

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
TUESDAY, 22 APRIL 2025
BY TEAMS

Present

Board Members

John Nicholson, Chair (JN)
Kenneth Ramsay, Finance Director (CR)
Angela Hunter, Director of Safeguarding (AH)
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. Apologies were intimated on behalf of Gary Grieve, Director of People 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) 11 March 2025

It was proposed by AH and seconded by AW that the minutes of the meeting of 11 March 2025 were a true record.

b) 27 March 2025

It was proposed by RL and seconded by JR that the minutes of the meeting of 27 March 2025 were a true record.

c) 18 April 2025

It was proposed by JR and seconded by AH that the minutes of the meeting of 11 April 2025 were a true record. The Chair noted that as this meeting was to discuss a Disciplinary case it would not be published on the website.

4. MATTERS ARISING FROM MINUTES OF 27 MARCH 2025

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

- a) Reconvene Fees Working Group – LN reported that the Fees working group will be convened shortly. (*Action LN*)
- b) Communication Plan and Commercial Plan – AW confirmed that he will aim to get both documents circulated as soon as possible. (*Action AW*)
- c) Reserves – LN and KR to discuss reserves. (*Action KR/LN*)
- d) Deposit Accounts – KR to consider deposit accounts. (*Action KR*)
- e) Bank Signatories JD confirmed that the updating of the bank signatories was progressing. (*Action JD*)
- f) Staffing Finances – KR to arrange Board meeting to discuss Staffing Finances. (*Action KR*)
- g) Rankings – LN updated that a meeting was being arranged with the Rankings Co-ordinator. (*Action LN*)

5. STAFF REPORT

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

- Sportscotland investment confirmed for the next four years.
- 2025-26 Operational Plan in place
- Budgets prepared and agreed by Board
- Young Persons Working Group created and initial planning meeting held on 19 March and subsequent meeting on 16 April.
- New funding proposal for AGB created for 2025-2029 and with AGB for review.
- £10,000 Awards for All funding application submitted for community project
- Staff salary banding project commenced with support from AAB (sportscotland HR expert resource)
- Strategy finalised and document with designers. Launch proposed as soon as final document ready.
- Open Mic session to take place on 25 April.
- Attended third day of Inclusive Leadership Course on 1 April
- Progressing with the Commercial Plan development with AW

Question which arose were:

- a) Young Person's Working Group – LN updated that the group is gaining traction and a pilot is being done to test the survey.
- b) Funding Proposal for AGB – JN noted that AGB had promised participation in the budgeting process but there had not been a meeting arranged. LN is due to meet with the CEO of ArcheryGB and will raise. Scottish Archery had also submitted names of those to be involved in the ArcheryGB Sub-Groups but nothing further has been received regarding this. AC agreed to follow up. (*Action AC*)
- c) Strategy Document – LN agreed to circulate the design to the Board. (*Action LN*)

- d) Open Mic – due to low numbers the session has been cancelled.
- e) Website – LN reported that scoping is ongoing for a new website and the Communications Sub-Group is being reconvened, with the TOR almost complete and then it be advertised.
- f) Moray Archers – Scottish Archery have submitted an objection to the planning permission which will affect the Club and confirmation has been received. LN has also contacted sportscotland to see if they can offer any support.
- g) Paid Coaching Model – LN agreed to circulate the document to Board. (*Action LN*)
- h) Pathways Session – JN noted that the entry conditions for the recent tuning event were not widely circulated. AW explained a couple of people were missed off the circulation list and they were contacted to apologise and further sessions will be fully advertised.
- i) Pathways – Derek O’Riordan is doing a research project and has approached Scottish Archery as he wants to track the journey of the para-athletes. LN agreed to keep the Board updated as the project progressed.
- j) Social Media – it was agreed that Scottish Archery would continue to use the free version of X.

6. COMMUNITY DEVELOPMENT OFFICER ROLE

LN provided an update on the Community Development Officer post, noting that the role had changed and is now aligned to the new strategy and is a key role. There is a short-fall in funding for the next nine months due to the ending of AGB funding although a new four year funding proposal has been submitted to them. Other funding opportunities are also being explored. The Board agreed that if there was a shortfall that this would be supported as the role was pivotal to the new Strategy.

LN agreed to circulate to the Board a paper which outlined how the role as developed. (*Action LN*)

7. AMENDMENTS TO DISCIPLINARY POLICY TO ALLOW FOR CRIMINAL ACTIVITY

There was a discussion on whether a criminal conviction should impact membership of Scottish Archery. JN agreed to circulate a paper with proposals for further discussion at the next Board meeting. (*Action JN*)

8. POLICY OF CHARGING FOR SARs

JN noted that a small number of members are making repeated Subject Access Request which impacts on staff time and resource. AC agreed to consider what the Privacy Policy states for data retention, if a charge could be made and if a separate SAR policy needs to be considered. AW agreed to circulate the Privacy Policy to AC, JN, JR, LN to allow further discussion. (*Action AW*)

9. SCOTTISH NATIONAL CHAMPIONSHIPS AND TROPHIES

JN noted that the National Championship only had one champion per bow class which were all

male. LN noted that the Tournament Officers Group have discussed this and recommended that the Championships goes back to having sex based categories, and a proposal has gone to the EDI sub-group for comment.

JN also noted that all the historical trophies are kept by Scottish Archery and winners are not allowed to take them away. JN would like to see a return to presenting and engraving the historical trophies and the winner gets to keep them for a year. LN noted that an update will be requested from Fiona Hirst, Events and Competitions Coordinator, as a Trophy amnesty was underway. AW noted that he will add a strand to the commercial plan regarding naming and supply of trophies.

It was agreed to wait until the EDI sub-group had given consideration to the Championships Winners and then a further discussion would be had on trophies.

10. UK ANTI-DOPING

LN reported that there is a set of requirements by UKAD which Jonny Roy is working on, with Nathan Macqueen being the Board lead. An updated plan will be circulated to the Board which will outline the UKAD requirements.

There was a discussion on whether there would be any testing at Scottish Archery Championships and AW noted that it would be likely be at a national level championships or home nations. Those representing Scotland have completed the online training with UKAD and this is part of the eligibility criteria.

11. RISK REGISTER

JR and LN will meet to discuss the Risk Register. (*Action LN/JR*)

12. SPORTSCOTLAND UPDATE

LN reported that sportscotland investment of £127,000 has been approved as well as an extra £3,000 to support coach education. Thanks were expressed to Jonny Roy and Euan Murray for the work that went into the application for the Coach Education funding.

LN agreed to send the coaching proposal to the Board, noting that increasing female coaches was one of the key strands. (*Action LN*)

13. SAFEGUARDING UPDATE

Work is progressing to ensure that those in a regulated role are PVG checked following the new legislation which came into force on 1 April. Scottish Archery are liaising with ArcheryGB to stop the blanket PVG checking of coaches. Board members will now require a PVG check and this process has been started.

AH noted that she has completed Adult Safeguarding training.

14. DISCIPLINARY UPDATE

AC provided an update to the Board on a Disciplinary Case.

15. FINANCE UPDATE

KR circulated the financial papers including the Profit and Loss for the year ending 31 March. He noted that there is some tidying up still to be done, with some items moved into next year's accounts. There is currently an increase in income of £10,000 from budget and this includes training course income up £2,000, and competition income but some of this may relate to next year. Expenses are almost on budget. Debtors are pretty much up to date, and KR will look to finish writing off all the assets this year. KR will be meeting with the auditor to discuss the year end accounts.

16. DIRECTOR UPDATES

- a) Director of Systems – JR met with Euan Murray and Jonny Roy to discuss potential coaching network and communication platform. He also presented the Postal League Trophy to Links Archers and received feedback from members which will be progressed through some of the sub-committees. He will be visiting both Balbardie and Linwood to hand out Awards for the Postal league and also speak with the Club members.
- b) Director of Equality – RL noted a model where you pay what you want and suggested that this is piloted at an event. JR noted that if this was done for a competition it could present a risk to the Club who are hosting.
- c) Finance – KR asked if there were any rules regarding sponsorship and LN agreed to send KR and AC the Ethical Sponsorship Policy. (*Action LN*)
- d) Director of Connections – AW reported that he will be meeting with LN on the Commercial Plan. An agreement has been made with the AAA in Kilmarnock to make the indoor range available to all archers at £15 an hour. Work is also ongoing with the sports hub at Kilmarnock regarding an Archery Field and there is a consultation ongoing.

AW is also finalising the selection criteria and this will be circulated shortly. The home nations indoor competition is moving to a Friday from a Saturday, the support for this has been relatively positive but not 100%.

17. MEMBERS' FORUM

There were no items submitted by the membership.

18. AOCB

- a) Events Calendar – LN agreed to circulate the Events Calendar to the Board and asked if they could consider which events they could attend. (*Action LN*)
- b) Volunteer Awards – a working group is being set up for Volunteer Awards and any Director interested in being part of this should let LN know. (*Action All*)
- c) August Board Meeting – this clashes with the fourth stage of the Scottish Tour and LN agreed to circulate dates. (*Action LN*)

19. DATE OF NEXT MEETING

3 June 2025

ACTION LOG

| No. | Name | Action | Date |
|-----|-------|---|--------------|
| 1 | LN | Convene Fees Working Group | Next Meeting |
| 2 | AW | Circulate Communication and Commercial Plans | ASAP |
| 3 | KR/LN | Discuss Reserves | ASAP |
| 4 | KR | Consider Deposit Accounts | Next Meeting |
| 5 | JD | Update bank signatories | Next Meeting |
| 6 | KR | Arrange Board meeting to discuss Staff Finances | Next Meeting |
| 7 | LN | Arrange meeting with Rankings Co-ordinator | Next Meeting |
| 8 | AC | Follow up with AGB on finances and sub-groups | Next Meeting |
| 9 | LN | Circulate Strategy Document to Board | Next Meeting |
| 10 | LN | Circulate Paid Coaching Model to Board | Next Meeting |
| 11 | LN | Circulate Community Development Officer Role Paper | Next Meeting |
| 12 | JN | Circulate paper on Criminal Activity impacts on membership | Next Meeting |
| 13 | AW | Circulate Privacy Policy to AC, JN, JR, LN | Next Meeting |
| 14 | LN/JR | Discuss Risk Register | Next Meeting |
| 15. | LN | Circulate Coaching Investment Proposal to Board | Next Meeting |
| 16. | LN | Circulate Ethical Sponsorship Policy to KR and AC | Next Meeting |
| 17. | LN | Circulate Events Calendar to Board | Next Meeting |
| 18. | All | Consider if would like to be part of Volunteer Awards Group | ASAP |
| 19. | LN | Circulate August Board meeting dates | Next Meeting |