

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
MONDAY, 11 MARCH 2024  
BY MICROSOFT TEAMS

Present

**Board Members**

John Nicholson, Co-opted Chair (JN)  
Gary Grieve, Director of Coaching and Development (GG)  
Craig Lindsay, Finance Director (CL)  
Maira 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)  
Jacqui Dunlop, Safeguarding and Operations Manager

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to meeting and introductions were made. Apologies were intimated on behalf of Shabaz Khan, Independent Director and Sarah Birrell, sportscotland Partnership Manager.

2. CONFLICT OF INTEREST

Ainsley Ward noted a conflict of interest in item 9 – U21 Pathways  
Lyndsay Noon and Jacqui Dunlop noted a conflict of interest with Item 6 Budget and were not present during the discussion.

3. MINUTES OF MEETING OF 29 JANUARY 2024

It was proposed by Jules May and seconded by Ainsley Ward that the minutes of the meeting of 29 January 2024 were a true record.

4. CEO FLASH REPORT

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

- New Chairperson recruited and inducted
- KMPG Development audit concluded – awaiting outcome.
- Work continuing with consultant Neil Park to review policies.
- Working group for conduct policies and processes convened, and second meeting has taken place.
- Budget planning meeting took place on 21 February.
- Sportscotland Annual return submitted and draft targets for submitted for this year.
- Applications still open for Director of Safeguarding and Director of Athlete Progression
- Equality, Diversity and Inclusion subgroup working through the self-reflection tool for the new framework.

- Selection Policy review is still ongoing with the report expected very soon.
- Open Mic evening planned for John and Lyndsay to allow members to discuss any hot topics or ask any questions they may have.
- Head of Pathways, Alan Martin, will be leaving post on the 29th of March. Recruitment planning is underway.
- Attended SGB CEO Forum. Update covered budgets largely remaining static.
- Attended the 'Time for action: tackling racism in sport' Conference

Lyndsay Noon agreed to share the sportscotland draft targets and annual return with the Board. *(Action LN)*

It was agreed that the two Director recruitment would be halted until there could be a full Board discussion on what the Board construction and structure should be and this would be aligned with the strategy discussions. Lyndsay Noon agreed to remove the adverts. *(Action LN)*

Ainsley Ward noted that with Pathways Manager leaving that this may also influence decision making. Gary Greive asked if there were any short term challenges in capacity and if support from the Board would be required. Lyndsay Noon reported that there will be a discussion later in the meeting on short term cover. Alan Martin has completed his role description as what he does currently has evolved and has stated his handover.

It was agreed that the Board and company structure would be discussed at the Strategy Sub-Group meeting and a report submitted to the Board. *(Action Strategy Sub-Group)*

Lyndsay Noon reported that the Open Mic evening now has 16 attendees registered and an open invitation was extended to Directors to attend.

Ainsley Ward suggested that with the funding received from the Royal Company that this would have been a good opportunity to highlight the benefits of soft archery and show appropriate funding is being received. Lyndsay Noon agreed to reference this in future communication.

## 5. FINANCE UPDATE

Craig Lindsay circulated the Financial Reports. Profit and Loss is currently showing a surplus of £30,000 with one month to go to the year end, and the year-end should also show a surplus. There has been an increase in income in February due to £4,000 of competition income in relation to the Scottish Indoors, with no expenses being incurred as yet, but these will come in March. The total expenditure for February is at £18,000 but £1,200 of this is related to Hootsuite which has now been refunded and will show in March. The costs of the Microsoft Licenses have also been included in the last month. Craig Lindsay noted that costs are well controlled month to month.

Craig Lindsay explained that membership income now comes in through JustGo and he has further split this into events, transaction costs and JustGo benefits so that there is a better breakdown. Overall the costs are being managed.

Gary Grieve asked about the surplus and would any of this be expected to be clawed back by sportscotland? Craig Lindsay confirmed that the sportscotland and ArcheryGB investment was all spent so there will be no clawback. There also has to be an adjustment due to the membership year not aligning to the financial year, so the likely surplus will be £10,000 which is reasonable. Craig Lindsay noted that the reserves need to be built back up, as they had reduced

over the last three years due to covid.

John Nicholson asked if it would be possible to show the Profit and Loss against the budget. Craig Lindsay noted that with all the membership income coming in during September, October and November it gives an unbalanced view, especially in the early part of the year. However, there is a document which shows income and costs in specific months and next year the reports will be run against these, which will give a more meaningful report to the Board going forward.

Craig Lindsay confirmed that the current cash position were £61,000 in the current account and £22,000 in reserves so the cash position was healthy. Craig Lindsay agreed to add the cash position to the reports. *(Action Craig Lindsay)*

## 6. BUDGET

The Board discussed budgeting and three actions were agreed.

- a) The CEO should review short term resource requirements on the departure of the Pathways Manager and make recommendations on how that resourcing is addressed. *(Action Lyndsay Noon)*
- b) Gary Grieve and Craig Lindsay would review the Budget from a resourcing point of view and make recommendation to the Board for the Board to consider the budget. *(Action Gary Greive/Craig Lindsay)*
- c) The Strategy Group would review the overall resourcing plan. *(Action Strategy Sub-Group)*

## 7. RISK REGISTER

Lyndsay Noon noted that there had been discussions regarding the Risk Register and some work is still required. John Nicholson commented that risks are noted but opportunities should also be included. Gary Grieve and Lyndsay Noon agreed to meet and review the Risk Register in depth for the next meeting and it would be circulated ahead of the next Board meeting. *(Action Lyndsay Noon/ Gary Grieve)*

## 8. MULTI-USE SPORTS FIELD

Ainley Ward reported that increasingly clubs are finding it difficult to get lets especially on outdoor multi-use fields. This is primarily due to issues around the potential for leaving arrows in the field, especially using fully carbon arrows which are not detectable with a metal detector. Jules May noted that for competitions it is fine for a field not to permit carbon arrows as long as competitors are told in advance.

Moira Taylor noted that her Club does not allow carbon arrows outdoors as they share the ground with a cricket club.

John Nicholson noted that the threat to other users of pitches does have to be recognised and it was agreed that the recommendation was that carbon arrows are not allowed on mixed use sites.

Moira Taylor noted that, although not as common fibre glass arrows are also not able to be found with a metal detector and suggested that the policy be all-encompassing.

Ainsley Ward agreed to draft a document, liaising with Jules May for his knowledge of judging and world record status shoots, to go out to the membership asking them to comment on a proposed policy which, unless the landowner gives permission for all carbon arrows, that the default position will be that all carbon arrows are not permitted at an outdoor shoot. *(Action Ainsley Ward/Jules May)*

#### 9. U21 PATHWAYS

Ainsley Ward noted that at some point in October a decision was made, which did not come to the Board, that the U21 Pathways training would be given to the Areas to perform rather than centrally and felt that has led to the degradation of the U21 support.

Lyndsay Noon reported that the U21 Squad had not been regionalised, however the senior Pathways squad had been.

John Nicholson felt that any restructuring should have come to the Board and asked if the Board should recall the instruction that Pathways squad should be devolved to the regions. Jules May noted that it was not a simple issue as Scotland is a big country and for participants to take part in a national squad can be very expensive for archers and suggested speaking to the Areas. Gary Grieve noted that the financial implications, which may link into strategic and commercial aspects, need to be considered and be part of a wider conversation.

Moira Taylor noted that, in her capacity as Vice President of the East she had a discussion with the Pathways Manager regarding the areas taking on the senior Pathways squad, because of the geographic locations and make it easier for archers to get involved but the U21 Squad was not part of that discussion. The Eastern Area have been successful in attracting funding to put on a two-year programme.

It was agreed that Ainsley Ward and Jules May would ask the areas their thoughts on the regionalisation of the pathway squad,. Lyndsay Noon noted that areas had been consulted on about this, and that there was rationale behind the restructure, which should be considered again before any decisions are made. This was agreed and Ainsley Ward and Jules May agreed to provide a briefing note for the Board in order for a recommendation to be made. *(Action Ainsley Ward/Jules May)*

#### 10. COMPLAINT UPDATE

The CEO provided a Board update and it was agreed that John Nicholson, Jules May and Lyndsay Noon would discuss further. *(Action John Nicholls/Jules May/Lyndsay Noon)*

Lyndsay Noon agreed to contact ArcheryGB to request an update. *(Action Lyndsay Noon)*

Jules May reported that he has been reviewing a complaint and will update accordingly *(Action Jules May/ Lyndsay Noon)*

#### 11. SPORTSCOTLAND UPDATE

Lyndsay Noon reported that the paperwork has been submitted to sportscotland for next year's investment.

## 12. DECISIONS TAKEN OUTWITH FORMAL BOARD MEETINGS

The undernoted decisions were taken outwith the formal Board meetings:

- a) Chair – John Nicholson was co-opted as Chair.
- b) Policies – the undernoted Policies were approved by the Board:

Anti-Bullying Framework  
Anti-Bullying Policy  
Code of Ethics  
Directors Code of Conduct  
Financial Reserves  
Equality Policy  
Ethical Sponsorship Policy  
IT Usage Policy

## 13. DIRECTORS' UPDATES

Lyndsay Noon reported that Directors reporting to the Board will be aligned to the new Strategy and agreed that the Strategy Subgroup would consider. (*Action Strategy Sub-Group*)

## 14. AOCB

- a) Scottish Indoors – The Scottish Indoors will take place on 16 and 17 March and Directors' attendance was agreed.
- b) KPMG – Lyndsay Noon reported that the KPMG Audit was now complete and she will update the Board when the final report and outcomes are available.
- c) Judges Email Account – Jules May noted that that there had been some disruption during the transfer of JLO from Jules May to Frank Schallmoser. Lyndsay Noon agreed to work with Alan Martin and Frank Schallmoser to ensure that the account was transferred over. (*Action Lyndsay Noon*)

## 15. ACTIONS FROM PREVIOUS MINUTES

- a) Membership Data – Lyndsay Noon agreed to circulate to the Board. (*Action Lyndsay Noon*)
- b) AGM and EGM – AGM planning to be added to the April Agenda along with considerations for an EGM. (*Action Lyndsay Noon*)
- c) KPMG Audit – Lyndsay Noon to circulate previous KPMG Audit, sportscotland tracker and annual return. (*Action Lyndsay Noon*)
- d) TO Group – LN will attend the next subgroup meeting and will discuss dates for competitions. (*Action Lyndsay Noon*)
- e) Liaise on Brand Guidelines – Jules May and Lyndsay Noon to discuss. (*Action Jules May and Lyndsay Noon*)

16. Date of Future Meetings

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
LN	Add AGM Planning to April Agenda and EGM Considerations	April Board
LN	Circulate previous KPMG Audit, sportscotland tracker and annual return.	ASAP
JM/MT/LN	Liaise on Brand Guidelines	Next Meeting
Strategy Sub-Group	Consider how Directors Board Reporting is aligned to new Strategy	Next Meeting
LN	Liaise with TO Group on dates for competitions	Next Meeting
LN	Take down current Board adverts	ASAP
Strategy Sub-Group	Board and company structure to be discussed at the Strategy Sub-Group meeting and a report submitted to the Board	ASAP
CL	Cash Positions to be added to Finance Reports	Next Meeting
LN	Review short term resource requirements on the departure of the Pathways Manager and make recommendations on how that resourcing is addressed	Next Meeting
GG/CL	Review the Budget from a resourcing point of view and make recommendation to the Board in order for the Board to consider the budget	Next Meeting
GG/LN	Gary Grieve and Lyndsay Noon agreed to meet and review the Risk Register and circulate to Board	Next Meeting
AW/JM	Multi-Sports Fields Arrow Recommendations Policy	Next Meeting
JN/JM/LN	Consider Complaint	ASAP
JM	Complete Complaint Report	ASAP
Strategy Sub-Group	Consider how Director reporting to the Board is aligned to the Strategy	Next Meeting
LN	Resolve any JLO Email issues	ASAP