

MINUTES
SCOTTISH ARCHERY ASSOCIATION
BOARD MEETING
TUESDAY, 11 MARCH 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)
Lindsay-anne Kendal, Company Secretary (LK)

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, Rebecca Leigh, Director of Equality, Nathan Macqueen, Director of Athlete Progression 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) 25 January 2025

It was proposed by Ainsley Ward and seconded by James Ross that the minutes of the meeting of 25 January 2025 were a true record.

b) 4 February 2025

It was proposed by John Nicholson and seconded by Ainsley Ward that the minutes of the meeting of 4 February 2025 were a true record.

4. MATTERS ARISING FROM MINUTES OF 25 JANUARY 2025

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

- a) Findings from AGB Events Consultation – LN confirmed that this had been circulated. JN had circulated to members of TO and Judges Groups and had received some feedback. LN noted that individual feedback can be submitted and JN agreed to ask them to feedback individually. JN also agreed to circulate the comments to the Events and Competitions Co-ordinator. (*Action JN*)

- b) Risk Register – JR agreed to liaise with LN on the Risk Register and bring forward any issues arising from it. (*Action JR/LN*)
- c) What You Get – LN confirmed that this had been circulated and agreed to resend the [link](#) . (*Action LN*)
- d) AGB MORs and Fees – LN reported that she had an initial discussion with AGB on MORs and there will be a further meeting. She is also checking with them that they won't be changing their fee structure ahead of the Scottish Archery AGM, and will reconvene the Scottish Archery Fees working group. (*Action LN*)
- e) Organise Board Member to Accompany CDM to Cubs – LN confirmed that there will be Club visits coming up. There is a new Club Mapping Process and there will be consultation sessions with Clubs and there will be club visits on the back of this.
- f) Communication Plan – AW noted he will have this circulated within two weeks. (*Action AW*)
- g) Organise Events Group – AW noted that there has been a discussion with the Events Group and some actions arising from that. There is a meeting with the Performance Group also scheduled and the aim will be to align for the Home Nations selections.

JN asked if there is going to be the introduction of Longbow into the Home Nations competition. AW confirmed that he had raised it with the other Home Nations, but Wales and Northern Ireland are not supportive and discussions are ongoing with England for a "Calcutta Cup" competition.

- h) Sportscotland Tracker – LN has circulated the sportscotland annual return and agreed to circulate the sportscotland tracker to the Board as well. (*Action LN*)
- i) Consultation on Team Selection Policy – AW confirmed that this has been done and some adjustment made and he will present to the next Board Meeting. (*Action AW*)

5. CEO REPORT

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

- Sportscotland Annual Return submitted
- Draft strategic objectives written
- Draft budget prepared
- Finance Director induction concluded
- Managing Disciplinary Panel Training attended
- Funding meeting with Royal Company of Archers Charitable Trust - £5,000 awarded.
- Attended neurodiversity in sport training.
- Meeting with AGB to discuss continued investment into staff posts.
- Opened sub-group structure consultation for members
- Open Mic session delivered on 3 February
- Meeting with AGB to discuss streamlined ways of working.
- EDI subgroup meeting held on 30 January to start development of draft EDI action plan

Question which arose were:

- a) Royal Company of Archers – JN asked if there were ties to the Royal Company of Archers Funding. LN explained that Scottish Archery went with a new funding proposal but it didn't align to their criteria as they are project based and they have continued with the project funding.

AW noted that some areas have also applied for funding through the Royal Company of Archers and asked if there was going to be a combined approach? LN noted that this could be something for the Area subgroup to consider, with one submission next year covering areas and Scottish Archery.

- b) ArcheryGB – LN noted that she has meetings planned with ArcheryGB regarding the current year investment and KR agreed to be involved. A proposal will also be submitted for a four-year investment plan.
- c) Youth Voice – LN updated that a small working group of young archers has been formed to support the development of a mechanism to give our young archers a voice in shaping the programmes, and to encourage new young archers to get involved in archery.
- d) Timelines – JN noted that it would be useful to show what the plans were from the previous Board meeting so that comparisons could be made, and also if dates could be added for when projects will be completed.

6. FINANCE UPDATE

- a) Finance Reports - KR reported that the Financial Reports were circulated in advance of the meeting. The current account is showing £74,000 and the Savings account £23,000. Income is sitting £11,000 ahead of budget, mainly due to sponsorship, training course income and the investment from the Royal Company of Archers which will be moved to next years accounts. When the Royal Company investment is moved to next year's budget it will be £6,000 ahead of budget.

Expenditure is sitting at £1,800 over budget but this will work out over the financial year.

It was agreed that KR and LN would meet to discuss the reserves. *(Action LN/KR)*

KR agreed to look at the interest on the deposit account and see if better rates could be achieved by switching to another bank. *(Action KR)*

JN requested that the fields were narrowed down on the reports and that the P&L compared the month and year to date against budget.

- b) Change to Bank Signatories - the Board agree that KR should be added as a bank signatory to both the Bank of Scotland current account and the Nationwide Savings Account, and Craig Lindsay removed. *(Action JD)*
- c) Draft Budget – the draft budget was circulated and there was a discussion on the changes. LN agreed to circulate the draft budget to the Board with an additional column saying why the changes were required and then an additional Board meeting would be held to approve the budget. *(Action LN)*

KR agreed to organise a separate Board meeting to discuss staff salaries and agreed to provide budgets which showed various options. (*Action KR*)

Thanks were expressed to KR for his work on the finances.

7. AGM

- a) Planning/Venue - LN reported that in the recent consultation 75% of respondents confirmed that they did not mind when the AGM was held. It was agreed that the AGM would be held on Saturday, 22 November as this date had been provisionally confirmed. It was agreed that the AGM would be held online. It was noted that the AGM's function was governed by the Articles of Association, and is not Scottish Archery's primary form of communication and a series of roadshows will be held.

AW suggested that Clubs and Areas should be encouraged to do a social around the AGM so that Club Members could watch together.

- b) Proxy Votes – it was agreed that members would be provided with a voting form in order that each member could cast their vote in advance of the AGM. AW agreed to look at how JustGo could be utilised to support this. I missed this part of the meeting, but there is already a mechanism for every member to vote. I thought the agreement was that we would continue as we have done over the past 5 years as we are always quorate with our current system and votes are submitted in advance – so this action is not needed as it already happens this way We could look at creating a Just Go form for voting, but that would be the only difference. (*Action AW*)

8. DRAFT STRATEGIC OBJECTIVES

LN circulated the Strategy documents and confirmed that a final version will go to designers and it will also be available on the website. The documents include the strategy for the next four years, plus the one year operational plan. The Board agreed to feedback any comments within one week. LN noted that the aim will be for all documents to be finalised ahead of the launch on 1 April.

9. SPORTSCOTLAND UPDATE

Scottish Archery are due to find out their investment from sportscotland on 12 March following the sportscotland Board meeting. Thanks were expressed to LN for her work in getting Scottish Archery to this point.

10. SAFEGUARDING UPDATE

AH updated that she and LN had attended the Children First Disciplinary and Appeals Process training course, noting the importance of having strong policies.

11. DIRECTOR UPDATES

Directors updated were noted as:

- a) Data Retention Policy – AW agreed to circulate the Data Retention Policy to LN, AC and JN. (Action AW)
- b) Sponsorship – AW reported that Scottish Archery have signed up to SNAP.
- c) National Team – an interim pathway day will be held at the end of the month to bring the National Squad together and this will be led by Bill Mackay and a team of Level 3 coaches.
- d) Club – LN reported that she is supporting a Club and will provide an update as it progresses.
- e) Areas – JR reported that he is working with the Areas with the support of Jonny Roy. Some early discussion include the potential networking between coaches, judges etc.
- f) Website – LN and AW liaising on a solution for the website.

12. AOCB

- a) Rankings – LN reported that she is working with the Events and Competitions Co-ordinator on Rankings. JR noted that it is a positive that ranking shoots can be done within Clubs. JN noted that it was important that Clubs follow normal rules when doing ranking shoots and agreed to email LN with issues. (Action JN)

13. Date of Next Meeting

Tuesday, 22 April 2025

ACTION LOG

| No. | Name | Action | Date |
|-----|-------|--|--------------|
| 1. | JN | Circulate comments from AGB Events consultation to Events and Competitions Co-ordinator. | Next Meeting |
| 2. | JR/LN | Liaise on Risk Register | Next Meeting |
| 3. | LN | Resend what you get link | Next Meeting |
| 4. | LN | Reconvene Fees Working Group | Next Meeting |
| 5. | AW | Circulate Communication Plan | Two Weeks |
| 6. | LN | Circulate sportscotland tracker | Next Meeting |
| 7. | LN/KR | Discuss Reserves | Next Meeting |
| 8. | KR | Consider deposit account rates | Next Meeting |
| 9. | JD | Add KR and remove CL as bank signatories | Next Meeting |
| 10. | LN | Add additional columns and recirculate Draft Budget, arrange additional Board meeting | ASAP |
| 11 | KR | Arrange Board meeting to discuss staff | ASAP |
| 12. | AW | Look at how JustGo could be utilised for AGM Voting | Next Meeting |
| 13. | AW | Circulate Data Retention Policy to LN,AC and JN | Next Meeting |
| 14. | JN | Email LN with issues around Club Ranking shoots | Next Meeting |