

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
HELD ON
MONDAY 9 OCTOBER 2023
BY MICROSOFT TEAMS

NB: This meeting was not quorate due to the number of Directors Present. No decisions were made and updates are taken as read below.

Jules May informed during the meeting that he is no longer a member of Scottish Archery. As per the AOA this means he ceases to be a member Director. Jules May will be co-opted back onto the board and ratified at the earliest opportunity.

Present

Board Members

Gary Grieve, Director of Coaching and Development (Meeting Chair)
Craig Lindsay, Finance Director

Non-Board Members

Lyndsay Noon, Chief Executive Officer
Sarah Birrell, Partnership Manager, sportscotland
Jacqui Dunlop, Safeguarding and Operations Manager
Jules May, Former Director of Digital

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting. Apologies were intimated on behalf of Shabaz Khan.

2. CONFLICT OF INTEREST

No conflicts of interest were noted by Directors.

3. MINUTES OF MEETING OF 7 AUGUST 2023

It was proposed by Jules May and seconded by Gary Grieve that the minutes of the meeting of 7 August 2023 were a true record.

4. MATTERS ARISING FROM MINUTES OF MEETING OF 7 AUGUST 2023 BUT NOT ON THE AGENDA

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

5. CEO FLASH REPORT

LN confirmed that this would be circulated following the meeting and provided the undernoted update.

Roadshows – the North and West Roadshows have been delivered, with a good turnout at the West, but less people at the North. As numbers were down from the 2022 Roadshows a survey will go out in the next newsletter to find out why members didn't attend and this will allow for

future planning. There online roadshow will take place next week and Lyndsay Noon will liaise with Shabaz Khan to see if he can support as a board member. Alan Martin will lead the online session. (*Action LN*)

Governance –Lyndsay Noon reported that she is currently looking at the current information and policies and looking to see where Scottish Archery requires support in order to ensure that policies are robust, don't conflict each other and protect the organisation. She noted that Scottish Archery may be required to invest some funds to get a professional support with this. Another options may be to use the AGB policies and this is also being looked into. Sarah Birrell noted that the SSA could also support this type of work if Scottish Archery were members.

The current Disciplinary Policy has been reviewed by Harper Macleod and is ready for consultation with the members along with some other policies and a code of conduct and LN will look to get the consultation started. (*Action LN*)

Sarah Birrell noted that she would be happy to support Lyndsay Noon with this and Jules May also agreed to support.

The KPMG Audit will be due in February 2024 and this will be a full Audit. SB has sent the paperwork for this and Lyndsay Noon will circulate to the Board. (*Action LN*)

JustGo – JustGo, the new membership system, has been launched and the feedback has been positive. Alan Martin and Euan Murray have been supporting members with the new system.

Coaching Courses – Two coaching courses are running with 30 people attending.

Directors – GG asked if communication had gone to the membership regarding Directors leaving the organisation. Lyndsay Noon confirmed that she is working with sportscotland on this.

Lyndsay Noon confirmed that Ross Morrison and Rikki Bingham had resigned from the Board. Michael Mather, Company Secretary has indicated that he will retire from the role. There is one application received for the Directors vacancies at the AGM There will be a final push for director applications and the deadline extended. There were discussions around how vital it is to have member's apply for Board positions given the current number of Directors.

Jules May indicated that he is no longer a member of Scottish Archery due to personal circumstances. The Articles allow for a Chair, plus eight directors, four of which can be independent. As it stands the Board is still quorate as Jules May can be independent.

Lyndsay Noon confirmed that all resignations had been lodged with Companies House.

Thanks were expressed to Ross Morrison, Rikki Bingham and Michael Mather.

6. FINANCE UPDATE

Craig Lindsay circulated the Draft Accounts to 31 March 2023 which had been prepared by FourM. Craig Lindsay confirmed that he has to update a couple of paragraphs and will re-circulate the Board. The Board confirmed approved that the Accounts be issued with the AGM paperwork on 19 October.

Craig Lindsay explained that there is a loss of £11,000 over the year to 31 March 2023 and this

was due to Club Support payments, overspend on Tournaments and Squad, and the purchase of kit. Work is ongoing with Tournament organisers to ensure that tournaments are properly budgeted for as most of the overspend was due to the running of the CACE in August 2023.

The accounts for the current financial year show that there is a surplus of £4,000 so the finances are back on track

GG sought clarification on why the Tournaments ran at a loss and Craig Lindsay explained that for Squads and Tournaments there was income of £8,000 and the costs were £20,000. CACE went over budget due to the need for Judges, with their associated expenses, to be brought in from other home nations and this is currently being addressed. It was noted that competitions would not be run in future if there was going to be that amount of overspend and work is ongoing with Tournament organisers regarding this. Work is also ongoing to train more judges in Scotland and work will also look at sponsorship of events. Gary Grieve agreed to support staff with a Commercial Strategy.

Club visits also restated following COVID so there was increased spend for travel and associated costs and again these costs are being carefully considered.

The income received from membership is almost back to pre-covid levels and this reflects the number of members as there had been no membership fee increases over the period. There are membership increases for the 2023-2024 membership year so this may impact membership numbers.

Thanks were expressed to Craig Lindsay for his work on the finances and accounts over the year.

sportscotland Investment – Sarah Birrell confirmed that the next tranche of sportscotland investment is due to be paid on the submission of the tracker. Lyndsay Noon confirmed that the tracker is being worked on and will be submitted by the deadline of 12 October.

Reserve Policy – Gary Grieve asked what the current reserve policy was and Craig Lindsay confirmed it was three months staff salaries. One of the deposits accounts has been closed and there is now one deposit account, Craig Lindsay confirmed that when the membership fees are in work will be done to decide where to place the reserves.

7. RISK REGISTER

Lindsay Noon confirmed that the Risk Register requires to be updated and it will be added to the Agenda as a standing item with risks highlighted at each Board meeting to ensure that they are at the correct rating. The Risk Register will be circulated with the agenda ahead of each Board meeting.

Gary Grieve asked if the Risk Register was on Monday.com, however Lyndsay Noon confirmed that it is currently on Excel but will look to see if it can be incorporated into Monday.com.
(Action LN)

8. AGM

The AGM will be held on online on 18 November at 10.30 am and a Director will be required to Chair the meeting. It was agreed that any questions will be required to be submitted in

advance of the meeting in order that information can be gathered to give a response. Lyndsay Noon confirmed that the Annual Report is currently being worked on and the paperwork is on track to be issued. There has been one application for a Director and no resolution have been submitted.

It was agreed that there would be a pre-AGM Board planning meeting where a Chair for the AGM would be decided. Lyndsay Noon agreed to circulate a date. *(Action LN)*

Jules May noted that the AGM needs relevant and there needs to be something offered to encourage people to attend, otherwise it just becomes a rubber-stamping exercise. Lyndsay Noon agreed to ask if other governing bodies do anything innovative to encourage members to attend. *(Action Lyndsay Noon)*

There was a discussion regarding the merits of online meeting There are cost implications and accessibility issues for face to face, but Lyndsay Noon agreed to speak to other SGBs and the SSA to see what other organisations are doing. *(Action Lyndsay Noon)*

9. KPMG AUDIT

Lyndsay Noon confirmed that there will be a full KPMG Audit carried out in February 2024 and is currently looking at the actions from the previous audit. Lyndsay Noon agreed to circulate the information to the Board. *(Action LN)*

10. COMPLAINT/INVESTIGATION UPDATE

Lyndsay Noon provided the Board with an update on the ongoing complaint and investigation, noting that support had been provided by Harper Macleod.

Work is ongoing with Harper Macleod regarding membership of Scottish Archery as this can be refused on reasonable grounds. Lyndsay Noon agreed to circulate the Code of Conduct and the Articles to the Directors for consideration to be given what was reasonable grounds, along with evidence which may constitute reasonable grounds. *(Action LN)*

11. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

No decision were made by the Board outwith the Board meetings.

12. DIRECTORS' UPDATES

Directors updates were taken as read..

13. MEMBERS' FORUM

- a) Judges – Frank Schallmoser had submitted questions relating to Judging and it was agreed the Jules May and Lyndsay Noon would discuss these and respond directly to Frank Schallmoser. *(Action JM/LN)*

14. AOCB

- a) Member Engagement Sub-Group – Lyndsay Noon confirmed that Sandy Graham has joined the Sub-Group and a productive meeting was held.
- b) Safeguarding Course – Jules May noted that he was unfortunately unable to attend the Safeguarding course but would be keen to attend a future course.

15. Date of Future Meetings

18 November - AGM

ACTION LOG

LN	Liaise with Shabaz Khan on attendance at online Roadshow	ASAP
LN	Consult on Disciplinary Policy, Policies and Code of Conduct	ASAP
LN	Circulate KPMG Information	ASAP
SB	Speak to sportscotland communication team	ASAP
LN	Check Articles regarding Directors Vacancies	ASAP
LN	See if Risk Register can be transferred to Monday.com	Next Meeting
LN	Organise Board pre-AGM Planning Meeting	ASAP
LN	Speak to CEO Forum regarding incentives to attend AGM	ASAP
LN	Speak to CEO Forum and SAA regarding experiences with online meetings	ASAP
LN	Circulate information regarding reasonable grounds	ASAP
JM/LN	Liaise regarding Judges questions submitted by Frank Schallmoser	ASAP