

EXTRAORDINARY GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 12 APRIL 2014
AT BEESLACK COMMUNITY HIGH SCHOOL, PENICUIK

Michael Mather, Chair
Alistair Paton, Director of Governance
Bob McGonigle, Pentland Archers
Mike Alexander, Moray Archers
Jacqui Alexander, Moray Archers
Susan Maitland, Penicuik Archers
Elayne McLean, Penicuik Archers
Tina James, Penicuik Archers
Muriel Kirkwood, Pentland Archers
Alan Walker, Crieff Archers
Alan McWhinnie, Loreburn Archers
Chris McWhinnie Loreburn Archers
Gary Kirkpatrick, Loreburn Archers
Agnes Dunsmore Falkirk Co of Archers
Peter Lennon, Penicuik Archers
Martin Symonds, Penicuik Archers
Laura Symonds, Penicuik Archers
Victoria Barby, Edinburgh University AP
Stuart Barby, Edinburgh University AP
Phyllis Pettett, Falkirk Co of Archers
Kay Smith, Falkirk Co of Archers
Lance Hawker, Penicuik Archers
Doris Findlay, Penicuik Archers

Alistair Whittingham, Edinburgh University AP
Claudine Jennings, EUAC
Moira Taylor, Falkirk Co of Archers
Jim McCrae, Penicuik Archers
George Davidson, Glasgow Archers
Nick Murrell Penicuik Archers
Derek Sangster, Lasswade Archery Club
Iain Wilson, Carman Stables Archery Club
Julie Aitken, Threave Bowmen
Andy Sexton, Threave Bowmen
Norrie McLean Penicuik Archers
Mark Forrester, Clyde Arrows
Craig Ballantyne, Clyde Arrows
David Tough, AS Kilwinning Archers
Graeme Black, Napier Alumni Archery Club
Douglas Jardine, EUAC
Steven Wicks, DUAC
Donald Cameron, Lasswade Archery Club
Ann Ward, Ayr Archery Club
Frank Maguire, Ayr Archery Club
Kathleen Male, Lochside Bowmen
David Harrison, Chair, ArcheryGB
Jacqui Dunlop, Administrator

1. APOLOGIES

Apologies were intimated on behalf of Eddie Barratt, Brenda Williams, Karen Gold, Alan Gold, Kyshiea George, Matt Nowicki, Bob Kerr, Stewart Stanger and Liz Garrigan.

2. CHAIR'S WELCOME

Michael Mather welcomed everyone to the meeting including Dave Harrison the Chair of ArcheryGB. Michael Mather explained that at the AGM in December 2013 two Directors were appointed and in order for the SAA to function, interim Directors had been appointed to keep the momentum going. It was pleasing to note that all of the vacant Directors' positions had nominations and this was a great sign.

There had been a challenge about the need for this EGM as the view had been expressed that if

the previous Board had remained in office this EGM would not have been necessary. It was noted that even prior to the resignation of the previous Board, there would have been only 3 elected Directors remaining [Chairperson + 2 other Directors].

3. ELECTION OF DIRECTORS TO FULFIL PROVISIONAL POSITIONS ON THE BOARD

All nominees were available to answer any questions regarding their nomination and left the room during the vote.

- a) Director Without Portfolio - A nomination had been received for the position of Director Without Portfolio in respect of Derek Sangster. As there were 282 votes in favour of the nomination and two votes against Derek Sangster was duly elected as Director Without Portfolio.
- b) Director of Finance- A nomination had been received for the position of Director of Finance in respect of Ann Ward. As there were 284 votes in favour of the nomination and one vote against Ann Ward was duly elected as Director of Finance.
- c) Director of Member Services- A nomination had been received for the position of Director of Member Services in respect of Martin Symonds. As there were 283 votes in favour of the nomination and two votes against Martin Symonds was duly elected as Director of Member Services.
- d) Director of Communications - A nomination had been received for the position of Director of Communications in respect of Victoria Barby. As there were 282 votes in favour of the nomination and one vote against Victoria Barby was duly elected as Director of Communications.
- e) Director of Performance - A nomination had been received for the position of Director of Performance in respect of Claudine Jennings. As there were 281 votes in favour of the nomination and four votes against Claudine Jennings was duly elected as Director of Performance.
- f) Director of Coaching – A nomination had been received for the position of Director of Coaching in respect of Iain Wilson. As there were 279 votes in favour of the nomination and five votes against Iain Wilson was duly elected as Director of Coaching.
- g) Director of Operations - A nomination had been received for the position of Director of Operations in respect of Norrie McLean. As there were 285 votes in favour of the nomination and no votes against Norrie McLean was duly elected as Director of Operations.

4. CLOSING OF MEETING

There being no other business the Chair closed the EGM, thanking all those who had attended and those members who had submitted their proxy votes, noting that the Board had a strong mandate from the membership.

QUESTION AND ANSWER SESSION

The floor was opened to questions:

- a) Selection of Scottish Teams – Douglas Jardine asked about the selection criteria for Scottish teams. Michael Mather explained that as the previous Executive had been limited in its powers this could not be addressed until the new Board was in place. As a Performance Director had been appointed her priority will be to create a Performance Committee and this will be one of their first objectives.
- b) Scottish Team Shooters- Mark Forrester asked what would happen about those Archers who had previously turned their back on shooting for Scotland. Michael Mather noted that it will be up to the Performance Committee to come forward with guidelines on Team Selection for the Board. It was noted that now that there is the proper governance in place a priority will be to liaise with sportscotland on investment into Scottish Archery.
- c) Student Archery – Douglas Jardine indicated that he would be keen to help the Board on Student Archery. It was agreed that Michael Mather would published the Board Structure which annotated the Directors and various sub-committees. Sportscotland and ArcheryGB are already aware of the proposed structure.
- d) Legal Challenge – Mark Forrester asked for clarification on a point raised at the Academy day in Bathgate and a subsequent e-mail to one of the coaches where he suggested Michael Mather had said there would be a legal challenge about individuals being excluded from the Scottish squad or team. Michael Mather noted that what he had said in the e-mail referred to was that the language used of ‘bringing the sport into disrepute’ could potentially be open to legal challenge.

Mark Forrester also sought clarification on the email sent to the previous Child Protection officer. Michael Mather clarified that no email had been sent to the previous Child Protection Officer, but a letter giving 14 days to respond to return the confidential Child Protection documentation had not been responded to, although the letter had been signed for. A further letter had been sent giving 7 days to return the documentation or the SAA would be forced to take appropriate action to return the files. Michael Mather noted that it was regrettable that the SAA had to go down this route but given the importance of the underlying issue it was felt there was no other course. The letter stated that the documents should be returned to either the Chair of the SAA or the Administrator.

- e) Articles of Association – Alistair Paton updated the meeting on the Articles of Association which had not been updated since 2011. They have been re-written into new format and will be available on the website and sent to Club Secretaries on Monday for consultation with the membership. ArcheryGB and sportscotland’s legal advisers Harper McLeod have both seen the revised Articles and are happy with them. Sportscotland have also been sent a copy but have yet to comment. The need for the new Articles to be in place is in order that Scottish Archery can potentially receive investment from sportscotland. These Articles will be submitted for approval at the EGM to be held on 31 May and the notification for this will be issued in early May.

There will be a two week period of consultation with the membership on the new Articles and five clubs/SAA members have already seen the draft and supplied comments.

If the Articles are not approved at the EGM, it will be difficult for Scottish Archery to approach sportscotland for future funding as we may not meet some of their investment principles. A special resolution is required to approve the Articles and this means that 75% of those voting at the EGM, either in person or by proxy, must approve them.

Bob McGonigle asked what the changes were to the Articles. Alistair Paton explained that there were two particular issues which were being dealt with. The first was to remove the Articles relating to what is expected of Archery GB Director Scotland as this is an anomaly. Also Article 20 which covers the Disciplinary process has been put back to acceptable phraseology. Student votes have also been ironed out with anyone aged 18 or over entitled to vote.

Mark Forrester asked if sportscotland's lawyers funded £3,000 to get the Articles changed for the AGM in December why were the Executive spending more money on this as the Articles were to be presented to the AGM in December 2013 for approval, but subject to change. Alistair Paton explained that it would not have been possible to change the proposed Articles at the December AGM as insufficient time had been given from the time of their publication to the date of the AGM. The base model for the new Articles are those which were submitted at the December AGM.

Michael Mather explained that the intention would be to have a meeting with Jacqui Stone, Scottish Archery's partnership manager at sportscotland to update her on the current EGM and the May EGM. Alan McWhinnie asked whether Scottish Archery would now be able to receive investment from sportscotland. Michael Mather explained that sportscotland will only fund against structured strategies and plans and in line with their investment principles. It will be a priority for the new Board to produce a Strategic Plan and an Operational Plan. It was emphasized that the plans should not over-promise and under-deliver and that sportscotland may fund areas other than performance, so long as there were robust plans in place which aligned to sportscotland's investment principles.

f) Dave Harrison, Chair, ArcheryGB

Dave Harrison wished the new Board of Scottish Archery well and noted that he and Dave Sherratt had met Alistair Paton and Michael Mather along with the Jacqui Stone, partnership manager, sportscotland. He noted that by the end of the meeting sportscotland had a much better appreciation of Scottish Archery's ongoing development. As far as funding is concerned he noted that it is a privilege and not a right.

The ArcheryGB AGM takes place on 26 April at Derby, one of the key aspects will be to change the governance at the top end of the sport. Historically ArcheryGB were one of the leaders in sports governance when they moved from a National Council to a Board Operation, however other sports have moved ahead. This change will see independent Directors working alongside elected members. The make-up of the proposed Board is :

8 Elected Members – this will be the majority on the Board
3 Independent Members
1 Chief Executive

The President role will not change, and they will continue to attend meetings but will not have a vote. Currently the Board is very operational and it is hoped that this change will mean that it can be more strategic. If the new structure is approved at the AGM the Board will look at how it delivers the new process and this will be linked into the professional staff.

Club Secretaries have received voting slips and members were urged to attend the AGM or submit their proxy votes.

Dave Harrison has produced a presentation on the proposed changes and this can be viewed on ArcheryGB's website.

<http://www.archerygb.org/governance>

EXTRAORDINARY GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 31 MAY 2014
AT NORTH INCH COMMUNITY CAMPUS, PERTH

Michael Mather, Chair
Alistair Paton, Director of Governance
Norrie McLean, Director of Operations
Derek Sangster, Director Without Portfolio
Martin Symonds, Director of Member Services
Iain Wilson, Director of Coaching
A Dunsmore, Falkirk Co of Archers
Kay Smith, Falkirk Co of Archers
Phyllis Pettett, Falkirk Co of Archers
Cameron Ross, Glasgow Archers
Rona Mather, Glasgow Archers

Alan Walker, Crieff Archers
Karen Henderson, Links Archers
Peter Lennon, Penicuik Archers
Kathleen Male, Lochside Bowmen
Bob Provan, Links Archers
Fraser Keir, EUAC
Douglas Jardine, EUAC
Steven Wicks, Lochside Bowmen
Elayne McLean, Penicuik Archers
Jacqui Dunlop, Administrator

1. APOLOGIES

Apologies were intimated on behalf of Kyshiea Nowicki, Matt Nowicki, Rose Williamson, Stewart Stanger, Claudine Jennings, Victoria Barby, Ann Ward, Liz Garrigan and Jacqui Stone.

2. CHAIR'S WELCOME

Michael Mather welcomed everyone to the meeting and confirmed that the quorum had been reached with the correct amount of proxy forms and members present being confirmed.

Michael Mather gave a report to the EGM – see Appendix 1.

3. APPROVAL OF THE DRAFT MINUTE OF THE AGM HELD ON 15 DECEMBER 2013

It was proposed by Martin Symonds and seconded by Bob Provan that the minutes of the Annual General Meeting held on 15 December 2013 were a true record.

4. APPROVAL OF THE DRAFT MINUTE OF THE 1st EGM HELD ON 12 APRIL 2014

It was proposed by Nessa Dunsmore and seconded by Elayne McLean that the minutes of the Extraordinary General Meeting held on 14 April 2014 were a true record.

5. SPECIAL RESOLUTION

That the new articles of association of Scottish Archery Association be adopted by means of a “special resolution” requiring 75 % approval of the voting members and in complete substitution for and to the exclusion of the existing articles of association of Scottish Archery Association under section 183 Companies Act 2006

Alistair Paton was thanked for doing a very comprehensive consultation of the draft Articles which had been reviewed by the Board, sportscotland, Harper McLeod, five different affiliated clubs, ArcheryGB before a full consultation with the membership. Alistair Paton noted that they must be voted in their entirety. Kathleen Male asked about the “individual” members as the SAA use the term “direct” members. Alistair Paton explained that this was an ArcheryGB definition and that the Membership Committee would look at the definitions and whether the SAA forms need to be re-done.

Alan Walker, Crieff Archers, asked what the main differences were between the old Articles of Association and the new ones. Alistair Paton explained that that they were being changed to be brought into line with ArcheryGB’s Articles which had been approved at their AGM on 26 April; the GNAS Director for Scotland was not correct in the original Articles of Association and it has now been taken out of the new Articles as this position no longer exists under the new Board structure at ArcheryGB; and the disciplinary procedures have been changed to reflect that there would always be a disciplinary hearing, rather than any individual potentially being expelled directly by the Board. The articles have changed to reflect the emphasis of the importance of the members, ahead of the business.

It was noted that as it was a Special Resolution 75% of those voting would have to be in favour of the new Articles. Peter Lennon confirmed that 75% of the votes would be 129 votes in favour of the Resolution in order for it to be passed.

For	171
Against	0

It was duly confirmed that the Articles of Association were ADOPTED.

6. ORDINARY RESOLUTION

To adopt the new Scottish Archery Association Bye Laws by means of an Ordinary Resolution requiring 50 % approval of the voting members

Kathleen Male noted that the by-laws state that “ordinary” members qualify for the family discount which was not currently the case. It was noted that this was a typographical error but it was agreed to leave this for the membership committee to resolve. Junior Members are allowed to vote when they are 18 but the onus was on them to decide to vote.

Alistair Paton noted that some items have been moved out of the Articles into the Bye Laws in

order that they are easier to change, with 75% of the vote being needed to change the Articles and 50% for the Bye Laws.

Peter Lennon confirmed that 50% of the votes would be 86 votes in favour of the Resolution in order for it to be passed.

For	171
Against	0

It was duly confirmed that the Bye Laws were ADOPTED.

7. CLOSING OF THE MEETING

Michael Mather thanked everyone for coming to the EGM and finished by noting the recent comments of Jacqui Stone, Partnership Manager where she emphasised to the Chair, the board and the membership that sportscotland are pleased with the way things are progressing and supportive of the developments around the Board and articles and she looked forward to working with SAA to finalise the strategy and get back on track for investment from the summer onward.

Michael Mather noted that there had been no investment by sportscotland planned for this year due to the Article's not being in place or paperwork received from the previous Board. However, with the Articles now being approved there may be the possibility that Jacqui Stone could present to the panel in July, for funding this year, although nothing is guaranteed and a lot of work would have to be done by the Board.

There being no other business the Chair closed the meeting at 11.45 am.

OPEN FORUM DISUCSSION

Affiliations

Douglas Jardine asked what could be done to resolve the issue of a Club thinking that they had sent off the Affiliation Forms but they had not been received. Kathleen Male noted that on receipt of the forms she lists the club on the Website. Douglas Jardine is part of the Membership Committee and further discussion around this area will be discussed to ensure that the best processes are in place.

Martin Symonds asked for University Clubs to give their new contacts before the end of the summer when previous contacts may have graduated. Douglas Jardine noted that Scottish Student Sport will soon have an archery section on its website which will list all the University Archery Club contacts.

SAA Communication

It was agreed that that the communication from the SAA was not excessive, but that it was important that the membership were given as much information as possible on the developments within the SAA.

AGM

It was agreed that the North Inch Community Campus was a good central venue to hold the AGM and Jacqui Dunlop agreed to book it.

APPENDIX 1

Chairperson's Statement

I would like to take this opportunity to thank you all for coming to today's meeting. I would also like to thank all of those who took the time and effort to submit Proxy Votes. I know that this is a time consuming process and it is therefore extremely encouraging to have such a strong response for both of our EGMs.

I fully appreciate that you are probably getting rather fed up at having to attend multiple General Meetings of Scottish Archery in 2014. However I am afraid that these have been necessary in order for us to ensure that our organisation remains compliant both with our own Articles and with Company Law.

One of our key partners, and the 2nd main source of potential funding, [the members of Scottish Archery being the key funders] sportscotland also has a basic requirement for our Articles to remain consistent with best practice, to meet the needs of our organisation and to be aligned to their Investment Principles. This, along with your Board's desire to ensure that we have the best possible governance in place, is why we are all here today rather than being out participating in our sport!

I believe that the outcome of today's meeting, assuming that the proposals submitted are approved, will open a new and exciting chapter in the development of archery in Scotland and in the organisation of Scottish Archery. At the AGM last December I made a statement that 'The past is a different country and we don't live there anymore'. Over the past months both the interim Executive and subsequently the full Board have most definitely tried to move our organisation forward by learning from the past – but not living in the past, and we will continue to follow this basic tenet.

With our new Articles in place, supported by many other pieces of work currently being progressed by the Board, we are now extremely well placed to actively re-engage with sportscotland to discuss immediate and future funding requirements.

We are currently working through the finalisation of a draft 4 year Strategy and 12 month Development and Implementation Plan. I have to give due credit to the previous Scottish Archery Board who had created the framework for this. Where this aligned to the views of the new Board we have taken this on board to develop it further. We have also added significantly to the overall draft strategy.

Our intention is to share this with the members of Scottish Archery as soon as practical and after we have got it into a fit stage for presentation to you all. Any sports strategy or plan is only as good as the ability of the sport to incorporate and deliver it – and this can only be done with the full involvement, engagement and support of the members and clubs of Scottish Archery.

Communication is key to all that we want to do for our sport and communication must be a two way process. As you are aware, we have recently started to publish E-Newsletters and we have a real ambition to be able to use these to communicate directly to as many of our members as possible. So

please do get as many of your club members as possible to register to receive these. We will even be giving prizes to individuals who register when we hit key milestones.

However ongoing communication is only effective if, as noted above, it is a two way process. Your Board is always interested in receiving your views, observations, complaints and ideas- although I should advise that if you do come up with a great idea you may find yourself being volunteered to help to develop it! We are publishing minutes of all Board meetings on the Scottish Archery website and we are also publishing the dates of meetings in advance – to give you all the opportunity to raise any matters at all with your Board.

Again, thank you all for making the effort to attend today's meeting.

Michael Mather
Chairperson
Scottish Archery



SCOTTISH ARCHERY ASSOCIATION

NORTHERN AREA



NOTICE OF CALLING OF EXTRAORDINARY GENERAL MEETING (EGM)

To be held at Glamis Castle, by Forfar
on Sunday 18th May 2014 (est. 4:30pm or following the Glamis Castle Open Tournament)

The Northern Area has not had a General Meeting since 2011, nor has there been a functioning Committee for at least two years. At an informal meeting held following the Northern Area Indoor Championships on 16th February, it was agreed that an EGM should be called in order to get the Area Committee operational again.

Without an Area Committee, it is likely that some or all of the Northern Area competitions, including the Indoor and Outdoor Championships, will not be organised. The Area will not have anyone to select teams for competitions such as the Pentangle, to arrange coaching days for archers, or anyone to present awards to archers in recognition of their achievements.

AGENDA

1. Apologies.
2. Election of Office Bearers.

The following posts are vacant and must be filled in order to form a new Committee:

- Chair
- Vice-Chair
- Secretary
- Treasurer

Descriptions of these posts can be found in the Northern Area Constitution.

In addition, the following posts are also vacant:

- Tournament Organiser
- Team Manager

Nominations are invited for all of the posts listed above. Although the Area Constitution refers to other posts, only those listed above are seen as being essential to forming an operational Committee at this time.

Please submit nominations for these posts to Mike Alexander via email (mike.alexander@zen.co.uk) no later than Friday 18th April 2014.

Once nominations have been received, details will be circulated to Area contacts with proxy voting forms.

VOTING PROCEDURES

PLEASE NOTE: The voting procedures for the Area are defined in the Northern Area Constitution and are summarised as follows. Each senior member of the Area (those of age 18 and over) has one vote. In order to have a quorum at a General Meeting, there must be a minimum of 20 members present; in addition, the total number of votes must be at least 10% of the total voting membership of the Area.

Currently there are 325 voting members, which means that there must be a minimum of 33 votes (i.e. 20 from those present at the meeting and at least a further 13 from proxy votes) in order to ensure the EGM will be quorate.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD BY SKYPE
ON THURSDAY, 8 MAY 2014

Present: Michael Mather, Chair
Alistair Paton, Director of Governance
Martin Symonds, Director of Member Services
Derek Sangster, Director without Portfolio
Victoria Barby, Director of Communications
Claudine Jennings, Director of Performance
Ann Ward, Director of Finance
Norrie McLean, Director of Operations
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting. Apologies were intimated on behalf of Iain Wilson and Jacqui Stone.

2. CONFLICTS OF INTEREST

Alistair Paton noted a conflict of interest with regard to work being carried out by a solicitor with regard to the previous Child Protection Officer and took no part in the discussion.

3. APPROVAL OF MINUTES OF MEETING OF 21 APRIL 2014

It was proposed by Alistair Paton and seconded by Martin Symonds that the minutes of the meeting of 21 April 2014 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 21 APRIL 2014

- a) Newsletter - Victoria Barby reported that the e-newsletter with the biographies of the Board had been issued.
- b) Committees – information had been distributed on the various Committees being formed and asking for volunteers to assist with them.
- c) Job Descriptions – Michael Mather agreed to get these done. (*Action Michael Mather*)

5. EGM – 31 MAY

Alistair Paton reported that currently 151 votes are required to make a quorum. Directors were asked to ensure that their club members submit their proxy forms. At the last EGM there were 285 received and it is hoped that there will be an equally good response to this EGM.

Martin Symonds agreed to speak to Peter Lennon to see if he was available to be a teller and one further teller would be required, who may be taken from those present on the day. To ensure that there are enough people on the day Alistair Paton may ask Perth Archery Club if their members would be available to attend. Kathleen Male has confirmed that she will be in attendance in her capacity as Membership Secretary. Ann Ward, Claudine Jennings and Victoria Barby noted their apologies due to Archery commitments but Michael Mather noted that he may now be available to attend. Martin Symonds agreed to have a supply of proxy forms available at the forthcoming Penicuik Shoot. (*Action Martin Symonds*)

6. STRATEGIC PLANNING

A copy of the draft Strategic Plan Strategic Plan 2013-2017 and operational Plan 2013-2014 had been issued in advance. Following Michael Mather's meeting with Jacqui Stone on 24 April there were indications that there may be the potential for funding for this financial year. There will be a sportscotland panel meeting on Friday, 4 July so it is important that the Strategic Planning documents are appropriate documents to sign off on. Over the next two or three weeks the documents will be worked on to ensure that they are as up to date as possible and everything is in the right place, with the aim to present it to Jacqui Stone and ask if they are suitable documents to present on in July on the basis that more work is done in time for the September funding panel for funding for 2015. The documents will also be issued to the membership as part of a consultation process. Michael Mather asked Board members to read through the Strategic Plans and he will consult with each Board member of where their committee is and their aspirations.

Michael Mather agreed to issue Erik Rowbotham's document which was part of his thesis and based around governance of a sports governing body.

It was agreed that the focus would be to get the four year strategy document sorted and circulated to the membership as soon as possible to ensure engagement with the membership. It was noted that the Strategy is only as good as the ability to deliver it.

7. DAMAGE SYSTEM – RISK ASSESSMENT

Alastair Paton reported that due to Health and Safety concerns the transformer will no longer be able to be used with the Damage system. It has been trialled at Ayr connected to a standard car battery which can be charged overnight if required. Alistair Paton agreed to prepare a document for the website confirming that it is available for use by Clubs but only with a 12v car battery and the club who uses it will have to provide the car battery. (*Action Alistair Paton*)

8. MEMBER ISSUES

A member had asked the Board "what do I get for my SAA Membership fee" – it was agreed that this was a very good question and the Board were pleased that members feel that they can ask questions of the Board. It was agreed that this would be put on the Agenda for the next face to face meeting in order that there could be a full discussion. Alistair Paton agreed to respond to the member directly. (*Action Alistair Paton*)

9. AOCB

- a) Website – Victoria Barby agreed to update the website to show the contact details of all Directors. (*Action Victoria Barby*)
- b) Mileage Rate – Ann Ward sought clarification on the current mileage rate; this was confirmed as 35p per mile.
- c) Committees – it was agreed that Victoria Barby would issue a reminder for the request for members to join the various Committees. (*Action Victoria Barby*)
- d) Club Survey – Victoria Barby noted that she is in discussions with ArcheryGB about their survey and profiling of the ArcheryGB membership. There is a possibility that the SAA may be able to link into the survey and the Marketing Director will be sending Victoria Barby more information about this. It was agreed that a short survey should be sent from the SAA and then work would be done with ArcheryGB to feed into their survey.
- e) Centre of Excellence – Claudine Jennings reported that she has organised an informal meeting with Edinburgh University regarding a Centre of Excellence and invited any other Board members to attend. Alistair Paton noted that he and Derek Sangster have been working on a survey to ask what club facilities there are and also planned to email the senior squad to ask what their aspirations would be for a centre of excellence. It was agreed that that Alistair Paton and Derek Sangster would send Victoria Barby the questions and she would incorporate them into the Club Survey. (*Action Alistair Paton/Derek Sangster/Victoria Barby*)
- f) Senior Euronations – Claudine Jennings noted that she has submitted the entry form indicating a full Scottish team of 16 archers. This would be on the same basis as previous year with archers arranging their own travel and the SAA paying for entry and accommodation, however as there was currently no sportscotland investment, the budgets were unclear at this time. It was agreed that Alistair Paton would send Claudine Jennings and Ann Ward copies of the preliminary budgets drawn up in December. (*Action Alistair Paton*)
- g) Academy – Claudine Jennings reported that she has made contact with all the Academy archers and parents. It was agreed that Claudine Jennings would contact ArcheryGB to see how the Scottish Academy is aligned to the ArcheryGB programme. There has to be a measurement in place to ensure that there is progression. The Academy structure in England is funded by sport England, hence there is no funding from ArcheryGB for the programme in Scotland and if sportscotland contributed to the Academy in Scotland there would have to be a good justification, including measureable outcomes. It was agreed that the Academy programme would be kept ticking over until Claudine Jennings could discuss further with ArcheryGB. (*Action Claudine Jennings*)

Alistair Paton noted that there is currently £2,500 in the budget for the Academy up to September 2014, so the programme would have to be kept within this.

- h) Junior Team Selection – Claudine Jennings reported that there is currently no selection policy for the junior team or Academy, apart from a documentation written by Alan Wood in 2011. Claudine Jennings agreed to write selection criteria and send around the Board. *(Action Claudine Jennings)*

It was noted that no senior coaches and been invited to the Academy with nothing coming out from the Academy for Club Coaches on how they should continue the process in the Clubs.

Michael Mather agreed to send Claudine Jennings the notes from the meeting he had with Ceri-Ann Davies (ArcheryGB) and Mark Ritchie (sportscotland)

- i) Junior Euronations – It was agreed that Claudine Jennings would liaise with Lana Needham on the team. *(Action Claudine Jennings)*
- j) Damage timing System – It was agreed that Norrie McLean and Alistair Paton would liaise on a booking system for the Damage System in order that it can be issued to clubs. *(Action Norrie McLean/Alistair Paton)*
- k) Indoor Championships – In the absence of any bids being received for the Scottish Indoor Championships Penicuik would be prepare to organise for the next two years, under the old system. Norrie McLean agreed to look at how competitions are allocated for the future. *(Action Norrie McLean)*
- l) Euronations 2015 – Norrie McLean reported that he will start to investigate a location for the Senior Euronations to be hosted by Scotland in 2015. He will form a sub-committee to look at this and look at the possibility of hosting in Edinburgh at Peffermill. *(Action Norrie McLean)*
- m) LGBT – Derek Sangster asked Board members to consider the two options for the LGBT Sports Charter and confirm to him in order for the SAA's views to be considered. *(Action All)*
- n) Azolve – Martin Symonds reported he will contact sportscotland regarding setting up a meeting with Azolve. *(Action Martin Symonds)*
- o) Membership Fees – Martin Symonds will contact ArcheryGB regarding the fee for previous members who have left for medical reasons, being allowed a reduction in fees if they join part way through the year, to see what their policy is so the SAA can align to that. *(Action Martin Symonds)*
- p) PVG – Martin Symonds has arranged a meeting with Volunteer Scotland to update them on progress.
- q) Tax Workshop – Alistair Paton agreed to attend the Tax Workshop arranged by GBSport and report back. *(Action Alistair Paton)*

It was noted that the SAA cannot pay fees as this has implication for tax liabilities.

- r) North Ayrshire – Alistair Paton will write to the Education Dept, in North Ayrshire about the use of the Archery Kit to establish formal protocols and guidelines. It was agreed that that the SAA will offer to have someone look at the kit to ensure that it safe for use once a year or more if needed, but that the School will be responsible for ensuring that it is used safely and not damaged. (Action Alistair Paton)
- s) Previous CPO – Michael Mather confirmed that a letter will be issued from the Solicitor regarding the breach of Disclosure Code of Conduct and asking for the return of all documentation within 7 days. It not received a declaratory and specific implement will be issued.
- t) Archery Seminar – Lana Needham has proposed to run a Seminar and inviting Danielle Brown on 18-19 October. Unfortunately at this stage of the SAA's development and the financial situation that this could not be sanctioned by the SAA. Michael Mather agreed to inform Lana Needham. (Action Michael Mather)
- u) Junior Scottish Championships – It was agreed that Alistair Paton and Norrie McLean would liaise with the Judges Liaison Officer regarding the judges for the Junior Scottish Championships. There were concerns that the organiser is proposing to bring up two judges from England and the financial implications for the SAA. (Alistair Paton/Norrie McLean)
- v) Face to Face Meeting – Michael Mather agreed to circulate dates for a face-to-face meeting. It was noted that if any Directors feels overloaded with work they should note this immediately in order that the workload can be shared. (Action Michael Mather)

Date of Next Meeting – 22 May 2014 – Skype

SAA
BOARD MEETING NOTES
30TH September 2014
by Skype

Present:	Michael Mather,	Chair
	Derek Sangster,	Dir without Portfolio
	Alistair Paton,	Dir Governance
	Victoria Barby,	Dir Communications
	Claudine Jennings,	Dir Performance
	Norrie McLean,	Dir Operations
	Martin Symonds,	Dir Members Services
	Ann Ward,	Dir Finance

1 Welcome and apologies

Chair welcomed everyone and apologies were intimated on behalf of Jacqui Dunlop, Jacqui Stone and Iain Wilson

2 Conflicts of Interest

None noted

3 Approval of Minutes of meeting of 11th Sept 2014

It was unanimously agreed that the minutes of the meeting of 11th September 2014 were a true record.

4 Matters arising form meeting of 11th September but not on Agenda

a Investment It was noted that the sportscotland investment for the period until March 2015 had been received.

b Performance/Coaching Claudine provided an update re discussions which are still ongoing. A Performance meeting is arranged for later in October.

c Scottish Championships Norrie advised the Board that Ayr A.C. will be hosting the event next year and that an Operations Committee has been formed to review all SAA events.

d West of Scotland Archery Association Alistair Paton provided an update on a meeting of the steering group taking place this weekend (4th Oct).

e Postal League Norrie McLean advised the Board that the current season is up and running with entry forms already out.

f Facilities Derek Sangster provided the Board with an overview of the current position re a Centre of Excellence which narrowed the choices considerably. A further meeting on this will be held later in October.

G Scottish Para Records This item was referred to the agenda of the November meeting.

5 Update on Strategies, Plans and Budgets for Presentation to sportscotland

Michael Mather expressed his thanks to all Board members for their contributions towards this presentation which is becoming more cohesive and informative. There are in place 1 year and 4 year strategies with appropriate budgets together with plans for various long term projects. It is hoped that a successful outcome will result following a meeting with sportscotland on 3rd November 2014 .

(continued action Michael Mather)

6 AGM Requirements for 29th November

Alistair Paton provided an update on the current position with a Preliminary Notice of Calling needed to be inserted into the SAA website within the next week. This should refer to the vacant Director position and ask for nominations to be submitted before 18th October 2014. As this position is also open to Independent Persons (non SAA members) the advertisement should also be placed in sportscotland and Scottish Sports Association websites

(action Alistair Paton)

7 Academy and Squad updates

Claudine Jennings provided an overview of the Academy Open Day held recently with 13 juniors participating (15 applied but for cogent reasons 2 had not attended).

Squad provisions are still under negotiation and discussion with coaches being invited to become more actively involved.

(action Claudine Jennings)

8 Financial Update

Ann Ward had previously provided the Board with information on each Board member expenses to date together with a trial balance of the current financial position of SAA. This was extremely informative and clearly involved a considerable amount of work from Ann who will take the information forward towards inspection and presentation at the AGM. Ann also asked that any Director with outstanding expense claims present them as soon as possible.

Michael Mather thanked Ann for all her efforts which raised the financial footing of SAA to much higher plane and asked that she continued her efforts towards the AGM.

(action Ann Ward)

9 Members Forum

There were no questions from members.

10 Directors reports

As there was less than one month since the last Board Meeting no Directors reports had been submitted.

11 AOCB

One complaint had been received regarding the membership renewal form but Martin Symonds advised the Board that this form was a stopgap issue and processes are in hand to produce a better option with the possibility of online registration.

Derek Sangster informed the Board he had attended the AGM of Scottish Sports Association where various suggestions had been made to try and improve access to school facilities especially at weekends. This was an ongoing action for SSA.

Victoria Barby informed the Board that she had attended a Twitter Master Class run by sportscotland and had found it extremely useful with various possibilities open for further exploration by SAA communications.

Claudine Jennings mentioned the sportscotland Junior Merit Awards and agreed to forward possible candidate names.

Michael Mather advised the Board that Shelley Phillips (Disability Officer) had attended the AGM of Scottish Disability Sport which resulted in a positive feedback with a good outlook towards better interaction between associations.

Michael Mather informed the Board that SAA equipment which was in possession of the previous Director of Performance had been returned to SAA.

12 Confirmation of Date of Next Meeting

Date of next meeting confirmed as 19th October. Venue and type of meeting yet to be decided.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD AT
CALEDONIA HOUSE, EDINBURGH
ON
TUESDAY, 10 JUNE 2014

Present: Michael Mather, Chair
Alistair Paton, Director of Governance
Derek Sangster, Director without Portfolio
Victoria Barby, Director of Communications
Claudine Jennings, Director of Performance
Norrie McLean, Director of Operations
Jacqui Stone, Partnership Manager, **sportscotland**
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting. Apologies were intimated on behalf of Iain Wilson, Ann Ward and Martin Symonds.

2. CONFLICTS OF INTEREST

No conflicts of interest were noted.

3. APPROVAL OF MINUTES OF MEETING OF 22 MAY 2014

It was proposed by Alistair Paton and seconded by Derek Sangster that the minutes of the meeting of 22 May 2014 were a true record.

4. MATTERS ARISING FROM MINUTE S OF 22 MAY 2014 AND NOT ON THE AGENDA

- a) Damage System – Alistair Paton confirmed that he and Norrie McLean had worked on the protocol for the use of the Damage System and this was now ready for publication on the website.
- b) Club Survey – this is now complete and will be issued via SurveyMonkey. (*Action Victoria Barby*)
- c) Centre of Excellence – MM noted that Inverclyde will be closing their accommodation block next year and a decision is yet to be reached on whether it will be rebuilt, refurbished or demolished.
- d) Azolve – Martin Symonds had met with Azolve and has produced a report for further discussion at the next Board meeting.

- e) Previous CPO – no response has been received from the previous CPO and discussions being held with the lawyer on the next steps.
- f) Commonwealth Youth Games – Claudine Jennings reported that she is liaising with Bob Provan on the section criteria and hopes to have this finalised this week.
- g) Commonwealth Games AGM – Michael Mather reported that he and Bob Provan attended Commonwealth Games Scotland AGM on Thursday, 29 May.
- h) E-Newsletter – Victoria Barby reported that a prize will be offered for the next milestone in those subscribing to the e-newsletter.
- i) Coaching Days - It was agreed that Iain Wilson should liaise with Peter Lennon on the availability of coaches running regional Coaching Days, following the success of the Eastern Area Coaching Day. (*Action Iain Wilson*)
- j) Membership – Douglas Jardine is on the membership sub-group and Michael Mather noted that there may be further university clubs affiliating to the SAA.
- k) Scottish Disability Sport – the event on 14 June has been cancelled.
- l) Junior Team Manager – Martin Symonds is working to get the PVG done for the Junior Team Manager.

5. REVIEW OF PROCESSES, PROCEDURES AND POLICIES

Alistair Paton confirmed that the Governance Committee has been established and comprises of Steven Wicks, Robert Campbell and Karen Gold. Alistair Paton confirmed that he will be reviewing approximately 10 policies and will update these as necessary. The Board agreed that they should be distributed to them and the Committee in batches of 2/3 for comment then then would be put on the website for consultation with the membership.

Alistair Paton confirmed that the first policy to be looked at will be Disciplinary Policy. Some policies may just be a statement confirming that the SAA will adopt the ArcheryGB policy and Jacqui Stone confirmed that this would be acceptable. Jacqui Stone noted that the forthcoming Audit will also act as a good guide as to what policies should be in place.

6. WEBSITE DEVELOPMENT UPDATE

Victoria Barby circulated a draft of what the new website will look like. Board members agreed to feed back any comments to Victoria Barby. (*Action All Board Members*)

The sub-group working on the website is voluntary and it will therefore be a longer timescales, however the current website will be used and then switched over, hopefully by the end of the year.

Michael Mather asked if advertising ad been considered and Alistair Paton noted that there

could be tax implications and the Finance Director would be asked to seek guidance from Karen Henderson should there be a decision made that adverts would be sought.

The current website is not set to allow easy upload of material to the website and this can only currently be done by the webmasters. The new system will allow Directors to upload into their own areas. The previous Board had bought a new website however on further investigation it was found not to be fit for purpose and would incur costs every time the website was altered.

Jacqui Stone noted that HorseScotland had also gone through a similar process and agreed to pass on their Communication Officer's details to Victoria Barby. *(Action Jacqui Stone)*

Norrie McLean suggested that the SAA members should be asked if anyone has involvement as a Baton Bearer or a Volunteer at Glasgow 2014 as it would be good to publicise this on the website and social media. Victoria Barby agreed to put an article on social media. *(Action Victoria Barby)*

Victoria Barby will be producing the next e-newsletter shortly and will forward a copy of it to the Board for approval prior to circulation to the members. *(Action Victoria Barby)*

7. ACADEMY

Claudine Jennings reported that she had discussions with the Academy team stressing that the Academy is not a separate entity from the SAA. Claudine Jennings will be arranging a meeting with Ceri-Ann Davies from ArcheryGB to ensure that the SAA Academy is on the same pathway of the ArcheryGB Academies, due to the cancellation of the previous meeting. The academy will run three sessions before Christmas and three sessions following Christmas. The current Academy Staff of Lana Needham, Murray Elliot, Matt Nowicki and Shelly Phillip have confirmed that they all wish to remain as part of the Academy team and a meeting will be arranged following Claudine Jennings' meeting with ArcheryGB.

Andrew Kelly has not indicated whether he will still like to be involved with the Academy and it may be that there will be an opportunity for another coach to have the Academy training. Michael Mather agreed to speak to Iain Wilson regarding this training. *(Action Michael Mather)*

It is hoped that under any new structure that the administration burden placed on Lana Needham can be reduced. Claudine Jennings confirmed that she will communicate with the parents of the Academy Archers and not directly with the Archers.

The Board appreciate the time and effort the Lana Needham and the Academy team have spent on the Academy.

8. TEAM SELECTION

- a) Junior National Outdoor Championships - Claudine Jennings reported that the team had been selected for the Junior National Outdoor Championships and there was agreement that the SAA would pay for the entry fees and contribute £50 towards to the costs of

travel and accommodation of each of the team members. The team manager is Murray Elliot and it was agreed that a female chaperone should also accompany the team and Claudine Jennings agreed to discuss this with Murray Elliot. (*Action Claudine Jennings*)

- b) Senior Euronations Team - The Senior Euronations Team has also been selected however there is a shortage of kit for the team and also for one of the junior team. It was agreed that 17 polo-shirts would be purchased from a local supplier at a cost of £20 per shirt. (*Action Victoria Barby*)

No one has come forward to volunteer to be Team Manager for the Senior Euronations Team and Norrie McLean agreed to take on this role but noted that if someone could be found he could act as their mentor. It was agreed that a further advert would be issued.

It was agreed that reasonable costs would be paid for the agents of officially accredited disabled archers representing Scotland at the Senior Euronations competition.

- c) Youth Commonwealth Games - Claudine Jennings is working on the selection criteria for the Commonwealth Youth Games and agreed to come back to the Board with recommendations. (*Action Claudine Jennings*)

Any selection for the Commonwealth Youth Games would have to take place at 60M and Norrie McLean agreed to give consideration to this for the current events programme and liaise with Claudine Jennings. (*Action Claudine Jennings/Norrie McLean*)

9. CONFIRMATION OF FOURM ACCOUNTANTS FOR SCOTTISH ARCHERY FOR 2014

As there was no appointment of Auditors at the AGM in December 2013 the Board have now instructed FOURM Accountants to act as Auditors for the SAA until such times as this can be confirmed at the AGM in November.

10. FOUR YEAR STRATEGY AND DEVELOPMENT PLAN

Jacqui Stone reported that the SAA received no funding in the last financial year due to the paperwork not being submitted by the previous Board. Sportscotland had allocated £25,000 but this money had not been released. Jacqui Stone confirmed that due to the great progress that the new Board have made since December, and subject to the Board agreeing the strategic and development plan, she proposed that the paperwork and Plan be submitted to a specially convened sportscotland Panel meeting on 4 July with the hope that the investment by sportscotland into Scottish Archery can be restarted.

.Any funding would be on a pro-rata basis up to the end of March 2015 and Jacqui Stone noted that funding would be done on an annual basis then align to the Rio Cycle.

The original £25K was to be allocated:

£14,000 Strong Partners (£12K staffing, £2K programme)

£ 6,000 Development including UKCC coaching
 £ 5,000 Performance

The key to the process will be the Strategic plan and she noted that the Board had a clean slate from which to start. She noted that in the future the SAA could look to incorporate staffing into the planning process with perhaps a Development post to be considered.

For performance investment will only be for Olympic, Commonwealth or Sports of a National Significance. However, World Cup events may be funded, if their inclusion was part of the Olympic pathway. Jacqui Stone noted that Mark Ritchie was the sportscotland Performance partnership Manager and the SAA should link in with him on performance matters.

Michael Mather noted that the SAA needs to be more aspirational and think strategically. If Archery was included in the Commonwealth Games in 2022 this would impact funding immediately. The long term outcomes are:

Performance – Medals
 Development – increase in membership numbers
 Governance – completion of the Audit

Jacqui Stone noted that the strategic plan should be a plan for the sport and for its members, however the more aligned it was to sportscotland's investment principles the more likely the increase in investment would be and would open up the possibility of further investment such as Direct Club Investment and Regional staffing. However, she stressed, the strategic plan should be what is right for the sport.

Michael Mather distributed copies of the draft Strategic Plan and this was gone through and he agreed to email out the plan. The Board were asked to feedback any information, such as statistics, for the plan. Jacqui Dunlop agreed to contact the membership secretary for the Membership figures. *(Action All)*

Jacqui Stone outlined the process for the panel and asked the Board to consider what parts of the Strategic Plan they would like measured against up to the end of March 2015. She stressed that what was in the plan had to be delivered.

The sportscotland profile document will also have to be completed and Jacqui Stone agreed to forward this onto the SAA. *(Action Jacqui Stone)*

11. TAXATION MATTERS FROM GBSPORT SEMINAR

Alistair Paton noted that following his attendance on the course the SAA have until 20 June for free access to the company for any queries. Jacqui Dunlop agreed to provide Alistair Paton will copies of contracts. *(Action Jacqui Dunlop)*

12. SUCCESSION PLANNING FOR THE BOARD

Derek Sangster distributed a paper on Succession Planning (copy on file) and it was agreed that this would be discussed further at the next Board meeting.

Michael Mather noted that the Board should be skills based which it currently is but that there needs to be legacy for future boards.

13. MEMBERS' FORUM

Areas – a member had asked the Board to consider the areas with the West, in particular in disarray and were they needed. It was agreed that they do serve a purpose if they were all operating as they would be part of the pathway for athletes and coaches. It was agreed that this would be further discussed.

14. AGM

The AGM is confirmed as 29 November and Jacqui Dunlop agreed to book the Dewars' Centre in Perth. (*Action Jacqui Dunlop*)

15. DIRECTORS' REPORTS

Directors Reports were submitted in advance (copy on file) and taken as read.

16. AOCB

- a) Coaching Course – Michael Mather is liaising with ArcheryGB regarding a level 1 course in Shetland. Jacqui Stone noted that sportscotland will only fund a coaching programme which is UKCC. The sportscotland coaching contact is Rory Davidson.
- b) Board Expenses – Board members were reminder to submit their expenses and the Finance Committee will be asked to look at the expenses policy and make recommendations. (*Action Ann Ward*)
- c) Pow Wow Now – Victoria Barby agreed to get costings for Pow Wow Now which may be more appropriate provider for Skype calls. (*Action Victoria Barby*)

17. DATE OF NEXT MEETING

The next meeting was confirmed as 16 July and will take place via Skype.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
THURSDAY, 11 SEPTEMBER 2014
BY SKYPE

Present: Michael Mather, Chair
Derek Sangster, Director without Portfolio,
Alistair Paton, Director of Governance
Victoria Barby, Director of Communications
Claudine Jennings, Director of Performance
Norrie McLean, Director of Operations
Martin Symonds, Director of Member Services
Iain Wilson, Director of Coaching
Ann Ward, Finance Director
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jacqui Stone.

2. CONFLICTS OF INTEREST

There were no conflicts of interest noted.

3. APPROVAL OF MINUTES OF MEETING OF 13 AUGUST 2014

It was unanimously agreed that the minutes of the meeting of 13 August 2014 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 13 AUGUST 2014 BUT NOT ON THE AGENDA

- a) Storage - Jacqui Dunlop had provided quotes for self-storage companies in both Edinburgh and Glasgow. However, it was more expensive than originally anticipated at approximately £800 per year. It was agreed that Jacqui Dunlop would continue to see if any other storage options could be investigated at a cost of approx £500 per year. (Action Jacqui Dunlop)
- b) Cricket Shirt – this has been sold on EBAY.
- c) Records – Claudine Jennings confirmed that this is ongoing. (Action Claudine Jennings)
- d) sportscotland Investment – Jacqui Dunlop confirmed that the sportscotland investment has not been paid into the account as yet. If it has not been received by 19 September Jacqui Dunlop agreed to contact Jacqui Stone. (Action Jacqui Dunlop)

- e) Senior Squad – Claudine Jennings confirmed that she had issued a paper on the senior squad.
- f) Performance Committee – Jacqui Dunlop agreed to confirm with Claudine Jennings if the Performance Committee had been set up. (Action Jacqui Dunlop)
- g) Coaching Meeting Review – Iain Wilson confirmed that a Coaching Review meeting had taken place with Ruari Davidson from sportscotland and that the paper had been issued.
- h) Scottish Archery Championships – Norrie McLean is continuing to work on this and will update the Board at the next meeting. (Action Norrie McLean)
- i) West of Scotland AGM – Alistair Paton reported that a steering group comprising of 9 members has been set up and a meeting is being arranged to progress this.
- j) Annual Awards – it was agreed that Board members would continue to publicise the SAA Annual Awards around their clubs. (Action All)
- k) Disability Funding – SDS suggested that contact is made with BattleBack and Scottish Poppy. Michael Mather confirmed that a meeting is being held with BattleBack in October to see if there would be any funding opportunities. Claudine Jennings noted that she has met with Mark Ritchie (Sportscotland) and needs to arrange a meeting with Mike Peart (Archery GB) regarding para-archers and it was agreed that all SDS correspondence would be copied to Claudine Jennings. (Action Michael Mather)
- l) Planning for 2014-2015 – Jacqui Stone had written to ask that the budgets and plans are with her by the first week in October ahead of the 3 November Panel meeting. It was agreed that draft Budgets should be sent to Jacqui Dunlop who would collate and circulate around the Board. (Action All)

Michael Mather noted that the Strategic Plan is currently on the website for consultation with the Membership.

- m) Western Area Fees – Alistair Paton confirmed that the letter had been issued.
- n) 2014 AGM – it was confirmed that the notification of the AGM had been issued to members and that Alistair Paton had completed a timeline for the AGM.
- o) Azolve – Martin Symonds confirmed that this is ongoing.
- p) PVG – Martin Symonds confirmed that another five had been sent away this week which now took the total PVG done to over 40. Martin Symonds is discussing with Volunteer Scotland whether those occasionally working with children need to have a PVG. (Action Martin Symonds)
- q) Postal League – Norrie McLean confirmed that he has finalised the postal league with Richard Robertson. There will be a charge of £5 per team and trophies will be awarded

rather than medals. Norrie McLean agreed to contact Richard Robertson regarding the paperwork to be issued to Clubs. (Action Norrie McLean)

- r) LGBT – Michael Mather noted that the SAA will sign up to the Charter when it is issued.
- s) Expenses – Michael Mather asked all Directors to ensure that they submit their expenses in order that there is a clear understanding of how much it costs to run the SAA.

5. MEETING UPDATES

- a) Coach Education – Iain Wilson reported that he had met with Ruari Davidson from sportscotland and it was a productive meeting. There is the possibility of funding for Level 1 candidates, possible 50% of the course fees or a maximum of £150 per candidate. However, it was noted that there is only a limited pot of funding available for this. There is also the possibility that sportscotland will fund verifier, tutor and facilitator.
- b) SDS – Martin Symonds updated the Board on the meeting with Scottish Disability Sport. Present at the meeting from the SAA were Michael Mather, Shelly Phillip and Martin Symonds. SDS will be able to help define a disabled person however they are unable to provide funding for athletes currently. It was a very positive meeting and SDS are keen to work closely with Scottish Archery. They are closely aligned with Help for Heroes and BattleBack so there will be opportunities to build on these relationships and develop disabled archery.
- c) Equality – Alistair Paton and Michael Mather met with sportscotland and Plan4Sport who explained the process that the SAA will have to go through with a view to achieving Foundation Level by March 2015 with paperwork required to be submitted by January 2015. It was noted that it is a condition of sportscotland investment that the SAA achieve Foundation level. The SAA's two equality champions are Michael Mather and Alistair Paton. It was noted that the equality statement is on the website and there is a commitment to get a strong equality policy in place.
- d) Commonwealth Games Scotland – Claudine Jennings reported that she and Bob Provan had met with Elinor Middlemiss at Commonwealth Games Scotland regarding the Commonwealth Youth Games 2015. There has to be a selection event in 2015 for qualification and Claudine Jennings will think how to do this. There will be a revised selection criteria issued shortly.

Norrie McLean noted that Ayr Archery Club have organised a double 720 round as part of their competition weekend at the beginning of May 2015 and Claudine Jennings and Norrie McLean agreed to liaise on the best way to accommodate a qualifying event. (Action Claudine Jennings/Norrie McLean)

- e) Performance – Claudine Jennings reported that she had met with Mark Ritchie of sportscotland and the aim will be to set up a Performance Review Group comprising

herself, Mark Ritchie and Ceri Ann Davies. Claudine Jennings will also meet with the SAA Coaching Committee ahead of the Performance Review Group.

- f) Facilities – Derek Sangster reported that he had met with David Ewart from sportscotland regarding a High Performance facility for Scottish Archery. He will circulate the notes of the meeting. Nothing definite has come out of the meeting but it was a useful discussion where sportscotland noted that they would not fully fund a performance centre but could fund up to 50% and would expect a commitment from the SAA but would be able to help look for alternative forms of funding. The SAA would need to provide a strategy on this and Derek Sangster noted that this is not something which will happen in the short term. Michael Mather noted that it would be useful to have a statement about facilities for the 3 November meeting with sportscotland

6. STRATEGY, PLANS AND BUDGETS FOR SUBMISSION TO SPORTSCOTLAND

Michael Mather had circulated an email from Jacqui Stone, Partnership Manager, sportscotland regarding a series of questions for the SAA to answer ahead of the 3 November Panel meeting. Michael Mather had circulated the questions and had input from the Directors and agreed to send the responses to Jacqui Stone at the end of the meeting. *(Action Michael Mather)*

It was noted that it was very important that between now and the first week of October, when the papers have to be with sportscotland, that the budgets have to be collated. The directors agreed to send Jacqui Dunlop a copy of their budgets and then these would be circulated to the Board for comment. It was noted that the budgets should be aspirational. *(Action All)*

Claudine Jennings and Iain Wilson agreed to discuss the allocation of any overlap in the performance and coaching budgets at the coaches meeting. *(Action Claudine Jennings/Iain Wilson)*

It was agreed that Norrie McLean should include £1,500 for SAA Competitions. Claudine Jennings agreed to contact Edinburgh University regarding the costs of hosting the Senior Euronations, however if it did not come through in time Norrie McLean agreed to include the anticipated costs.

The Strategy Document is currently on the website for consultation with the Membership and Michael Mather noted that there are also subsidiaries strategy documents from coaches, disability, officials, and communications to link into the overall Strategic Plan.

Michael Mather reported that the KPMG Audit report had been received. Jacqui Dunlop agreed to send a copy to Ann Ward. *(Action Jacqui Dunlop)*

7. SCOTTISH PARA RECORDS

Ann Ward noted that there are no para-records currently exist for Para-Archery. There was a discussion on how best classification of athletes could be achieved and Martin Symonds

agreed to discuss this at the next meeting with Scottish Disability Sport and then further discuss with Claudine Jennings and Alistair Paton. (*Action Martin Symonds*)

8. FINANCE UPDATE

Ann Ward had distributed a trail balance and it was noted that the coding needed streamlined. Ann Ward confirmed that she is looking at the coding currently. She also noted that the SAA does not dip below its £50,000 bank balance and asked it would be appropriate to move some of this money into a different account, along the lines of the Santander Savings Account where interest is paid monthly. Michael Mather noted that the KPMG Audit had suggested that an investment strategy should be in place and Ann Ward agreed to look at the recommendations of the Audit and report back to the Board. (*Action Ann Ward*)

Ann Ward noted that there is an underspend currently in the accounts against setting up of new clubs and agreed to circulate a proposal around the Board recommending that this is offset against the Irvine Tox club. (*Action Ann Ward*)

Ann Ward explained that in the future her intention would be to set up budgets for each Director and these would be emailed around monthly.

Michael Mather asked that at the AGM that a breakdown of individual directors' expenses would be available for the Membership. (*Action Ann Ward*)

Ann Ward was thanked for her work on the accounts.

9. MEDIA OPEN DAY

As part of the Communication Strategy a Media Open Day was suggested which would involve inviting media to attend a Come and Try event which would help to build on the relationship with the media. It was suggested holding an event at Peffermill and highlight that the Senior Euronations would be held there. Victoria Barby confirmed that she has included this in her Communications Budget and it was agreed that early 2015 would be a good time. Victoria Barby agreed to work on a plan for this in due course. (*Action Victoria Barby*)

10. APPROVAL OF POLICIES

The undernoted Policies were approved by the Board and Jacqui Dunlop agreed to make them available on the website. (*Action Jacqui Dunlop*)

SAA Disciplinary Policy
SAA Anti-Doping Policy
SAA Anti-Corruption

Alistair Paton noted that the KPMG Audit recommend policies are reviewed every year, however the SAA had put in a three year timeline for this. Michael Mather noted he would be happy to go back to KPMG and sportscotland on the reasons why a three year renewal was more appropriate for the SAA.

Martin Symonds noted that an additional paragraph had been added to the Child Protection policy regarding information sharing which relates to the Coaches. He noted that he will email everyone affected and get the new version on the website. *(Action Martin Symonds)*

Another recommendation of the KPMG Audit was that there should be an Ethics Policy and Alistair Paton agreed to produce one and circulate to the Board. *(Action Alistair Paton)*

11. AGM – 29 NOVEMBER 2014

Alistair Paton noted that notification had gone out to the membership on the date of the AGM. Derek Sangster has intimated that he will stand down at the AGM. KPMG Audit recommended looking at succession planning and to achieve this four Directors will have to stand down at next year's AGM. It is hoped that an Independent Director could be appointed at this year's AGM and Alistair Paton noted that Volunteer Scotland has a database of volunteers from the Commonwealth Games and will contact Jacqui Stone to see how to publicise an independent director vacancy to these volunteers. *(Action Alistair Paton)*

The nominations for the director vacancy have to be received by 18 October. Alistair Paton agreed to compile a draft notification to members together with nomination forms (one for SAA members and one for non-members) for the next meeting.

Alistair Paton agreed to re-circulate the AGM timeline. *(Action Alistair Paton)*

An Annual Report will be produced for the AGM and Michael Mather will co-ordinate this on his return from holiday. *(Action Michael Mather)*

Ann Ward will liaise with Karen Henderson regarding the Financial Report for the AGM. *(Action Ann Ward)*

12. MEMBERS' FORUM

There were no questions from the Members.

13. DIRECTORS REPORT

Directors' reports were submitted and taken as read. Michael Mather noted that they are very useful and were highlighted as such by KPMG. It is hoped for next year that they may be reduced to bi-monthly.

14. AOCB

- a) Doric Bowmen – the Board have been advised of the dissolution of Doric Bowmen but it is the Board' belief that a new club called Buchan Archers is being formed from some of the previous membership of Doric Bowmen. The Board recommends that any new clubs use model constitutions which are available from the SAA website.
- b) Equipment – it was confirmed that the previous High Performance Coach will liaise with Bob Provan in order to return the Equipment. Claudine Jennings agreed to consider any additional equipment for the Academy/squads when she is compiling her budgets. *(Action Claudine Jennings)*
- c) Edinburgh Festival of Sport – Iain Wilson noted that this is taking place and Claudine Jennings agreed to pass the information onto Edinburgh University and Martin Symonds agreed to contact Edinburgh City Bowmen. *(Action Claudine Jennings/Martin Symonds)*
- d) Development Squads – it was agreed that the running of Development Squads would be discussed at the Coaching Meeting. *(Action Iain Wilson/Claudine Jennings)*
- e) Northern Area – Iain Wilson agreed to find out what the status of the Northern Area was currently. *(Action Iain Wilson)*
- f) Insurance – Derek Sangster had received a quote from Perkins Slade which was £363.87 and covers property anywhere in the UK. It was agreed to leave the insurance until a storage solution had been found.
- g) Complaint – further documentation had been received regarding a previous complaint. It was agreed that although the SAA appreciate the issues they happened at a time when the SAA did not have disciplinary policies in place and therefore they cannot be addressed retrospectively. Martin Symonds agreed to contact the member concerned. *(Action Martin Symonds)*
- g) Edinburgh City Bowmen – Martin Symonds is liaising with Edinburgh City Bowmen on a refund of facility hire for the start-up beginners classes. *(Action Martin Symonds)*
- h) Previous Child Protection Officer – the Board have had confirmation back from the Solicitor that all personal documentation relating to PVGs from the previous Child Protection Officer has been destroyed. No further action will be taken.
- i) Website – Victoria Barby confirmed that a plan on how the new website will look will be available mid-November.
- j) Irvine Tox – it was noted that Irvine Tox now increased to 10 members, as part of the development funding agreement it was agreed that Martin Symonds would email them to ask for a report for the website. *(Action Martin Symonds)*
- k) Coaches – Iain Wilson confirmed the number of coaches as undernoted:

24 level 1

9 level 2

7 county coaches
3 senior coaches

Michael Mather agreed to confirm these figures to sportscotland.

Iain Wilson agreed to contact ArcheryGB to find out how many Scottish coaches have not been given their licences due to PVG issues. (*Action Iain Wilson*)

Date of Next Meeting

Tuesday, 30 September at 7.00 pm via Skype

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD BY SKYPE
ON SUNDAY, 13 APRIL 2014

Present: Michael Mather, Chair
Alistair Paton, Director of Governance and Finance
Martin Symonds, Director of Member Services
Derek Sangster, Director without Portfolio
Victoria Barby, Director of Communications
Claudine Jennings, Director of Performance
Ann Ward, Director of Finance
Norrie McLean, Director of Operations
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting, giving thanks to the newly elected Directors for putting forward their nominations, with a full Board now in place. It was agreed that that the group would be referred to as the Board. Apologies were intimated on behalf of Iain Wilson.

2. CONFLICTS OF INTEREST

No conflicts of interest were noted. Jacqui Dunlop agreed to send out the Conflict of Interest Form to the new Directors. (*Action Jacqui Dunlop*)

3. APPROVAL OF MINUTES OF MEETING OF 10 APRIL 2014

It was agreed that the minutes of the meeting of 10 April 2014 were a true record.

4. REVIEW OF EGM – 12 APRIL 2014

Michael Mather noted that there was a good turnout for the EGM with 46 people present and 246 proxies submitted. There is now a very strong mandate for the Directors to progress the organisation to a state where the members and any partners are proud and to become a forward looking and dynamic organisation.

Victoria Barby suggested that a special newsletter be issued featuring each of the Directors with a photograph. All Directors agreed to send a brief paragraph and picture. (*Action All*)

It was agreed that this information would also go on the website so long as it didn't interrupt the calling notices of the next EGM.

It was appreciated that Dave Harrison, Chair of ArcheryGB was in attendance and he had noted how impressed he was with how the EGM went and was looking forward to working

with the new Board.

Michael Mather confirmed that a follow up letter will be sent to the previous Child Protection Officer asking for all the information to be returned by Thursday, 24 April, this had been confirmed at the EGM following a question raised by a member.

Each of the new Directors details have to be lodged with Companies House within 14 days and Martin Symonds agreed to co-ordinate this. (*Action Martin Symonds*)

It was agreed that Jacqui Dunlop will co-ordinate the bank mandate forms using the directors as previously identified. (*Action Jacqui Dunlop*)

Immediate Actions from the EGM

- a) Claudine Jennings agreed to pull together the performance committee as soon as practical with the aim of producing a proposal for the Board for the Selection Criteria. Consideration will also be given to who is eligible to represent Scotland. It was agreed that the Performance Committee should include Claudine Jennings, Iain Wilson, Lana Needham and Bob Provan, along with the team managers. As the team managers had yet to be appointed, it was agreed that this would not hold up the group in working on the Selection Criteria. (*Action Claudine Jennings*)

Michael Mather agreed to re-circulate the proposed structure so that the new Directors were aware of it. (*Action Michael Mather*)

- b) Michael Mather agreed to arrange a meeting with Jacqui Stone, Partnership Manager, sportscotland to update her on recent developments. (*Action Michael Mather*)
- c) Articles of Association- the new Directors have received hard copies of the proposed Articles of Association and Alistair Paton will distribute to the membership via Club Secretaries and the website. Any comments have to be returned to Alistair Paton by 26 April and the Board will consider whether any further changes need to be made.

Alistair Paton noted that Muriel Kirkwood will remove all extraneous messages/ documents from the governance pages of the website. These will be archived should anyone wish to see them.

5. AGREEMENT TO PROCEED TO NEXT EGM SCHEDULED FOR 31 MAY 2014

Alistair Paton reported that the calling notice and draft Articles, for the second EGM has to be issued by Friday, 2 May. The Board approved that the EGM take place on 31 May at the North Inch Community Campus, Perth.

6. IMMEDIATE ACTIONS AND PRIORITIES

- a) Sub-Committees – Michael Mather agreed to put his thoughts on paper on the various committees and how these would operate and circulate to the Board next week. (*Action Michael Mather*)

- b) Talent Festival – this will take place 15-26 July in Lillishall for archers aged 10-20. There is an issue with the timing of the event due to the Scottish Schools returning from the holidays the same week. Michael Mather will email Muriel Kirkwood to get information out on the website and Victoria Barby agreed to put out information in a Newsletter. Scottish Archery would like to provide some financial support for archers and coaches who are able to attend so they will be asked to register with the SAA as well so the financial constraints are considered. (*Action Michael Mather*)
- c) Finance – Alistair Paton had been covering the Finance Director's role until the new Directors were in place. It was agreed a formal handover will take place with Alistair Paton, Ann Ward and Jacqui Dunlop meeting.
- d) Meetings – Michael Mather agreed to re-circulate the scheduled of meetings. A Skype meeting will also be held on 21 April at 7.00 pm.
- e) Monthly Directors' Report – it was agreed that the Monthly Directors' Reports would continue.

7. AOCB

- a) Website – Victoria Barby reported that she will be meeting with the Website Sub-Group to work out a plan for the website changes and will report back to the Board. (*Action Victoria Barby*)
- b) Junior/Senior Team Managers – Michael Mather agreed to pull together a job specification for the positions and get them published on the website and give people 3-4 weeks to apply. Norrie McLean asked that the advert should confirm that he had stepped down as the Senior Team Manager position.
- c) Accounts – Martin Symonds agreed to let Alistair Paton know when the new Directors were lodged with Companies House and Alistair Paton would then confirm with Alexander Sloan that the Accounts can be lodged with Companies House. (*Action Martin Symonds/Alistair Paton*)
- d) Membership Secretary – as the Membership Secretary attended the EGM in her official capacity and it was agreed that she would receive expenses.
- e) Email Accounts – email accounts have been set up for the new Directors and all company business should be conducted through these.
- f) Senior Euronations – Norrie McLean had been given provisional figures for costs for the Senior Euronations and the actual figures will be confirmed shortly. It was agreed that the funding for this would be left to the Director of Performance, Director of Operations and Director of Finance. Norrie McLean agreed to send Claudine Jennings the finalized costs from Northern Ireland. (*Action Norrie McLean*)

- g) SAGE – Jacqui Dunlop agreed to send Ann Ward a back-up of the SAGE files. (*Action Jacqui Dunlop*)
- h) Sub- Committees – Michael Mather will speak to Iain Wilson about the establishment of a Coaching Committee. (*Action Michael Mather*)

It is also hoped to get a Financial Sub-Committee set up. Michael Mather agreed to circulate the proposed organization chart. (*Action Michael Mather*)

- i) Four Year Strategy Document- Michael Mather agreed to circulate the Four Year Strategy Document and this will be the main topic for the next face-to-face meeting.

Date of Next Meeting – 21 April 2014 – 7.00 pm - Skype

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
WEDNESDAY, 13 AUGUST
AT CALEDONIA HOUSE, EDINBURGH

Present: Michael Mather, Chair
Derek Sangster, Director without Portfolio,
Alistair Paton, Director of Governance
Victoria Barby, Director of Communications
Claudine Jennings, Director of Performance
Norrie McLean, Director of Operations
Martin Symonds, Director of Member Services
Ann Ward, Finance Director
Jacqui Stone, Partnership Manager, **sportscotland**
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Iain Wilson.

2. CONFLICTS OF INTEREST

Ann Ward noted a conflict of interest with item 12.

3. APPROVAL OF MINUTES OF MEETING OF 16 JULY 2014

It was unanimously agreed that the minutes of the meeting of 16 July 2014 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 16 JULY 2014 BUT NOT ON THE AGENDA

a) Audit Document and Action Plan- Michael Mather noted that the Audit meeting is Monday, 18 August and thanks were expressed to the Directors for their contribution to the Audit document.

b) Kashflow – Ann Ward confirmed that Kashflow is now up and running.

c) Storage - Norrie McLean explained that the Danage System has been returned to Kilmarnock for storage, although as SAA are unclear whether they will be using the stadium for squads the staff at the Centre are not keen on storing the bosses or damage system. Claudine Jennings noted that it is in her plans to hold the squad weekends in November and possibly February and March. She also noted that Kilmarnock was not the best place geographically to store the equipment as it was too expensive to transport it for use at the Academy Squads who are currently using Armadale. Claudine

Jennings agreed to contact Kilmarnock to confirm the SAA's usage and storage. (*Action Claudine Jennings*)

Jacqui Dunlop agreed to get quotes for Self-Storage along the M8. (*Action Jacqui Dunlop*)

- d) Damage System – Norrie McLean confirmed that the booking and useage instructions for the Damage system are now available on the website.
- e) Insurance – Derek Sangster reported that he had contacted Perkins Slade regarding the insurance of the SAA's equipment. There will be a £200 excess charge, however a price for the insurance cannot be given until the storage is confirmed as this impacts on the price. Once the location of the storage is confirmed Derek Sangster agreed to contact Perkins Slade again. (*Action Derek Sangster*)
- f) Policies – Alistair Paton confirmed that the draft Disciplinary, Anti-Corruption and Anti-Doping are on the website for a consultation period with the membership.
- f) Child Protection Pilot – Martin Symonds is working on the pilot. (*Action Martin Symonds*)
- g) Cricket Shirt – this is currently on ebay.
- h) Scottish Records – Claudine Jennings confirmed that this is ongoing.
- i) sportscotland Investment – Jacqui Stone agreed to confirm when the investment will be paid and if it is paid in the one tranche.

5. FACILITIES STRATEGY

Various options have been considered and visited as part of the aim of securing a High Performance Centre for Scottish Archery. These have included meetings with Edinburgh University, Strathallan School and contact with Scottish Canals regarding areas at Pinkston and Falkirk, along with the proposed National Shooting Centre. Derek Sangster agreed to meet with David Ewart who is sportscotland's lead manager on facilitates. (*Action Derek Sangster*)

Claudine Jennings had compiled a list of what would be required for a High Performance Centre and circulated this around the Board (copy on file). It was agreed that Claudine Jennings would develop the paper further. (*Action Claudine Jennings*)

Once there is a clearer picture on what is required there will be consultation with the membership.

6. COACHING FOR SENIOR AND JUNIOR SQUADS

6.1 Junior - It was noted that Lana Needham has resigned as High Performance Coach. The current Academy staff of Shelley Phillip, Murray Elliot, James Laing, Karl Paddon and

Matt Nowicki are all keen to continue. Andrew Kelly is no longer able to be part of the Academy set up due to other commitments. Following a meeting with Ceri Ann Davies [Archery GB Performance Pathways Manager] on the Academy there will be opportunities for coaches to become involved with the talent coach programme. Any level 1 coach who is interested in being an Academy coach would be eligible to apply for the two year programme. Claudine Jennings agreed to send information about the Course to Michael Mather and to Peter Lennon. *(Action Claudine Jennings)*

It was noted that the course is free although the coach has to pay all expenses. It was agreed that the SAA may be able to pick up these costs.

Claudine Jennings noted she is attending the ArcheryGB Academy weekend and will see how this is run. Ceri Ann Davies has agreed that ArcheryGB Academy coaches would be able to attend the Scottish Academy either to observe, teach or lead the session. There is a £100 charge plus expenses for this and this expenditure was agreed.

Claudine Jennings confirmed that she is keen to have Scottish coaches attending the Academy to be mentored and there will be more effort with the Academy programme for information to be fed back to Club coaches in order that they can work with the Archers in the Clubs.

The first three Academy dates are confirmed as 28 September (Edinburgh), 18 October (Armadale) and 13 December (Armadale)

Claudine Jennings confirmed that information and an application form for the Academy will be available on the website soon and will be open to anyone aged 10-18 who have their own bow and are not complete beginners. *(Action Claudine Jennings)*

6.2 Senior Squad

Claudine Jennings reported that she hopes to have the information out next week regarding the criteria for the Senior Squad. There will be no high performance coach to run the squad but it will follow a programme for drills, performance shooting and fitness. It was noted that Squad members should be asked what they want from squad.

Claudine Jennings is hoping that Senior Coaches will be able to be involved in the senior development squad and the aim is to run these on a regional basis. She is aiming to use the ArcheryGB Academy programme and adapt this for the Development #Squad.

Claudine Jennings agreed to circulate around the Board the paperwork with her thoughts on the senior Squad. *(Action Claudine Jennings)*

Michael Mather noted that he had written to Lana Needham, and will contact Andrew Kelly regarding the SAA equipment.

Claudine Jennings has also met with Mark Ritchie from sportscotland and he will also be

attending the ArcheryGB Academy at the weekend. The next step will be to set up the Performance Committee. (*Action Claudine Jennings*)

7. SPORTSCOTLAND COACHING MEETING REVIEW

Michael Mather reported on an excellent meeting held with Ruari Davidson, lead manager sportsotland. Iain Wilson had provided the cost to run courses and what candidates are expected to pay. Sportsotland would potentially be able to provide a subsidy for UKCC courses as undernoted:

Level 1 50% of the fee or £100 whichever is the lower

Level 2 50% of the fee or £400 whichever is the lower

Level 3 40% of the fee or £750 whichever is the lower

This funding would only be provided if the SAA have a Coaching and Strategic Plan in place. Michael Mather agreed to circulate the notes of the meeting. (*Action Michael Mather*)

Michael Mather agreed to liaise with Iain Wilson on how this is moved forward and the formation of the Coaching Committee. (*Action Michael Mather*)

8. ADVERTISING OF HIGH PERFORMANCE COACH

It was agreed that a High Performance Coach would not be appointed currently; however Claudine Jennings agreed to include the appointment of a High Performance coach into her budget. (*Action Claudine Jennings*)

9. 2014/2015 CALENDAR OF SCOTTISH ARCHERY CHAMPIONSHIPS AND COMPETITIONS

Norrie McLean reported that undernoted Championships have been agreed:

Outdoor – Field (Oban); Scottish (Ayr); U21/Junior/Novice (St Andrews); Clout – no applications

Indoor – Junior (Links); Scottish (Penicuik);

It was noted that longbow/barebow championships were included within the Scottish Outdoor although there was only four entries. It was agreed that this was not enough entries to justify a separate championship. Ged Laing had submitted a paper to Norrie MacLean following the Scottish Championships and he has also agreed to go on the Operations Sub-Committee.

Confirmation would be sought if the Championships were awarded on a two year basis by the previous Executive. (*Action Norrie McLean*)

It was agreed to defer the decision on the Disability Championships until after the meeting with Scottish Disability Sport on 29 August, but it will be up to the Operations Committee to decide on the Championships.

It was noted that Archery is one of Scottish Disability Sport's target sports and it was agreed that funding aspects would be discussed with them at the meeting on 29 August. (*Action Michael Mather*)

It was agreed that the £100 fee for hosting the Championship would remain, although it was noted that incentives to run the Championships may need to be looked at. Claudine Jennings noted that the Scottish Championships has to be a quality event and needs to meet specific criteria. It was agreed that Championships would be considered at the October Board meeting in order that the membership can be informed at the AGM.

The SAA will present to sportscotland their budget on 3 November so it is important that Championship costs are factored into the planning process.

10. WEST OF SCOTLAND AGM

Alistair Paton confirmed that he will contact all Western Area clubs regarding an AGM to be held in October or November to resurrect the Western Area. He also confirmed that he has reviewed their constitution and they will be known as the Western Area to align them with the Eastern and Northern areas. It was agreed that the SAA will pay for the costs of the venue and refreshments for the AGM and this will be invoiced to the Western Area when it is up and running.

11. ANNUAL AWARD FOR COACHES AND VOLUNTEERS

Michael Mather had circulated a draft proposal for an Annual Award for Coaches and Volunteers, for both seniors and juniors. The clubs would nominate their coaches or volunteers and as well as the SAA making the Awards, all the nomination would also be forwarded to sportscotland's annual awards. The Annual Awards were agreed and a budget of £300 allocated.

12. LETTER FROM MEMBER

A letter had been received from Frank Maguire asking about possible funding as is aiming to qualify for the Rio Olympics. It was agreed that that this would be raised at the meeting with Scottish Disability Sport but Jacqui Stone confirmed that sportscotland would give this positive consideration.

13. PLANNING FOR 2014/15 BUDGETS AND COSTS

Scottish Archery makes its presentation to sportscotland on 3 November and this will include a fully budgeted Strategic Plan for 2015/2016, with projections also for 2016-2018. Jacqui Stone confirmed that the aim would be for sportscotland to look at Scottish Archery on a two year cycle and then align onto the Olympic four year cycle.

Jacqui Stone confirmed that the Strategy documents should cover the period April 2015 – until March 2017 and there will be a further opportunity to go to Panel in February 2015. She noted that the SAA should start from a clean slate and decide what it wants to do over the next two years, and aim high. Jacqui Stone noted that things were positive for the SAA

currently so long as the pace of change continues. It was agreed that Michael Mather and Victoria Barby would represent the SAA at the meeting on 3 November.

Directors agreed to compile their budgets and circulate around the Board with a meeting to be arranged in September or October to pull the budgets together.

14. ENGAGING MEMBERS ON THE STRATEGIC PLAN

Victoria Barby had circulated questions for the Directors and it was agreed that these would be completed and put on the website. (*Action All*)

15. MEMBERS' FORUM

- a) Western Area Fees – Alistair Paton agreed to respond to the query from the member regarding Western Area Fees.
- b) AGM – a member had suggested organising the AGM around a Tournament or Social event. It was agreed that this would not be able to happen for this year, but consideration would be given for future AGMs. The AGM is confirmed as 29 November in Perth.

16. DIRECTORS REPORTS

Directors reports were submitted and taken as read (copy on file).

17. AOCB

- a) Judge – a letter had been received from Douglas Blyth regarding funding to attend the WA Youth Judge Seminar in Lilleshall. It was agreed that the SAA would fund his attendance in its entirety (£320) and Norrie McLean agreed to confirm with him. (*Action Norrie McLean*)

Jacqui Stone noted that sportscotland do have funding available for the officiating pathway and this should be built into the SAA Strategic Plan.

Victoria Barby agreed to do a press release on Douglas Blyth's selection to attend the conference. (*Action Victoria Barby*)

- b) Home Nations – Victoria Barby reported that Scotland were the winner of the Senior Home Nations.
- c) Azolve – Martin Symonds agreed to continue to look at various membership systems options and will include this in his budget. (*Action Martin Symonds*)
- d) PVG – Martin Symonds confirmed that he has processed 35 PVGs and more are in the pipeline. His priority is to get the Academy staff processed and he agreed to work with Claudine Jennings on emergency contact/consent forms for Academy. (*Action Martin Symonds*)

Martin Symonds reported he had met with Ann Ferguson from Volunteer Scotland regarding guidance for Club Volunteers and is liaising with the PVG Sub-Group on this.

- e) Postal League – Norrie McLean agreed to liaise with Richard Robertson on the postal league for 2014/2015. (*Action Norrie McLean*)
- f) AGM – Jacqui Dunlop agreed to pull together the timeline for the forthcoming AGM. (*Action Jacqui Dunlop*)

Alistair Paton noted that if any of the Board wish to stand down they should let him know as soon as possible. (*Action All*)

- g) LGBT – Michael Mather attended the LGBT Charter launch and noted that the SAA will sign up to this in due course.
- h) Equality – Alistair Paton reported that the aim would be for the SAA to achieve Foundation Level of the Equality Standard by March 2015.
- i) Youth Commonwealth Games – Claudine Jennings confirmed that the selection criteria is now on the website.
- j) Auditors – Ann Ward confirmed that there is a signed agreement with FourM to act as Auditor.
- k) Expenses – Directors were encouraged to submit their expenses.

18. CONFIRMATION OF DATE OF NEXT MEETING

The next Board meeting was confirmed as 11 September by Skype.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD BY SKYPE
ON
WEDNESDAY, 16 JULY 2014

Present: Derek Sangster, Director without Portfolio, Chair
Alistair Paton, Director of Governance
Victoria Barby, Director of Communications
Claudine Jennings, Director of Performance
Norrie McLean, Director of Operations
Iain Wilson, Director of Coaching
Martin Symonds, Director of Member Services
Ann Ward, Finance Director
Jacqui Stone, Partnership Manager, **sportscotland**
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

In Michael Mather's absence Derek Sangster agreed to act as Chair and welcomed everyone to the meeting. Apologies were intimated on behalf of Michael Mather.

2. CONFLICTS OF INTEREST

No conflicts of interest were noted.

3. APPROVAL OF MINUTES OF MEETING OF 10 JUNE 2014

It was unanimously agreed that the minutes of the meeting of 10 June 2014 were a true record.

4. COMMUNICATION OF STRATEGIC PLAN TO MEMBERSHIP

Victoria Barby explained that quarterly newsletters are being issued updating on what is happening within Scottish Archery and in between these the aim is to have a "special" newsletter. The last special was on the new Board and she suggested that the next one could be about the Strategic Plan and encourage members for their feedback on it. She suggested that Directors also write a couple of paragraphs about their specific areas on the Strategic Plan and their thoughts for the future. An interview would also be done, either by text or video, to highlight particular areas. It was agreed that this was a good idea and that each Director should "interview" another Director on their area. Victoria Barby agreed to send round an email setting out the plan and drawing up a list of who would interview who. (*Action Victoria Barby*)

Claudine Jennings noted that as she is a new face to many parents from the Academy she would be prepared to do a video interview.

5. REVIEW OF AUDIT DOCUMENT AND ACTION PLAN

Michael Mather has been working on the Audit document and had circulated around the Directors for comment. Alistair Paton and Victoria Barby have submitted comments and these will be updated. Martin Symonds agreed to proof read and format and re-circulate around the Directors. (*Action Martin Symonds*)

Martin Symonds noted that he had contacted Freddie Collier from ArcheryGB regarding the Companies House Register and is waiting to hear back.

Jacqui Stone confirmed that not every question has to be answered and confirmed that the version she had seen looked as though it was nearly completed. The aim is that an action plan is produced which the SAA will then work on through the next four year cycle so not everything is expected to be done in the next few months. It will identify development areas to work on. She noted that it was a good document and will be used at the verification visit with KPMG which Michael Mather is attending.

6. FINANCE

Ann Ward reported that Kashflow is now up and running but she needs to get copies of the Schedules from the previous Auditor. Karen Henderson is liaising with Alexander Sloan on this. (*Action Ann Ward/Karen Henderson*)

Alistair Paton noted that he had done a provisional budget for the current year which did not account for the recent investment from **sportscotland**, so this will mean that the SAA will not have to rely so heavily on its reserves.

It was agreed that each Director who has a budget responsibility to compile a budget for the current year up to March 2015 and a forecast budget for the next two financial years. They should also liaise with those who are reporting to them to compile the budgets and these would be agreed at the next meeting. (*Action All*)

Ann Ward agreed to find a budget template and agreed to liaise with Martin Symonds on this. (*Action Ann Ward/Martin Symonds*)

Alistair Paton agreed to forward a copy of the budget which Lana Needham had provided from last year to Claudine Jennings. (*Action Alistair Paton*)

It was agreed that when the Budgets were finalised each Director would be in control of their own budgets.

Claudine Jennings agreed to produce her thoughts on her likely budgets as this was more pressing due to the competitions which were up coming and then apply to the template. (*Action Claudine Jennings*)

7. PERFORMANCE UPDATES

- 7.1 2015 Youth Commonwealth Games - Claudine Jennings had previously circulated the selection criteria for the 2015 Youth Commonwealth Games. The criteria is ambitious but achievable. This had been passed also to Commonwealth Games Scotland and Bob Provan. The Board approved the selection criteria and Claudine Jennings agreed to get it published on the website. (*Action Claudine Jennings*)
- 7.2 University of Edinburgh - Claudine Jennings had arranged meeting with the University of Edinburgh on 25 July to discuss various issues such as a Centre of Excellence, hosting of the senior Euronations in 2015 and partnership working. Norrie McLean and Derek Sangster will also attend.
- 7.3 ArcheryGB - Claudine Jennings has arranged a meeting with Ceri Ann Davies on 29 July regarding the Academy. Claudine Jennings agreed to speak to Mark Ritchie from **sportscotland** to see if he was available for the meeting or if there were any issues he wished to raise. (*Action Claudine Jennings*)
- 7.4 Team Selection - Teams have competed at the Junior National and Senior Euronations. These have gone smoothly but Claudine Jennings noted that she may make a few tweaks to the selection criteria for next year. She has a conference call with Academy Staff next week and a meeting about the senior squads planned. She aims to get all the documentation relating to squads on the website in the next month and aims to run the Academy in a more transparent way.

Iain Wilson asked for her thoughts on using more coaches for both the senior squad and the Academy. Claudine Jennings noted that she will be speaking to Ceri Ann Davies about Coaching when they meet, as Andrew Kelly will be standing down as an Academy Coach. Following the meetings with the Academy Staff and senior squad she hopes to have a clearer idea on the coaching needs. It is hoped that coaches will be involved in senior performance squads, regional squads, coaching for coaches. Iain Wilson and Claudine Jennings agreed to work closely together and liaise on their respective thoughts and ideas on how Coaching and Performance can work together.

Martin Symonds noted that Candidate Level 3 coaches need to archers to work with and Claudine Jennings noted that she will be keen to have a more structured approach for both the senior squad and the Academy where a named academy coach should be working with each Archer.

There was a discussion on the lack of 720 rounds in Scotland. For the Commonwealth Youth Games Archers need to get scores on 720 and it may be that they will have to travel to England in order to achieve this and Claudine Jennings will consider whether support could be offered to Archers who are travelling to achieve scores.

Alistair Paton noted that the SAA may be able to help with the costs of incorporating 720s into an already established competition, but due to timeframes it may not be possible that they were Record Status which was required for submitting scores for the

selection criteria. Ann Ward agreed to speak to the Ayr Committee about having a 720 round in their competition next May which should still fall within the Selection period.
(Action Ann Ward)

8. REVIEW OF STRATEGIES FOR PERFORMANCE/COMMUNICATION/COACHING/DISABILITY

Victoria Barby has circulated her proposal for incorporation into the Plan and Claudine Jennings is currently working on the Performance sections. Iain Wilson noted that he has sent his proposals to Michael Mather which included:

- Setting up Coaching Committee
- Consolidate Coaching in Scotland
- Appointment of RCO and ACO
- Coaching Action plan for **sportscotland** – pencilled in for December 2014
- Coach Education – including running level 1 courses in offshore locations which ArcheryGB won't let go ahead if the numbers are low
- Succession Planning for Coaches
- Coaching AGM
- Working with Active Schools
- Creating CDP opportunities for Coaching
- Setting up of Coaching Pathway within SAA
- Setting up and maintaining links with Scottish Disability Sport
- Develop SAA Coaching Action plan to align with Coaching Scotland
- Level 1 Course – run three per annum
- Level 2 Course – Run 1 per annum, centrally
- County Coach – run on a two yearly basis
- Senior Coaching Course – run by ArcheryGB need to get SAA coaches accessing
- Work with SQA to get framework in place
- Work with Performance to get more coaching working on squad
- Work with Academy and Senior Squad to get more archers onto competitive pathway

Alistair Paton asked if ArcheryGB will not fund Scottish offshore courses would the SAA be able to part-fund. Iain Wilson explained he is looking at funding with Shetland currently.

Leader courses finish this year and will be replaced by Instructor Courses. The only Scottish Coach qualified currently is Bill Mackay as he is an internal verifier. Iain Wilson is currently working to try and get coaches in Scotland accredited to run instructor courses but ArcheryGB will only put people through the course if they commit to 15 courses in a year. Currently there are only 15 courses throughout the whole of Scotland in a year. Iain Wilson will look to contact sportstructures to see if they could get someone to come up to Scotland for a one-off training session and this could perhaps be funded through the Coaching Support Fund. It was noted that the Coaching Support Fund is not money which belongs to the SAA but that it would be a good use of these funds.

9. AZOLVE MEMBERSHIP SYSTEM

Martin Symonds had meeting with Azolve and had circulated a paper, he also reported that he had met with Alex Copland from **sportscotland** regarding Azolve as there may be some

funding available through **sportscotland** for the system. The costs are £10,000 plus £2,500 yearly costs. Martin Symonds agreed to liaise with Jules from the Communication Sub-Committee who is currently working on a similar system for the current website and also with ArcheryGB who are also developing a system. *(Action Martin Symonds)*

10. UPDATE ON FACILITIES STRATEGY /CENTRE OF EXCELLENCE

Victoria Barby reported that 46 clubs responded to survey and it was agreed that the survey should be closed. Those clubs who had not responded could be approached directly. *(Action Victoria Barby)*

Alistair Paton updated the Board on a new development at Pinkston in Glasgow and agreed to produce a paper and circulate around the Board. *(Action Alistair Paton)*

Claudine Jennings confirmed that she would report back on Edinburgh University following her meeting with them and Derek Sangster agreed to contact Strathallan to follow up on discussions started by the previous Board.

11. STORAGE UNIT FOR DANAGE AND INSURANCE

Norrie McLean noted that he is looking at where the Danage System will be stored, particularly over the winter. He hopes to get the booking system for the Danage System on the website soon. *(Action Norrie McLean)*

Derek Sangster agreed to investigate the costs of insuring the Danage system, along with any other equipment such as bosses which the SAA owns. Jacqui Dunlop agreed to circulate the Equipment Register. *(Action Derek Sangster)*

12. BOARD SUCCESSION PLANNING

Derek Sangster had circulated a paper on a proposal for succession planning. It was noted that this dovetails with the work being done on the Audit and Risk Management. It was agreed that this would be included on the Agenda on the next meeting. *(Action Jacqui Dunlop)*

13. POLICIES – WEBSITE FOR MEMBER CONSULTATION AND IMPLEMENTATION

Alistair Paton reported that he had circulated to the Board copies of the Disciplinary, Anti-Corruption and Anti-Doping policies and had received no adverse comments. Alistair Paton agreed to get them uploaded to the website for a three week consultation period with the membership. Once this was done, they would be implemented.

14. CHILD PROTECTION STATEMENT

Martin Symonds noted that he will incorporate Vulnerable Adults into the Child Protection statement and distribute this. *(Action Martin Symonds)*.

Martin Symonds has been working on the PVG system and it was agreed that for the

Recruitment process the information should come back to the SAA's Child Protection Officer for dissemination to the Club. Once the CPO has reported to the Club the information is destroyed. Martin Symonds will pilot this approach with three clubs before rolling out to all Clubs and he agreed to produce a paper to issue to the clubs to explain the procedure. He noted that he is also looking into having a Roadshow in the areas regarding this. (*Action Martin Symonds*)

Martin Symonds confirmed that the Coach PVG information is stored in a locked cabinet which only he has access to.

Martin Symonds reported that he had recently met with Dougie Arneil from Children1st who may be able to train up a SAA volunteer to deliver the Safe in Yours Hands course which means that the SAA would then be able to offer it in house. It could then be tagged onto the Level 1 course.

15. AOCB

- a) Gmail – Ann Ward noted problems with her account and gave an alternative email. Martin Symonds agreed to look at her gmail set up.
- b) Cricket Shirt – Victoria Barby noted that a junior had donated a signed cricket shirt for fundraising purposes, it was agreed that this would be put on Ebay.
- c) Scottish Records – Claudine Jennings agreed to liaise with Colin Downie to review the Scottish Records procedures. It was also agreed that Fraser Chape should be awarded his recent Scottish Record. (*Action Claudine Jennings*)
- d) West of Scotland – The West of Scotland area is currently dormant and there is no committee. The SAA may have to facilitate an AGM in order to get it up and running again. Alistair Paton agreed to put a statement on the website and it was agreed that the Membership Secretary would refund all monies paid by Clubs to the West of Scotland. He would also instruct the current cheque signers that they do not have the authority to sign cheques until an AGM is held. (*Action Alistair Paton*)
- e) Longbow/Barebow Championships – this is included in the Scottish Outdoors and Norrie McLean confirmed that he is liaising with the organiser on the numbers. He has also responded directly to the member who raised the issue.
- f) Novice Championships - Norrie McLean reported that he has contacted Shelley Phillip regarding the Novice Championships and is awaiting a response.
- g) sportscotland Investment – Jacqui Stone confirmed that the SAA had been successful through the investment process and it was a good meeting. **sportscotland** is now looking forward to working with the SAA towards longer term investment. Jacqui Stone was thanked for her help with the process and it was agreed that it gave the Board a boost of confidence that they were on the right track.

16. CONFIRMATION OF DATE OF NEXT MEETING

The next meeting is scheduled for 16 August, however a number of Directors were unable to make the date. Martin Symonds agreed to circulate a doodle poll to find a suitable date for the next face to face meeting. (*Action Martin Symonds*)

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 17 NOVEMBER 2014
BY SKYPE

Present: Michael Mather, Chair
Derek Sangster, Director without Portfolio,
Alistair Paton, Director of Governance
Norrie McLean, Director of Operations
Martin Symonds, Director of Member Services
Ann Ward, Finance Director
Claudine Jennings, Director of Performance
Victoria Barby, Director of Communications
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Jacqui Stone.

2. CONFLICTS OF INTEREST

No conflicts of interest were noted.

3. APPROVAL OF MINUTE OF MEETING OF 26 OCTOBER 2014

It was unanimously agreed that the minutes of the meeting held 26 October 2014 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 26 OCTOBER 2014 BUT NOT ON THE AGENDA

- a) Arrows Kit – Alistair Paton confirmed that he has collected the Arrows Kit from North Ayrshire and it is in his possession.
- b) West of Scotland – Alistair Paton has circulated a draft constitution for the Western Area around the Steering Group.
- c) Para Records – Martin Symonds is dealing with this and will have an update for the next meeting. (*Action Martin Symonds*)
- d) ArcheryGB – Michael Mather noted that he had informed Dave Harrison that he will be writing a letter to ArcheryGB raising issues/concerns about the investment that Scottish Archers makes to ArcheryGB and what they get in return. (*Action Michael Mather*)

- e) Adobe Converter – Jacqui Dunlop confirmed that she had purchased the Adobe Converter. It was noted that if any Board member wishes to purchase one they should let Ann Ward know as soon as possible.
- f) AGM – Martin Symonds confirmed he had produced the certificate for the AGM. Peter Lennon and Moira Taylor have agreed to be the tellers for the AGM. Michael Mather confirmed that he has purchased the folders for the AGM.

5. FINANCE UPDATE

Ann Ward reported that there was no update from the last meeting, with the accounts to be presented at the AGM. It was noted that approval is required for Four-M Accounts to be appointed as Auditor for 2014-2015.

6. PRESENTATION TO SPORTSCOTLAND ON 3 NOVEMBER 2014

Michael Mather and Alistair Paton presented to sportscotland on 3 November. There were three panel members from sportscotland plus Jacqui Stone and Mark Ritchie. Michael Mather had met with Jacqui Stone and Mark Ritchie the previous week to go over the presentations. Michael Mather reported that the meeting was overall very positive.

The panel had noted that it was the first time in six years that they understood what Scottish Archery was all about and what they were trying to achieve. A number of questions were asked and the strong working relationship with ArcheryGB, Scottish Disability Sport and Battleback were all highlighted as positive. The plan had a budget of £69,000 for 2015/16; and £96,000 from 2016/17. There were questions around what would happen if sportscotland could not provide this investment and Michael Mather had responded that Scottish Archery would still continue to grow, but not by as much. A joint position of Chief Operating Officer/Development Officer was submitted for part year 2015/16 and then onto a full year 2016/17, with the anticipated full year costs being £35,000.

No decisions were made at the meeting, as there are 25 governing bodies going through the process, with Scottish Archery being the 13th. There was a debrief of the panel on 3 November, a sweep up meeting on 27 November and on 17 December the panel presents to the sportscotland Board on their recommendations for funding. A final decision on funding is signed off at the February 2015 Board meeting, as there can be no decision on funding until sportscotland know what funding they are receiving from the Scottish Government.

7. UPDATE ON KPMG AUDIT REPORT

Michael Mather reported that following the KPMG Audit he had met with them to discuss the first draft. It had been agreed nothing substantive on the report which will change but there are actions which need to be undertaken in order for the report to be finalised. These were noted as:

Copies of Minutes of Board meetings, where action points have been minuted and signed off. (*Action Michael Mather*)

Table of policies and procedures which have been implemented, are in the process of implementation and those yet to be processed." (Action Alistair Paton)

Confirmation of the investment from sportscotland for this year. (*Action Michael Mather*)

It is hoped that the finalised report will be ready by the AGM in order to inform the membership of the outcome. It was noted that it is a positive benchmarking tool, with the next audit scheduled for 2016.

8. ISSUES RELATING TO THE AGM – 29 NOVEMBER 2014

Alistair Paton noted that everything is on schedule for the AGM with proxies starting to come in. Board members were encouraged to ensure that their clubs submitted their proxy forms. Victoria Barby confirmed that she is co-ordinating the Awards which will be presented on the day.

9. ACTIONS FOR POST AGM – 1ST QUARTER OF 2015

Michael Mather asked all directors to compile a plan of action for the first quarter of 2015 and these will form the action plan for the first quarter and will be shared with the members at the AGM. It was agreed that all Directors would email their plans to Michael Mather. (*Action : All Directors*)

10. SAA PARA SQUAD

Claudine Jennings sought approval to set up a partnership with Edinburgh University for a Para Squad, as some athletes had left the ArcheryGB programme due to the amount of travelling involved. Claudine Jennings agreed to liaise with Mike Peart from ArcheryGB on the programme. The Board approved the setting up of the Para Squad and agreed that she should meet with Edinburgh University to discuss the programme. (*Action Claudine Jennings*).

Claudine Jennings noted that Lloyd Brown will be attending the Senior Squad and the Open Coaching Day 23 and 24 November.

11. MEMBERS' FORUM

ArcheryGB Numbers – a query had been received regarding the filling out of proxy forms whilst a member was waiting on their ArcheryGB number to come through. It was agreed that that they should put "pending" in the ArcheryGB No column.

12. DIRECTORS' REPORTS

Directors Reports had been submitted (copy on file) and were taken as read. Claudine Jennings reported that 260 people have signed up to MailChimp and the aim will be to put a short update out following the AGM and then a full newsletter in the New Year. Facebook and Twitter followers are rising and Victoria Barby noted that it would be useful to have someone to volunteer to take the lead on the Twitter account. It was agreed that there has

been good progress in the how the SAA Board communicates with members, but it would be good to get a more active dialogue.

13. AOCB

- a) Level 1 Coaching Course – Michael Mather noted that there is a level 1 coaching course taking place in Shetland this weekend, this is the first time a coaching course has been held on Shetland. ArcheryGB have relaxed their rule on minimum numbers to allow the course to go ahead. Martin Symonds agreed to ask the organiser for photographs in order that Victoria Barby can publicise these on the website and social media. (*Action Martin Symonds*)
- b) Letter from Member – a member had asked for a letter to be circulated to the Western Area Club secretaries concerning the Western Area. It was agreed that the Board could not issue individual members letters, however if there was a Western Area EGM the Board would be happy to circulate the appropriate paperwork from the Steering Group to members in the West.
- c) Independent Directors – Alistair Paton reported that there had been enquiries about the Independent Director positions, with the closing date scheduled for 6 December.
- d) New Clubs – Martin Symonds confirmed that Queen Margaret Archery Club in Dunfermline have affiliated and a new club has been formed in the North, Buchan Archers. It was agreed that following the AGM work would be done to find out why some Scottish Clubs only affiliated to ArcheryGB.
- e) PVG – Martin Symonds reported that this continues to run smoothly.
- f) Complaint – It was noted that a Board member had been approached by a member querying a complaint which had previously been made to ArcheryGB and querying whether this complaint had also been submitted to the current Board, the member was advised that this is not the case. It was noted that if any members have issues or complaints that they wish handled by the Board that these are submitted to the Board in writing or by e-mail. Where necessary such complaints will proceed through the full complaints and disciplinary procedures.
- g) Commonwealth Youth Games – the draft sport specific selection criteria for the Youth Commonwealth Games had been circulated and these were approved. Claudine Jennings agreed to send to Commonwealth Games Scotland where it is hoped that they will be published by mid December. (*Action Claudine Jennings*)
- h) Sports Aid Grant – the deadline for submissions is next week. It was agreed that Michael Mather, Norrie McLean, Victoria Barby and Claudine Jennings would form a sub-group to consider which six should be submitted to Sports Aid. Jacqui Dunlop agreed to circulate the forms to the sub-group following the closing date. (*Action Jacqui Dunlop*)

- i) Centre of Excellence – Claudine Jennings reported that Edinburgh University have asked the SAA to provide detailed information on how they would use any proposed facility. Claudine Jennings asked Directors to email her with any proposed uses from their areas of responsibility such as coaching courses etc. It was noted that it is proposed that it will be used exclusively for Archery, although other sports teams may use it as a warm up area. It would be proposed that all current squads and academy days would be located there and all funding for these would be diverted to the new facility.

Derek Sangster agreed to send notes of interest to both Edinburgh University and Scottish Target Shooting on SAA's usage of any proposed facility. He also agreed to write to the other facilities which he had visited to say that the SAA would not be taking their enquiries further. (*Action Derek Sangster*)

13. CONFIRMATION OF DATE OF NEXT MEETING

Michael Mather agreed to circulate proposals for meetings over the next twelve months. It was noted that it was hoped that the number of meetings would reduce. It was agreed that following the AGM directors reports' would be produced bimonthly.

Derek Sangster was thanked for his contribution to the SAA as he was formally standing down as a Director at the AGM.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD BY SKYPE
ON MONDAY, 21 APRIL 2014

Present: Michael Mather, Chair
Alistair Paton, Director of Governance
Martin Symonds, Director of Member Services
Derek Sangster, Director without Portfolio
Victoria Barby, Director of Communications
Ann Ward, Director of Finance
Norrie McLean, Director of Operations
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting. Apologies were intimated on behalf of Claudine Jennings and Iain Wilson.

2. CONFLICTS OF INTEREST

No conflicts of interest were noted.

3. APPROVAL OF MINUTES OF MEETING OF 13 APRIL 2014

It was agreed that the minutes of the meeting of 13 April 2014 were a true record.

4. MATTERS ARISING

- a) Review of EGM – Directors agreed to provide Victoria Barsby with a brief biography of about 50 words along with a photograph by 26 April 2014. (*Action All*)
- b) Child Protection – Michael Mather reported that a second letter had been sent to previous CPO asking for a response by 24 April, if there is no response a Solicitor will then send a final letter. The action which will be taken is a Declarator and Specific Implement. Michael Mather will consult with the Solicitor if there is no response by 24 April. It was noted that this is a course of action that the SAA do not wish to take or take lightly and it is only because the information that the previous Child Protection Officer is holding is of a personal nature that it must be returned to the organisation. (*Action Michael Mather*)
- c) EGM – Claudine Jennings is working on the Performance Committee. Michael Mather agreed to re-circulate the proposed structure and get it uploaded to the website. (*Action Michael Mather*)

- d) sportscotland – Michael Mather reported that he is meeting with Jacqui Stone, Partnership Manager, on Thursday, 24 April and will provide an update to the Board following the meeting. (*Action Michael Mather*)
- e) Talent Festival – this will be circulated to the membership and a response is required by 27 April. It is hoped that the SAA will be able to field a team.
- f) Finance – Ann Ward reported that she will contact Karen Henderson. She will get a copy of the SAGE programme at the weekend. Jacqui Dunlop will receive a trial copy of Kashflow as Ann Ward is recommending that this programme is used for the Accounts. It is a cloud based programme which will mean that more than one person can work on accounts and is not stored on one person's computer. There is a small subscription of approximately £5 per month. Ann Ward agreed to liaise with Jacqui Dunlop and Karen Henderson to see if it was suitable. (*Action Ann Ward*)

Michael Mather agreed to update Jacqui Stone on the proposed new package to see if there were any implications from sportscotland's point of view. (*Action Michael Mather*)

Martin Symonds confirmed that all the new Directors had now been lodged with Companies House and the accounts could now be uploaded. Alistair Paton agreed to liaise with Alexander Sloan on this. (*Action Alistair Paton*)

- g) Junior Team Manager Job Description – Michael Mather agreed to produce the job description noting that the successful application will require a PVG. (*Action Michael Mather*)
- h) Senior Euronations – Norrie McLean confirmed that he has sent the interim costs and arrangements relating to the Senior Euronations to Claudine Jennings and will update her with the final information when this comes in. (*Action Norrie McLean*)
- i) Coaching Sub-Committee – Michael Mather agreed to speak to Iain Wilson regarding the setting up of a Coaching Sub-Committee. (*Action Michael Mather*)

5. UPDATE OF EGM TO BE HELD ON 31 MAY 2014

Alistair Paton reported that there are no issues regarding the EGM on 31 May 2014. He has received responses from three members on the Articles of Association. He is awaiting confirmation of the definition of junior, disabled and student clubs from ArcheryGB, and if this does not arrive by next week it will be removed from the Articles, as it was agreed that this could be added in at a later stage. Alistair Paton will have the Articles ready to be issued next week to the membership. Michael Mather may not be able to attend the EGM on 31 May and if he is absent Derek Sangster will chair the meeting.

6. SCOTTISH ARCHERY SUB-COMMITTEES

The undernoted sub-committees were agreed:

- a) Performance Committee – this is already defined and will be led by Claudine Jennings who has already started to pull this together.
 - b) Coaching Committee – the primary aims are both to develop, define and communicate the “coaching pathway” and to define how best we get the broad coaching community in Scotland to most effectively engage with the rest of the Archery Community. This will be led by Iain Wilson and Michael Mather agreed to contact him to discuss further. *(Action Michael Mather)*
 - c) Finance Committee – This committee will define how Scottish Archery can make the most effective use of its financial resources and ensure that Scottish Archery complies with company and regulatory requirements. This committee will be led by Ann Ward. It is envisaged that some Committees may only meet once or twice a year.
 - d) Membership Participation Committee – Martin Symonds, assisted by Norrie McLean will lead on this Committee. It was agreed that this will include both Disability and Youth which may also have separate sub-committees within the Committee structure. For youth development this will mainly cover colleges and universities as school activity is currently aspirational. Alistair Paton will be writing to North Ayrshire Council following the Easter Holidays to ensure that there is a formal contract in place for the Arrows Kit which is currently in one of their primary schools.
 - e) Competitions Committee – this will be led by Norrie McLean and will look at the competition structure across Scotland and also work on specific competitions such as the Euronations.
 - f) Communications Committee – this committee will be responsible for all internal and external communication and media strategies and will be led by Victoria Barby. Victoria Barby noted that she would see an overlap with the Communications Committee across all the other Committees and asked that communication was included on all sub-group agendas in order that it can be fed back to Victoria Barby who can ensure that there is uniformity in all communication coming from Scottish Archery.
 - g) Facilities Committee - it was agreed that there should be a facilities committee to develop a Facilities Strategy for Scottish Archery. Derek Sangster and Alistair Paton agreed to lead on this. A list of acceptable venues could be produced, and Victoria Barby agreed to include facilities questions in the forthcoming Club Survey. *(Action Victoria Barby)*
- A central facility for performance archery is still required and Derek Sangster reported that that he is still in touch with various bodies regarding this.
- h) Child Protection Committee – Martin Symonds reported that this is now established and comprises Moira Taylor, Frank Reid and Frank Schallmoser.
 - i) Governance, Policies and Equalities – this will be led by Alistair Paton and will include Steven Wicks, the SAA's Equality Officer.

It was agreed that a list of topics which each Committee would cover would be put on the website and volunteers would be sought. It was agreed that this would be done by 30 April. It was agreed that those taking the lead on the Committees should by trying to identify people in tandem with the notices going on the website.

Victoria Barby had a junior volunteer to be a reporter for young people and it was agreed that this was fine, but if they were under 16 permission should be sought from their parents and if they were on Skype contributing to a sub-group meeting it would be preferable if their parents were in the room.

7. FINALISING OF FOUR YEAR STRATEGIC AND ONE YEAR OPERATIONAL PLANS

Michael Mather agreed to circulate the draft plans to the new Board. (*Action Michael Mather*)

8. MEMBERSHIP SCHEME/APPLICATION FOR SCOTTISH ARCHERY MEMBERSHIP

Martin Symonds is working on updating the forms. It was agreed that Martin Symonds should contact Azolve who provide membership systems for various sports governing bodies. (*Action Martin Symonds*)

Victoria Barby agreed to see if there was a way for a secure part of the website which could be used for membership forms to be sent which included juniors' dates of birth. (*Action Victoria Barby*)

9. VOTING AT THE ARCHERYGB AGM

The last date for sending proxy forms to ArcheryGB is Thursday, 24 April and clubs will be urged to submit their proxies.

10. AOCB

- a) Scottish Record – Victoria Barby had been contacted on the procedures for claiming a Scottish Record. It was confirmed that Colin Downie is the Records Officer and the forms are available on the website.
- b) EGM – Alistair Paton will circulate the EGM paperwork to all Directors ahead of them being issued to the membership by 2 May. (*Action Alistair Paton*)
- c) Email Distribution – it was agreed that all documents should be converted to PDFs prior to them being circulated to the Membership.
- d) Director of Finance – it was agreed that the Director of Finance would be added to the bank mandate forms.

- f) Future Meetings – Iain Wilson to be consulted on the dates of the SAA meetings as he was finding it difficult to attend most of the previously issued dates. (*Action Michael Mather*)

Date of Next Meeting : Thursday, 8 May by Skype

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SUNDAY, 26 OCTOBER 2014
AT PINKSTON WATERSPORT CENTRE, GLASGOW

Present: Michael Mather, Chair
Derek Sangster, Director without Portfolio,
Alistair Paton, Director of Governance
Norrie McLean, Director of Operations
Martin Symonds, Director of Member Services
Ann Ward, Finance Director
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Iain Wilson, Claudine Jennings, Victoria Barby and Jacqui Stone.

2. CONFLICTS OF INTEREST

Although not present at the meeting Claudine Jennings and Victoria Barby had noted a conflict of interest with item 10 (d).

3. APPROVAL OF NOTE OF MEETING OF 30 SEPTEMBER 2014

It was unanimously agreed that the note of the meeting held on 30 September 2014 was a true record.

4. MATTERS ARISING FROM NOTE OF MEETING OF 30 SEPTEMBER 2014 BUT NOT ON THE AGENDA

- a) West of Scotland Area – Alistair Paton reported that there will be a further meeting of the sub-committee to discuss a proposed constitution for the Western Area on 1 November. Norrie McLean asked if the Western Area went dormant would members be able to join one of the other areas? Alistair Paton agreed to look into this. (*Action Alistair Paton*)

Alistair Paton is working on a new proposed constitution, however if the committee decides they wish to dissolve the area he will not be involved in any paperwork which is involved in this.

If the decision was to dissolve the West then any funds would have to be redistributed, their constitution currently states that this should be to the National Council, however this is no longer in existence so a small constitution committee may have to be set up to work on the mechanics of any redistribution of funds should the Western Area dissolve.

- b) Postal League – Norrie McLean reported that ten entries have been received so far with the closing date 31 October. Norrie McLean reported that he had recently put a notice on the SAA website reminding and encouraging clubs to support his competition.

Board members agreed to check if their clubs had submitted entries. (*Action All*)

- c) Para Records – Martin Symonds is liaising with Scottish Disability Sport and will report back. (*Action Martin Symonds*)

5. UPDATE ON STRATEGIES, PLANS AND BUDGETS FOR PRESENTATION TO SPORTSOTLAND

- a) Draft Accounts – Ann Ward and Karen Henderson were thanked for their work on preparing the accounts. Ann Ward confirmed that there was sufficient time from the year end to the AGM in order for the accounts to be prepared. Ann Ward issued draft accounts (copy on file). The Board reviewed the draft accounts and were happy with them, with Ann Ward agreeing to make a few minor text changes ahead of them being issued with the AGM Papers. (*Action Ann Ward*)

Alistair Paton agreed to sign off the accounts following the AGM for submission to Companies House, although it was noted that the submission of the accounts was something which Four-M may be able to do.

Michael Mather noted that sportscotland had commented that the reserves were quite high; with the SAA having 18 months of reserves. As part of the KPMG Audit it had been highlighted that a Reserves Policy should be written and Michael Mather reported that he had written to Karen Henderson to see if she could provide one.

- b) sportscotland Meeting – Michael Mather reported on the meeting he had with Jacqui Stone, Partnership Manager and Mark Ritchie. Sportscotland are pleased as how much has been achieved. The presentation to sportscotland will take place on 3 November with Michael Mather, Victoria Barby and Alistair Paton in attendance. There will be a forty minute presentation on the work carried out by the Board this year, followed by the vision for the next few years. The panel will consist of Mike Whittingham, Mike Roberts, John Lunn and Phil Reid.

Michael Mather has produced document highlighting areas of potential funding for staff; Jacqui Stone noted that it may be better to combine the two part time roles (COO/CEO and Development Officer) into a one full time role. The costs of this would be £17,500 for this year and £35,000 for the year after.

Michael Mather will be writing to the Chair and Chief Executive of ArcheryGB to get clarification of what they believe their Scottish members get as a return on the investment they make through their annual affiliation fees. (*Action Michael Mather*)

The strategy documents explain that there is projected 15% growth in membership over two years and it was noted that this is both aspirational and achievable.

Alistair Paton noted that the junior kit will be taken back from the Ayrshire School as they currently do not have the staff to make full use of it. Efforts will be made to arrange an alternative venue and group for its continued use.

sportscotland don't fund "Communication" so the proposed budget for this will have to be found from other means. They will also only fund a maximum of £10,000 for coaching so discussion with Ruaridh Davidson on the allocation will be required. Jacqui Stone will also have internal discussion on the Azolve Funding.

sportscotland require a profile of the performance athletes on the para-pathway and Ann Ward agreed to provide one for Frank Maguire and Martin Symonds agreed to provide one for Kate Murray (*Action Ann Ward/Martin Symonds*)

Jacqui Stone has agreed to write an update from sportscotland for the Annual Report and she had noted that they are incredibly impressed from where Scottish Archery was a year ago. SAA are now engaging with various members of sportscotland staff on areas such as High Performance, Coaching and Facilities.

Michael Mather agreed to send the details of the Adobe Converter to change PDF to word documents and agreed that Jacqui Dunlop should purchase one and any other Directors who would have a use for it. (*Action Michael Mather*)

Michael Mather and Shelly Phillip are meeting with Battleback on Disability to see how the SAA can better engage with the armed forces.

6. AGM

Alistair Paton distributed draft copies of the Calling Notice, Agenda, Proxy Forms and EGM Minutes (copy on file) for the AGM which is to take place at 10.15 am on 29 November at Dewar's Centre in Perth.

Alistair Paton confirmed that the quorum is 20 members present and 10% of the voting membership, which is approximately 154 votes, with 20 people in the room and 134 proxies).

The Annual Awards including the David Christie will be presented at the AGM and Michael Mather agreed to purchase the trophies. Any nominations for Life Members should be noted by the Board to Michael Mather. (*Action All*)

There will be an Equality Presentation at the AGM and Jacqui Dunlop agreed to source a copy of an Equality Presentation. (*Action Jacqui Dunlop*)

Jacqui Stone will also do a short presentation at the AGM.

It was agreed that Peter Lennon and Moira Taylor would be asked to be tellers and Martin Symonds and Derek Sangster agreed to ask them. (*Action Derek Sangster and Martin Symonds*)

Kathleen Male has agreed to attend to check the memberships.

Jacqui Dunlop agreed to liaise with sportscotland to get the Annual Report and paperwork printed for the AGM. (Action Jacqui Dunlop)

It is hoped that going forward the SAA would be able to produce bound copies of the Annual Report and Michael Mather agreed to investigate getting folders for this year's AGM in order that members receive a "pack" at the AGM. (Action Michael Mather)

7. COMPETITION COMMITTEE UPDATE

Norrie McLean reported that he has established the Competition Sub-Committee comprising of Alan Wood, Kay Smith, Ged Laing and that two meetings have been held. There is a draft shoot calendar prepared and this will go on the website once confirmation of one of the Championships is confirmed.

The committee are looking at the Scottish Championships Trophies and an audit of these is being carried out by Ged Laing and Alan Wood. Scottish Championships medals will also be looked at and Jacqui Dunlop agreed to confirm to Norrie McLean the unit cost of the current medals. (Action Jacqui Dunlop)

The preparations of the Senior Euronations have started and Norrie McLean noted that the costs are slightly more than expected, but this is mainly due to accommodation costs. Medals for the Euronations are also being looked at. It is hoped that some of the Board may be able to attend the Euronations and the banquet and Norrie McLean asked if they could notify him if they would be able to attend and if they would require accommodation. (Action All)

Different classifications of outdoor championships are being looked at and Alistair Paton agreed to liaise with Norrie on the Grand Prix format which Glasgow Archers run.

It was agreed that the Thistles Award for Compound, Recurve and Junior would be extended to 800 and 900.

To permit an updated bidding process for National Championships to be put in place, it was agreed that the current host clubs of Scottish Championships would be invited to hold these events for an extended period to cover 2014, 2015, 2016.

The Board Members were informed that the competitions committee had discussed the matter of how to encourage more people to run SAA National Championships. After some discussion, the Board agreed that organisers would receive 50% of any profits from such events, with a minimum payment of £200 per day. In future when bids are requested for SAA National Championships, if there is more than one bid to run a Championship, the Competition Committee would decide with any member with a conflict of interest in the process not participating in the decision but may be substituted by a member of the Board if required. The increase in any award would come into effect from the 2015 Outdoor Season.

It was agreed that notes of meetings of all sub-committees would be published on the website as far as possible.

The Tournament Organisers Handbook is currently being reviewed and it was agreed that when complete this would be taken out of the members' area of the website to make it more accessible.

8. MEMBERS' FORUM

There were not requests from the membership for items for the Members' Forum.

9. DIRECTORS REPORTS

Directors Reports were submitted (copy on file). Michael Mather noted that from 2015 it was hoped that these could be produced bi-monthly.

10. AOCB

- a) Centre of Excellence – Derek Sangster reported that copies of the Tender documents for the National Shooting Centre had been received from sportscotland and there was mention of Archery within the documents. Derek Sangster agreed to contact Scottish Target shooting to let them know that the SAA would like to be kept advised of the project. (Action Derek Sangster)

Derek Sangster had received a quote for the cost of putting up a building 15Mx25M, supplied and erected would be £60,000.

Claudine Jennings had met with Jim Aitken from Edinburgh University who had produced some draft plans for what could be built at Peffermill.

Derek Sangster agreed to discuss further with Claudine Jennings and Norrie McLean. Derek Sangster also agreed that he would be happy to be involved the Centre of Excellence when he came off the Board at the AGM.

It was agreed that the SAA should develop a facility strategy and that this may involve using the reserves.

- b) Club Development – Martin Symonds reported that there may be new clubs in Skye and Campbeltown. It was agreed that the SAA would pay for the judges report on these clubs.
- c) Fees – Martin Symonds reported that AGM are looking at en-bloc fees and this may have implications for the SAA.

- d) Coaches – Claudine Jennings has arranged that Lloyd Brown will coach the senior squad at their next training day and a fee is payable for this. It was also agreed that Alistair Whittingham would be brought in to coach at the weekend on a one-off basis and that his services should be invoiced through his Company.
- e) Youth Commonwealth Games – Norrie McLean agreed to liaise with Claudine Jennings on this. (Action Norrie McLean/Claudine Jennings)
- f) Equality Policy – Alistair Paton reported that a draft Equality Policy had been circulated for comments.

Date of Next Meeting – Monday, 17 November by Skype

MINUTES
SCOTTISH ARCHERY ASSOCIATION
EXECUTIVE MEETING
HELD ON
ON SUNDAY, 9 MARCH 2014
AT THE
GLASGOW NATIONAL HOCKEY CENTRE, GLASGOW

Present: Michael Mather, Chair
Alistair Paton, Director of Governance and Finance
Martin Symonds, Co-opted Director of Member Services
Derek Sangster, Co-opted Director without Portfolio
Victoria Barby, Co-opted Director of Communications
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting. Apologies were intimated on behalf of Iain Wilson.

2. CONFLICTS OF INTEREST

No Conflicts of Interest were noted.

3. APPROVAL OF THE PREVIOUS MINUTES

It was unanimously agreed that the minutes of the meeting of 17 February 2014 were a true record.

4. MATTERS ARISING FROM PREVIOUS MINUTES BUT NOT ON THE AGENDA

- a) Bank Mandate – The bank mandate forms had been returned from the bank and Jacqui Dunlop agreed to forward these so that alterations could be made. (*Action Jacqui Dunlop*)
- b) Members Database – Kathleen Male has confirmed that she has the necessary information, however the date she uses is the date that she receives the form and not the date that it is received by the Club Secretary. It is the date that the form is received by the Club secretary that is the date required for Companies House. Martin Symonds is waiting on the March report from ArcheryGB and will cross reference this with what Kathleen Male is holding. Kathleen Male is reporting problems with the administration of the memberships with club secretaries not sending through the correct information. It was agreed that the membership process needs to be reviewed and Martin Symonds agreed to look at the format to see if it could be revised, with the aim to keep it as simple as possible and to notify the membership why they are being reviewed and any new process. (*Action Martin Symonds*)

It was agreed that, in addition to the information which is to be held for Companies

House, seniors age ranges but not dates of birth would be appropriate to be collected as this information may also be required by sportscotland - for demographic purposes. For juniors a date of birth is required.

- c) Competition Bid Process- Michael Mather agreed to discuss with Shelly Philip the projected budget for the Junior and U21 Championships being held at St Andrews. *(Action Michael Mather)*
- d) Club Development – Martin Symonds had a discussion with Edinburgh City Bowmen who may have found a new location at a local community centre, although they would be shooting only 3 weeks out of 4. They have not yet registered with ArcheryGB, but Martin Symonds is hoping to meet with them shortly and agreed to report back. *(Action Martin Symonds)*
- e) Club Query – following discussion it was agreed that this was an internal club matter and Martin Symonds agreed to respond accordingly. *(Action Martin Symonds)*

5. EGM

5.1 Confirmation of 12 April EGM

Alistair Paton reported that the preparations for the EGM on 12 April at Beeslack High School were on track. The official calling notice has to go out by 22 March but it is hoped to get it out sooner. It was noted that it is encouraging that there are nominations for every vacancy.

Alistair Paton agreed to provide the Calling Notice. *(Action Alistair Paton)*

Alistair Paton agreed to send Jacqui Dunlop the Proxy Form which would clearly show that they had to be submitted to her by 4.00 pm on Thursday, 10 April, by either post or email. *(Action Alistair Paton)*

Jacqui Dunlop agreed to provide a spreadsheet of the proxy votes and those holding proxy votes. *(Action Jacqui Dunlop)*

Michael Mather agreed to review the Questions and Answers sheet and send to Jacqui Dunlop to be issued with the Calling Notice. *(Action Michael Mather)*

The only business at the EGM will be the election of Directors, no other business can take place, however it is hoped a question and answer session can take place following the AGM.

Proxy Form will be issued with the Calling Notice. Based on current number there is a requirement to have 20 voting members present on the day, with approximately 110 proxy votes required. This figure will be confirmed on 12th April by Kathleen Male. In order for a single Director to be voted onto the Board, he/she requires 50% of the vote. Where two nominees stand for the same position then the candidate with the higher vote count shall be declared elected irrespective of the 50% majority. If members

abstain from voting, they still count for the quorum, but their presence is not counted when calculating the 50%.

Proxy votes are only required after a show of hands at the meeting if someone requests this. It was agreed that proxy votes will be counted. It was noted that the person holding the proxy must be present on the day and must be a voting member of the SAA. Those nominated for Directors should not hold proxy votes. Michael Mather agreed to clarify these points in his Question and Answer document. (*Action Michael Mather*)

Alistair Paton agreed to contact Kathleen Male and ask if she could attend the AGM. (*Action Alistair Paton*)

It was agreed that as Moira Taylor and Peter Lennon will be at the Coaching Day they would be asked to act as Tellers. Michael Mather agreed to contact Moira Taylor and Derek Sangster agreed to contact Peter Lennon. (*Action Michael Mather/Peter Lennon*)

During the election for Directors it was noted that the nominees could take questions from the floor but when they left the room for the vote to count, there will be no further questions.

Jacqui Stone, Partnership Manager, sportscotland may attend the meeting, but only as an observer.

- 5.2 EGM – 31 May Alistair Paton had produced a draft Articles of Association which had captured the comments of a selection of Clubs. Martin Symonds noted that an article allowing 5% of the Members to Call and EGM should be added and Alistair Paton agreed to get this incorporated. (*Action Alistair Paton*)

It was agreed to reduce the number of members who could put in a resolution to 1% from 5%.

It felt important that although legally the Bye Laws can be changed by the Executive without consultation, members should be given the opportunity to consult on any changes. It was agreed that the Bye Laws would include a line which states “Bye Laws can’t be changed without ratification at an AGM”.

It was also agreed to change Article 11.1 of the Articles to include the line “after due consultation”.

It was noted that if the articles are not approved at the EGM on 31 May this would mean no sportscotland funding, as new articles are integral to sportscotland’s funding conditions.

Alistair Paton agreed to make the brief amendments to the Article and send Jacqui Stone (sportscotland) and David Sherratt (Archery GB) copies. It was agreed that Alistair Paton would ask them if their legal teams could review them to ensure that they were compliant. (*Action Alistair Paton*)

In order to give members time to review the Articles Alistair Paton agreed to issue them to members following the EGM on 12 April. (*Action Alistair Paton*)

It was agreed that Jacqui Dunlop would find a venue for the EGM on 31 May with the areas of Perth and Stirling suggested as they are central. (*Action Jacqui Dunlop*)

Alistair Paton was thanked for his work on preparing the Articles.

5.3 AGM

It was agreed that the AGM would take place on 29 November, probably in the Stirling/Perth area. Victoria Barby suggested that it could be available via a Conference Call for those unable to travel.

6. REVIEW OF FOUR YEAR PLAN AND OPERATIONAL PLAN

Michael Mather distributed a copy of the proposed organisation chart (copy on file). The Executive agreed that it showed clearly where the SAA is currently and how it proposes to operate. It was agreed that a copy should be given to sportscotland and it should be put on the website following the EGM with explanations. (*Action Michael Mather*)

Michael Mather agreed to email a copy of those who are already in positions as shown on the organisation chart. (*Action Michael Mather*)

It was agreed that when new Directors are elected at the EGM then sub-committees should be set up, as the Board should be strategic and not operational.

It was agreed that the National Director Scotland post would be removed from the organisation chart.

Michael Mather noted that the Four Year Strategic and 12 Month Operational plan is based on the work of the previous Board, and there have been significant changes to clarify and build on the original plan. It was agreed that the Executive would be called Executive until the new Board was elected on 12 April when it would then be referred to as Board.

The Plan was gone through with the undernoted comments.

- Baseline figures are required for membership and it was agreed that these would be the ones that Kathleen Male provides.
- Baseline figures are required for Coaches.
- **sportscotland** may fund development if there is a clear, robust plan.
- It was noted that ArcheryGB pay their Academy coaches £5,000 per year. It was noted that this is funded by **sportengland**

- School Clubs are aspirational, with currently neither the staff nor funds to develop this important aspect of the sport further. At the start of 2015 it will be looked at on how SAA engages with schools.
- Facilities – Derek Sangster reported he had discussions with two organisations regarding facilities and he will remain engaged with both of them, although it may fall under the remit of Performance or Coaching Director.

It was noted that , in any discussion , accessibility has to be a consideration in ensuring that the SAA are compliant with the Equality Act 2010.

- Performance – Michael Mather will arrange a meeting with Ceri-Ann Davies (ArcheryGB) and Mark Ritchie (sportscotland).
- The last Academy session took place on 8 March and it was agreed that there should be an update on how the academy is working and what is hoped to achieve and this will come under the remit of the Director of Performance. The selection policies will also need to be reviewed.
- Disability – Shelly Phillip had provided documents which set out the plans for Disability Archery and it was agreed that the Directors should review this and see how it can be incorporated into the plan.
- The Annual Accounts were presented at the AGM and are ready to go to Companies House. Alexander Sloan have advised that they will complete the submission to Companies House and will do this following the EGM when the names of the new Directors are known. Alistair Paton has agreed to give the names of those elected to Alexander Sloan following the AGM. (Action Alistair Paton)
- Data had been provided for the Coaching and Judging pages of the Plan. The judges aim to make their training more formalised with the use of mentors; and succession planning particularly for the JLO position.
- It was agreed that there is a problem in identifying where coaches are and following the EGM it is hoped that a Coaching forum could be held which will give coaches the chance to discuss what they want from the SAA and what they can give. It was noted that there has been no Coaching Conference/Forum held since 2010 and it is vital that communication with and between coaches is improved.
- Performance – it was agreed to leave until after the EGM when a Director of Performance is in post.

It was agreed that once the changes were incorporated that the draft would be circulated to the membership. (Action Michael Mather)

7. EQUALITY

Michael Mather and Alistair Paton attended sportscotland's Equality Training on 3 March. It was noted that achieving Foundation level will eventually be required in order to receive funding from sportscotland. Michael Mather had met with Netball Scotland and had a discussion on their Equality process. Jacqui Dunlop agreed to contact Louise Tidswell from Plan4Sport who are the consultants brought in by sportscotland to run the Equality Programme and see what is required from Scottish Archery. (*Action Jacqui Dunlop*)

7. UPDATE ON MEETING WITH SCOTTISH DISABILITY SPORT

Michael Mather and Shelly Phillip attended a meeting with the Chief Executive, Gavin MacLeod, and Mark Gaffney, Opportunities and Events Manager of Scottish Disability Sport along with Jacqui Stone (sportscotland). Michael Mather provided a report (copy on file). It was noted at the meeting that this was the first meeting between Scottish Archery and Scottish Disability Sport for three years and it was a useful and amicable meeting. Archery has been identified by Scottish Disability Sport as a priority sport, and they are currently working with thirty sports at present. Scottish Disability Sport has no funding but can help governing bodies to develop pathways. A further meeting will be arranged with SDS.

8. ENGAGEMENT WITH SPORTSCOTLAND

Scottish Archery continues to engage with sportscotland and it was suggested that Jacqui Stone could be asked to provide Board Training following the EGM on 12 April.

9. TIMING OF SPORTSCOTLAND AUDIT

Michael Mather reported that the intention will be to have the audit by the end of June.

10. UPDATE ON PVG PROGRESS AND PROCEDURES

Martin Symonds has attended a training day with Disclosure Scotland. They are happy that the verification is done at club level. Martin Symonds is using the level 1 course as a pilot for the new procedures. Thirty coaches may require a retrospective disclosure check and some Child Protection Officers will also be required to go through the system, however the priority will be the Coaches. The current limit is 3 per month for retrospective applications, which could be pushed to 5 although a business case can be made for more. It was agreed that Martin Symonds should write to Disclosure Scotland with a business case asking for Scottish Archery's limit to be raised to 10 retrospective PVGs per month. (*Action Martin Symonds*)

Martin Symonds noted that he has circulated a paper on the AGB process (copy on file). Every organisation with an interest should be registered with Volunteer Scotland, including the Clubs as only interested parties will be told if someone is barred.

Martin Symonds has set up a PVG Sub-Group consisting of Moira Taylor from the East and Frank Schallmoser from the West and is working to find a Northern Area representative. (*Action Martin Symonds*)

Martin Symonds agreed to draft Role Profiles for approval. (*Action Martin Symonds*)

Martin Symonds confirmed the Child Protection Policies and Process documents are now completed and will be approved following the EGM when there is a full Board in place. (*Action Martin Symonds*)

Martin Symonds was thanked for his work on PVGs.

11. SELECTION PROCESS AND PROCEDURES FOR SQUADS

It was agreed that policies, procedures and processes have to be fair and equitable for all and that there is transparency and that they are clearly understood, with the inclusion of dispute resolution documentation.

Following the EGM on 12 April there will be a thorough review of senior squads and the Academy and robust guidelines will be set in place which will be clear and transparent with selection based on potential and performance. It was agreed the Director of Performance should set up a sub-group to look at the procedures and the sub-group should include the Director of Performance, the High Performance Coach and up to three other members. It was suggested that senior squad should be collectively involved in the discussion on what it is they want from squad.

As well as pathway for athletes, this will link into the pathway for coaches.

It was agreed that the position of Team Managers for both senior and junior would be advertised, on the understanding that the current senior team manager is happy for this to be done as he has put himself forward for a Director's position on the Board. The criteria for such roles would be set out clearly including that the incumbent will know the rules of Archery and for the Junior Team Manager be subject to a PVG check. (*Action Michael Mather*)

12. WEBSITE AND OVERALL COMMUNICATIONS STRATEGY

Victoria Barby had collated the responses from the recent website survey and it was agreed that both the SurveyMonkey analysis and the anonymous comments would be published. It was agreed that comments not complying with the Scottish Archery social media policy would be removed from publication

There are considerable problems with the new website, which may prohibit the use of it, due to background management and maintenance, which may have been due to there being not clear enough criteria set out initially, or consultation with the current webmasters on how any new website should be structured. It was agreed that no decision could be taken on this until after the EGM.

It was agreed that the webmasters could claim expenses costs incurred while working on the website.

Victoria Barby confirmed that two newsletters are due to be published before the EGM, one

a funding special and the other a Spring Newsletter. (*Action Victoria Barby*)

Victoria Barby will also produce a Club Survey and those clubs who entered would go into a prize draw. Members of the Executive were asked to supply Victoria Barby with any questions they would like included on the Club Survey. (*Action All*)

13. COMPETITION STRUCTURE

There are a number of conflicts on the outdoor calendar for 2014 and it was agreed that this would be left to the judges to sort out.

14. DIRECTORS' REPORT

Reports were submitted on behalf of the Directors and these were taken as read (copy on file)

15. AOCB

- a) Company Name – ArcheryGB has registered their name as a Company name and it was suggested that Scottish Archery may like to do the same. Victoria Barby agreed to contact Muriel Kirkwood regarding who owns the website name. (*Action Victoria Barby*)
- b) Equipment – it was agreed that the equipment has been accounted for. The Damage System is currently stored at Kilmarnock and it may be used at Penicuik for the National Series. Penicuik have requested it for May in order that they trial it ahead of the National Series. Martin Symonds agreed to liaise with Norrie McLean. (*Action Martin Symonds*)
- c) Finances – Alistair Paton updated the Executive on the finances reporting that currently it is costing approximately £1,500 per month to run the Association.
- d) Disability Championships – these ran - with a small profit.
- e) Volunteer Awards – it was agreed that this would be reviewed when a new Board was in place.
- f) Unaffiliated Clubs – it was agreed that Jacqui Dunlop would approach them and ask why they had not affiliated to SAA. (*Action Jacqui Dunlop*)
- g) Samoa 2015 – Commonwealth Games Scotland have confirmed two archers would represent Scotland if they met the criteria. Michael Mather to confirm who is Scottish Archery's representative for Commonwealth Games Scotland. (*Action Michael Mather*)
- h) Achieve 2014 – unfortunately Scottish Archery does not have anyone who meets the criteria for the Achieve 2014 programme. Jacqui Dunlop agreed to contact Commonwealth Games Scotland to confirm this. (*Action Jacqui Dunlop*)

- i) PVG – Martin Symonds has been advised by Disclosure Scotland that Scottish Archery must write formally to the previous Child Protection Officer to get Disclosure and PVG documentation returned to the SAA as they have not responded to any emails/correspondence regarding this. (*Action Martin Symonds*)

- j) Gmail Accounts - Jacqui Dunlop agreed to keep a list of passwords for the gmail accounts. (*Action Jacqui Dunlop*)

Date of Next Meeting : 25 March via Skype
10 April via Skype
12 April EGM

MINUTES
SCOTTISH ARCHERY ASSOCIATION
EXECUTIVE MEETING
HELD BY SKYPE
ON THURSDAY, 10 APRIL 2014

Present: Michael Mather, Chair
Alistair Paton, Director of Governance and Finance
Martin Symonds, Co-opted Director of Member Services
Derek Sangster, Co-opted Director without Portfolio
Iain Wilson, Co-opted Director of Coaching
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

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

2. CONFLICTS OF INTEREST

No Conflicts of Interest were noted.

3. APPROVAL OF THE PREVIOUS MINUTES

It was unanimously agreed that the minutes of the meeting of 25 March 2014 were a true record.

4. MATTERS ARISING FROM PREVIOUS MINUTES BUT NOT ON THE AGENDA

- a) Bank Forms – Jacqui Dunlop agreed to bring these to the EGM to complete them.
(*Action Jacqui Dunlop*)

- b) Articles of Association – Alistair Paton reported that he had received a response from Harper McLeod who had noted only limited changes which had mostly been phraseology. It was agreed that the revised Articles would be distributed to the new Executive following the EGM. Following this the next step will be to distribute the Articles to the membership in order that there can be a consultation period ahead of the next EGM on 31 May. Alistair Paton noted that the new Articles took into account the proposed changes to the ArcheryGB articles and if their new articles are not approved the SAA articles can be changed accordingly.

Alistair Paton has changed the wording of the Bye Laws as Clubs are not members of the SAA so it is the members' responsibility to ensure payment of membership fee is paid.

The Disciplinary procedures have also been updated to take into account word changes in the AoA.

Alistair Paton was thanked for his work on updating the Articles of Association.

- c) Strategic Plan – this is ongoing and is one of the key areas for the new Board to focus on. A meeting with Jacqui Stone will be arranged to give an update on where the SAA currently is with this. Following the EGM the draft Strategic Plan will be circulated to the members for consultation in order that they feel engaged and involved with the process.
- d) PVG – Martin Symonds reported that he has now submitted 25 applications in the last three weeks. The process is now working following the pilot at the recent Level 1 course. A representative from the Northern area is still required for the sub-group and Martin Symonds is progressing this. (*Action Martin Symonds*)

Michael Mather has written to the previous Child Protection officer asking for the return of the PVG files, and given fourteen days to respond, the letter was signed for on 23 March. As there has been no response, a further letter will be issued giving seven days to respond otherwise the SAA will take appropriate Civil Action to return the files. Michael Mather noted that it was regrettable that the SAA had to go down this route but given the importance of the underlying issue it was felt there was no other course.

It was noted that in the three years that the previous Child Protection Officer was in post only 12 applications were submitted of which 5 were approved and 7 returned with errors. In the last six weeks Martin Symonds has processed 25 applications.

- e) Performance Structure – Michael Mather had distributed a proposed structure and it was agreed that the other areas would be worked on.
- f) Student Clubs – Alistair Paton will speak to Kathleen Male regarding their definition. Currently ArcheryGB do not have definitions for student or disabled clubs but will look at the SAA's definitions.
- g) EGM – 31 May – North Inch Community Campus has been booked for the EGM on 31 May.
- h) Junior Indoor Championships – Alistair Paton has confirmed with Links Archers that they will run the Junior Indoor Championships.
- i) Tellers – Alistair Paton agreed to forward instructions for the EGM to the Tellers and also to the nominated Directors. (*Action Alistair Paton*)

5. EGM

Alistair Paton reported that everything is in place and enough proxies have been received in order for the meeting to proceed as long as twenty members present on the day.

Kathleen Male will be asked to check membership numbers for those present on the day to ensure that they are able to vote and form part of the quorum. Kathleen Male will also be asked to confirm that there is a quorum.

The minutes from the previous AGM will not be approved, and it will be decided later on when this will be done, either at the next EGM or the AGM in December.

Jacqui Dunlop agreed to print off agendas and bring to the meeting, along with the proxy information. (*Action Jacqui Dunlop*)

Dave Harrison from ArcheryGB will be in attendance at the EGM.

The 2013 Date Bars will be presented at the EGM and for those not present and able to collect them, they will be given to their Club Secretaries to present and send a photograph for the website.

6. ARCHERYGB TALENT FESTIVAL – this takes place between 15-26 August and unfortunately this is the same time as the Scottish schools return after the summer break, which is unfortunate. Unfortunately neither Lana Needham nor Andrew Kelly can attend, due to work commitments. It was agreed that the paperwork for this would be circulated to see if there was any interest and if people could attend, they should copy Jacqui Dunlop into their application to see if any funding would be possible. The maximum age limit is 20 on 16th August 2014.

Iain Wilson agreed to identify any coaches who may be able to attend within the next two weeks. It was felt important that there is SAA representation at the workshops so that the SAA don't go off on a tangent. It was agreed that it was a good opportunity and funding would be available for coaches. (*Action Iain Wilson*)

Michael Mather has already fed back to ArcheryGB the difficulty with the timing and Lana Needham had previously confirmed with ArcheryGB if any such courses were being run that consideration should be given to the timing with the Scottish Schools returning earlier than English/Welsh schools.

7. AOCB

- a) Website – Alistair Paton noted that the governance section of the website is full of a lot of surplus documents and it was agreed that these would be archived following the EGM, with only current documents available. The archived documents would be available upon request from Jacqui Dunlop or Muriel Kirkwood. (*Action Alistair Paton*)
- b) Edinburgh City Bowmen – Martin Symonds had met with Edinburgh City Bowmen who have now moved into a new facility from Meadowbank. Martin Symonds will arrange for Liz Garrigan to inspect the venue. Edinburgh City Bowmen raised the issue of an invoice which they had paid, but felt that SAA should have paid for SAA courses which were run at Edinburgh University and Martin Symonds agreed to get the paperwork for this. (*Action Martin Symonds*)
- c) New Clubs – Martin Symonds reported that there is a new club affiliated from Easter Ross and a school in Dunfermline have set up a club. Martin Symonds is keen that anyone wishing to set up a new club contacts Martin Symonds in the first instance.
- d) Directors – following the EGM Martin Symonds will set up new email accounts for Operations, Finance and Performance. (*Action Martin Symonds*)
- e) Kit – an issue has arisen from the last kit order, which had been sanctioned incorrectly prior to the new Executive being elected. Rather than incur additional costs the error will be allowed to stand. Jacqui Dunlop agreed to contact the parent who had raised the issue. (*Action Jacqui Dunlop*)
- f) Public Liability Insurance – Jacqui Dunlop agreed to contact ArcheryGB regarding a copy of the SAA's public liability insurance certificate. (*Action Jacqui Dunlop*)
- g) Trophies for Postal League – The organiser of the postal league had contacted the SAA to ask about the trophies which had been agreed for the Postal League. Jacqui Dunlop agreed to contact the organiser and ask what the requirements were. (*Action Jacqui Dunlop*)
- h) University Paper – a member had done a paper on Scottish Archery as part of his PhD and Michael Mather agreed to re-circulate the paper to the current Executive. (*Action Michael Mather*)

Future Meetings:

12 April 2014	EGM
13 April 2014	Skype Call with new Board

MINUTES
SCOTTISH ARCHERY ASSOCIATION
EXECUTIVE MEETING
HELD BY SKYPE
ON MONDAY, 17 FEBRUARY 2014

Present: Michael Mather, Chair
Alistair Paton, Director of Governance and Finance
Iain Wilson, Co-opted Director of Performance and Coaching
Martin Symonds, Co-opted Director of Member Services
Derek Sangster, Co-opted Director without Portfolio
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

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

2. CONFLICTS OF INTEREST

Michael Mather, Iain Wilson and Derek Sangster noted a Conflict of Interest should there be any discussion on the paper produced by Alistair Paton on Leaders. However, no discussion took place.

3. APPROVAL OF THE PREVIOUS MINUTES

It was proposed by Derek Sangster and seconded by Alistair Paton that the minutes of the meeting of 19 January 2014 were a true record.

4. MATTERS ARISING FROM PREVIOUS MINUTES BUT NOT ON THE AGENDA

- a) Bank Mandate – The bank mandate forms had been returned from the bank and Jacqui Dunlop agreed to forward these so that alterations could be made. (*Action Jacqui Dunlop*)
- b) Auditing Services – it was agreed to use the offer from the member for Auditing Services but this would have to be officially done following the EGM.
- c) Articles of Association Review – Alistair Paton noted that he is still working on the articles. He has issued a draft copy to four members who have fed back responses. Archery GB are aiming to change their Articles and the SAA ones will have to reflect this. Alistair Paton will look at the proposed ArcheryGB articles to see if the SAA Articles comply or at least don't contradict them. It was agreed that it makes it easier if the SAA align with the ArcheryGB articles and there are no conflicts, although acknowledging that the SAA is the governing body for Archery in Scotland.

Going on the Harper McNeill document voting is done on approval of 75% of those present/proxies and it the Articles would be put out in advance of any meeting to that

the membership have a clear understanding of why it is being amended.

Alistair Paton agreed to update the draft and circulate around the Membership as soon as possible. (*Action Alistair Paton*)

It was agreed that they should be circulated to both sportscotland and ArcheryGB prior to the EGM.

Alistair Paton had discussions with sportscotland regarding their legal experts looking over the revised Articles. Sportscotland have noted that they had already funded £3,000 to review the Articles in advance of the December 2013 AGM and it is likely that the SAA may have to pay for the review of this.

Alistair Paton was thanked for his work on the Articles.

- d) Membership Database – Martin Symonds is looking at what comes from ArcheryGB and will liaise with Kathleen Male on what data she has. When compiled the data will be sent to Jacqui Dunlop monthly so it can be held with the Company records. It was agreed that the date that the club secretary receives payment for the membership is the joining date, and if the membership is not renewed the leaving date is 30 September.

Martin Symonds agreed to speak to Kathleen Male about the Scottish Form which was recently re-distributed as birth dates are not required and should not be included on the form. (*Action Martin Symonds*)

Alistair Paton agreed to work on a new form which can be issued by the end of the year. (*Action Alistair Paton*)

In a recent meeting with Dave Sherratt of Archery GB , it was identified that there appeared to be an anomaly between the Scottish Archery membership figures and those held by Archery GB for member in Scotland. It was noted that there may be a number of clubs which are directly affiliating to ArcheryGB or field archers who are directly affiliating and it was agreed that they should be encouraged to affiliate through the SAA

Jacqui Dunlop agreed to look at the ArcheryGB database to see how many Clubs identified that are not affiliating through SAA. (*Action Jacqui Dunlop*)

- e) Newsletter – the first membership newsletter has been issued and it was agreed a further one, perhaps a funding special, would be issued to remind people to sign up to receiving it directly in order to be eligible for the prize draw. (*Action Victoria Barby*)
- f) PVG – Martin Symonds has been confirmed as the SAA collator. At the end of February he will be attending a whole day training in Stirling on being a collator and the signing off of the form, and it is hoped that he will then be able to cascade this information down to the nominated verifiers. Three or four verifiers are required in each area but it was agreed that Judges are busy when at shoots so would not be approached unless they volunteered. Martin Symonds will speak to the county and senior coaches to see if

they would be willing to act verifiers. (*Action Martin Symonds.*)

It was agreed that a Child Protection Committee would be created with appropriate representatives which would deal with any information received on self-declaration forms and complaints.

It was agreed that an update would go on the website following Martin Symonds attendance at the Collator course. Martin Symonds confirmed that Ann Rook from ArcheryGB is happy to receive an email from him confirming the PVG number.

5. REVIEW OF 4 YEAR STRATEGIC AND 12 MONTH OPERATIONAL PLAN

Michael Mather had issued the draft Plan prior to the ArcheryGB/sportscotland meeting on 7 February. Michael Mather explained that this is building on the work of the previous Board and was presented to sportscotland as such. There still needs to be more depth and detail on strategic outcomes and responsibilities. It was agreed that the Executive would review the draft four year strategic and 12 month operation plan and include how we re-invigorate two out of the three areas. It was agreed that this would be done by the end of February. (*Action All*)

It was noted that the criteria for Para-Archery may be changing and Michael Mather agreed to raise this at his meeting with Disability Sport Scotland on 25 February who is meeting along with Shelly Phillips. (*Action Michael Mather*)

Derek Sangster agreed to contact ArcheryGB and Iain Wilson agreed to contact Abbi Thornton on changes to para criteria as the timescales of any changes may impact on strategic plans. (*Action Derek Sangster/Iain Wilson*)

6. EGM UPDATE

Alistair Paton reported that the documents notifying the date of the EGM and requesting nominations for Directors was issued on 13 February 2014. The Executive will collate and review the applications and the intention is to get these issued 28 days in advance of the EGM to ensure that members have plenty time to digest the paperwork, although 21 days is the minimum required in the Articles. It was noted that if more than one person puts themselves forward for a Directors' position then the vote is done as a simple majority.

The co-opted Directors were reminded to ensure that they get their personal statements in if they wish to formally stand for election. It was noted that if another two Directors do not submit paperwork then Michael Mather and Alistair Paton will have to start the process of winding up the company.

The EGM will only be to appoint Directors so it will be a short meeting, however it is hoped to have a question and answer session at end if the membership would like this.

Alistair Paton will speak to the organisers of the Silver Arrow event at St Andrews explaining why the EGM had to take place on the same day as their event. (*Action Alistair Paton*)

7. FEEDBACK ON MEETINGS WITH ARCHERYGB AND SPORTSCOTLAND

Alistair Paton took notes from this meeting and together with Michael Mather will circulate. Martin Symonds suggested using Google-docs to share the minutes and this will be investigated. The meeting was positive with offers of support from ArcheryGB. Jacqui Stone will be led by the SAA on when the audit should be and it is felt that it would be better waiting until May or June.

Michael Mather reported that he had been in Lillishall for the regional Chairs' meeting where changes to ArcheryGB's Articles and governance were discussed. They are considering moving to appoint independent skill-based Directors along with the Archer representatives. This is similar to what sportscotland had suggested and although this cannot be done for this EGM it is something which may be looked at for the future.

Michael Mather will arrange a further meeting with Jacqui Stone to update her on progress. *(Action Michael Mather)*

Michael Mather will meet Mark Ritchie (sportscotland) and Ceri-Ann Davis (ArcheryGB) to look at performance pathways, Iain Wilson indicated he would also like to attend this meeting. *(Action Iain Wilson/Michael Mather)*

Michael Mather and Alistair Paton had visited the Academy held at Armadale. There were 9 juniors and coaching staff. Unfortunately the session had to be curtailed due to a mix up with the bookings by Armadale. Michael Mather had noted that there were no plans to change the structure of the academy and funding remains for as long as it can.

8. YOUTH GAMES – 2015 – SAMOA

It was agreed that the contact should be made with Commonwealth Games Scotland regarding the Youth Games in Samoa in 2015 to try and ascertain what the selection criteria and age-groups were for this event. Jacqui Dunlop agreed to contact Commonwealth Games Scotland. *(Action Jacqui Dunlop)*

Commonwealth Games Scotland had also been in touch regarding the Achieve 2014 programme and Michael Mather agreed to look into this. *(Action Michael Mather)*

9. COACHING NUMBERS AND SITUATION

Iain Wilson issued a paper (copy on file) and has also spoken to ArcheryGB regarding coaching numbers. Unfortunately ArcheryGB has lost some information during a database clean-up operation. Iain Wilson is working to try and get an updated list of all Scottish coaches and Martin Symonds agreed to send him through information which he had. *(Action Martin Symonds/Iain Wilson)*

Iain Wilson also noted one member had qualified in 2007 but the entire paperwork from the course had gone missing and so when he went to do his renewal ArcheryGB did not have him down as being a coach. It was agreed that procedures need to be put in place so that Coaches know that procedures are in place to ensure that coaches are coaching with the

appropriate coaching license in place. Michael Mather agreed to contact David Sherratt as there seems to be a disconnect from the ArcheryGB process and what some coaches are experiencing. *(Action Michael Mather)*

10. DEVELOPMENT OF PATHWAYS : PLAYER/ATHLETE/COACHING/OFFICIAL

Derek Sangster agreed to speak to Liz Garrigan regarding Official Pathways. *(Action Derek Sangster)*

Derek Sangster will also speak to Ross Campbell from Heriot Watt University regarding their performance centre. *(Action Derek Sangster)*

11. COMPETITION BIDDING PROCESS

It was agreed that this would be discussed when a new Board was elected. It was agreed that when looking at venues for Championships value for money had to be taken into account as in the current financial climate it would be preferred if events did not run at a loss.

Michael Mather agreed to discuss with Shelly Philip the projected budget for the Junior and U21 Championships being held at St Andrews. *(Action Michael Mather)*

12. SELECTION CRITERIA FOR SENIOR SQUADS AND TEAMS

It was agreed that this would be left until after the EGM when there may be a new Director of Performance elected and it would be up to them to help implement the criteria, along with the Team Manager and High Performance Coach. The aim of any criteria should be that the strongest possible team represents Scotland at any competition.

It was agreed that adverts should be posted for senior and junior team managers and Michael Mather agreed to provide a draft for approval. *(Action Michael Mather)*

13. DIRECTORS' REPORTS

Reports were submitted by the Directors and taken as read (copy on file).

14. AOCB

- a) Offers of Assistance – various members had offered their assistance to the new Board at the AGM on 15 December. Michael Mather agreed to go back to them and ask what they would be able to do. *(Action Michael Mather)*
- b) Website – Muriel Kirkwood submitted a report (copy on file) on the new website which raised significant concerns on its viability and ongoing costs. Michael Mather agreed to speak to Jacqui Stone to see if sportscotland had anyone who could give advice on websites. *(Action Michael Mather)*

Martin Symonds agreed to speak with Muriel Kirkwood to get the link for the website.
(*Action Martin Symonds*)

- c) Club Development – Martin Symonds is trying to arrange to meet with Edinburgh City Bowmen but meetings have twice been cancelled due to their work commitments. Martin Symonds is waiting on a reply from Irvine Tox and will report back on both Clubs at the next meeting. (*Action Martin Symonds*)
- d) Member Query – Confidential Appendix.
- e) Meetings – Derek Sangster agreed to represent the SAA at the Cross Party Group of Sport at the Scottish Parliament on 25 February. Alistair Paton will represent the SAA at sportscotland Anti-Corruption Training on 19 February.

15. FUTURE MEETINGS

Michael Mather agreed to find a venue for the meeting scheduled for 9 March. It was noted that the 21 June meeting clashed with an event and Michael Mather agreed to look at the date. When this is finalised it is hoped to put the schedule of meetings on the website in order that members know when they are taking place and can contribute to the process.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
EXECUTIVE MEETING
HELD BY SKYPE
ON SUNDAY, 19 JANUARY 2014

Present: Michael Mather, Chair
Alistair Paton, Director of Governance and Finance
Iain Wilson, Co-opted Director of Performance and Coaching
Victoria Barby, Co-opted Director of Communication
Martin Symonds, Co-opted Director of Member Services
Derek Sangster, Co-opted Director without Portfolio
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting.

2. CONFLICTS OF INTEREST

No conflicts of interest were noted.

3. APPROVAL OF THE PREVIOUS MINUTES

The minutes of the meeting of 29 December 2013 were approved.

4. MATTERS ARISING FROM PREVIOUS MINUTES BUT NOT ON THE AGENDA

- a) Leaders – Alistair Paton agreed to carry forward the preparation of the report due other priorities. (*Action Alistair Paton*).
- b) Bank Mandates – Michael Mather agreed to complete the mandate and return to Jacqui Dunlop. (*Action Michael Mather*)
- c) Director of Finance – Victoria Barby reported that she has spoken to the SSA who noted that the SAA are one of many who are looking for a Finance Director. She knows of a member who may have the necessary skills and Michael Mather agreed to speak to them. The person identified by Derek Sangster would not be able to take on the role. (*Action Michael Mather*)

A letter had been received from the member who had offered Auditing services and Michael Mather agreed to respond. (*Action Michael Mather*)

- d) AoA Review – Alistair Paton is working to have a paper completed by the end of March. (*Action Alistair Paton*)
- e) Membership Database – Martin Symonds has been in touch with Freddie Collier from ArcheryGB who has agreed to email him the monthly database list. This will

include every member of every club and whether they are a junior or a senior. Martin Symonds will put out a note to Club Secretaries asking for their postal addresses and explaining the procedure that club members will be registered through their Club Secretary address. Direct Members will have to give their own addresses and Martin Symonds agreed to liaise with Kathleen Male regarding this. (*Action Martin Symonds*)

- f) Companies House – Martin Symonds confirmed that he has completed the Annual Return and that Michael Mather and Alistair Paton are registered as the Directors of the Company. He confirmed that the SAA have not been fined for the late return as the return should have been filed by 1 December by the previous Board. Martin Symonds will look to see if the date can be changed to 1 January to give more time following the AGM. (*Action Martin Symonds*)
- g) E-Newsletter – Victoria Barby reported that she has almost finished the draft. She has built it using Mailchimp as this has good functionality and there is no cost. Victoria Barby agreed to finalise the draft and send it round the Executive. (*Action Victoria Barby*)
- h) PVG Scheme – Martin Symonds reported that there have been coaches who have been applying for PVGs since 2011 and these have not been actioned. Martin Symonds has had a few replies back from Coaches regarding his recent email. He will be meeting with Volunteer Scotland (CRBS) to speak to their enrolment team to see how best to proceed with this it, it may be that it is easier for individual clubs to register, rather than the SAA registering, as some Clubs have already gone down this route. Notwithstanding the procedure for registering, ArcheryGB will have to agree with the process and Martin Symonds will liaise with Ann Rook from ArcheryGB on this.

Martin Symonds confirmed that there is an SAA Child Protection Policy in place.

Michael Mather and Alistair Paton will be meeting with ArcheryGB at the start of February and Martin Symonds agreed to provide an update to them in advance of the meeting so that it can be raised with ArcheryGB. (*Action Michael Mather/Alistair Paton/Martin Symonds*)

- i) Coaches Licences – Iain Wilson has confirmed with ArcheryGB that there are 39 coaches in Scotland who have a PVG. Iain Wilson agreed to contact Barbara Barratt for a list of all Scottish Archery Coaches. (*Action Iain Wilson*)

Iain Wilson noted that of the 39 coaches who currently have their PVG, 16 of these Coaches' PVGs will expire before April.

Martin Symonds agreed to speak to CBRS about increasing the quota of retrospective applications which the SAA can process each month. (*Action Martin Symonds*)

- j) Four Year Strategic Plan – Michael Mather has spoken with sportscotland regarding the drivers for changing the financial year end, sportscotland confirmed that they did not mind one way or the other but had suggested 31 March to bring into line with sportscotland's year end. The Executive agreed to retain the year end as 30 September

currently but this was something which could be looked at in the future, but was not a current priority.

The plan is being worked on and a completed draft will be circulated around the Executive for agreement before going on the website for consultation with the Membership by the end of the month and it will also be circulated to sportscotland. *(Action All)*

- k) SQA – Iain Wilson reported that he had spoken to Bill Mackay regarding the work that had been carried out by him and Bill Mackay will try and reconstruct the work through emails as the data-sticks have been lost. There was £1,500 allocated to the project by sportscotland and it may be that they may claw-back this money if it is not spent. It was noted that ArcheryGB are reviewing the syllabuses for all coaching courses.
- l) Squad and Academy Set Up – Alistair Paton confirmed that although there is a separate coaching body, both units are incorporated and funded through Scottish Archery and should be approached with a combined front.
- m) Coaching Courses – Iain Wilson confirmed that there had been 3 level 1 courses and 1 level 2 course in Scotland last year, plus an Eastern Area Workshop. There was also a CDP workshop at the beginning of 2013. Michael Mather agreed to get the date of the Eastern Area Workshop from Moira Taylor. *(Action Michael Mather)*
- n) Disability Championships – Alistair Paton will be attending the event as a judge and agreed to present prizes if required. Michael Mather agreed to contact the Disability Officer to build up a clear picture of what is happening and any budget requirements. *(Action Michael Mather)*
- o) Club Development – as there will be no sportscotland funding it was agreed that unfortunately club development grants will not be available in the foreseeable future. Martin Symonds confirmed that he had contacted Edinburgh City Bowmen and arranged a meeting and will send a letter to Irvine Tox regarding the equipment which the SAA purchased. *(Action Martin Symonds)*
- p) High Performance Coach – Michael Mather will liaise with the High Performance Coach regarding questions that she has raised. *(Action Michael Mather)*

5. REPORT ON MEETING WITH SPORTSCOTLAND

Michael Mather and Alistair Paton had met with Jacqui Stone (Partnership Manager) and Neil Park (Consultant) on 9 January. It was a reasonable meeting and number of points were addressed. Sportscotland reported that one of the key issues and reason why sportscotland had been working so closely with Scottish Archery was because they had acknowledged a lack of capacity and knowledge in the management of the organisation. Jacqui Stone reiterated sportscotland's investment principles in that there would be no funding unless SAA meets these principles. She was surprised that the SAA's articles had to fit with ArcheryGB and her view was that as they were different companies they should align

where possible, but there may be times when they don't. However, it was the SAA's view that as a subsumed organisation the articles would have to be aligned as closely as possible.

It was reported that the SAA's initial funding of £9,500 had been approved by sportscotland but had not been paid due to the lack of paperwork submitted by the previous Board of SAA. This should have been completed in August 2013. Jacqui Stone of sportscotland has completed some of the paperwork for the October panel and it was approved in principal but it will not be paid as the paperwork was still not submitted by the SAA.

There was difficulty in understanding where the membership number of 2,238 which was in the paperwork which Jacqui Stone had received, had come from as the current total is 1,765 which includes juniors. It was agreed that the SAA will have to find a way to communicate with sportscotland that the growth of membership will be difficult as the baseline was apparently not correct in the first place. It was agreed that there should be liaison with Kathleen Male and ArcheryGB to identify the correct base level.

Alistair Paton reported that sportscotland's next Investment Panel meeting is in February but that this is too soon for the new Executive to get the paperwork submitted; however sportscotland may arrange a special panel meeting in June in order to try and get the funding paid, if the SAA were ready to submit by then. However, it was noted that sportscotland's focus at that time will be on the Commonwealth Games so this may not be possible. If the June panel does not take place there may be no funding available until the March 2015 panel, so there will be financial restraints and the reserves may have to be accessed. There will be memberships subscriptions to fund the organisation in October 2014

Derek Sangster had prepared a notification to go out to members explaining the funding situation which has been inherited from the previous Board. It was agreed the Executive would approve this and it would also go to sportscotland for approval prior to circulation. *(Action All)*

The Equality Policy has to be updated and Steven Wicks has offered to help with this. Derek Sangster agreed to contact him. *(Action Derek Sangster)*

Sportscotland have confirmed that the Audit scheduled for Spring 2014 will go ahead.

Sportscotland have confirmed that the Strategic Plan up to 2017 is something which is written by the SAA for the SAA, however a 6-12 month operational plan should also be produced.

Sportscotland are also happy to work with the SAA to recruit a Finance Director.

Michael Mather has taken an action point to contact Scottish Disability Sport. *(Action Michael Mather)*

It was confirmed that no contracts have been signed with SSA regarding the shared administration but Michael Mather will contact them regarding what other services they are proposing. *(Action Michael Mather)*

Michael Mather and Alistair Paton agreed to produce a minute of the meeting. It was noted that all performance money would only relate to Olympic, Paralympics or Commonwealth Games activities.

6. BUDGET UPDATE

Alistair Paton submitted a draft budget (copy on file), this included only the period from when the Executive took over and goes up to September 2014. This will be reviewed in September in light of the subscriptions received by the Association. Due to there possibly being no funding for over a year from sportscotland budgets will have to be cut. Executive expenses have been cut back and there may be some meetings which sportscotland wish the SAA to attend which they will not be able to do. There are still some invoices to come in such as the invoice for Quicks for the equipment for Irvine Tox approved by the previous Board, and the facility hire for the Senior Squad.

There is a prospective budget of £10,000 for the senior Euronations which takes place in Ireland, UK Senior Championships at Lilleshall and the Junior Euronations in Wales which was agreed would have to be met. It is likely that there will have to be a reduction by one day in the Junior and Senior Squad training. The budget by the previous Board had included the purchase of 10 bosses for the Academy and it was agreed that this should be removed from the budget until the situation regarding these was clarified.

Alistair Paton confirmed that there is money to keep the organisation running but it may have to access current reserves to do so. It was agreed that the membership should be informed why reserves were being used and at what level the Executive were comfortable to run them down to. (*Action Alistair Paton*)

Alistair Paton was thanked for his work in preparing the draft budget.

Martin Symonds noted that the SAA are due to host the Senior Euronations in 2015 and he agreed to contact Norrie McLean to see what the cost implications would be for this. (*Action Martin Symonds*)

Alistair Paton has contacted Alexander Sloan who have confirmed that the accounts do not need formally submitted to Companies House until 30 June and suggested that this is done following the EGM in May. If new Directors are appointed at the EGM this can be done at the same time. It was noted that Alexander Sloan should be able to submit the Accounts on behalf of the SAA as this was part of their remit. Alistair Paton has allowed an extra £250 if additional work is required by Alexander Sloan. Alexander Sloan are looking into the Corporation Tax implications and will report back to Alistair Paton on this.

7. ARTICLES OF ASSOCIATION, BY LAWS AND DISCIPLINARY POLICY

Alistair Paton has updated the Articles of Association, By Laws and Disciplinary Policy and will send an initial draft to five clubs to review independently. The Executive will also receive a copy of these. Subsequently the next draft will be distributed to the wider membership for full consultation prior to being presented at the proposed EGM for voting.

Jacqui Stone and Neil Park had confirmed that it was their understanding that to change the Articles of Association requires 75% of all members to be in agreement. This equates to around 900 SAA members in agreement. Alistair Paton will pursue this with sportscotland's lawyers to get final clarification. *(Action Alistair Paton)*

8. TEAM SELECTION CRITERIA

It was agreed that the SAA should select the best possible team to get the best success for the SAA and it was suggested that the current criteria may not do this. It was agreed that the selection criteria should be set by the High Performance Coach, Team Manager and Performance Director and any selection should be based on performance and not personalities. The team should be selected from the squad and the squad should be selected from those archers capable and those prepare to go on squad. There were also concerns that the current selection procedure meant that Scotland could not send a full team to the British Championships.

It was agreed that the current criteria needs reviewed and Michael Mather agreed to circulate a paper which had been previously submitted by members, to see if the Executive agreed that it was a valid and robust way of moving forward. *(Action All)*

It was agreed the Iain Wilson would co-ordinate this, involving as many people in the process as possible including consultations with the membership, and aim to have the criteria in place by the end of March. *(Action Iain Wilson)*

9. DIRECTORS REPORTS

Directors Reports were submitted by Victoria Barby, Iain Wilson, Martin Symonds and Derek Sangster (copy on file). There had been an offer from a member to act as interim Performance Director and it was agreed that this would be considered by the Executive. *(Action All)*

Michael Mather has a meeting with John Kent of sportscotland at Inverclyde regarding their facilities. The last squad session is planned for February at Kilmarnock and then it will be the outdoor season.

It was agreed that an agenda item would be included for the next meeting regarding an Award for Lifetime Achievement in Archery and this could be expanded to be a Hall of Fame which included Championships winners

10. AOCB

- a) Storage – if the SAA are looking to store equipment Edinburgh University have offered their basement, however it would be for long term storage as it is quite inaccessible. The Damage System is now with Lana Needham who will be using it at the Squad weekend in February.

Martin Symonds asked if Penicuik Archers could borrow or hire the lights for their National Series events, this was agreed.

- b) Volunteer – Victoria Barby reported that she had received an approach from a member who would like to volunteer to work with young archers and this will be investigated as perhaps a link with active schools or being part of the membership services sub-group.
- c) Data Protection – Martin Symonds confirmed that the SAA is registered with the Information Commissioners for Data Protection and the renewal is in February and is paid by Direct Debit.
- d) Email Accounts – Martin Symonds agreed to set up SAA email accounts for those Executive members without one. (*Action Martin Symonds*)
- e) Future Meetings – it was agreed to have a further Skype meeting at the end of January/start of February followed by a face to face meeting.

MINUTES
SCOTTISH ARCHERY ASSOCIATION
EXECUTIVE MEETING
HELD BY SKYPE
ON TUESDAY, 25 MARCH 2014

Present: Alistair Paton, Director of Governance and Finance, Chair
Martin Symonds, Co-opted Director of Member Services
Derek Sangster, Co-opted Director without Portfolio
Victoria Barby, Co-opted Director of Communications
Iain Wilson, Co-opted Director of Coaching
Jacqui Dunlop, Administrator

1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting. Apologies were intimated on behalf of Michael Mather.

2. CONFLICTS OF INTEREST

No Conflicts of Interest were noted.

3. APPROVAL OF THE PREVIOUS MINUTES

It was unanimously agreed that the minutes of the meeting of 9 March 2014 were a true record.

4. MATTERS ARISING FROM PREVIOUS MINUTES BUT NOT ON THE AGENDA

- a) Bank Mandate Forms - It was agreed that the forms would be completed following the EGM.
- b) Club Development – Alistair Paton reported that he has asked that the Archery Kit is not distributed any further amongst the North Ayrshire Schools as there are no agreements in place currently on the use of it. After the EGM Alistair Paton will write to North Ayrshire Council and get consent that they are comfortable Archery is practised in their primary schools and ensure that the necessary insurance is in place. (*Action Alistair Paton*)
- c) EGM – Alistair Paton reported that everything is on schedule for the EGM with notices and proxy forms issued to Clubs and available on the website. Moira Taylor is waiting on confirmation on how many people will be attending the Eastern Area Coaching Day. It is thought that there will be a requirement to have 120 proxies and Jacqui Dunlop agreed to put out a reminder to the clubs to ensure proxies are returned on time. (*Action Jacqui Dunlop*)

It was agreed that Directors should only cast their votes for themselves, if there is equality or near equality of votes, on their return back into the room.

- d) Articles of Association – Alistair Paton reported that he has sent the Articles of Association to ArcheryGB and asked for a response by the end of the month. Michael Mather had sent a copy of the Articles to Jacqui Stone but had not had a response. Alistair Paton also sent a copy to Jacqui Stone and asked for a contact name at Harper McLeod who he could contact to get an estimate of the costs to ensure that the Articles are compliant with the Companies Act and Model Articles. He noted that he does not want Harper McLeod to make suggestions on how the Articles could be changed, and changes will only be made if something is not legally right. It was agreed that if there was no response from Jacqui Stone by 26 March he would contact Harper McLeod for a quote directly. (*Action Alistair Paton*)
- e) AGM – 29 NOVEMBER- Victoria Barby had suggested that members could link into the AGM via conference call, but Alistair Paton noted that this may not be compatible with the Articles of Association but this could be explored nearer to the AGM.
- f) Strategic Plan – this is ongoing with data needing to be updated.
- g) PVG Progress – Martin Symonds reported that all Enhanced Disclosures have to be upgraded to PVG Membership by October 20215 and not 2014 as previously reported, and this should be manageable with 5 retrospective PVGs being allowed per month. Martin Symonds reported he had recently sent away five retrospective and five new PVGs, with only one error. Martin Symonds is doing a paper to explain the system currently in Scotland for Ann Rook and Freddie Collier.

One coach had sent her forms to the previous Child Protection Officer on two occasions and had no response. Martin Symonds has agreed to do this one from scratch again to ensure that it gets done. Michael Mather had written to the previous Child Protection Officer again requesting return all items relating to the PVG scheme.

Martin Symonds is still looking for a representative for the Child Protection Sub-Group from the Northern Area.

- h) Performance Committee – Michael Mather had issued a paper on the potential structure and remit of the Performance Committee and this will be discussed and formalised once a new Performance Director is elected.

5. COMMUNICATION UPDATE

Victoria Barby reported that a Funding Special newsletter had been issued. She is currently working on the Spring Newsletter with the aim of getting this issued prior to the EGM.

6. MEMBER'S ISSUES

- a) Alistair Paton reported that a Club had queried one or two issues in the Articles, but an explanation of the reasoning was provided and accepted

- b) Clubs – it was agreed that there has to be clear criteria for University Clubs which is similar to Disability and Junior Clubs. Alistair Paton has written to ArcheryGB on their definition but has not heard back as yet. He will discuss this further with Kathleen Male at the EGM. (*Action Alistair Paton*)

Victoria Barby noted that there is no formal definition of disability and discussions will be held with Scottish Disability Sport and ArcheryGB on this.

Jacqui Dunlop contacted those clubs which had been identified as not affiliating to SAA but only to ArcheryGB. One of the Clubs had noted that cost was a reason and it was agreed that it is a challenge to make the benefits of the SAA seen as being of value to Clubs. Martin Symonds noted that Law 18 of the ArcheryGB Laws says that Clubs are normally expected to affiliate to a regional area. Alistair Paton noted that the SAA's articles specifically do not include clubs as members but agreed to give this some thought. (*Action Alistair Paton*)

7. AOCB

- a) EGM – 31 May – the second EGM will take place on 31 May and Jacqui Dunlop agreed to book a room at Dewars in Perth. (*Action Jacqui Dunlop*)
- b) Indoor Championships – it was agreed that Links Archers would run the Junior Indoors. Alistair Paton agreed to confirm with Links. (*Action Alistair Paton*)
- c) Coach – Iain Wilson reported that the ongoing situation with a Coach's Coaching qualification has now been resolved, subject to the PVG being completed. Martin Symonds agreed to liaise with Ann Rook on the PVG. (*Action Martin Symonds*)
- d) EGM – Moira Taylor and Peter Lennon have agreed to act as tellers at the EGM on 12 April.

Date of Next Meeting : 10 April via Skype
12 April EGM