

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 29 JANUARY 2024  
BY MICROSOFT TEAMS

Present

**Board Members**

Gary Grieve, Director of Coaching and Development (Meeting Chair) (GG)  
Craig Lindsay, Finance Director (CL)  
Shabaz Khan, Independent Director (SK)  
Moira Taylor, Co-opted Director of Equality (MT)  
Jules May, Director of Digital (JM)  
Ainsley Ward, Co-opted Director (AW)

**Non-Board Members**

Lindsay-Anne Kendal, Company Secretary (LAK)  
Lyndsay Noon, Chief Executive Officer (LN)  
Sarah Birrell, Partnership Manager, sportscotland (SB)  
Jacqui Dunlop, Safeguarding and Operations Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting and introductions were made.

2. CONFLICT OF INTEREST

No conflicts of interest were noted by Directors.

3. MINUTES OF MEETING OF 9 OCTOBER 2023

It was proposed by Gary Grieve and seconded by Craig Lindsay that the minutes of the meeting of 9 October were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 9 OCTOBER 2023 BUT NOT ON THE AGENDA

Gary Grieve confirmed that the actions from the previous meeting had been completed.

5. CEO FLASH REPORT

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

- AGM planned and delivered.
- KMPG Development audit scheduled to take place on 12<sup>th</sup> February. Pre-work currently being undertaken, including self-assessment.
- Working with consultant Neil Park to review policies. After amendments, all policies will need board approval and member consultation on website.

- Working group for conduct policies and processes convened, and initial meeting has taken place. Working group consists of JM, Neil Park (Consultant) and LN
- Recruitment window for Chairperson concluded - 3 applicants to be interviewed w/c 12 February.
- sportscotland Annual return submitted.
- Applications open for Director of Safeguarding and Director of Athlete Progression
- Applications closed for Company Secretary role.
- Equality, Diversity and Inclusion subgroup is now set up and meetings scheduled for the year.
- SA will be in the 5<sup>th</sup> cohort of SGBs to go through the new EDI framework (potentially starting around April time).
- Selection Policy review is still ongoing. There have been delays experienced by the consultant undertaking this piece of work for SA.
- Minimum operating requirements for safeguarding submitted.
- Scottish Indoors Scheduled.

When the new Scottish Archery Chair is appointed a meeting will be held with ArcheryGB to review both organisation's Articles of Association and Board appraisals will also be carried out.

AW asked with the membership at 1,338 how did this compare to last year. LN noted that the membership numbers were currently down on last year, with the new membership system giving a more accurate picture but this will take some time to bed in. Some clubs have yet to complete the process and support is being offered. The expectation is that there will be a dip in membership but this will be monitored and tracked. JM asked why there was an overestimation and LN confirmed that this will be looked into, but it was a different system and Sport80 data was also relied on. MT noted that university clubs may not all have completed affiliation yet, as this happened in previous year. This could also contribute to numbers being down on last year.

SB noted that retention of membership is important and LN noted that it is still early in the season but this will be reviewed also, along with supporting Clubs to complete the full affiliation process on the new system. LN agreed to give a further update when more data was available. *(Action LN)*

## 6. FINANCE UPDATE

Craig Lindsay circulated the Financial Reports up to December. There is currently a surplus of around £46,000 with most of the membership in and the sportscotland funding all in. From now until the end of March there is three months of salary to go out, approximately £15,000 per month, which will wipe out the £46,000. £6,000 gets invoiced to ArcheryGB which will result in a surplus on a cash basis. This means that the reserves can start to be built up again, as there was a deficit over the last few years due to COVID recovery.

The Bank Balance is sitting at £91,000 between the Savings and the main account, last year it was £75,000 at this point, so that is a positive. AGB are now being invoiced monthly for the contribution to salaries, and payments are up to date. CL, LN and Alan Martin will be meeting on 12 February to look at budgets for next year so if any Director is looking to having anything built into budgets let LN or CL know.

7. RISK REGISTER

LN noted that she is working on a Risk Register and shared the draft document. A process will be formed so that risks can be considered by the Directors at Board Meetings.. GG agreed to form a working Group with LN and look at the draft document and form a process. (*Action LN/GG*)

8. AGM REVIEW

A review was carried out of the AGM which was held in November. There has been no formal or informal feedback from the members. There was a general feeling that it was an improvement on previous years and that it was well chaired, structured, organised and there was good discipline throughout the meeting. Having the chat open was good as it allowed people to have a say. It was agreed that consideration should be given to a Director monitoring the chat, and then allowing for a break in the proceedings to allow the chat questions to be answered. It was noted that not all questions would be able to be answered but this would be noted in advance. LN noted that questions submitted in advance were answered, even if not on the day due to lack of time, but were included in the AGM minutes. This was also communicated to members beforehand.

There was a feeling that members would like to have social interaction, even if not at an AGM, to bring people together. LN noted that there has been discussion with staff members about organising an Awards Ceremony, maybe a small event to start with which could be developed with the support of the Membership Engagement Group.

SB noted that costs were high for hybrid meetings. It was also noted that hybrid meetings tend not to work with those who are not present often not able to engage properly. The benefit to online meetings is that members from all over the country can attend. AW noted that using polling software to do the voting on the day may make the meeting more interactive, and if this can be achieved would be a benefit.

It was agreed that the AGM would be added as an agenda item for April and there would also be engagement with the membership.

9. POLICY REVIEW UPDATE

LN reported that the KPMG is under way and as part of this some policies require to be approved by the Board. There is a Policy Tracker which will ensure that they are reviewed every three years or as appropriate.

Neil Park (Consultant) and LN are working on reviewing the policies and these have been circulated to the Board members for review, ahead of a consultation period with the membership. Thanks were expressed to sportscotland for the support with the consultant, and to the board for reviewing their allocated policies. These will go to membership for consultation

using the process detailed on the website

KPMG will contact Directors and staff members they wish to interview as part of the process, with LN confirming that this is a full audit. SB noted that the audit gives a snap shot of the business and is very much a development tool and suggested that the previous Audit report was circulated to the new Board members to give them an understanding of the review and recommendations. (*Action LN*)

#### 11. STRATEGY UPDATE

LN update that there is one year left of the current strategy. A sub-group has been formed to support the planning for the new Strategic Plan and this was confirmed as LN, GG and AW. They will work on a plan for reviewing the current strategy and developing the new strategy. This will include consultation with the Board, the areas and the members. It was agreed that this will be a regular agenda item for future Board meetings.

#### 12. SPORTSCOTLAND UPDATE

SB reported that work is underway on the investment process and this includes submission of the annual return, investment tracker and then there will be internal meetings within Sportscotland. LN agreed to share the documents with the Board. (*Action LN*)

As part of the new strategic cycle, Scottish Archery will present its new strategy to sportscotland in October/November. sportscotland will agree targets and long term outcomes for Scottish Archery against any investment and progress is monitored against those.

#### 13. SCOTTISH ARCHERY LOGO

A member had raised the issue of the Scottish Archery logo with LN and GG and there has been a debate on social media about the rainbow logo, with some members concerned that Scottish Archery is losing its Scottish Flag and Scottish identity. There is a potential misconception that the rainbow logo is our only logo, but this could be because we haven't provided communication around how and where we use certain logos. The rainbow logo is one of a range of logos which compliment the saltire logo. It was created for Pride week and has been adopted for use throughout the year to express that archery is a welcome place for all. However, it was agreed that there are many other areas which the logo could also align, such as holocaust memorial, Remembrance Day.

It was agreed that Brand Guidelines should be created which are consistent with Scottish Archery messaging and members know what it is. It was agreed that JM, MT and LN would discuss further and bring draft Brand Guidelines back to the next Board meeting. (*Action JM, MT, LN*)

#### 14. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions were taken outwith the formal Board meetings:

MT co-opted onto the Board as Director of Equality  
AW co-opted onto the Board as Director JM co-opted onto the Board of Digital  
Lyndsay-Anne Kenal appointed as Company Secretary  
Policies approved by the board and consulted on with membership:

Disciplinary Policy was approved by the Board  
Social Media Policy was approved by the Board  
Code of Conduct was approved by the Board

15. DIRECTORS' UPDATES

There was a discussion on how to best to capture the Directors Updates with perhaps moving back to the Directors written update but using electronic format and LN agreed to consult with other CEOs to see if there are any innovative ideas. (Action LN)

There will be more Director updates when the working groups are up and running.

Directors were asked to continue to update the training logs with any training that they have done. LN to resend the link. (Action LN)

16. AOCB

- a) Co-opted Directors – it was confirmed that MT and AW are co-opted as Directors until the AGM when they will stand for election, with Co-opted directors assume all the rights of a Director, but are not registered with Companies House until an AGM/EGM.

It was noted that once the new Chair is appointed that a discussion will be had regarding an EGM to ratify the positions along with the other two Director vacancies that are being advertised and the Chair. There may also be changes to the Articles of Association following meetings with ArcheryGB. It was agreed that this would be put on the Agenda for discussion at the March meeting. (Action LN)

- b) Coach/Club Development Conference – work is ongoing for the Conference which will take place at the end of April and it was agree that a Save the Date would be issued. (Action LN)

- c) Competitions – AW noted that there is a proposal from the Home Nations Managers Group to replace CACE with a Home Nations Cup in June. The Board had no objections to this.

AW noted that there are concerns from many archers about the lack of forward planning for national level competitions such as the Scottish National Indoors, Outdoors, Scottish Tour, with the dates being slow to be confirmed. To gain a better understanding of any potential issues in order to implement appropriate solutions, LN agreed to discuss with the TOs Group and Head of Pathways (Action LN)

18. Date of Future Meetings

Monday, 11 March 2024  
Monday, 22 April 2024  
Monday 3 June 2024  
Monday, 26 August 2024  
Monday, 14 October 2024  
Saturday, 23 November 2024 – AGM

ACTION LOG

LN	Update Board on membership data	Next Meeting
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LN/GG	Liaise on Risk register	Next meeting
LN	Add AGM Planning to April Agenda	April Board
LN	Circulate previous KPMG Audit	ASAP
LN	Share sportscotland tracker and annual return with Board	ASAP
JM/MT/LN	Liaise on Brand Guidelines	Next Meeting
LN	Consult with CEOs on Directors Reports	Next Meeting
LN	Add EGM Considerations to March Agenda	Next Meeting
LN	Issue a Save the Date for the Coach/Club Conference	ASAP
LN	Liaise with TO Group on dates for competitions	Next Meeting