

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
SATURDAY, 25 JANUARY 2025
DAKOTA HOTEL, SOUTH QUEENSFERRY

Present

Board Members

John Nicholson, Chair (JN)
Kenneth Ramsay, Finance Director (CR)
Gary Grieve, Director of People (GG)
Angela Hunter, Director of Safeguarding (AH)
Nathan Macqueen, Director of Athlete Progression (NM)
Ainsley Ward, Director of Connections (AW)
James Ross, Director of Systems (JR)
Alex Cameron, Director of Compliance (AC)
Rebecca Leigh, Director of Equality (RL)

Non-Board Members

Lyndsay Noon, Chief Executive Officer (LN)
Jacqui Dunlop, Safeguarding and Operations Manager (JD)

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting, especially to those who were attending their first Board meeting. Apologies were intimated on behalf of Lindsay-anne Kendal, Company Secretary and Sarah Birrell, sportscotland Partnership Manager.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted.

3. MINUTES OF MEETINGS OF PREVIOUS MEETINGS

a) 7 October 2024

It was proposed by Ainsley Ward and seconded by Angela Hunter that the minutes of the meeting of 7 October 2024 were a true record.

b) 11 November 2024

It was proposed by Angela Hunter and seconded by John Nicholson that the minutes of the meeting of 11 November 2024 were a true record.

c) 7 January 2025

Following one change, it was proposed by Alex Cameron and seconded by Angela Hunter that the minutes of the meeting of 7 January 2025 were a true record.

4. MATTERS ARISING FROM MINUTES OF 7 OCTOBER 2024

It was noted that all actions had been completed with the exception of:

- a) Ask AGB for findings from Events Consultation – LN noted that there has been no response from an email sent to ArcheryGB. LN will ask Jonny Roy to contact ArcheryGB to follow up. *(Action LN)*
- b) Risk Review Meeting – a Board meeting was held on 11 November to discuss the Risk Register where additional risks were added. Policies and procedures have also been updated following a recent Disciplinary Case following its review.

It was agreed that there would be a Board meeting to discuss the Risk Register in detail in May. *(Action LN)*

- c) What You Get Document – LN confirmed that AW and LN had liaised on this, and that Euan Murray and Jonny Roy had updated the documents online. LN agreed to circulate to the Board. *(Action LN)*
- d) Consult with AGB– Staff have looked at the minimum operating requirements for Clubs. It was hoped that this would be discussed at the recent AGB meeting however it was not. JN noted that it would be appropriate to have another Board member who was responsible for AGB compliance and AC agreed to take on this role. LN and AC agreed to liaise on the minimum requirements. *(Action LN/AC)*

LN and AC also agreed to liaise on AGB membership fees. *(Action LN/AC)*

- e) AGM – a letter had been received following the AGM regarding members being able to speak. AH explained there was a clear call to action for anyone who wished to speak at the AGM, however JR noted that the opportunity to speak could have been made clearer at the end of the AGM. JN agreed to go back and acknowledge the letter. *(Action JN)*

JN agreed to circulate the letter and liaise with AC on it. *(Action JN/AC)*

- f) Board Support for Staff – AH agreed to be the Board support for staff and will draw on other members of the board for support.

5. CEO REPORT

LN circulated the CEO Flash report, which was taken as read, the summary was noted as:

- A successful AGM planned and delivered. EGM will be forthcoming for ratification of new Directors and to amend resolutions which did not go to vote for AGM.
- Recruitment process complete for new Directors – five new Directors recruited: Equalities, Compliance, Finance, Systems and Athlete Progression.
- Induction process started for new Directors.
- Subgroup structure planning underway to segment strategy objectives into core working groups
- Sportscotland 6-month tracker complete
- Sportscotland annual return underway (deadline 31st January)

- Open Mic night delivered on 28th October with Chairperson, next session planned for 3rd February
- Participated in AGB Governance Review with Chairperson and Head of Safeguarding and Operations.
- Review of case processes – lessons learned process (findings to be shared with Alex Cameron)
- Attended Transgender Workshop.
- Part way through the process to set up the partnership with Children 1st Case Management Support service to allow us to access support and advice on cases (safeguarding and disciplinary processes).
- Sourced new accommodation and registered address at Scottish Curling Offices
- Draft Equality, Diversity and Inclusion plan in place following support from Louise Tideswell at Plan for Sport (as part of the Moving to Inclusion Framework).
- Equality, Diversity and Inclusion training for Board delivered.
- Successfully selected, after an application process, to be part of the Sportscotland Leading Together training programme, which is a programme of inclusive leadership support for senior leaders.
- Attended Scottish Governing Body CEO forum (Thursday 23rd January). Any key take aways will be discussed at board

Question which arose were:

- a) Open Mic – JN asked if was worth continuing with the Open Mic sessions and LN confirmed at that the last session there were 10 members present and it was agreed that they would continue. JR asked if a summary could be compiled following the session, with the questions and answers, and then published and this was agreed. (*Action LN*)

KR suggested that it would be good if the Board was more visible and get feedback from the members.

LN agreed to liaise with Euan Murray, for Board members to accompany him when he meets Clubs with the aim of having one Board member attend Club meetings with him between each Board meeting. (*Action LN*)

Previously Roadshows had also been held with the members and it was noted that these were useful if there was something specific to discuss, such as feedback on policy or strategy.

It was agreed that AW, through the Communications Sub-Group would produce for the next Board meeting a Communication Plan which would include the Roadshows, benefits , financial implications and staff impact. (*Action AW*)

- b) Office – LN confirmed that new office space had been secured and this is now listed as the Registered Office.
- d) Events – Fiona Hirst is working on venues for the Tour. There was a discussion around the questionnaire regarding the Tour as this was the basis for Scottish Archery organising the events. LN agreed to find out if the results from the questionnaire had been circulated to members and if not circulate. (*Action LN*)

The findings of the survey were in favour of Scottish Archery running the events as it took

away the financial risks from the Clubs.

AW noted that there needed to be strong events in order to support the National Team, and events had to be profitable. It was agreed that a sub-group be set up comprising of NM, AW, JR, RL to look at a national events tender and to ensure that the selection policy linked to it. The group would look at events for 2026. LN agreed to organise the group and invite Fiona Hirst. (*Action LN*)

It was agreed that the minutes would continue to publish the Summary from the CEO report.

6. FINANCE UPDATE

Financial Reports were circulated in advance. LN agreed to share the sportscotland submission and six-month tracker. (*Action LN*)

Work is ongoing with the budget and a draft budget which will be worked on and presented to the Board in April.

It was asked what were the gifts and LN confirmed this was in respect of Directors Leaving Gifts, Auditor Gift, and a staff member 20 year service gift.

LN reported that the phone contract is up for renewal shortly and LN hopes to negotiate a better contract.

It was asked if there is a cap on the sportscotland legal support and what would happen if this was removed. LN agreed to find out a report back. (*Action LN*)

There was a discussion around staffing costs and JN confirmed that he was happy with the current situation and that it would be reviewed in the forthcoming budget.

Going forward JN requested that the undernoted reports were produced:

Accumulative Year to Date
Actual v Budget
Forecast Costs at Year end
Variance report
Monthly Cash position

KR and LN agreed to liaise on the reports. (*Action KR/LN*)

7. REPORTING

It was agreed that ahead of the Board meetings, each Director would produce a short note of issues impacting their role and any achievements. It was agreed that these would be added to the Calendar invitation by each Board member. (*Action Directors*)

8. RISK REGISTER

LN noted that the biggest risk was ArcheryGB funding. LN and JN have had multiple discussions with Archery GB CEO and Archery GB Chair to discuss importance of continued investment, but no decision on continuation has been received. . There is also discussions regarding what

Scottish Archery members get for their ArcheryGB fees, what benefits are received in Scotland for national sponsors and UK sport funding.

ArcheryGB have gone through a governance review which will likely result in a MOU being produced

9. SAFEGUARDING UPDATE

AH reported that there were no ongoing safeguarding cases. There are changes in legislation coming into force on 1 April 2025 and part of this will be that PVGs will be mandatory for regulated roles. Work is ongoing to ensure that the members are aware of these changes and the appropriate PVGs are in place.

Scottish Archery are now signed up with Children First Case Management Support Service which will provide support for any cases. Privacy statements have been updated and work is ongoing to ensure that Policies reflect this.

LN noted that EDI training will be provided to support Clubs.

10 DIRECTOR UPDATES

Directors updated were noted as:

- a) Director of Compliance – AC reported that there was a Disciplinary Hearing scheduled for the following week and would provide an update on the conclusions.

There was a discussion about a previous Disciplinary Case and LN agreed to forward AC information relating to that. (*Action LN*)

- b) Director of People – GG reported that he had met with staff and carried out a club mapping exercise.
- c) Director of Connections – AW reported that the National Team Selection policy will go out for consultation. (*Action AW/LN*)

11. AOCB

- a) Feedback – LN agreed to circulate a feedback form for the Board meeting. (*Action LN*)

12. Date of Future Meetings

Tuesday, 11 March 2025 by Teams

ACTION LOG

No.	Name	Action	Date
1.	LN	Ask JR to get findings from AGB Events Consultation	Next Meeting
2.	LN	Organise Risk Register Board Meeting for May	Next Meeting
3.	LN	Circulate "What You Get" Document to Board	Next Meeting
4.	LN/AC	Discuss AGB MORs and Fees	Next Meeting
5.	JN	Acknowledge AGM Letter	ASAP
6.	JN/AC	Circulate and discuss AGM Letter	ASAP
7.	LN	Provide Summary of Open Mic Session for website	Ongoing
8.	LN	Organise Board Member to accompany CDM to Clubs	Next Meeting
9.	AW	Provide Communication Plan	Next Meeting
10.	LN	Circulate to members the results from Events Consultation	ASAP
11.	LN	Organise Events Group	Next Meeting
12.	LN	Circulate to Board sportscotland Submission and Tracker	Next Meeting
13.	LN	Liaise with sportscotland on Legal Support Cap	Next Meeting
14.	KR/LN	Liaise on Board Financial Reports	Next Meeting
15.	All	Provide Board Reports ahead of Meeting	Next Meeting
16.	LN	Send AC info on previous Disciplinary Case	Next Meeting
17.	LN/AW	Issue Consultation on Team Selection Policy	ASAP
18.	LN	Circulate Board Feedback Form	ASAP