

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY, 7 OCTOBER 2024
BY TEAMS

Present

Board Members

John Nicholson, Co-opted Chair (JN)
Craig Lindsay, Finance Director (CL)
Moirra Taylor, Co-opted Director of Equality (MT)
Ainsley Ward, Co-opted Director
Angela Hunter, Co-opted Safeguarding Director (AH)

Non-Board Members

Lyndsay Noon, Chief Executive Officer (LN)
Jacqui Dunlop, Safeguarding and Operations Manager (JD)
Sarah Birrell, sportscotland Partnership Manager (SB)

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Gary Grieve, Director of Coaching and Development (GG) and Jules May, Director of Digital (JM)

2. CONFLICT OF INTEREST

There were no conflicts of interest noted.

3. MINUTES OF 10 AUGUST 2024 AND 18 SEPTEMBER 2024

It was proposed by AH and seconded by MT that the minutes of the meeting of 10 August were a true record.

It was proposed by AH and seconded by AW that the minutes of the meeting of 18 September were a true record.

4. MATTERS ARISING FROM MINUTES OF 10 AUGUST 2024

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

- a) Brand Guidelines – LN reported that due to when the intakes are, the Napier University placement will not be suitable. She has obtained quotes from companies to work on brand guidelines and the Board approved LN to spend up to £400 on working with companies on establishing clear guidelines for the use of brand.
- b) AGB Event Consultation – LN noted that she will ask the AGB CEO for an update on the results from the Event Consultation. (*Action LN*)

JN explained that he will be meeting with Mark Briegal, Chair of ArcheryGB and asked if any Directors had anything that they wished to input to let him know. (*Action All*)

SB noted that she would be able to support LB and JN with examples of how other SGB's relationship with their NGBs.

- c) Equality – LN noted that a meeting was held with Moving to Inclusion Framework mentor and the EDI Sub-Group will start work on refreshing the Equality Plan.
- d) Risk Register – it was agreed to have a separate Board Meeting to consider the Risk Register and LN agreed to circulate dates. (*Action LN*)
- e) What You Get Document – AW and LN will liaise on the document. (*Action AW/LN*)
- f) Policy Sub-Group – it was agreed that a meeting should be arranged with the sub-group which consisted of LN, JN, AH. (*Action LN/JN/AH*)

5. CEO REPORT

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

- SportsScotland strategy review meeting took place on 24 September. Financial decision/confirmation on funding will be made in February.
- Draft Strategy presented to Ruth Hall and Mark Briegal on Friday 6 September.
- Meet the Mentor Session for Moving to Inclusion took place on Thursday, 26 September.
- Board Role descriptions developed and advertised for AGM.
- Safe Sport consultation session attended on 24 September.
- New affiliations open for 2024/2025 season.
- Attended SGB CEO/CLUK (Scotland) Forum on 3 October
- Attended Scottish Women in Sport Conference – 21 August
- Area, Judge Development and TO Committee Development Dady successfully delivered on 7 September, draft action plan to follow by end of November.
- Strategy Drop in session for Focus Group volunteers offered.
- Attended first Home Nations Group meeting on 16 September. The Group will work together with AGB on key areas of work.
- New partnership with the Loughborough Applied Psychology Service to offer reduced price sport psychology sessions for Scottish Archery members.

AH noted that the new format of the CEO report was good and provided a lot of useful information.

6. FINANCE UPDATE

Financial Reports were circulated in advance including the Annual Accounts to 31 March 2025.. CL noted that the draft Annual Accounts will need to be approved ahead of being issued to Members and a Director will be required to sign them following the AGM. CL presented the Accounts and the Board unanimously approved them. It was agreed that JN would sign the Accounts on behalf of the Board following the AGM.

Sarah Birrell agreed to check internally with sportscotland that they were content with the statement regarding sportscotland investment. *(Action Sarah Birrell)*

CL noted that the Accountants will file the Accounts following the AGM.

It was noted that the Company Secretary will update Companies House on the appointment of Directors following the AGM. *(Action Lindsay-anne Kendal)*

Thanks were expressed to Craig Lindsay on his work on behalf of Scottish Archery as he was standing down at the AGM having fulfilled his full term.

LN noted that she and JN will be meeting a potential new Financial Director.

There was an underspend in the sportscotland investment, and it was confirmed with Sarah Birrell that this would be managed and be resolved by the year end.

7. AGM PLANNING

LN confirmed that AGM planning is well underway with adverts being issued for the Directors vacancies and member resolutions. LN will check with Harper Macleod the process for recruiting independent directors into a different role and their current co-opted roles. *(Action LN)*

LN circulated draft resolutions to be considered. The resolutions were considered and it was agreed that two would be submitted for approval at the AGM. These resolutions were around terms of office and minimum requirements for a Club.

LN agreed to liaise with ArcheryGB on club membership and also consider what other SGBs do and agreed to come back to the Board with a proposal. *(Action LN)*

A proposal will also be submitted regarding the Membership Fees and the inclusion of a non-shooting membership category. LN agreed to speak to ArcheryGB regarding their membership fees to see how and if it would be feasible to align. *(Action LN)*

LN reported that work is ongoing to produce the Annual Report and JN agreed to provide the Chair's Report. *(Action JN)*

8. STAFF SUPPORT

There was a discussion around staff support, and it was agreed that MT and AH would work with staff to ensure that they feel they had adequate support from the Board. *(Action MT/AH)*

9. SCOTTISH ARCHERY POLICIES

- a) Grievance Policy Update – LN noted a change to the grievance policy had been circulated and asked for feedback, and agreed to liaise with Harper Macleod. (*Action LN*)

10. RISK REGISTER

It was agreed that there would be a separate Board meeting to consider the Risk Register. LN agreed to arrange a date. (*Action LN*)

11. SPORTSCOTLAND UPDATE

SB noted thanks for the comprehensive presentation given by Scottish Archery to the sportscotland Investment Panel and noted the work which had going into the preparation. The outcome will be notified in due course.

12. SAFEGUARDING UPDATE

No safeguarding issues.

13. DIRECTOR UPDATES

Directors updated were noted as:

- a) AW noted that work is ongoing regarding the Home Nations. Adverts have been issued for the Senior Team Manager and Senior Coach and Jonny Roy is managing that process. LN noted that the U21 structure will be considered and that will happen over the next few weeks.

14. MEMBERS FORUM

The Chair advised an issue had been raised and will deal with it himself, when time permits.

15. AOCB

- a) Directors – Thanks were expressed to MT, CL and JM for their work on the Board over many years, on what was the last Board meeting before they stood down at the AGM.

17. Date of Future Meetings

Saturday, 23 November 2024 – AGM

ACTION LOG

No.	Name	Action	Date
1.	LN	Ask AGB for findings from Events Consultation	Next Meeting
2.	All	Input any questions for Chair's meeting with AGB Chair	ASAP
3.	LN	Circulate dates for Risk Register Board Meeting	ASAP
4.	AW/LN	Liaise on "What you get" document	Next Meeting
5.	LN	Arrange meeting of Policy Sub-Group	Next Meeting
6.	SB	Confirm sportscotland happy with statement in Accounts	ASAP
7.	LAK	Following AGM update Companies House with appointed Directors	Post-AGM
8.	LN	Consult with Harper MacLeod re Directors Roles	ASAP
9.	LN	Consult with AGB and SGB on Club Membership	ASAP
10.	LN	Consult with AGB on Membership Fees	ASAP
11.	JN	Provide Chair's Report for Annual Report	ASAP
12.	LN	Consult with Harper MacLeod re Disciplinary Policy	ASAP
13.	MT/AH	Work with Staff on Board Support	ASAP