

MINUTES  
SCOTTISH ARCHERY ASSOCIATION  
BOARD MEETING  
HELD ON  
SATURDAY, 10 AUGUST 2024  
AT STIRLING COURT HOTEL

Present

**Board Members**

John Nicholson, Co-opted Chair (JN)  
Gary Grieve, Director of Coaching and Development (GG)  
Moira Taylor, Co-opted Director of Equality (MT)  
Jules May, Director of Digital (JM)  
Ainsley Ward, Co-opted Director  
Angela Hunter, Co-opted Safeguarding Director (AH)

**Non-Board Members**

Lindsay-Anne Kendal, Company Secretary (LAK)  
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 Craig Lindsay, Finance Director.

2. CONFLICT OF INTEREST

There were no conflicts of interest noted.

3. MINUTES OF MEETING OF 3 JUNE 2024

It was proposed by AW and seconded by MT that the minutes of the meetings of 3 June 2024 were a true record.

4. MATTERS ARISING FROM MINUTES OF 22 APRIL 2024

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

- a) Brand Guidelines – LN reported that work is progressing with Napier University regarding a placement who could support this work and will update at the next meeting. (*Action LN*)

LN noted that there are currently Scottish Archery Brand Guidelines which can be used and agreed to circulate to the Board for feedback. (*Action LN*)

- b) Review revised Complaints and Grievance Policy - LN agreed to co-ordinate a meeting with JM, JN to discuss. (*Action LN*)

- c) Membership Fee Sub-Group – LN noted that the sub-group had met and agreed on the new structure/fees. However, ArcheryGB have made changes which will have implications for Scotland, and this was done without any prior notification from ArcheryGB. The

Membership Fee Group will re-convene and review in light of the AGB changes.

LN explained that it has to be as easy as possible for members to affiliate to both organisations. Membership fees will remain unchanged for the current affiliation year as this was agreed at last year's AGM and clubs have been notified of this.

JN requested that the Membership Fee sub-group provide an update paper for discussion at the October Board meeting. (*Action LN*)

AW noted that there should be more than one model agreed by the Membership Fee Sub-Group and noted that AGB are also moving to a rolling-fee structure rather than an annual one, as well as members paying their fees directly to AGB rather than the Club doing it.

AW agreed to be on the Membership Fee Sub-Group and JN requested that he would like to review the findings of the Membership Fee Sub-Group's Board paper, ahead of it being issued to the Board. (*Action LN*)

- d) AGB Consultation – LN confirmed that she had contacted the consultant and agreed to resend to JN. (*Action LN*)
- e) Equality Plan – MT noted that sub-group is working on the Moving to Inclusion Framework and this will form part of the new NDM's remit. JN requested that NDM provide an update at the next Board meeting. (*Action LN*)

LN agreed to share the previous Equality Plan with the Board. (*Action LN*)

- f) Directors Terms of Office – the terms of office had been circulated. If any Director was intending to stand down at the next AGM they should notify JN.
- g) Inspiring Scotland – JN confirmed that he had contacted Inspiring Scotland who will advertise the Finance Director position. He asked if sportscotland could provide contacts for Finance Directors and SB confirmed that this was not possible, however other governing bodies had recently recruited Finance Directors and may be able to see if any of those had contacts for potential candidates. (*Action SB*)
- h) Risk Register – LN confirmed that this had been circulated and agreed to re-circulate to the Chair. (*Action LN*)

LN confirmed loss of free PVGs had been added to the Risk Register. JD noted that Disclosure Scotland will provide an update on the new fee structure, following the consultation, early in 2025, with the legal requirement for those in regulated roles to have a PVG coming in force April 2025; and the move to five-year PVGs from April 2026.

## 5. CEO AND CHAIR'S REPORT

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

- National Development Manager recruitment complete after 3 stages. Jonny Roy will start in the role on Monday 12th August.

- Development of new EDI Action plan commenced with Moira.
- 3 focus groups delivered. 18 members attended over the 3 sessions, with the draft strategy evolving from discussions.
- Attended SGB CEO Forum on 5th June
- Currently liaising with AGB and Sportscotland performance around support for athletes on Olympic pathway.
- We have now signed up to use the Globocol system for more efficient and streamlined monitoring of safeguarding and disciplinary cases.
- AW was successful in agreeing a commercial partnership with Just Go which will contribute to the growth of archery across Scotland.
- Area, Judge Development and TO committee Development Day planned for Saturday 7th September
- Board and Staff away day planned for Saturday 10th August.
- Sportscotland Strategic review date set for 24th September.
- Finance Director role now advertised with a closing date set of Friday 4th October
- Final member engagement strategy session planned for 26 August.

The Chair's report was circulated and taken as read.

JM asked if the areas would be able to access Globocol, and it was confirmed that unfortunately not, but that the Areas would be given support and if there were any cases which needed to be uploaded this could be facilitated.

## 6. FINANCE UPDATE

Financial Reports were discussed. JN noted that he would like to see a monthly report compared with budget; and a cumulative report compared to budget. (*Action CL*)

JN asked what the overspend on subscriptions was and this was confirmed as the subscription for Globocol. JN asked that any unbudgeted expenditure to be approved by the Board, even if it was within the signing authorities set out in the Finance documents.

There is a potential underspend at the year end and the finance sub-group will discuss this and report back to the next Board meeting. (*Action Finance Sub-Group*)

## 7. AGM PLANNING

LN reported that there is an AGM timetable and LN agreed to send a copy to the Chair. (*Action LN*)

Items which will be included are membership fees and if there are any changes to the

resolutions and bylaws. GG asked if there was the potential for an EGM should a decision on the membership structure not be agreed ahead of the AGM, JN noted that he did not see it as an option to get to the AGM without a fee structure being agreed.

AW noted that for AGB that they produced a “What You Get” document following the fee restructure and suggested that the Scottish Archery provide this in advance of the AGM, rather than after as AGB had done and would be happy to work with LN on this along with JM. (Action JM/AW/LN)

JN and LN agreed to liaise on AGM planning. (Action JN/LN)

GG reflected that the hearing from staff on various projects had worked well at the last AGM, and also having an open forum, where even if answers couldn't be given at the AGM they were published with the minutes.

JN suggested that a PVG update be provided.

## 8. YOUTH DEVELOPMENT

LN confirmed that a survey has been issued to U18 members and the Safeguarding Director and CEO will plan to visit Ayr to meet with the younger archers. Youth development is also included in the draft strategy. GG explained that Scottish ClubSport have found that young people welcome having the opportunity to be included in the decisions which affect them in sport, and would be happy to provide engagement opportunities through Scottish ClubSport's Youth Sub-Group.

## 9. SCOTTISH ARCHERY POLICIES

- a) Scottish Archery Child Wellbeing and Protection Policy – the Scottish Archery Wellbeing and Protection Policy was circulated in advance to the Board. The Board unanimously approved the Policy.
- b) Adoption of AGB Policies for Certain Areas - There was a proposal by the Chair that Scottish Archery adopt AGB Disciplinary and Complaints policies so that both organisations are working from the same set of rules. There were concerns that this may erode the values of Scottish Archery, and that ArcheryGB can make future changes without consultation which Scottish Archery would be bound to follow, but there may be some advantages.

LN noted that previously the Board had agreed that when AGB had completed their review of the Disciplinary and Complaints policies that Scottish Archery would decide whether to adopt. She also noted that Harper MacLeod may need to be involved to ensure that they covered any jurisdiction or legislative differences.

JN asked that a working group be formed and that a paper be produced which sets out whether to adopt wholesale, partially the AGB Policies or Scottish Archery keep its own policies. It was agreed that the working group would comprise of JM, LN, AH, AW and JN. (Action LN, JM, JN)

#### 10. SPORTSCOTLAND UPDATE

SB reported on the Strategy Review process with Scottish Archery presenting to the sportscotland panel on 24 September their draft Strategy for the next four years along with the key successes of the last three years. She noted that she and LN have been working closely on this. Papers are required three weeks in advance of the meeting and this will include the draft Strategy and the associated sportscotland paperwork.

It was agreed that LN would organise an in-person meeting with JN to discuss the presentation. *(Action LN)*

AW asked if there was any decision on the location of the next Commonwealth Games and whether there would be any changes in the strategy approach if Archery were included. SB confirmed that any decisions on the Commonwealth Games would come directly from Commonwealth Games Scotland and sportscotland would then consider the implications of this on confirmation of venue.

#### 11. SAFEGUARDING UPDATE

It was noted that six weekly safeguarding subgroup meetings are being held with representation from ArcheryGB Safeguarding team. Now that the Child Wellbeing and Protection Policy has been approved, Scottish Archery are fully compliant with the Safeguarding Standards which is a condition of funding.

There are no Safeguarding cases to report.

#### 12. DIRECTOR UPDATES

- a) Performance – AW confirmed that the selection process for the senior team had been issued and a team selected. AW is also having conversations with Commonwealth Games Scotland regarding Archery and will continue to keep the Board updated. The Youth Festival went well and was enjoyed by those participating.

It was noted that the U21 Squad will come under the remit of the National Development Manager and he will meet with the team when he takes up post.

- b) Equality – MT reported that a meeting is being held in September with the Mentor and the sub-group is continuing to meet.
- c) Development – GG noted that he will meet with the NDM and other staff members. The Scottish ClubSport Conference takes place in September and will include a session from an Archery Club.

#### 13. AOCB

- a) Open Mic Session – it was agreed that there would be another Open Mic session would be organised ahead of the AGM. *(Action LN)*
- b) Website – it was noted that NDM will consider the website, including collecting quotes for new suppliers. JM noted that he would like to be involved. SB noted that sportscotland's web team can provide support for this and will send LB their details. *(Action SB)*

- c) Crossbow – AW noted that following the recent tragedy consideration should be given to Scottish Archery issuing a statement. LN agreed to review what AGB had issued and then issue. (*Action LN*)

17. Date of Future Meetings

Monday, 14 October 2024

Saturday, 23 November 2024 – AGM

ACTION LOG

Name	Action	Date
LN	Brand Guidelines – update on work with Napier on potential placement who could support	Next Meeting
LN	Circulate current Brand Guidelines to Board	Next Meeting
LN	Co-ordinate meeting with JM, JN to discuss Complaints and Grievance Policy	Next Meeting
LN	Provide a paper on membership fees/structure and circulate to Board but provide JN a copy to review ahead of issue.	Next Meeting
CL	Provide monthly report compared with budget; and a cumulative report compared to budget.	Next Meeting
LN	Resend info AGB Events Consultation to JN	Next Meeting
LN	Arrange for NDM to provide Equality Update for next Board	Next Meeting
LN	Share previous Equality Plan with Board	Next Meeting
SB	Contact any potential candidates who may be interested in FD position	Net Meeting
LN	Re-Circulate Risk Register to Chair	Next Meeting
Finance Sub-Group	Discuss underspend ad report back to Board	Next Meeting
LN	Send AGM Timetable to Chair	ASAP
LN/JN	Liaise on AGM Planning	ASAP
JM/LN/AW	Produce a What You Get document	ASAP
LN/JM/JN	Policy Sub-Group meet and provide Update Paper to Board	Next Meeting
LN/JM	Face to face meeting to discuss sportscotland presentation	ASAP
LN	Organise a pre-AGM Open Mic Session	ASAP
SB	Provide LN with sportscotland web team contact	ASAP
LN	Consider AGB crossbow statement	ASAP