

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 3 FEBRUARY 2020
BY GOTOMEETING

Present

Board Members

Bob Provan, Independent Director
Kevin Pringle, Independent Director
Caroline Buchanan, Director of Safeguarding
Jules May, Director of Digital
Judith McCleary, Director of Development
Pip Tucknott, Director of Performance

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Operating Officer – Temporary Meeting Chair
Michael Mather, Company Secretary
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Craig Lindsay and Moira Taylor.

2. CONFLICT OF INTEREST

No new conflicts of interest was noted.

3. MINUTES OF MEETING OF 14 DECEMBER 2019

It was unanimously agreed that the minutes of the meeting 14 December 2019 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 14 DECEMBER 2019

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

- a) CRM – Vincent Bryson to circulate Neil Armitage's response on CRM to the Board. (*Action Vincent Bryson*)
- b) Facilities Paper – Vincent Bryson reported that he and Alan Martin had been in discussion with other governing bodies regarding facilities and he will incorporate this into the Facilities paper and circulate to the Board. (*Action Vincent Bryson*)
- c) Meeting with Euan Lowe – Vincent Bryson confirmed that he is arranging a meeting with Euan Lowe to discuss re Membership. (*Action Vincent Bryson*)

- d) Budget Headings – Craig Lindsay had circulated Financial Papers and Budgets and the Board confirmed that they were happy with the format.
- e) Members' Liability – Michael Mather will take this forward with Harper McLeod. There is a £1 liability for each member should Scottish Archery be wound up, however in reality it may be that the organisation would have to absorb the costs. (*Action Michael Mather*)
- f) Change from UKCC to CIMPSA – no further update had been received. Kevin Pringle noted that there is a Working Group looking into this, however it is not expected to be ready short term so Scottish Archery will have a watching brief.
- g) Performance Video – Pip Tucknott confirmed that he will liaise with Jules May on what is required to better communicate the performance programme. (*Action Pip Tucknott/Jules May*)
- h) Email Addresses – Vincent Bryson confirmed that email addresses had been set up for Kevin Pringle (strategy@scottisharchery.org.uk) and Bob Provan (Equalities@scottisharchery.org.uk).
- i) Exit Survey – Judith McCleary confirmed that that it hoped that the Development Group will meet soon and the Exit Survey will be discussed.

5.1 UPDATE ON CHAIR POSITION

Vincent Bryson updated the Board on options for the vacant Chair position.

5.2 SCOTTISH ARCHERY INVESTMENT AND PERFORMANCE PRESENTATION

Vincent Bryson reported that the Investment Paperwork had been submitted to sportscotland on 31 January and thanked the Board members for their input. He noted it was an intensive piece of work over a 2-3 week period but it is a good process to go through and gives of flavour of where Scottish Archery is. The investment target of 3,200 members has been reached. There has been great work done with the Scouting organisation and Alan Martin and Bill Hogg are working on a project with Alzheimer Scotland to introduce soft archery into their centres. There is also good partnership working with the Scottish War Blinded with the next Pathway squad taking place at their facilities. Funding of £8,000 has also been secured from the Royal Company of Archers for the performance programme and for athletes with additional support needs. This funding will be received in annual payments over the next 3 years.

Work has been ongoing with ArcheryGB regarding Safeguarding and it was confirmed that the AGB and Scottish Archery Safeguarding Officers will have direct communication regarding any cases.

Vincent Bryson noted that work has been ongoing with regard to the potential to have Archery included in the Commonwealth Games, via a satellite competition in hosted by India. Discussions with ArcheryGB, sportscotland and Commonwealth Games Scotland have been held and Vincent Bryson agreed to keep the Board updated on any developments.

6. FINANCIAL UPDATE

Craig Lindsay distributed reports in advance of the meeting. Vincent Bryson agreed to liaise

with Directors individually on their budgets. Judith McCleary noted that it would be helpful if staffing costs were included in the budgets as this may give the membership a better indication of where fees are going. Vincent Bryson agreed to liaise with Craig Lindsay on this. (*Action Vincent Bryson*)

The Board confirmed that they were happy with the level of clarity shown on the reports.

There was a discussion on Reserves and it was agreed that they would remain as they were, if funding was required for any possible inclusion in the Commonwealth Games then reserves would not be used.

7. DIRECTOR OF DIGITAL – PAPER FOR CONSIDERATION

Jules May circulated a paper seeking views on communication. There was a discussion on internal communications agreeing that Microsoft Teams may be a good way to go as it also gave free video conferencing facilities. Vincent Bryson and Jules May agreed to have a discussion on how best to implement this. (*Action Vincent Bryson/Jules May*)

It was agreed that the focus should be on external communication both with members and partners making better use of videos and images. Judith McCleary suggested that more should be done with case studies. It was agreed that images should better reflect society and that the soft archery work should be highlighted. Kevin Pringle noted that he had a link through Basketball for Video production and will liaise with Vincent Bryson on this. (*Action Vincent Bryson/Kevin Pringle*)

Kevin Pringle felt it was important to get information from the membership and how information is garnered from young people and recreational archers and how as an organisation Scottish Archery can listen to a wider demographic of the website rather than the few members who shout the loudest.

Jules May explained how an app would make the organisation more personal and the use of that channel could be used to elicit views from the wider membership. It was also important that non members are engaged and this includes broadcasters.

Judith McCleary noted that for social media that possible responses are prepared in advance so that there can be quick responses to difficult questions. Jules May suggested that a measurable target of say 24 hours for responses would be a good target to aim for.

It was agreed that a Digital Sub-Group would be set up. Pip Tucknott noted that an advert had gone out for marketing support for the Scottish Tour and the Tournament Group were already considering wider communication. It was agreed that the Tournament Group would be consulted.

Vincent Bryson agreed to liaise with the Board, staff and senior volunteers to find out what the "Pain points" were and also who the Stakeholders were and then liaise with Jules May. (*Action Vincent Bryson*)

There was a discussion on Sport80, and it was agreed that Vincent Bryson and Jules May would further progress this. (*Action Vincent Bryson*)

8. PERFORMANCE UPDATE

Pip Tucknott reported that the pathway squad is underway for the second year. Shaun Teasdale has been involved and there has been great feedback on his input. The next Performance Update has been issued and there has not been much feedback, although verbal feedback received has been positive.

9. EQUALITY

Bob Provan reported that an Equality Survey is due to be issued to provide an update on figures. The Equality submission has been made to Plan4Sport with the results due between April and June.

10. SAFEGUARDING

Caroline Buchanan reported that she has started to look at the Safeguarding of Vulnerable Adults and the Board agreed that a Policy should be produced. Judith McCleary agreed to provide links for the Curling Policy and Caroline Buchanan has downloaded templates from the Ann Craft Trust.

Scottish Archery had reached 100% in the Safeguarding Standards, ahead of the 31 March 2020 deadline.

11. MEMBERS' FORUM

Muriel Kirkwood had submitted questions relating to membership fees and the articles and it was agreed that Michael Mather and Vincent Bryson would consider these and respond. *(Action Vincent Bryson/Michael Mather)*

Jules May noted that there was some confusion around Family Memberships and that clarification was required on this. It was agreed that Vincent Bryson and Michael Mather would look into this. *(Action Vincent Bryson/Michael Mather)*

Muriel Kirkwood also noted confusion about the pre-AGM Performance Meeting and Vincent Bryson agreed to contact her regarding this. *(Action Vincent Bryson)*

12. AOCB

- a) COO Workload – Judith McCleary noted that Vincent Bryson had a heavy workload and offered to support. Thanks, were expressed to Vincent Bryson on the submission on the Investment paper and the work which had gone into this.
- b) Strategy Sub-Group - Vincent Bryson reported that the new Strategy will be presented to sportscotland as part of the investment process in September 2020. It was agreed that a Strategy Sub-Group would be formed and consist of Vincent Bryson, Judith McCleary, Kevin Pringle, Pip Tucknott.

ACTION LOG

SHORT TERM ACTIONS

Actionee	Action	Date
VB	Circulate Neil Armitage's response on CRM to the Board	Next Meeting
VB	Submit a paper on facilities for Board consideration	Next Meeting
VB	Arrange a meeting with Euan Lowe re Membership	Next Meeting
MM	Update on Members' Liability	Next Meeting
PT/JM	Discussion on how to best communicate Performance	Next Meeting
Development Group	Investigate Exit Survey	Next Meeting
VB/CL	Staffing Costs included in Budgets	Next Meeting
VB/JM	Discussion on Microsoft Teams	Next Meeting
VB/KP	Discussion on Video Resource	Next Meeting
VB	Seeks views on Pain Points and Stakeholders and feed back to Digital Director	Next Meeting
VB/MM	Look at Articles and Fees; Family Membership Clarity	Next Meeting
VB	Respond to Muriel Kirkwood re Performance Meeting	Next Meeting

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 6 APRIL 2020
BY MICROSOFT TEAMS

Present

Board Members

Judith McCleary, Director of Development and Meeting Chair
Jennifer Griffin, Co-opted Director
Craig Lindsay, Finance Director – Items 1 – 6 only
Moira Taylor, Director of Coaching
Bob Provan, Independent Director
Kevin Pringle, Independent Director
Caroline Buchanan, Director of Safeguarding
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Operating Officer
Michael Mather, Company Secretary - Items 1-7 only
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting.

2. CONFLICT OF INTEREST

No new conflicts of interest was noted.

3. MINUTES OF MEETING OF 3 FEBRUARY 2020

It was approved Caroline Buchanan and seconded by Bob Provan that the minutes of the meeting of 3 February 2020 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 3 FEBRUARY 2020

- a) CRM – Vincent Bryson confirmed that he had circulated Neil Armitage’s response on CRM to the Board.
- b) Facilities – Vincent Bryson noted that work is ongoing regarding a shared facility in East Kilbride, with 4 other governing bodies involved. The Archery requirements would be a 70M indoor hall. A meeting was due to be held with sportscotland’s facility lead, but this had not happened due to COVID-19. The cost implications for Archery would be relatively low as the flooring is already in place but work would need to be done to ensure that para archers were able to collect arrows. ArcheryGB are keen to have Centres of Excellence around the country with one in Scotland, and they have had discussions with a University regarding this, but this also seems to have stalled. Michael Mather noted that ballistics netting would have to be installed at a cost of £10,000. Vincent Bryson noted that he

would draw up a facilities plan/strategy over the next few weeks although it would not be possible to consult, and new facilities were likely to be a low priority going forward.
(Action Vincent Bryson)

- c) Membership – Vincent Bryson confirmed that he will be speaking to Euan Lowe re memberships and relationship with the national body. (Action Vincent Bryson)
- d) Members' Liability – Michael Mather confirmed that it is £1 per member liability should Scottish Archery go out of business, although it would be likely that the £3,000 is taken from the Scottish Archery reserves rather than contacting each member for a £1.
- e) Performance Communication – Pip Tucknott and Jules May have held a discussion on how best to communicate performance and this will be revisited once the current situation is over.
- f) Development Group – Judith McCleary reported that the discussion on exit survey had been put back, but an on-line discussion would be happening soon. (Action Judith McCleary)
- g) Microsoft Teams – Vincent Bryson noted that Microsoft Teams is being used extensively now. Team Gantt has also been added and a licence for this has been purchased. The Staff will be using it during April with the aim of giving the Board oversight access in May.

There have been no issues using Microsoft Teams and there will be a fix soon to allow 9 people to be visible at the one time. Alan Martin will cancel the subscription for GoToMeeting and Teams will be used for all on-line meetings. Work is being done on a podcast and trials for this have taken place using Microsoft Teams and the quality was good and worked seamlessly with Adobe Audition.

- h) Pain Points and Stakeholders – Vincent Bryson noted discussions had been had with the Pathways Squad regarding the Commonwealth Games Changes.
- i) Question from Member – Jules May agreed to send the response to Muriel Kirkwood.
(Action Jules May)

5. COO UPDATE

Vincent Bryson noted that the Coronavirus has meant the closure of facilities and clubs and the impact of this is unknown. He has spoken to all Directors either individually or in smaller groups, and Directors have been joining the Staff calls.

ArcheryGB had shared details of their hugely ambitious plan to transform high performance coaching which will be the driver for their plan to win Olympics Medals in 2028/2032. It is aspirational and exciting, and they wish to make coaching a vocation and create employment opportunities for coaches, although there is now some uncertainty over this plan due to the cancellation of Tokyo and UKSport funding. Sarah Birrell agreed to speak to her Performance colleagues regarding UKSport funding. (Action Sarah Birrell)

Vincent Bryson has been involved in a number of sports governing body CEO calls and also calls with the Scottish Sports Association and noted that it was good to be part of these networks. Staff members have been involved with calls with the Scottish Sports Association where SGBs are coming together to support each other.

Judith McCleary noted that as Scottish Archery were not losing significant income there was not a financial need to furlough staff, although the sportscotland funded positions could not be furloughed. Staff members will continue to work and look to support the members and clubs and adapt their workload and thanks were expressed to Vincent Bryson for the support given to staff. Vincent Bryson noted that staff have clarity and have felt supported.

Sarah Birrell confirmed that invested posts do not qualify for furloughing and sportscotland are providing guidance through their legal resource for governing bodies. Vincent Bryson and Sarah Birrell have had communication regarding the six-month investment and that there is flexibility on how it can be used – it is now about protecting the staff and the organisation. Sportscotland have confirmed six months of investment should arrive into the Bank account in April.

Judith McCleary confirmed that the Board had a discussion around the COO role and had agreed that the status quo should be followed. Vincent Bryson highlighted how supportive sportscotland had been and the clear messages on supporting the staff.

6. FINANCE

Craig Lindsay reported that that he is working on the accounts up to the end of March and Vincent Bryson agreed to send the salary information. (*Action Vincent Bryson*)

The budget figures have been uploaded to QuickBooks and the staffing figures will be brought into the Budgets. There is £89,000 over the three banks accounts, before the sportscotland investment so there are no issues with cashflow over the next few months.

Judith McCleary noted that some of the Voluntary Action Fund may not be fully spent and it was agreed that this would be discussed further. (*Action Judith McCleary, Vincent Bryson, Craig Lindsay*)

Craig Lindsay agreed to speak to the Accountant about how the Staffing costs were represented in the Annual Accounts. (*Action Craig Lindsay*)

7. PROPOSAL TO SUPPORT COMMUNITIES THROUGH ARCHERY

Judith McCleary explained that she had joined the Staff Meeting and discussed the possibilities of supporting some communities through soft archery, possibly through supply the school hubs or care homes with Soft Archery Kits. She had subsequently had a discussion with Active Schools in Fife who had confirmed that they were looking for on-line material and not actual equipment due to social distancing and sanitation of the equipment. The Board were generally supportive of the idea, however, did note concern about the sanitisation of equipment and the need for people to have done training before it was rolled out and that clear guidelines should be in place. Pip Tucknott suggested that stretchy bands could be offered and the on-line exercises provided on how to use these for Archery training/fitness.

It was agreed that the Board would give consideration to other initiatives whereby Archery could be used to support community initiatives and feed this back to Vincent Bryson. (*Action All*)

8. RISK REGISTER

The Risk Register was shared with the Board. Vincent Bryson agreed to reconsider and update in relation to the 2020 situation and circulate to Directors for feedback. (*Action Vincent Bryson*)

9. PERFORMANCE

Pip Tucknott noted that he and Jules May had met and discussed communication relating to Performance. The Pathways sessions have been cancelled but activity is continuing on-line. All competitions planned for the summer have been cancelled and it was agreed that there would be no honorary date bars presented.

Pip Tucknott updated the Board that the World Games had been moved back a year.

10. SAFEGUARDING UPDATE

Caroline Buchanan noted that pre-lockdown she and Jacqui Dunlop had attended training days. Caroline Buchanan has been working on a template for Safeguarding of Adults and Jacqui Dunlop agreed to provide support with this, so that Scottish Archery has documentation in place ahead of the proposed Ann Craft training which has been organised for the end of the year. Vincent Bryson noted that Michael Mather has been retained as a Safeguarding investigator and could also assist. Caroline Buchanan agreed to send the Adult Safeguarding Template to Jacqui Dunlop and Vincent Bryson. (*Action Caroline Buchanan*)

It was noted that coaches have been sent information on a virtual Safeguarding Course which is being run by Scottish Curling, for those coaches who required this course as part of their coach renewal. Scottish Archery are assessing demand and may run their own virtual Safeguarding Course, perhaps with other governing bodies depending on numbers.

PVGs have currently been suspended by Disclosure Scotland as they focus on key workers. It was noted that Coaches can submit their renewals, pending PVG and Safeguarding courses.

Scottish Archery have completed 100% of the Safeguarding Toolkit and are compliant with the Standards.

11. EQUALITY UPDATE

Bob Provan updated the Board that the Equality Survey had been completed but nothing has been done with the information as yet.

12. COACHING UPDATE

Maira Taylor reported that due to the current restriction there is no coaching activity. Work has started on preparation for the Coaching Conference which is scheduled to take place 26 and 27 September at Inverclyde. The Board agreed that the Conference should go ahead and Maira Taylor will aim to contact speakers with the proviso that it maybe slightly different this year due to the lockdown situation.

Maira Taylor confirmed that coach renewals were still taking place.

13. AOCB

- a) Board Composition – The Board were delighted to appoint Jennifer Griffin as a Co-opted Director of Scottish Archery.
- b) Staff Meetings – Vincent Bryson reported that the Staff have a standing Tuesday morning meeting to which any member of the Board is welcome to attend.
- c) Development for Clubs – Sarah Birrell reported that sportscotland are working on on-line training resources and are currently tailoring this for use by Clubs with the aim of rolling it out soon.
- d) Board Updates – it was agreed that the Thursday night on-line Board check-in would continue. Vincent Bryson agreed to send Jennifer Griffin the invites. (*Action Vincent Bryson*)

Confirmation of Future Meeting Dates

8 June 2020

10 August 2020

12 October 2020

21 November 2020 - AGM

ACTION LOG

Name	Action	Date
Vincent Bryson	Prepare Facilities Plan/Strategy	Next Meeting
Vincent Bryson	Discuss Membership/National Body with Euan Lowe	Next Meeting
Development Group	Exit Survey Discussion	Next Meeting
Jules May	Respond to Members Query	10 April 2020
Sarah Birrell	Speak to sportscotland performance team re any update on UKSport Funding for Tokyo Olympics	Next Meeting
Vincent Bryson	Provide Craig Lindsay with Salary information	10 April 2020
All	Suggestions on supporting Communities through Archery to be fed back to COO	Next Meeting
Vincent Bryson	Update Risk Register and circulate to Board	Next Meeting
Caroline Buchanan	Send Adult Safeguarding Template to Jacqui Dunlop and Vincent Bryson	Next Meeting
Vincent Bryson	Send Jennifer Griffin invites for on-line Board Check-Ins	9 April 2020

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 8 JUNE 2020
BY MICROSOFT TEAMS

Present

Board Members

Moira Taylor, Director of Coaching and Meeting Chair
Jennifer Griffin, Co-opted Director
Craig Lindsay, Finance Director
Bob Provan, Independent Director
Kevin Pringle, Independent Director
Caroline Buchanan, Director of Safeguarding
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members

Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Operating Officer
Michael Mather, Company Secretary
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Judith McCleary.

2. CONFLICT OF INTEREST

No new conflicts of interest were noted.

3. MINUTES OF MEETING OF 6 APRIL 2020

It was unanimously agreed that the minutes of the meeting of 6 April 2020 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 6 APRIL 2020

- a) Facilities – Alan Martin is working on the facilities plan/strategy and a report will be ready for the October Board meeting. (Action Alan Martin)
- b) Exit Survey – this will be carried over to the next meeting. (*Action Development Group*)
- c) Member Query – It was noted that a review of the Articles is required following communication from a member, and a sub-group of Michael Mather, Jules May, Vincent Bryson and Bill Hogg was agreed to carry out the review. Once this was completed, they would be sent to Harper McLeod with the aim of them being presented at the AGM. (*Action Michael Mather, Jules May, Vincent Bryson, Bill Hogg*)

It was noted that it was also agreed that Harper McLeod would be consulted on the practicalities of carrying out a virtual AGM and Michael Mather agreed to contact them.

(Action Michael Mather)

- d) Performance Funding – Sarah Birrell confirmed that she was still waiting on an update on performance funding and would report back to the next meeting. *(Action Sarah Birrell)*

5. COO UPDATE

Vincent Bryson reported that there are currently 81 affiliated clubs, 57 if senior and juniors are not counted separately. Phase 1 Guidance on the extension of exercise has been completed and circulated to the membership. Phase 2 is currently being worked on and this document requires to go through a formal review by sportscotland and there are tight turnaround times associated with this.

A letter had been received from the Sports Minister and the Chair of sportscotland reinforcing the 5-mile limit to travel to exercise and this has been shared with the membership.

Staff are in good spirits with a virtual training courses being offered by sportscotland's L&D programme. Vincent Bryson is part of the CEO/COO groups and this has proved beneficial. Sportscotland were thanked for their support.

6. FINANCE

Craig Lindsay reported that the accounts are now with the Auditor. There is a small deficit of £4,500 but £5,000 is depreciation so cash wise breakeven for the year to March 2020. There is currently £117,000 over the three bank accounts. It was suggested that consideration is given to financially recompensing members due to COVID-19 restrictions. It was agreed that Vincent Bryson and Craig Lindsay would liaise and report back to the Board with some scenarios. *(Action Vincent Bryson and Craig Lindsay)*

7. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions had been made and approved outwith the Board meetings

27 May 2020 – Board approval given for Phase 1 Guidelines to be published on phased return to archery.

1 June 2020 – Board approval for guidelines to remain as published (vote 6-1)

8. RISK REGISTER

Vincent Bryson confirmed that the Risk Register had been updated and agreed to circulate to Directors, who were asked to feedback any comments. *(Action Vincent Bryson)*

It was noted that the Risk Register is a standing item on the Agenda. Scottish Archery currently do not have a Risk and Audit Sub-Group and it was noted that this is something which should be considered. *(Action Vincent Bryson)*

9. PERFORMANCE

Pip Tucknott noted that not much had changed since the last Board meeting, but the Performance Group is meeting regularly, updating documents etc. The Pathway Squad will shortly be ending, and a review will take place.

10. SAFEGUARDING UPDATE

Caroline Buchanan reported that she had attended training by the Ann Craft Trust and following this had made the decision to re-do the draft Vulnerable Adults policy as the template was based around English legislation. She is now looking at other policies and will produce another draft policy. She noted that clarification is required on what legislation is covered in the policy and Sarah Birrell agreed to check with sportscotland who would be able to provide advice on the legislation. (*Action Sarah Birrell*)

Once the legislation had been clarified Caroline Buchanan agreed to send the draft policy to Michael Mather, Vincent Bryson and Jacqui Dunlop. (*Action Caroline Buchanan*)

Thanks were expressed to Caroline Buchanan for her work on the Vulnerable Adults Policy.

It was noted that PVGs are currently only being processed for COVID-19 key workers.

11. EQUALITY UPDATE

Bob Provan noted that there was no specific update, although there had been communication from a club regarding a disabled archer who was not able to access the club under Phase 1 guidance and noted that it may be worth noting in the Phase 2 guidance about compliance with equality/safeguarding legislation.

12. COACHING UPDATE

Moira Taylor reported that initially no coaching was permitted in Phase 1 but had been added in at the last minute. It was noted that there won't be much, if any, coaching happening at the moment and it is unclear how this is impacting the coaching community.

The plan had been to hold the Coaching Conference in September and due to the COVID-19 restrictions it was agreed that it should be deferred until March 2021, with the possibility of running two Conferences in 2021. It was noted that a programme of speakers relevant to the Coaching community could be produced virtually. Sarah Birrell agreed to check what the situation was with the staff at Inverclyde so that the booking can be changed and update Moira Taylor. (*Action Sarah Birrell*)

Scottish Archery have received an enquiry from a Media company who are working on a Scottish TV production and are looking for Archery Coaching advice for a programme in Falkirk/Lothians. Moira Taylor is liaising with the production company and it was agreed that it would be good publicity.

13. MEMBERS' FORUM

- a) Phase 1 Guidance – communication had been received from a Club regarding the Phase 1 guidance and this had been dealt with by Vincent Bryson.
- b) Club Dispute – communication had been received regarding an ongoing Club dispute and the Board deferred this back to the Club Development Officer for action.

14. AOCB

- a) Frostbite Leagues – Pip Tucknott noted that if clubs are unable to be able to meet indoors there may be scope for Frostbite leagues as other sports such as rugby or football may not be taking place.
- b) Guidance Document – Caroline Buchanan noted that she had received comment from a club member regarding listing the changes from Phase 1 to Phase 2 in the guidance documentation. It was noted that the Phase 2 document will be a completely new document and not an update to Phase 1.
- c) Staff Support – Jen Griffin asked if there was anything which the staff team would like from the Board in terms of support. Vincent Bryson agreed to consider and report back to the Board. (*Action Vincent Bryson*)

Confirmation of Future Meeting Dates

10 August 2020

12 October 2020

21 November 2020 - AGM

ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	October Board
Development Group	Investigate Exit Strategy	August Board
Michael Mather /Jules May/ Vincent Bryson/ Bill Hogg	Review Articles	August Board
Michael Mather	Contact Harper McLeod regarding Virtual AGM	August Board
Sarah Birrell	Performance Funding Update	August Board
Craig Lindsay/ Vincent Bryson	Membership Scenarios	August Board
Vincent Bryson	Circulate Risk Register	12/6/20
Vincent Bryson	Consideration given to Risk and Audit Sub-Group	August Board
Sarah Birrell	Check with sportscotland who can provide guidance on Vulnerable Adult legislation	August Board
Sarah Birrell	Confirm with Moira Taylor position of staffing at Inverclyde	12/6/20
Vincent Bryson	Consider Staff Support	August Board

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 10 AUGUST 2020
BY MICROSOFT TEAMS

Present **Board Members**
Jennifer Griffin, Co-opted Director and Meeting Chair
Moirra Taylor, Director of Coaching
Craig Lindsay, Finance Director
Bob Provan, Independent Director
Kevin Pringle, Independent Director
Caroline Buchanan, Director of Safeguarding
Judith McCleary, Director of Development
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members
Sarah Birrell, sportscotland Partnership Manager
Vincent Bryson, Chief Operating Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Michael Mather, Company Secretary

2. CONFLICT OF INTEREST

No new conflicts of interest were noted.

3. MINUTES OF MEETING OF 8 JUNE 2020

It was unanimously agreed that the minutes of the meeting of 8 June 2020 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING 8 JUNE 2020

- a) Facilities – Alan Martin is further developing the facilities plan/strategy and a report will be ready for the October Board meeting. (*Action Alan Martin*)
- b) Exit Survey – Vincent Bryson agreed to speak with Alan Martin and Bill Hogg regarding an update on the exit survey. (*Action Vincent Bryson*)
- c) Virtual AGM – Michael Mather had provided information to the Board on the legalities of hosting a virtual AGM. The Companies Act Exemption is currently up to 30 September 2020 but this is likely to be extended. Vincent Bryson has looked into software solutions which could be used once approval is given for the AGM to be held virtually. Vincent Bryson agreed to keep the Board updated. (*Action Vincent Bryson*)

- d) Performance Funding Update – Sarah Birrell agreed to provide an update on UKSport’s Funding for Tokyo Olympics. (*Action Sarah Birrell*)
- e) Staff Support – Vincent Bryson reported that he has spoken to staff both as a team and individually regarding support. The Board passed on their thanks to the staff for their work done over the past few months.

5. COO UPDATE

Vincent Bryson updated the Board on the Scottish Government Guidelines noting that there the Phase 3 Guidance update now allows for competition and this information has been disseminated to the membership. Moira Taylor and Vincent Bryson have signed the investment paper, and this was able to be done digitally, with the investment from sportscotland likely to be received in the next few weeks.

A meeting has been arranged with the Areas on 12 August to explain the options for the membership and club stimulus package. Vincent Bryson highlighted that there may be ongoing issues around facilities and Scottish Archery have co-signed a letter to the Scottish Government highlighting these.

6. FINANCE

Craig Lindsay circulated a paper on a stimulus package to support Clubs. After some discussion by the Board unanimously agreed that Clubs would be offered a 50% return of membership fees for membership year 2020-21 as a “club recovery package” with further consideration of another stimulus in August 2021 for the membership year 2021-22. The overall objective is to protect the growth and status of archery over the next 24 months.

This package would be offered in conjunction with staff time as the Club Survey highlighted many clubs would like support in future planning and development – with facilities access the biggest concern highlighted within the survey. Vincent Bryson agreed to get the staff to work up the detail and bring back to the Board for approval ahead of issuing to Clubs. (*Action Vincent Bryson*)

7. AGM

Vincent Bryson reported that the 2020 AGM is likely to be virtual and although Microsoft Teams could be used, work has been ongoing to identify software which could be used. There are a number of Director elections to be held and if the Articles can be reviewed there will also be changes to the Articles required. Michael Mather had produced an initial summary on what Bylaws and Articles required re-drafting and Vincent Bryson agreed to consider these. (*Action Vincent Bryson*)

It was proposed by Bob Provan and seconded by Caroline Buchanan that there be no increases to the Membership Fees for the membership year 2021-22 and this was unanimously agreed.

Jennifer Griffin agreed to Chair the AGM and it was agreed that Vincent Bryson would produce a paper highlighting the action points and timeline for the AGM. (*Action Vincent Bryson*)

Jacqui Dunlop agreed to cancel the room booking for the AGM. (*Action Jacqui Dunlop*)

It was noted that that there are guidance notes on Harper McLeod's website regarding the holding of remote AGMs. Sarah Birrell agreed to update the Board should Harper McLeod provide information directly to sportscotland. *(Action Sarah Birrell)*

8. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions had been made and approved outwith the Board meetings

Updates to Phase 3 Guidance was approved by the Board:

10 July 2020

30 July 2020

3 August 2020

7 August 2020

8. FORMATION OF RISK AND AUDIT COMMITTEE

The Board agreed that a Risk and Audit Committee be formed to ensure that the Risk Register is updated and reviewed. It was agreed that the Committee would consist of Craig Lindsay, Pip Tucknott, Jennifer Griffin and Vincent Bryson. The aim will be for the Committee to meet every 6-8 weeks with the first meeting being held on 27 August.

9. RISK REGISTER

Feedback had been received following the circulation of the Risk Register and it was agreed that the Risk and Audit Committee would consider the feedback at its first meeting.

Vincent Bryson agreed to organise SharePoint so that the Board had access to the appropriate risk documents and they were no longer held locally. *(Action Vincent Bryson)*

10. PERFORMANCE

Pip Tucknott reported that there was a Performance Group meeting being held on 11 August, and Alan Martin has been working on the Performance Pathways with information to be uploaded to the website in October.

The Youth Olympics has been pushed back to 2026 in Senegal.

The Board agreed that it would not be appropriate to send a team to the British Indoor Home Nations Championships as members do not have access to indoor facilities and the rankings are still suspended.

11. SAFEGUARDING UPDATE

Caroline Buchanan reported that she has produced a draft Vulnerable Adults Safeguarding Policy and sent this to Vincent Bryson and Jacqui Dunlop for feedback.

It was noted that in the Policy there is a requirement for coaches to have training in Adult Safeguarding and we currently don't have this as a requirement. Caroline Buchanan noted that there is online training available at a cost of £13. It was agreed that it should become

mandatory and that Moira Taylor would look at the training first to check its suitability. (*Action Moira Taylor*)

Caroline Buchanan agreed to find out if any Group training would be available. (*Action Caroline Buchanan*)

Caroline Buchanan agreed to check with Children 1st any special requirements which should be in place for the AGM as 16 year olds are able to vote. (*Action Caroline Buchanan*)

It was noted that PVGs are back up and running and these are now able to be done digitally.

12. EQUALITY UPDATE

Bob Provan noted that there nothing to report on equality.

13 COACHING UPDATE

Moira Taylor reported that a virtual Safeguarding Course had been organised and provided free of charge of Coaches and Child Protection Officers. There are still people on the waiting list and Moira Taylor agreed to liaise with Jacqui Dunlop on this. (*Action Moira Taylor/Jacqui Dunlop*)

Coach renewals are continuing and because of the hiatus with the PVG scheme, if the paperwork is completed these will go through. Moira Taylor will be contacting the Coaches who required a PVG to let them know that these can now been done.

A provisional date of 20 and 21 March for the Coaching Conference has now been set and booked at Inverclyde, but this information has not gone out yet and Moira Taylor will keep the Board updated on any developments on the Conference.

14. MEMBERS' FORUM

- a) Fees – queries had been received from Clubs regarding fees and notwithstanding the discussion with the Areas on 12 August, this information will be disseminated to clubs following the Board approval of the Club Recovery Scheme.
- b) Club Dispute – communication had been received regarding an ongoing Club dispute Vincent Bryson confirmed that the Club Development Officer has made contact with the Club.

15. AOCB

- a) Commonwealth Games Scotland AGM – Jennifer Griffin agreed to represent Scottish Archery at the Commonwealth Games Scotland AGM on 3 September and will report back to the Board.

Confirmation of Future Meeting Dates

12 October 2020

21 November 2020 - AGM

ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	October Board
Vincent Bryson	Update Board on Virtual AGM	End August
Sarah Birrell	Provide an update on UK Sports Funding for Tokyo	October Board
Vincent Bryson	Work up detail for Club Recovery Package	End August
Vincent Bryson	Consider the Articles and Bylaws ahead of AGM	End August
Vincent Bryson	Produce Paper on action points and timeline for AGM	End August
Jacqui Dunlop	Cancel room booking for AGM	End August
Sarah Birrell	Update Scottish Archery if update from Harper McLeod	End August
Vincent Bryson	Look at SharePoint to give Directors access	End August
Moira Taylor	Look at Adult Safeguarding Training	End August
Caroline Buchanan	Check if Group training for Adult Safeguarding	End August
Caroline Buchanan	Check with Children 1 st U16s voting at AGM	End August
Moira Taylor/ Jacqui Dunlop	Look at waiting list for Safeguarding Course	End August

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 12 OCTOBER 2020
BY MICROSOFT TEAMS

Present

Board Members

Jennifer Griffin, Co-opted Director and Meeting Chair
Moirra Taylor, Director of Coaching
Craig Lindsay, Finance Director
Bob Provan, Independent Director
Caroline Buchanan, Director of Safeguarding
Judith McCleary, Director of Development
Jules May, Director of Digital
Pip Tucknott, Director of Performance

Non-Board Members

Vincent Bryson, Chief Operating Officer
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

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

Vincent Bryson shared a video which had been prepared by Bill Hogg and Alan Martin for the AGM which focussed on Wee County Archers. He noted that both Bill Hogg and Alan Martin have applied for sportscotland's Changing Lives programme and the Wee County Archers programme is the type of activity that sportscotland are keen to come out of the programme.

2. CONFLICT OF INTEREST

No new conflicts of interest were noted.

3. MINUTES OF MEETING OF 10 AUGUST 2020

Judith McCleary proposed that the minutes of the meeting of the meeting of 10 August 2020 were a true record and this was unanimously agreed.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 10 AUGUST 2020

- a) Facilities Plan/Strategy – it was agreed that this deadline for this piece of work would be extended due to Coronavirus. (*Action Alan Martin*)
- b) AGM Votes – Vincent Bryson confirmed that a staff meeting is being held to discuss the best format for voting at the online AGM. Vincent Bryson noted that he would check that the provision in the Companies Act to hold virtual AGMs had been extended past September 2020. Caroline Buchanan confirmed that Children 1st saw no issues with those aged 16 and 17 years old voting at the AGM and would include as good practice in the Safeguarding toolkit.

- c) Funding for Tokyo – the action for Sarah Birrell to provide an update on UK Sports Funding for Tokyo was extended until January 2020. (*Action Sarah Birrell*)
- d) Adult Safeguard Training – Moira Taylor agreed to look at the Adult Safeguarding Course. Caroline Buchanan noted that she will contact Anne Craft Trust about the online training and will liaise with Moira Taylor on this. (*Action Moira Taylor/Caroline Buchanan*)

5. CEO UPDATE

Vincent Bryson reported that regular Board update meetings have been taking place on a Thursday evening and have been working well.

Vincent Bryson explained that he has been heavily involved in the CEO forum which has been set up, and is the lead of the group. Work ongoing with the group includes looking to appoint a journalist to highlight in the press and media the voice of the Scottish Governing bodies in relation to COVID. This would be an independent communication piece, and there would be a strategic communication plan set out by the CEO Group over the next 18 months. Work is ongoing with Commonwealth Games Scotland to see if this piece of work could be supported by them.

Staff members are in good spirits, with all having taken some annual leave recently.

6. FINANCE

Craig Lindsay circulated the finance reports. The report comparing the year to September 2019 and September 2020 was gone through with it being noted that membership income of £3,000 in the summer did not come in and overall membership income is down from £10,000 in September 2019 to £6,000 in September 2020, although this may increase as membership are still coming in. Craig Lindsay will monitor the membership income and report on this weekly.

Travel expenses are down to £170 in the year to September 2020 from £4,000 the previous year due to COVID-19 restrictions. The home allowance payment to staff was stopped in August as it was felt that some normal activity may be able to resume, however with the increased restrictions in place this did not happen. The Board agreed to reinstate the payment, at a cost of £620 to the end of the year, and Vincent Bryson agreed to contact French Duncan regarding the payment. (*Action Vincent Bryson*)

Craig Lindsay concluded by saying that there is a healthy bank balance, and no issues regarding this.

Vincent Bryson noted that there had been an underspend on performance, and this will continue into next year if travel is restricted. It was noted that World Archery are holding a virtual indoor competition. Sportscotland have confirmed that there is flexibility with the investment that has been received with targets being removed and the protection of staff the priority, although there is the prospect of some clawback. Jen Griffin noted that it was important that Scottish Archery could report on the targets that had been achieved, as this would be required at some point. Vincent Bryson confirmed that he is meeting with sportscotland this week for the six-month review.

7. AGM

Vincent Bryson confirmed that there have been three applicants for the three Director vacancies, and no amendments to the Articles or Bye-Laws had been submitted by the members by the closing date.

It was agreed that Jen Griffin, Vincent Bryson and Craig Lindsay would do a dry run of the AGM. *(Action Jen Griffin, Vincent Bryson and Craig Lindsay)*

Alan Martin is working on the Annual Report and it was agreed that Directors would submit an update on their portfolios by Friday, 16 October. *(Action All Directors)*

The changes to the Articles and Bye-Laws proposed by the Board were gone through, and it was noted that these were mainly cosmetic. An amendment was also being made to include AGMs being held by video conference for any future meetings should restrictions still be in place. It was noted that changes to the Articles require 75% of the votes as it is a special resolution.

8. DECISION TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions had been made and approved out with the Board meetings

Updates to Phase 3 Guidance was approved by the Board on the undernoted dates:

25 August 2020

3 September 2020

21 September 2020

9 October 2020

The Board agreed that Jen Griffin would Chair the AGM

The Board agreed not to renew its membership of the Scottish Sports Association

An amended copy of the Accounts for the year ended 31 March 2020 were approved

10. PERFORMANCE

Pip Tucknott confirmed that World Archery would hold the Indoor World championships virtually, as a team event run at local level. ArcheryGB are currently considering whether to host, as they are the body recognised in the UK.

11. SAFEGUARDING UPDATE

Caroline Buchanan agreed to re-issue the draft Adult Safeguarding Policy to Directors with responses back by 19 October. It was agreed that there would not need to be a separate person in a club who acted as the Safeguarding Officer, as it could dual role with the Child Protection Officer. Caroline Buchannan will look into appropriate training courses.

Children 1st had issued a very good paper on grooming in sport and it was agreed that this would be incorporated into the next Safeguarding Update. Caroline Buchanan noted that there were also some very good NHS resources on mental health. *(Action Jacqui Dunlop)*

12. EQUALITY UPDATE

It was noted that their work is being done collectively with the UK Sports Councils for governing bodies as part of Black Life Matters.

13. COACHING UPDATE

Moira Taylor noted that as a lot of clubs were not running it was unclear how much coaching was going on. Instructors Courses were now allowed to run but there are challenges around the new COVID-19 restrictions and the 2M rule. There had been indications on the HIVE platform that ArcheryGB were piloting a new Level 1 Coaching Course.

14. AOCB

- a) Director – thanks were expressed to Judith McCleary on her last Board meeting as a Scottish Archery Director. The Board were sorry that that she was standing down following her completion of her term of office and noted her contribution to the Board and the sport. Judith McCleary thanked that Board and noted that she hoped to stay involved in some capacity.
- b) Women in Sport – Alan Martin and Vincent Bryson will be working on Scottish Archery's contribution to Women and Girls in Sports Week which runs from Saturday 24 October – Friday 30 October 2020. (*Action Alan Martin/Vincente Bryson*)
- c) WhatsApp – Vincent Bryson agreed to set up a WhatsApp Group for the Board and the CEO. (*Action Vincent Bryson*)

Confirmation of Future Meeting Dates

21 November 2020 - AGM

ACTION LOG

Name	Action	Date
Alan Martin	Facilities Plan/Strategy	March 2020
Sarah Birrell	Provide an update on UK Sports Funding for Tokyo	January Board
Moira Taylor/Caroline Buchanan	Look at Adult Safeguarding Training	December 2020
Jen Griffin/Vincent Bryson/Craig Lindsay	Do a dry run of the AGM	November 2020
All Directors	Submit to Alan Martin contribution to Annual Report	16 September
All Directors	Provided Caroline Buchanan with feedback on Adult Safeguarding Policy	19 September
Jacqui Dunlop	Produce a Safeguarding Newsletter	December 2020
Alan Martin/Vincent Bryson	Produce content for Women and Girls in Sport Week	24 October
Vincent Bryson	Set up WhatsApp Group for Directors and CEO	October 2020