Craig Lindsay, Finance Director
Rikki Bingham, Director of Athlete Progression
Shabaz Khan, Independent Director
Alison Ross, Director of Equality

Non-Board Members
Lyndsay Noon, Chief Executive Officer
Sarah Birrell, sportscotland Partnership Manager
Jacqui Dunlop, Safeguarding and Operations Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Fiona Hirst, Director of Membership Engagement and Jules May, Director of Communication and Marketing.

2. CONFLICT OF INTEREST

No conflicts of interest were noted.

3. MINUTES OF MEETING OF 10 OCTOBER 2022

It was proposed by Ross Morrison and seconded by Craig Lindsay that the minutes of the meeting of 10 October 2022 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 10 OCTOBER 2022 BUT NOT ON THE AGENDA

Ross Morrison confirmed that the actions from the previous meeting had been completed.

5. CEO FLASH REPORT

The two month summary was noted as:

- Annual Return for sportscotland will be submitted shortly.
- Member Engagement Action Plan Draft created.
- SA Membership Number – 1636
- Operations Manager submitted Safeguarding compliance documents to ensure SA continue to be 100% compliant with Children First and Sportscotland safeguarding standards.
- Annual Review of Strategic Goals – 14th February Team Meeting
- Board Induction Draft Complete – soon to be piloted with new board members.
- Chair and Director of Development Roles advertised, and interviews planned.
- Royal Company of Archers Funding proposal submitted.
- Reviewing finances and budgets to align to the strategic goals for 2023/2

6. MEMBERSHIP SYSTEM UPDATE

Thanks were expressed to Alan Martin for the work on membership system, with the preferred supplier being JustGo. A club consultation survey has already been circulated to ensure the new system meets the needs of members. Feedback will be used to start the membership system build. Thank you to all clubs who completed the consultation. Jules May has also added some suggestions and a focus group will be formed.

Work will start to build the system in March or April with a view to piloting with a small set of clubs as a soft launch this membership year. The aim is to launch for the new Membership year 2023-2024.

Work on the website is separate and Alan Martin has met with the current providers who will send a quote for a rebuild. Other providers will also be considered.

7. POLICY UPDATE

Lyndsay Noon thanked those who had contributed to the vexatious complaints policy draft and updated that this has now been passed to Harper MacLeod to review.

8. AGB INVESTIGATION UPDATE

Ross Morrison updated that an independent consultant is carrying out the investigation on behalf of ArcheryGB regarding a complaint by a Scottish Archery Member. She has so far interviewed Jen Griffin and the Safeguarding and Operations Manager and will contact anyone else involved. There is no timescale on when the investigation will be concluded. The member has been informed that there will be no communication from Scottish Archery with them until the ArcheryGB investigation is concluded.

The same member also raised a complaint with the Information Commissioner's Office (ICO) regarding access to material requested as part of a recent Subject Access Request.. The ICO have confirmed with Scottish Archery that the material provided was within the scope of the request as only information relating to requester's personal data is permitted to be shared . The ICO informed that the complaint has now been closed Lyndsay Noon will confirm this with the member.

9. PERFORMANCE REVIEW UPDATE

Lyndsay Noon reported that approaches have been made to a number of individuals to conduct the Performance Review following Clare Queen stepping down. Unfortunately, no one approached can take on the review at this time due to other commitments. It was agreed that Shabaz Khan and Lyndsay Noon would continue to liaise on this appointment. (*Action Shabaz Khan/Lyndsay Noon*)

It was agreed that the partial report could be circulated to Clubs and an update provided to clubs regarding the appointment of a new person to do the review. (*Action Lyndsay Noon*)

10. BOARD RECRUITMENT

Lyndsay Noon reported that interviews are taking place for the Development and Coaching Director on the 20 of February, and the closing date for the Chair has been extended to 20

February.

11. COMPLAINTS UPDATE

Shabaz Khan reported that he and Fiona Hirst had dealt with a recent complaint. He explained that both parties are aware of the decision that as the individual had reached out of their own accord and apologised that the matter was closed.

12. SPORTSCOTLAND UPDATE

Sarah Birrell reported that sportscotland have appointed Forbes Dunlop as their new CEO. He has been the sportscotland COO and has a governing body background.

Sarah Birrell is working with Lyndsay Noon on the year's investment tracker and there is an internal sportscotland panel meeting at the end of March to discuss investment. Sportscotland are still waiting on confirmation of budgets from the Scottish Government. Sportscotland's Board will approve the investment decisions and then the governing body is informed.

Sessions have been arranged for CEOs and Safeguarding Board members to discuss the outcomes of the Whyte Report. Lyndsay Noon confirmed that she is attending, but Ross Morrison is unable to attend due to work commitments. Sarah Birrell agreed to find out if there are evening sessions being planned which he could attend. (*Action Sarah Birrell*)

The sportscotland communication themes were noted as:

February - Volunteering #ThanksForVolunteering

March - Women & girls in sport #ActiveGirls

April - Being Active #ActiveEveryDay

13. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

- a) Membership System - Following a presentation by Alan Martin on the options for a membership system the Board approved JustGo.
- b) Vexatious Policy – The Board agreed that Scottish Archery should have a Vexatious Policy and now in the process of being drawn up.
- c) Member – a member's termination was unanimously postponed pending the outcome of the ArcheryGB Case Management Panel.

15. DIRECTORS' UPDATES

Directors updates were submitted and taken as read.

Ross Morrison reported that a safeguarding case was going to the AGB panel on 25 January but the outcome has yet to be disseminated to Scottish Archery. Scottish Archery are unable to take further action on the case until the AGB decision is known.

16. MEMBERS' FORUM

a) **Janice Hunter, Secretary, Inverclyde Archers**

How are other clubs managing the possibility of losing their venues? This is happening in our locality as a result of the lack of funding and increased costs.

As part of our member engagement plan we will be launching online member catch up sessions covering various topics. Access to facilities is a problem faced by many clubs and across many other sports. If we can facilitate cross club conversations, there will hopefully be opportunities for shared learning/advice.

Can the SAA provide any assistance?

Our club Development Officer, Bill Hogg, can support clubs with facility access solutions locally and regionally. Bill.hogg@scottisharchery.org.uk. Scottish Archery have been contributing to the wider discussions at a national level to ensure the problems faced by our clubs are at the forefront of discussions.

b) **Simon Wakefield, Milnes Archery Club**

When was the KPMG Audit done? The last audit was completed on 15th November 2021

What did the Audit cover?

The overall aim of a development audit is to help SGBs improve their governance, financial management and operational effectiveness to assist them in delivering their outcomes. As such it is a tool for continuous improvement as well as a way of providing sportscotland with information to inform their assessment of the extent to which public funds are safeguarded. The development audit will provide an objective assessment as to whether systems and controls are working effectively within the SGB.

Is a copy of the Audit report available for all members to see? ?

The report (document) and all other communication with the SGB in relation to the engagement is intended for guidance only and should not be relied on as advice from KPMG. In addition, this document and all other communication should not be shared with, or relied upon, by any other party without written permission from KPMG. KPMG will also keep any documentation or communication confidential and will not share it with any other party other than sportscotland.

The reports are paid and commissioned by sportscotland for assurance purposes and does not replace external audits should an SGB wish to be audited.

How many complaints have been made to the SAA over the last 2 years? A staff member will review this once their workload permits.

Were all of the complaints recorded by the admin account? A staff member will review this once their workload permits.

Did any of the complaints get investigated by SAA members not on the Board of Directors/staff/non Board members? Did any go to an independent adjudicator panel? **Yes, not all panel members are on the Board. None went to an independent adjudicator panel.**

*Was every complaint dealt with identically and was the complaints policy followed every time? **No not all complaints are dealt with identically as they are each unique, but complaints policy followed in each case.***

At a recent Board meeting a Director asked the Chair, what the complaints procedure was, but the response given did not really provide the details or explanation. Can I please ask what the full response was? What procedure did the Chair explain? The chair explained the complaints procedure. The procedure can be found in the complaints policy.

The commonwealth selection review was passed to a person in Scottish Fencing to deal with, but because of links between the people at Scottish Fencing and Scottish Archery it was postponed and the intention was to get the review done by a totally independent body. Can you please provide an update on this?

This is still ongoing. We have approached a number of independent candidates who may be able to undertake the review and unfortunately no one is available to support. We have several other leads that we are investigating and will inform members once we have a named person to undertake the review.

I took the opportunity to read the draft AGM minutes last night. I must say I was a little bit confused as there were members shown as present but those members were also listed in the apologies section?

One member and one member of staff submitted late apologies and were not taken off those in attendance. This will be rectified.

It appears there were also members shown as attending through one link as they were at the training squad. Some of those members are juniors under 16. I was also reading the Articles of Association, purely on the basis of wanting to take more interest in how the SAA operates and what is involved in the various roles on the Board, I believe it said that only voting members (16 years and over) can attend, speak or attend and AGM. I know my own children were definitely not allowed to attend the AGM until they reached the required voting age, per the Articles. Can you please confirm if that is correct and whether or not it was right that those juniors were allowed to be present/listed as attendees at the AGM.

There is nothing in the Articles to explain that juniors are not allowed to attend the AGM, but only members over the age of 16 can vote. There have been occasions when juniors have been present, as well as non-members.

c) Iain McMillan, Linwood Archery Club

Queries relating to AGM Minutes

Page 1 Attendance

It was made clear that anyone that wanted to join the SAA AGM had to register for the online meeting. There was no provision to join on the day. So those listed as attending from the Squad cannot be included. If you wanted them to attend, there should have been a formal record of those wishing to attend, by sign in sheet.

For the record at least 2 of those mentioned in the Squad day had not attended on the Saturday (day the AGM took place). At least 3 of those listed in the Squad are under 16 and not qualified to vote.

As the AGM clashed with a Squad Training day, it was agreed with squad members and volunteers that they could access the AGM using the equipment which was already set up for the squad day. Under 16s and non-members can be in attendance at an AGM but not vote. All voting was carried out ahead of the AGM. Names in attendance will be checked and rectified in the minutes if need be.

Section 1 Quorum.

It is important to be transparent as a Board and while the Articles quote minimum of 20 in attendance and 10% proxy votes available, this hasn't been made clear in this instance. Attendance on 1st page implied 42 registered attendees plus a whole squad of names viewing from a 3rd site. This doesn't constitute the real numbers for a quorum.

How many at the Squad venue actually registered for the AGM? None? Then, they can not be included in the quorate numbers or have a vote at the General Meeting.

Unless staff (paid employees) have also registered as SAA members and paid their membership fees, they can not be included in the quorate numbers or have a vote.

Unless Directors have registered and paid their SAA membership fees, according to the Articles of Association, they can not be included in the quorate numbers or have a vote at the General Meeting.

By my reckoning, there are only 31 "voting members" attending from those listed. above the required 20 in attendance for a quorum.

Of the registered attendees I am assuming eleven (11) are not qualified to vote. There is no provision for staff or Directors who are not paid up members of SAA to be classed as voting members within the Articles of Association for Scottish Archery. Removing them from the 128, still leaves 117 and above the requisite 92.5 (or +10% proxy vote).

The process for calculating the quorum is the membership secretary provides the membership number on the day that the voting closes and a check is done to ensure that those who have registered to be in attendance and those registering a vote means that the meeting was quorate. This was done and confirmation received that the meeting was quorate and could go ahead. Notwithstanding those who were at the Squad Day, there were more than enough members present to achieve the quorum.

Section 2 Apologises

Two of the names listed in attendance are also listed as registering their apologies for not attending. So what is it?

One member and one member of staff submitted late apologies and were not taken off those in attendance. This will be rectified.

Section 3 - Welcome by the Chair

You can't claim it has been a good year for archery. If the quorum suggests only 92.5 senior membership for the whole of Scotland as quorate, at 10% of membership that means there is only 925 senior members in Scotland. It seems a far cry from the near 3,000 members lauded as a target achieved in 2018. Why are we not discussing this at the Board meetings or AGM, and how the board plan to recover such a dismal failure?

The membership is calculated by the membership secretary on the day that the voting closes. As the membership year only starts on 1 October, we were only 6 weeks into the membership year and not all clubs manage to submit their membership forms ahead of the AGM. This is why there is a smaller membership number rather than the membership number for the full year, as the membership rises as the year goes on.

I question the validity of the voting if they included any names registered for the AGM that are not SAA members and have an appropriate AGB identification. This includes the votes for sections 7 approval of accounts, 9 approval of fees 2023-24, and 10 directors vacancies. At the very least, these numbers should be reviewed and corrected to conform to voting members.

Only those who are members are allowed to vote, and it is confirmed that all those who voted were entitled to do so. The membership secretary carries out check to ensure that this is the case.

Section 12 - Message from the Chair

Jennifer Griffen was given the floor at the end of the AGM to voice her message to the AGM. In the documented AGM minutes paragraph 4 is effectively a complaint raised by the Jennifer against members of the Association. While Jennifer may not have raised a complaint via the complaint policy, the fact that she raised it during an open forum, she has raised a complaint that can not be ignored by the Board. This has to be treated as a complaint by the Board and documented and investigated as such.

Jennifer Griffin did not accuse any individual, and she did not want to name any individuals, the issue was with behaviour and no person was singled out. As there is not a complaint against anyone and therefore in line with the complaints policy, no complaint can be investigated.

17. AOCB

- a) Chair Resignation – It was noted that Jennifer Griffin formally submitted her resignation from the Board and the Company Secretary will update Companies House accordingly. (Action Michael Mather)
- b) Finance – Craig Lindsay circulated the finance reports to December 2022, there is a surplus of £22,000 but the wage costs for three months are still to come out, so there will be a small loss for this year. This is accounted for by many one off costs such as Club Rebates, new equipment for Scottish Championships and performance squads. The projection is £10,000 loss but within that fixed assets such as computer equipment will be taken out of the balance sheet so there will be some movement at the year end. Craig Lindsay will

meet with Lyndsay Noon and Alan Martin to look at the budget for next year, which will include the new membership system. This will be circulated to the Board for approval.
(Action Craig Lindsay/Lyndsay Noon)

ACTION LOG

SK/LN	Liaise on the Performance Review	End February
LN	Circulate partial Performance Review and update to Clubs	End February
SB	Find out about Whyte Review Evening Session	ASAP
MM	Update Companies House	ASAP
CL/LN	Meet to prepare budget	End February

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 24 April 2023
BY MICROSOFT TEAMS

Present **Board Members**
Ross Morrison, Director of Safeguarding and Acting Chair
Craig Lindsay, Finance Director
Shabaz Khan, Independent Director
Gary Grieve, Director of Coaching and Development
Rikki Bingham, Director of Athlete Progression

Non-Board Members
Lyndsay Noon, Chief Executive Officer

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Jules May Director of Digital and Sarah Birrell, Sportscotland Partnership Manager and Jacqui Dunlop, Safeguarding and Operations Manager.

2. CONFLICT OF INTEREST

No conflicts of interest were noted.

3. MINUTES OF MEETING OF 6 FEBRUARY 2023

Gary Grieve queried the inclusion of a member's name in the previous minutes as part of the member forum agenda item. Lyndsay Noon explained that as the item is emailed to clubs in advance and names are attached to the member's forum queries received, that the inclusion of names is appropriate. This will be confirmed.

It was proposed by Gary Grieve and seconded by Shabaz Khan that the minutes of the meeting of 26 March 2023 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 6 FEBRUARY 2023 BUT NOT ON THE AGENDA

Ross Morrison updated that AGB have requested further information from Scottish Archery regarding the ongoing complaint from a Scottish Archery member. Lyndsay Noon is compiling the required information within the 2 week window given for response.

5. CEO FLASH REPORT

The one-month summary was noted as:

- Sportscotland Panel meeting complete, and funding should be received shortly.
- Sub-Group volunteer recruitment is open.

- First monthly fireside chat delivered with 7 attendees (positive/constructive feedback)
- 6 applications received for Club and Coaching Development Officer post (interviews take place Friday 28th April).
- Just Go membership build ongoing
- New policy tracker implemented.
- Chair recruitment opened again.
- Potential consultant for selection process review
 - Update meetings held with members involved in the selection process review
- Final meeting with Royal Company of Archers to present details of proposal. Funding will be confirmed after their next board meeting in June.
- Met with Mark Briegal (AGB Chair). Meetings will be planned monthly.

6. FINANCE UPDATE

Craig Lindsay updated that the finance sub-group will meet monthly to regularly monitor the budgets and spend.

7. ROADSHOW ACTIONS PROGRESS

Lyndsay Noon shared the progress tracker for the Roadshow action plan. The link will be shared with Directors to read through as the document is quite large, but there is progress being made across most areas. Snippets from the report will be shared with members throughout the year and the final report will be shared at the Roadshow events in October this year.

8. BOARD RECRUITMENT

Following the re-advertisement of the Chair position, Lyndsay Noon confirmed that Ross Morrison was successful in his application and will take the position of Chair. This position will be ratified by the membership at the next AGM.

The following board positions will be advertised soon: Equalities Director, Member Engagement Director and Safeguarding Director. Ross will continue to lead on Safeguarding until a new Director is in place.

9. STRATEGIC GOALS – MONDAY.COM

Lyndsay Noon Shared the Monday.com strategic goals platform to show how strategic goals are monitored. Directors will be set up as viewers to enable oversight of the progress towards the strategic goals.

Ross Morrison asked if all targets are on track. Lyndsay Noon updated that following a meeting with AGB it appears there is a slight issue with one of investment targets whereby a one stop membership system will be set up. AGB wish to remain the main contact for membership renewals. The relationship with AGB will form part of the governance review and a meeting with the new CEO of AGB will be planned over the next few months with discussions including the implementation of the new membership system.

10. SPORTSCOTLAND UPDATE

Sarah Birrell noted her apologies but updated via email that the in-principle investment figure from sportscotland for 2023/24 is £127,650 which includes a 3.5% on invested staff lines.

11. DECISIONS TAKEN OUTWITH BOARD MEETINGS

None.

12. DIRECTORS UPDATES

Safeguarding: Ross Morrison updated that the CMP from AGB covering an ongoing safeguarding case have confirmed the case will go to a disciplinary panel.

Development: Gary Grieve updated on the first development sub-group meeting with Alan Martin and Robert Clark on the day of the board meeting (24 April).

- Gary will attend the second Fireside Chat session on Thursday 27 April
- Discussed option of shared member check in across sports to allow clubs to network with other clubs in their area on challenges/priorities across local areas. Gary will take a lead on scoping this out.
- Gary is interested in finding out if the board want to visit additional sessions (out with the events calendar) community/development sessions for example. (Ross Morrison suggested the board can be invited to anything and board members can go along).

13. MEMBERS' FORUM

a) Andrew Kelly - We have just hosted Stage 1 of the Scottish tour at Moray Archery. The Scottish tour stages are meant to be the pinnacle of the outdoor competitions in Scotland and are world record status shoots that are meant to replicate the UK national tour stages. We are very disappointed that no member of the board was in attendance to see this event. We put a lot of time and effort into putting on this event and making it the best experience we could provide for Scottish Archers.

It would have been a pleasure for us to show case this event and show what Moray Archery can put on to members of the board.

It would have also given board members a great opportunity to speak to archers from clubs from all over Scotland.

Can I ask why no representative from the board was in attendance at this event?

I am sure members of the board will be in attendance at the other Scottish tour stages.

Lyndsay Noon has responded to explain that due to time restraints for board volunteers, event finals are being prioritised.

b) Linda Dallas - I would like the date bars brought up to date. I would also say that anyone I have spoken to have also said they would like the date bars sent out and are not looking for an event to hand them out. One person also suggested that in the future they could be handed out at the actual events (where possible) that people earn them.

Lyndsay Noon as responded to inform Linda that the date bars for previous years will be posted out.

14. GOVERNANCE

Lyndsay Noon updated that the governance review has started with a scoping exercise into other governing body disciplinary and complaints policies and procedures.

15. AOCB

Rikki Bingham highlighted how positive it was to see Scottish Archers at the Europeans stage in Lilleshall recently and attending more of the bigger event. Rikki is working with Alan Martin to increase Scottish archers represented on the national team.

16. Date of Future Meetings:

5 June

7 August

9 October

18 November

ACTION LOG

LN	Send Roadshow Progress Document to Board members	Next Meeting
LN	Add Directors to Monday.com as viewers	Next Meeting
SK/RC	Consider ways to celebrate Volunteer Week	Next Meeting

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 5 JUNE 2023
BY MICROSOFT TEAMS

Present

Board Members

Ross Morrison, Director of Safeguarding and Chair – Items 1 - 16
Craig Lindsay, Finance Director
Shabaz Khan, Independent Director
Jules May, Director of Communication and Marketing
Gary Grieve, Director of Coaching and Development
Rikki Bingham, Director of Athlete Progression

Non-Board Members

Lyndsay Noon, Chief Executive Officer
Euan Murray, Club and Coaching Development Officer – Item 1
Sarah Birrell, sportscotland Partnership Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Euan Murray was welcomed as the newly appointed Club and Coaching Development Officer and introduced to the Board.

2. CONFLICT OF INTEREST

No conflicts of interest were noted by Directors.

3. MINUTES OF MEETING OF 24 APRIL 2023

It was proposed by Rikki Bingham and seconded by Craig Lindsay that the minutes of the meeting of 24 April 2023 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 24 APRIL 2023 BUT NOT ON THE AGENDA

Ross Morrison confirmed that the actions from the previous meeting had been completed with the exception of the undernoted:

Roadshow Update – Lyndsay Noon agreed to circulate to the Board. (*Action Lyndsay Noon*)

5. CEO FLASH REPORT

The one month summary was noted as:

- Met with Forbes Dunlop – New Sportscotland CEO.
- Sportscotland investment received.
- Attended CEO/COO SGB Forum (22nd May).
- Attended Race and Racism Conference.
- Volunteer Induction process created.
- Sub-Group volunteers – 7 new volunteers recruited and inductions complete.
- 3rd Fireside Chat delivered – Topic competitions and workforce.

- Governance Review underway
- Just Go membership build ongoing
- New policy tracker implemented.
- Chair recruitment complete
- 3 x board positions advertised.
- New website launch planned for early June.

Sarah Birrell asked were more sub-group volunteers still to be recruited. Lyndsay Noon noted that there were five volunteers for records, and one each for EDI and Engagement Sub-Groups and inductions have been done for these. Another potential volunteer for the TO group has also come forward.

Lyndsay Noon reported that someone has been recruited to do the Selection Policy Review, and Rikki Bingham will also support the process for any archery specific queries. Rikki Bingham confirmed that there were no major competitions such as the Commonwealth Games coming up, but that there would also be learning for competitions such as the Home Nations as well as major international competitions.

6. FINANCE

Craig Lindsay reported that the finance report had been circulated which was for one month against budget and there were no unusual costs.

The Clydesdale Savings account is now closed and the money transferred to the current account and an instant access savings account will be looked into.

7. COMPETITION OPTIONS

A request for Directors to attend competitions had circulated as it would be good to have Director representation at Competitions, albeit with the caveat that Directors are volunteers. Shabaz Khan had suggested that it was a standing board item in order that a decision could be made on who would represent Scottish Archery.

Lyndsay Noon agreed to circulate the competitions list with the minutes of the meetings and those who had yet to complete the form agreed to do so. *(Action Lyndsay Noon/All)*

8. VOLUNTEER WEEK

Shabaz Khan noted that 1-7 June is Volunteer Week and he has been liaising with Robert Clark to identify volunteers and their motivation for volunteering with Scottish Archery and this will be highlighted during the week.

Shabaz Khan noted that it would be useful to have key themes such as Mental Health Awareness week and, where it aligns to the Scottish Archery strategy, create conversations and content around these items. Ross Morrison agreed to send a calendar of key themes to Shabaz and Gary Grieve agreed to support Shabaz Khan this. *(Action Ross Morrison/Shabaz Khan/Gary Grieve)*

It was agreed that if something doesn't align with the strategy or Scottish Archery are not actively promoting that it wouldn't be included.

9. SOCIAL MEDIA POLICY REVIEW FEEDBACK

Jules May circulated the draft Social Media Policy, noting Scottish Archery should position themselves not as referees or legislators but as facilitators. It is a different approach and Jules May felt it was powerful. Rikki Bingham felt that it should be highlighting Social Media for the promotion of positive stories, as well debate. It should also be implicit that U18s should have a parent or guardian on social media chat groups. It was noted that the Safeguarding Policy currently covers this, but that this should also be highlighted in the Social Media Policy. Lyndsay Noon noted that some of the language should be simplified so that it was accessible to everyone.

Jules May agreed to update the Social Media Policy with the above points and it was agreed that the views of a few members thought of it ahead of approval. (*Action Jules May*)

10. SPORTSCOTLAND UPDATE

Sarah Birrell reported that she and Lyndsay Noon have fortnightly catch up meetings. An updated list of comms themes from sportscotland had been highlighted by Sarah Birrell and a toolkit. It was agreed that the On-Track update would be circulated to the Board. (*Action Lyndsay Noon*)

The L&D programme had been circulated, and Sarah Birrell noted that if there were any courses which the Board felt would be beneficial and were not currently offered they could contact Susan Menzies about this.

11. SAFEGUARDING – MANDATORY TRAINING FOR BOARDS

All Board members are now required as a minimum to do the sportscotland Board safeguarding module or the full Child Protection and Wellbeing Course in order to be compliant with the Safeguarding Standards and the KPMG Audit. Ross Morrison noted that he would like to offer this training to every member who wants to attend the Child Protection and Wellbeing course and this was agreed.

Shabaz Khan suggested that there was a cap on the numbers, depending on budget or it may be more cost-effective to run a Scottish Archery course.

Ross Morrison agreed to send Rikki Bingham details of the courses. (*Action Ross Morrison*)

12. AGB COMPLAINT UPDATE

Ross Morrison reported that Scottish Archery had submitted the required documents requested by AGB, by 9 May, and had yet to receive a reply from ArcheryGB (other than receipt of email).

13. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

The Disciplinary Policy has been updated, approved and is now on the website.

14. DIRECTORS' UPDATES

Directors updates were submitted and taken as read.

Gary Grieve reported that he had visited Moray Archery Club and it was a very positive and worthwhile trip. They will be discussing with Harper Macleod the best governance option for them going forward and Euan Murray will also provide support.

15. MEMBERS' FORUM

No items had been received for the Members' Forum.

16. ARCHERYGB

Lyndsay Noon noted that a key part of the governance review is the relationship with ArcheryGB and what is best for Scottish Archery members. Lyndsay Noon gave a presentation on the current relationship including the positives and the areas which need developed including members, policies and workforce. Meetings have been arranged with the AGB CEO and Chair for initial discussions.

Sarah Birrell noted that she could offer support with other governance structures for other SGBs.

17. AOCB

- a) Judging – Jules May noted that he is the Judges Liaison Officer for Scottish Archery, and that Judging is organised by AGB. There is a crisis in judging in Scotland currently due to the lack of qualified and active judges and the lack of opportunities to train candidate judges, due to the reduced number of competitions post COVID. Lyndsay Noon noted that consultations are ongoing regarding judging in Scotland. It was agreed that there would be a fuller discussion of Judging at the next Board meeting.
- b) Competition – Shabaz Khan attended the Scottish Outdoor Championship. Discussions took place around how visiting events can help to build positive relationships between members and Directors.
- c) Website – There was a discussion regarding the website and Lyndsay Noon noted that if any Director wished to suggest improvements this would be welcomed. Sarah Birrell noted that it was a real positive that Scottish Archery organised Roadshows and had organised Fireside Chats which enabled good communication and consultation with members.
- d) Discussion Points – Gary Grieve noted that the discussion points in the CEO Flash Report were very good and would lead to some good discussions. It was agreed that the discussion points would be left on the agenda.
- e) Volunteers – Lyndsay Noon expressed thanks to the Board, during Volunteer Week, for their contribution to the sport as volunteers.

18. Date of Future Meetings

7 August

9 October

18 November

ACTION LOG

LN	Circulate Roadshow Update to Directors	ASAP
LN	Circulate Competitions List	ASAP
All	Directors to complete the Competition List	ASAP
RM	Send list of communication themes to Shabaz Khan	Next Meeting
SK/GG	Work on a calendar of key themes	Ongoing
JM	Update Social Media Policy and seek views of a pool of members	Next Meeting
LN	Circulate sportscotland's On Track newsletter to Board	ASAP
RM	Send Rikki Bingham details of CWPS courses	Next Meeting

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 7 AUGUST 2023
BY MICROSOFT TEAMS

Present

Board Members

Shabaz Khan, Independent Director (Chair)
Jules May, Director of Digital
Gary Grieve, Director of Coaching and Development
Rikki Bingham, Director of Athlete Progression

Non-Board Members

Lyndsay Noon, Chief Executive Officer
Jacqui Dunlop, Safeguarding and Operations Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Ross Morrison, Scottish Archery Chair and Safeguarding Director, Craig Lindsay, Finance Director and Sarah Birrell, Partnership Manager, sportscotland.

2. CONFLICT OF INTEREST

No conflicts of interest were noted by Directors.

3. MINUTES OF MEETING OF 5 JUNE 2023

It was proposed by Gary Grieve and seconded by Jules May that the minutes of the meeting of 5 June 2023 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 5 JUNE 2023 BUT NOT ON THE AGENDA

Shabaz Khan confirmed that the actions from the previous meeting had been completed.

5. CEO FLASH REPORT

The one month summary was noted as:

- Sportscotland Coaching Subsidy confirmed: £3500
- Coaching sub-group applications open – 5 potential new volunteers
- 4th Fireside Chat delivered – Topic: Club development
- Governance Review ongoing
- New monthly Scottish Archery newsletter launched
- Club case study project launched
- Just Go membership club training complete and member training ongoing
- New policy tracker implemented.
- Website feedback open and ongoing changes being made
- Judge/Workforce process 'check in' ongoing
- Membership number: 1900

Rikki Bingham noted that compliments had been received about Euan Murray by the AGB Development team.

6. FINANCE

Lyndsay Noon reported Finance Sub-Group will meet next Monday. The meetings will usually take place one week before each board meeting, but due to a change of date this wasn't possible on this occasion.. The £3,500 coaching subsidy has been received from sportscotland which will allow for coaching subsidies to be awarded for courses which meet EDI criteria. Lyndsay Noon will provide a further update on the process for this at the next Board meeting.

7. AGM

Lyndsay Noon reminded Directors that the Annual General Meeting will take place on 18 November, online and a timeline is currently being worked on. There was a discussion on if there should be focussed workshops as they were well received at the 2022 AGM or if another form of engagement should be considered to encourage members to attend. It was noted that the Roadshows will be held over September and October which will give members a chance to meet and ask questions face to face with staff and Board members.

Lyndsay Noon agreed to see what other governing bodies and other organisations do and there would be a further discussion at the September Board Catch-Up. (Action Lyndsay Noon)

8. 2023 ROADSHOWS

Lyndsay Noon reported that there will be three face to face roadshows in Edinburgh, Kilmarnock and Aberdeen as well as an online one. The Roadshows will build on the work done last year and there will also be an open session for members to raise any questions.

It was agreed that a Board member would be present at each of the roadshows and Lyndsay Noon agreed to circulate the dates. (Action Lyndsay Noon)

9. AGB MEETING UPDATE

Lyndsay Noon updated the Board on the positive visit to the ArcheryGB Youth Festival. During the visit the team had a productive meeting with Jude Handley, National Development Manager. A meeting was also held with Ruth Hall, Chief Executive, and a follow up meeting is being held with her on Thursday, 10 August to develop a stronger partnership and work together more closely

10. APPRAISALS

Annual Board appraisals are due to take place and Ross Morrison will shortly issue paperwork to Board members for this. (Action Ross Morrison)

Lyndsay Noon confirmed that Ross Morrison will do her appraisal, and Shabaz Khan agreed to do Ross Morrisons.

11. AGB COMPLAINT UPDATE

Lyndsay Noon provided an update on the ongoing AGB Complaint.

Lyndsay Noon reported that there is a requirement under the Articles for any updated policy which changes members rights to go to an AGM for approval. Any other amendments which are administrative only and that do not affect members rights, will undergo member consultation as per the articles of association. This was confirmed by Harper MacLeod. . The previous version of the Disciplinary Policy has been reverted to and there will be consultation on the new Disciplinary Policy, along with all other policies which have been updated or are due to be updated. This work is being done in conjunction with Harper McLeod, and it was agreed that Directors will support the CEO with this. (*Action All*)

The Member Engagement Sub-Group has looked at the new Social Media Policy and they are happy with it. This will also be included in the wider consultation.

12. SPORTSCOTLAND UPDATE

There will be a KPMG Audit in February and Lyndsay Noon will work with Sarah Birrell on this. (*Action Lyndsay Noon*)

13. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

No decision were made by the Board outwith the Board meetings.

14. DIRECTORS' UPDATES

Directors updates were submitted and taken as read. Lyndsay Noon noted that Directors should meet with their sub-groups ahead of the Board meetings and provide an update. (action – all Directors with a portfolio)

15. MEMBERS' FORUM

a) Membership System – Lochside Bowmen submitted a response regarding the new membership system and Alan Martin will liaise directly with them to offer support.

16. AOCB

a) Hot Topic – Lyndsay Noon noted that a hot topic will be included in forthcoming agendas to allow for full discussion by Board members.

17. Date of Future Meetings

11 September – Board Catch Up

9 October – Board Meeting

18 November - AGM

ACTION LOG

LN	Consult with other SGBs on session for AGM Engagement	Sept 2023
LN	Circulate Roadshow Dates	ASAP
RM	Arrange Board Appraisals	Sept 2023
All	Support CEO with Policy Checks	Sept 2023