Date & Time: Wednesday 21st February 2024 19:00 -22:00

Attended by: Bill Blacoe (BB), John Craig (JC), Morag McCulloch (MM), Keith Russell (KR), Colleen Walker (CW), Kevin Scott (KS)

Apologies: Christine Black (CB), Colin Campbell (CC), Carolyn Young (CY), Gordon Haldane (GH) and Alison Craig (AC)

Minutes taken by Robert McLean (RM)

Location/Media : MS Teams

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| **Timing** | **Item** | **Topic** | **Action by** | **Due date** |
|  | 1 | Apologies for absence – Alison Craig, Christine Black, Colin Campbell, Gordon Haldane, and Carolyn Young |  |  |
|  | 2 | Minutes of previous meeting  No comments on previous minutes  Proposer - MM  Seconder - BB |  |  |
|  | 3  3a  3b  3c  3d  3e | Matters arising/Action Log from previous minutes  Sport governance academy, KR has spoken to AC about this, and will discuss with Alison or Lorna Callen to attend the in-person meeting in May.  Finance Committee meetings and board meetings in January were positive.  Coaches register – JC doesn’t think all coaches are on register, JC to check with David around this. Action for RM to pick up with Nicky tomorrow.  Club Insurance document has been circulated.  Fundraising Committee – need to identify appropriate individuals to join a Group to progress. Next actions to agree a terms of reference and a Board lead.  Website - Website is due to go live this Friday. The new look, is more user friendly, greater functionality, and easier for more staff to update. There will be edits required as the new website beds in. With Grania leaving the updating will be shared across a number of staff.  JC asking how much it cost – CW stated £8500 with included support costs, hosting costs are a few hundred per year, should be able to maintain on our own.  Independent Director Vacancy – The report recommendations were agreed with a recruitment panel of KS, Carolyn and BB as current independent board member and KR. The panel will review the docs used previously and consider any changes before advertising. KR to set up the first meeting. KR commented on the focus on Diversity on Boards not just as a tick box but to reflect the participants in the sport, which is currently a key issue for all SGB’s. It is obviously vital that we also have the appropriate skills and experience for this role.  Sudirman Cup – very positive follow up meeting with Glasgow, and PD will provide a short doc to go to the major event panel along with our Scottish Open funding request. GL will co-ordinate with UK sport and Events Scotland, to have a follow up meeting on next actions particularly on the budget. KR and KS hoping to meet funding partners in middle of April at Sport Accord.  Marketing Recruitment - Advert closed, shortlisted on Tuesday, over 150 applications, interviewing 4 candidates next Tuesday in person, KR confident all 4 would be good candidates, panel is KR, NW and Grania.  Board want to thank Grania for all her hard work and wish her good luck in her new role.  Sponsorship – KR outlined the current position on sponsorship and updated on the potential opportunity and interest. KR has a follow up meeting next week.  JC is asking KR how confident he is in concluding. KR is confident we will get something but difficult to predict the level. | KR  RM  KR  KR  KR  KR |  |
|  |  | **For discussion :** |  |  |
|  | 4  4a  4b  4c  5    6 | Main items for discussion  Membership Plan – Enhanced focus and next steps.  JC – Good start, 11.4% growth of membership, hit 2000 target, JC believes that this needs more RDO focus to be truly successful.  KS asked how many lapsed clubs – JC believes that it is more than 100.  JC disappointed half price membership hasn’t been as successful as hoped.  Tracking docs will be updated regularly. JC made comment that the unfortunate staff absence and Grania’s imminent departure make this more challenging at the moment.  BB – Asked around Q3 KPI’s, what the figures mean, KR clarified that the figures are actuals to the end of the Quarter however over the course of 12 months they increase and decrease depending on point in the membership year so it is not a linear progression across the 12 months.  JC stated 2000 figured pro rata’d between adult and junior.  BB would like a visual metric going forward.  KS spoke of meeting with EBA, KS would like this picked up again, hoping to affiliate some of their 750 members, Action for KR to pick up with Josh and Ingo to see where we are with an arrangement with EBA.  AGM elections and preparation – **Sunday 9th June 2024**  Pres and VP and Comm chairs are for 2 years, this will have to be picked up at AGM.  KR to look at independent directors’ term, 2 years but a maximum of 8 years at Board discretion KS stated his term is for 4 and would make sense that BB would be the same.  MM confirmed that she will not be standing for re-election.  Action for KR to write to groups next week, update them on the vacant roles.  Elections process – It was agreed that Colleen and Carolyn would be the Scrutineers for the elections. KR to contact CY  Action for RM and KR to look at venues for comparison.  Future scanning – Presentation  KR presented information on the current challenges facing the sport system in Scotland. Sport Sector challenges, sport system under big financial pressure, doubling of the sport budget will not alleviate the problems. It was noted that with several board members not present, then this presentation should be mailed to board members and then questions can be received/ discussed.  SGB are just a small part of the system. Additional emphasis being put on compliance and Governance is a challenge for small organisations.  Still no further clarity on future of Commonwealth Games and how this will impact performance sport.  Challenges around the conditions of facilities, cost and accessibility.  Lottery funding reducing, future funding more focused on reducing inequality, view of the sport demographic is still very much male, pale and stale.  SGB sector redesign taking place between March and June. BS independent commission to do the job on behalf of other governing bodies.  We remain popular sport in schools in the community, our performance athletes are achieving some very high-level results, Meat Market could be a game changer for a new venue and key location.  Next steps – Greater engagement and involvement from the sport to help develop club structures through competitions and leagues, and player development pathways. Club Conference scheduled for 20th April.  Potential AGM discussion around wider Governance and the need for the sport to do more to help itself.  JC stated with club conference, important we have an agenda where we listen to the clubs. KR confirmed this and also that it will give Clubs a platform to talk about what they are doing and their challenges.  Presentation to be circulated for future discussion.  Finance Report - Gordon wanted to state that he was happy with finance report for this meeting, overall, with various discussions and that he was much happier re the established ongoing monitoring and that a sub committee will be established.  CW talked to the Finance report and the main differences from the January report.  In November 24 it is projected we have 116k less due to the timing on Scottish Open.  Some saving on senior squad tournament spends but team qualifiers we had budgeted for 5k, now looking at 11.5k.  Peter checking the numbers constructively with Badminton England.  Some savings in the SCRBC, this is down to Nicky covering shifts.  Small saving in marketing as the role will be vacant in March.  Risk Register - No changes to this at the moment, was reported back in Jan finance meeting.  CEO Report – Discussion during this meeting on what’s in the report.  KR to speak to KS about outcome of investigation, potential disciplinary hearing.  Emma Cook starting as RDO for Dumfries and Galloway region.  BB brought up about short notice cancellation of specific course, would like discussion around courses and input of RDO’s, believes it merits a separation discussion. KR / NW to arrange a meeting  Meat Market –reply from NHLF in 6 weeks re funding to carry onto next stage, end of May for more detailed discussions on designs, nothing agreed on contributions from BS on annual business plan.  BWF AGM 26th and 27th April, KR attending. BWF pay travel grant and accommodation for KR to attend BWF AGM in China.  BEC ADM 24th & 25th May - KR and KS will attend. | KR  KR  KR  KR/RM  KR  KR/RMcL  KR  KR/NW  KR  KR/KS |  |
|  | 7  8 | Standing Items:   * Wellbeing and Safeguarding – No update. * Race Equality - Staff training before end of the year. Board race equality training required to be arranged. * Health & Safety – No update.   Committee Chair verbal updates –   * Engagement - Nothing from JC * Performance - CB not in attendance * Events – MM happy Keith had covered points in his report. |  |  |
|  | 9 | AOB - GH wanted it noted that less than 4 girl’s entries in U15 events, would not be able to field a quadrangular team in 12-18 month’s time with those numbers.  GH also wanted mentioned that Junior performance pathway needs focus and is not working as it should and needs to be reviewed. | KR/GH/CB |  |
|  | 10 | Date of Next Meeting: 1st May 2024 – In-person, venue TBC  AGM Sunday 9th June In person / hybrid - Venue TBC |  |  |