

DRAFT
ANNUAL GENERAL MEETING
OF THE
SCOTTISH ARCHERY ASSOCIATION
HELD ON
SATURDAY, 18 NOVEMBER 2023
BY ZOOM

Gary Grieve, Director and Meeting Chair	Kerstin Elmendorff, Largs Archery Club
Shabaz Khan, Independent Director	Kevin Ferguson, Lauderdale Archery Club
Craig Lindsay, Finance Director	Kristin Ward, Ayr Archery Club
Jules May, Director of Digital	Lance Hawker, Penicuik Archers
Sarah Levy, Director of Safeguarding	Mark McDowall, Ayr Archery Club
Ainsley Ward, Ayr Archery Club	Mike Alexander, Moray Archery Club
Alison Ross, East Kilbride Archery Club	Moira Taylor, Falkirk Company of Archers
Andrew Kelly, Moray Archery Club	Nessa Dunsmore, Falkirk Company of Archers
Bob Provan, Links Archery Club	Paul Stewart, East Kilbride Archery Club
Chris McWhinnie, Loreburn Archers	Paul Stronach, Mull and Iona Archers
Colin Hargreaves, Lasswade Archery Club	Phyllis Pettett, Falkirk Company of Archers
Craig Paterson, Ayr Archery Club	Steven Bruce, Grange Archery Club
Derek Sangster, Life Member	Tom Whalley, Grange Archery Club
Duncan McEwan, East Kilbride Archery Club	Lyndsay Noon, Chief Executive Officer
Eric Taylor, Banchory Archers	Alan Martin, Pathways Manager
Iain W Wilson, Pentland Archers	Jacqui Dunlop, Safeguarding & Operations
Ian Jamieson, Ayr Archery Club	Mark Briegal, Chair ArcheryGB
Jacqui Alexander, Moray Archery Club	Neil Park, Consultant
Karen Henderson, Links Archery Club	Andrew Maxwell, Harper Macleod
Kathleen Male, Lochside Bowmen	Sarah Birrell, sportscotland

1. CONFIRMATION OF MEETING BEING QUORATE

It was confirmed that there were enough votes and people present to allow the meeting to commence with quorum being met with votes submitted and there being more than 20 people present.

2. APOLOGIES

Apologies were intimated on behalf of Allan Winter, Sandie Graham, Elaine Pearson, Mike Pearson, Robyn Geddes, Frank Schallmoser, Michael Mather and Ruth Hall (ArcheryGB CEO).

3. WELCOME BY THE CHAIR

Gary Grieve thanked the members for their continued support and engagement, ensuring that Archery is growing throughout our communities.

Thanks were also expressed to Sarah Birrell, Partnership Manager, sportscotland for the day to day support Scottish Archery receives. Thanks were also expressed to Andrew Maxwell from Harper Macleod LLP and to their wider team especially in relation to governance.

Thanks were expressed to the Scottish Archery Board in what has been a challenging but exciting year for the organisation. A special thanks also to the staff for supporting members and liaising across the wider sporting network. Thanks to the colleagues at ArcheryGB for making sure that Scottish Archery have collaboration and support from the Governing Body.

The Annual Report had been circulated and an overview from the Chair highlighted:

Collaboration – with ArcheryGB, sportscotland and also on various forums where Archery continues to have a seat.

Inclusion – how Scottish Archery is taking Archery to new places, and how this links into local communities to reach new participants.

Improvement – how Scottish Archery is better engaging with members. A lot of feedback has been taken onboard and there are now member engagement sessions, where members are asking more questions which are being followed up. There is an increased profile digitally and members have a more accurate way to report and ensure that Scottish Archery are asking the right questions.

Systems and processes – improvement have been made and there is more to do, but systems have come on leaps and bounds over the year.

On a personal note, Gary Greive noted that he had valued his time on the Board. He joined earlier in the year and had visited Moray Archery and it was fantastic to see the facilities and meet the members and coaches and get a better understanding of the sport and extended a huge thanks to Moray Archers.

Mark Briegal, Chair of ArcheryGB was introduced to the members. He thanked Scottish Archery for the invitation to attend the AGM and would echo what had already been said in that they are trying to build closer relationships with all four home nations. He has enjoyed working with Scotland and aligning everything that ArcheryGB does to ensure that they do the best for all Archers across the UK. ArcheryGB's overriding vision is enriching lives through Archery, so anyone who comes into contact with Archery will get something out of it. It doesn't matter if you pick up a bow for the first time, or at the Olympics, volunteering or supporting kids, you've got to get something out of it.

It has been a busy year for ArcheryGB with a new Chief Executive being appointed, Ruth Hall, who is doing an amazing job. They are enhancing the communications which come out of Lilleshall, hosted some great events such as the European GP, Start Archery Campaign and there are a lot of packs which can help support clubs.

Mark Briegal noted that it was a privilege to go to the recent Awards Ceremony for Volunteers, and they are the key to the organisation, to all sports, and the value of volunteering to society is £100's of billions. He expressed his thanks to everyone who gives up their time to make Archery so good and to enrich lives.

Lyndsay Noon, Chief Executive of Scottish Archery provided an update for members.

We have had a fantastic year as Gary has explained. The highlight of my year has most definitely been visiting the events and competitions throughout the year and chatting to members at the roadshows. If time permits I would love to visit more clubs throughout the year.

AGB Partnership

Over the next year and beyond we will continue to work closely with Archery GB to evolve and continually improve our partnership. We have already highlighted a number of potential areas for development. Monthly meetings have been scheduled with Ruth Hall and this will allow time to develop an action plan and track progress towards key objectives. We will involve members through consultation for any key proposals.

Volunteers

Over the past year we have strengthened our subgroup structure to increase the number of members engaged in delivering and development programmes and projects. We will continue to grow our member volunteer base to ensure we have many member views represented. This is also a key priority area for clubs and through our Club and Coaching Development Officer, we will also be supporting clubs in this area with. Alan will give an update on coaching.

Judge Development

As with all volunteers, Judges and officials are an essential part of our sport and we recognise that we need more judges in Scotland. The plan over the next year will be to work closely with our current judge and candidate judge workforce to undertake a situational analysis and create a judge and official development plan for Scotland, linking in with Archery GB.

Expand Membership Engagement Opportunities

Membership engagement is a key part of our strategy and an area that helps to shape programmes to meet the needs of our members. You will see from the annual plan that we have created many more opportunities for engagement over the past year, but we want to continue to evolve these opportunities to give everyone an opportunity to engage. Even more so than that, we want a culture where members feel they can just pick up the phone if they want to ask a question or give their thoughts on a topic. If anyone has any ideas on new ways to do this, please do get in touch.

Governance review

With support from Sportscotland we are working with a consultant and Harper MacLeod to undertake a governance review. This will be a key piece of work over the next year to ensure our governing documents are up to date and robust.

These are just a short snippet of some of the work we will be undertaking over the next year. We will also continue to build new partnerships to develop archery across Scotland, ensuring members are a part of the journey of continual improvement.

Alan Martin, Pathways Manager, provided an update on Development. Thanks were expressed to Iain Wilson and Bill Mackay who are currently mapping the Coaching Qualification to the SQA Framework.

Community wise, Robert Clark's recruitment into the Community and Workforce Development Officer role has been game changing. Excellent programmes have been implemented over the year including attendance at the Care Home Games in Ayrshire and work will be ongoing to

expand Robert's community work. The power of the network is that we have local authorities approaching Scottish Archery and we are now working with 11 local authorities on soft archery.

The Pathways programme has been revamped for this year and work is ongoing with the Areas to enhance what they do to support the pathway infrastructure. A new membership system and new website has also been implemented over the year and these will constantly evolve with member feedback being key to improvements.

4. MINUTES FROM THE 2022 AGM

It was proposed by Moira Taylor and seconded by Alison Ross that the minutes of the AGM held on 19 November 2022 were a true record.

Eric Taylor attempted to negate the 2022 meeting due to unregistered people being in attendance, which was discussed heavily in the meeting chat function. Members demonstrated that his point was incorrect. It was made clear that meetings are open, but only eligible members can vote – this was the case in 2022. Gary Grieve agreed to answer this, along with other chat function questions, in the minutes (*Action Gary Grieve*)

5. MATTERS ARISING FROM MINUTES OF 2022 AGM

There were no matters arising from the 2022 AGM.

6. APPROVAL OF ANNUAL ACCOUNTS TO 31 MARCH 2023

The Annual Accounts for the year to 31 March 2023 had been circulated. Thanks were expressed to Karen Henderson and FourM for the preparation of the Accounts.

- a) Overview of the Accounts – Craig Lindsay reported that the overall income has gone up by £60,000, compared with the previous year. There was a new funding agreement with sportscotland which saw an additional £30,000 and a new agreement with ArcheryGB to support staff costs which in a full year is £23,500. This accounts for £45,000 of the increase.

Membership fees were up by £5,000 which is back in line with the 2020 figures, the last year before the pandemic. Tournament income is up by almost £8,000 of which £5,000 relates to the CACE event. Also included is the final £3,000 being paid out under the Club Recovery Support Scheme which was set up during the pandemic.

The costs for the year were £195,000 compared with £155,000 from the previous year. One increase is staff costs which is being funded by an increase in funding from both sportscotland and ArcheryGB. The other increase is the staff travel costs which have increased due to more staff and more face to face meetings due to travel restrictions easing. The Board also made the decision to increase the mileage rate for staff and volunteers from 25p per mile to 45p per mile which is in line with government rates. This was due to fuel costs rising throughout the year and to support staff visiting clubs.

The increase in room hire costs are due to the Roadshows, the equipment costs were £5,000 of performance kit during the year and this will not be a recurring expenditure. There was an overall deficit of £11,000 in the year, but if the performance kit of £5,000 and the loss at CACE of £5K is removed it will be breakeven.

The Board have confirmed that they are happy with the results for the year.

One of the key elements is that there are no creditors in the accounts. The shown creditors look high at £12,000 but membership fees are paid in October for the year to September and so as the accounts are to 31 March 2023, half of the income is deferred, so Scottish Archery does not owe money. As of the current date all creditors are paid, and all debtors recovered and there are no issues from an accounting point of view.

- b) Submitted Questions – Craig Lindsay covered the questions which had been submitted prior to the AGM relating to the Accounts.

Can you provide a detailed breakdown on Salaries and how much is funded by external parties? Unfortunately a detailed breakdown of individual's salaries can't be given due to GDPR. The total staff costs, including travel, employers pension, NIC is £141,000 and the income received from ArcheryGB and sportscotland totals £125,000, so 88% of wages is covered through external funding. The only post which is not fully funded is the CEO post which is partially funded.

Provide a split of the £20,000 spent on tournaments and squads?

Pathways - £6,954
 Youth Festival - £500
 Scottish Indoors - £3,588
 AGB Record Shoots - £190
 Scottish Tour - £582
 CACE - £8,192

The CACE tournament doesn't include staff time. If that was involved it would be higher. The income from CACE was just under £5,000.

Concern over the level of Reserves – From 2020, the year before the pandemic up to 2023 the reserves dropped by £40,000. The majority of this was to do with COVID, during that period £16,000 was paid back to assist clubs as part of the club recovery fund. The affiliation fees also dropped by £5,000 each year, so there was a total drop of 10,000 in membership income. During that period there was an increase in the hours of the CEO as the volunteer Board did not have time to go through all the updates required to give Archers the best information regarding COVID. This has shown to sportscotland that this was needed within the organisation with the number of staff that Scottish Archery has and they are now funding part of the role. New IT equipment was also purchased for staff.

It is hoped that the reserves can be built up again. The Finance Director meets with the CEO and Pathways manager every month and the results to September 2023 show a cash surplus of £3,000, previously this was negative £10,000. The reserves are for unplanned events and the Board decided to take the hit to try and support the clubs. The Board aim to have three months of salary costs, and so don't have any concerns.

Thanks were expressed to sportscotland and ArcheryGB for their financial support.

- c) Adoption of Accounts - It was proposed by Moira Taylor and seconded by Bob Provan that the Annual Accounts for the year to 31 March 2023 be adopted.

7. APPROVAL OF ACCOUNTS INSPECTORS FOR 2023-2024 (FOUR-M, ACCOUNTANTS OF DUNDEE)

It was proposed that FourM be appointed as Account Inspectors for 2023-24. There were 154 votes in favour of the motion and 4 votes against. FourM Accountants were duly appointed as Account Inspectors for 2023-2024. Thanks were expressed to FourM for their support.

8. APPROVAL OF FEES FOR YEAR 2024-2025

The Board proposed that there were no change in Fees for the year 2024-2025. There were 150 votes in favour of the motion and 7 against. The motion that there were no changes to the fees was duly Approved.

A proposal did come in to look at the Membership Categories and a discussion was held with the member who put in the proposal. There was agreement that a working committee will be set up which will include the member, CEO and Finance Director and other volunteers are being sought to join this group. If anyone is interested please let Lyndsay Noon know.

9. DIRECTOR VACANCIES ON THE BOARD

- a) Director of Development and Coaching – it was proposed that Gary Grieve be appointed as Director of Development and Coaching. There were 148 votes in favour and 9 votes against. There being no other nominations Gary Grieve was duly elected as Director of Development and Coaching.
- b) Director of Safeguarding – it was proposed that Sarah Levy be appointed as Director of Safeguarding. There were 154 votes in favour and 3 votes against. There being no other nominations Sarah Levy was duly elected as Director of Safeguarding.

10. SUBMITTED QUESTIONS FROM THE MEMBERSHIP

- a) **Can Longbow be included as a category in the Scottish Tour events in future. It is somewhat dispiriting for us longbow archers not to have our own category as the other bowstyles do. All archers and all bowstyles should be treated equally. Our sport should not be excluding members in this way – Steven Coull, Lethen Archers**

Response:

Previously, numbers have been relatively low for Scottish Tour events. An option to run a specific longbow series that covers all the rounds required for a longbow ranking/classification could be an option if there are clubs keen to run those events.

Action:

The TO's group will review longbow ahead of consulting with members about potential events moving forward.

- b) **When will details of this year's pathways squad selection/sessions be released?**

Response:

The pathway squad and selection information was released on Tuesday 7th November.

Action:

We will resend and share the selection information and update members accordingly.

- c) **What does SAA intend to do to foster two-way communication and proper consultation with the members who are the life-blood of this sport? If the AGM is not to be a forum for discussion, what is the alternative? – Michael Brockington, Penicuik Archers**

Response: Scottish Archery has implemented the below areas:

We now have a member engagement subgroup and action plan to encourage and foster more engagement with members. We have annual face to face roadshows in each area, monthly fireside chats, board and staff at events, members are also encouraged to chat with staff via email or phone. Any other suggestions will be considered through our membership engagement subgroup.

Action:

Continue to explore new ways to engage members.

- d) **Why are members not allowed to vote on the day? i.e. how can we make reasonable decisions before any discussion / explanation? Michael Brockington, Penicuik Archers**

Response:

All the relevant documents and information required are provided beforehand to allow members to read and make a decision before voting. No new information is given during the AGM.

Action:

Scottish Archery will continue to reflect on its practices and implement changes based on sectoral best practice and member feedback.

- e) **In relation to Island clubs and having just attended an EA Development day what is Scottish Archery's plans to facilitate or support the same thing for both the North and West. Taking into account the challenge of logistics on the club archers from the Islands to get to things such as development days. Paul Stronach, Mull and Iona Archers**

Response:

We are working closely with all 3 areas to support them with running face to face days for archers and coaches. We have our new athlete/ coach support programme which is fully online and accessible for all.

Action:

We will continue to have open dialogue with members and areas to ensure that archery opportunities are accessible for all.

- f) **What are the benefits of soft archery to clubs and the sport?**

Response:

Soft Archery is a great way to engage with the local community and expose new participants to the sport. It's adaptable, can take place in spaces where archery normally couldn't happen and it's a great pathway to full archery.

Clubs can benefit by engaging more members, particularly younger juniors, which works towards sustaining the future of the club.

Action:

Any clubs keen to get involved should contact euan.murray@scottisharchery.org.uk

g) Why has Scottish Archery changed the logo colours from the traditional colours and form of the Saltire and were SAA members consulted on this? Ian Jamieson, Ayr Archery Club

Response:

We have included a rainbow logo to demonstrate that archery is a welcoming sport for all. This was initially introduced as part of Pride Month.

Action:

We have a range of logos and will continue to use our existing logos on materials as well as the adapted versions that promote inclusion and equality.

h) What are Scottish Archery doing to ensure more members join the board?

Response:

Any member can apply to join the Board of Directors and applications were invited prior to the AGM. Only 2 people applied for board positions: Gary Grieve and Sarah Levy. We are in the process of co-opting 2 new member directors onto the board and have an application from another member to join the board.

Action:

We will announce new member co-opts as soon as all the details are finalised.

It was noted that some questions on the chat were unable to be answered and a written log would be taken and these will be answered. Some of these questions may be included in the forthcoming Fireside Chat.

There being no other business the Chair closed the meeting at 11.30 am.

Questions taken through the Zoom Chat function during the AGM and answered following the AGM.

10:37:02 From ecky3 To Everyone:

Comment: I disagree with the membership being forced on mute

Response: With over 30 people on the call, attendees are on mute during the meeting to ensure that questions and comments are managed in an efficient manner.

Action: The board will continue to review the efficiency and functionality of processes for the AGM.

10:57:56 From ecky3 To Everyone:

The meetings void due to unregistered members in attendance

Response: Section 25.3 of The Articles of Association states that "all voting members shall be entitled to receive notice of, attend and speak at all general meetings of the company and the

Annual General Meeting". This means that no voting member (defined earlier in the AOA) should be excluded, but it does not mean that only voting members are permitted to attend.

Action: Visitors will continue to be invited to future AGMs.

11:06:11 From Kerstin To Everyone:

Can we get this in writing - I cannot keep up with the number - writing these down

Response: Minutes will be shared and will include the figures and updates.

11:22:19 From Kerstin To Everyone:

Are there any plans on ever doing in-person AGMs again - possibly with inclusion of online members participating as well?

Response: Each year the board reviews how the AGM is delivered. This will be a consideration again for next year, however there are considerable additional costs to running a face to face/hybrid AGM. Costs that would need to be considered in the viability of a hybrid AGM are below.

Item	Resource
Travel Expenses for Volunteers/Staff	£500
Venue hire	£300
Volunteer Time	1 hour online or an average 4 hours per volunteer including travel time for face to face. Member time would also increase for face to face meetings.
Technical equipment hire costs for a professionally delivered hybrid meeting.	£1000-£2000
Total Cost	£1800-£2800 plus additional time to travel for volunteers, members and staff.

If running a face-to-face AGM, the cost would come from membership funds. The board have previously decided that the funds would be much better spent throughout the year on programming and support for clubs/areas.

Action: The board will consider this again in the planning stage for the 2024 AGM, and in their review of the 2023 AGM.

11:25:07 From ecky3 To Everyone:

Soft archery was voted on not to be part of the SAA, so why is the SAA spending a fortune on it?

Response:

Scottish Archery receive funds to fully cover the cost of the Community and Workforce Development Officer post. Part of the remit of this post is to work with community organisations to provide an opportunity to experience archery and embed into programmes. There are very few pieces of equipment purchased as most organisations buy their own equipment, or funding pots are accessed to cover equipment costs. Volunteers are trained to deliver programmes locally and to ensure sustainability of programmes. It would be great to have more clubs involved in the programmes to deliver locally and create a pathway for any archers who want to try full archery.

Action: We will continue to access additional funding to allow programmes to be expanded and developed. Soft archery is a great entry point for archery.

11:26:53 From Kerstin To Everyone:

can you remind me - how many members of the board are members of SAA and how many are 'external'?

Response:

Gary Grieve – Independent

Shabaz Khan – Independent

Jules May – Independent

Craig Lindsay – Independent

Sarah Levy – Member Director

Moira Taylor – Member Director (co-opted after the AGM)

Ainsley Ward – Member Director (Co-opted after the AGM)

Action: We are still recruiting for a Chairperson and a Membership Engagement Director and will continue to promote via various avenues.

11:31:33 From ecky3 To Everyone:

1 hour for an AGM, that's a joke, what about all your so called policy changes?

Response: Policy changes that do not affect member rights will be consulted on throughout the year. Any policy that does affect member rights will be included in future EGM's or AGMs.

Action: We will continue to consult on changes to policies using the new online process. The amount of time given to members to review any changes will be extended from 5 working days to 14 days following member feedback on the short timescale for reviewing changes.