

## Minutes: Badminton Scotland Board Meeting Conference Call

Wednesday 4 August 2021 at 6:30pm

<b>Board:</b>	David Gilmour	Chair
	Frank Turnbull	President
	Carolyn Young	Vice President
	Keith Russell	Chief Executive
	Morag McCulloch	Events Committee Chair
	Jill O'Neil	Engagement Committee Chair
	Christine Black	Performance Committee Chair
	Gordon Haldane	Finance Committee Chair
<b>Invited:</b>	Ewen Cameron	sportscotland
	Keith Farrell	Connect Marketing
	Colleen Walker	Minute Taker

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
	Apologies had been received from Frank Turnbull and Jill O'Neil
<b>2</b>	<b>MINUTES OF MEETING HELD ON 17 MAY 2021</b>
	<p>4 clarifications:</p> <ol style="list-style-type: none"><li>1. Page 3 Badminton Scotland Award: Awards will be made between half and semis finals at the Scottish Open should read : between the quarter and semi finals on the Saturday at the Scottish Open.</li><li>2. Performance section 6.2 para 2: rating should be R.Amber.G not R.Orange.G</li><li>3. Last paragraph: correct to show that Kirsty Flockhart is the adviser on the Technical Advisory Group</li><li>4. Children 1<sup>st</sup> training – 2 board members still have to do the Children 1<sup>st</sup> training and will attend to this ASAP. sportscotland advised this is very important, as if even one board member hasn't done it we will be marked as red/unsatisfactory</li></ol> <p>Subject to these 4 clarifications, the minutes of the meeting held on 17 May 2021 were approved by Christine and seconded by Morag after above changes.</p>
<b>3</b>	<b>PREVIOUSLY UNDECLARED DECLARATIONS OF INTEREST</b>
	There were no previously undeclared declarations of interest.

<b>4</b>	<b>MATTERS ARISING/OUTSTANDING ITEMS</b>
	None
<b>5</b>	<b>CHIEF EXECUTIVE'S REPORT</b>
	<p><b>Complaints.</b> None. One Appeal was received relating to the selection of the U17 European Championships. The selection was upheld and the new Appeal process was considered far more appropriate for the situation.</p> <p><b>Covid-19 Update</b> The latest announcement was as expected. sportscotland will issue a new guidance template by the end of the week.</p> <p>Concern that some might have queries with the interpretation of guidance for junior events, particularly with U13 and U17 Nationals coming up. Conference call with Dr John McLean this week to discuss and agree any changes to the protocols and how to explain the rationale very clearly to players and parents.</p> <p><b>Staffing.</b> Staff handbook is currently being updated, and we are adding in items about flexible working from home. Staff will still have the option of going into the office when necessary, and we are also going to move to more flexibility around hours, where staff need to be contactable between 10am and 4pm and can manage their hours and tasks around this.</p> <p>Successful in application for 3 kickstart roles. We are interviewing 9 people at the Govan Job Centre next week.</p> <p>Performance appraisal templates have been agreed. KT trialling it with 2 staff to see if it's appropriate or tweaks are needed before rolling out to the rest of the team.</p> <p>Furlough scheme ends in September, only 2 employees still on part-time furlough and will be back full time by the end of September at the latest.</p> <p><b>Governance Audit.</b> The 4-yearly full audit will be carried out in September 2021. Work continues on a review of our Policies and Procedures to ensure these are up-to-date; as well as on the completion of any outstanding actions from the last full Audit. Specific areas of work being focused on were:</p> <ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Equality</li> <li>• Safeguarding</li> <li>• Financial Procedures</li> <li>• Recruitment of Independent Board Members</li> </ul> <p><b>Facilities.</b> Many are not yet open which is causing problems for clubs. There is concern that some might not re-open as it is not clear whether local authorities are focused on this issue. It does appear that smaller local authorities / rural areas are more organised with re-opening venues.</p> <p>We are working together with other sports to develop a database on facilities and what is available to sports.</p>

	<p>EC offered to help where practical to try and resolve specific issues with facility operators.</p>
6	<p><b>MEMBERSHIP CAMPAIGN 2020/2021</b></p> <p>We have identified 4 goals aimed at growing membership in 2021-2022, including growing clubs to 230 and increasing new ‘supporters’ to 1,500. We have 16,000 contacts who will receive communications via multi-channel marketing, targeted through the segmentation we have done.</p> <p>Channels to be used are: Face2face, website, targeted email campaigns, Instagram, facebook and twitter.</p> <p>Campaign success will be evidenced by 5,000 new members, and various social media measurements.</p> <p>Messages will be going out to club secretaries, but also directly to club members encouraging them to speak to club secretaries about getting information properly updated.</p> <p>Supporter membership – this is a new membership option for recreational players, who have an interest in the sport but not a club member. It will keep them up to date with what is happening and hopefully encourage some to join clubs.</p> <p>Volunteer database through Team Kinetic – we will be communicating with them about becoming supporter members so that they can be kept in the loop.</p> <p>One key message will be the PLI insurance that is included with membership, particularly as in post-covid world most venues are asking for proof of insurance. Members are also now able to get 15% discount on shuttles that we are selling on the website.</p> <p>Online support - we will be holding virtual meetings to help club secretaries use the membership system to their – and our- best advantage. There is also going to be a YouTube tutorial for people to use, as well as Go Membership go to guides.</p> <p>Important aspect of the campaign is not just about clubs giving us membership money, it’s also about contributing to the wider development of the sport.</p> <p>We will be re-iterating the message that from next season affiliations will be an automatic opt-in and automatic renewal.</p>
7	<p><b>FUNDRAISING INITIATIVES</b></p> <p>Main challenge is still to find a main sponsor; and initial mailing has gone out which has made it clear we should have had a more targeted approach.</p> <p>CSR leads in companies to be approached as well as marketing/PR leads.</p>
8	<p><b>INDEPENDENT DIRECTOR APPOINTMENT PROCESS</b></p> <p>Process Matrix has been shared with the Board to review. It highlights key skills we would expect from a NED; we’d like to prioritise these skills sets: HR, Digital &amp; IT, Marketing &amp; Sales.</p> <p>There is a good gender mix on the board, but we are keen to improve on our diversity to better reflect the badminton community in Scotland.</p>

	Interview panel would be Chair, CEO and Vice President. Board members to consider
9	<b>COMMITTEE REPORTS</b>
	<p data-bbox="280 412 512 443"><u>9.1 Finance Report</u></p> <p data-bbox="280 468 1358 533">First quarter we performed better than budget, but we expect this to level out as the year progresses.</p> <p data-bbox="280 560 1362 663">Cashflow is healthy and we review very regularly as we are a cash business and cashflow is important. 12 month rolling projection shows we can comfortably meet all our obligations without any particular pinch points.</p> <p data-bbox="280 689 1406 826">Salary levelling is essential as we have roles where people are not paid equivalent salaries for equivalent roles, although good to note this is not on a gender basis. There are savings we can make with delayed recruitment which will fund the salary levelling, still leaving us with salary savings over the year.</p> <p data-bbox="280 853 1406 918">Cockburn dissolution is waiting for Companies House to finalise the paperwork. Final accounts are ready to be filed as soon as Companies House is ready.</p> <p data-bbox="280 945 1110 976">SBU Ltd accounts for March21 are prepared and ready for signing off.</p> <p data-bbox="280 1003 1305 1068">KPIs have been agreed for all departments, some are purposefully challenging such as achieving more medals.</p> <p data-bbox="280 1095 1422 1267">Risk register – most Covid related ones have now been reduced. We’ve added a fire risk as we have identified that the company we were using have not advised us over the years where we need to update and improve systems to comply with regulations. We have contracted a company to do an official fire risk assessment and will carry out all recommended work as soon as practically possible.</p> <p data-bbox="280 1352 568 1384"><u>9.2 Performance Report</u></p> <p data-bbox="280 1411 1342 1476">U17 team selections have been finalised, and the team flies out to Slovenia at the end of August.</p> <p data-bbox="280 1503 1358 1568">There have not been enough competitions to help selection for other events, but we have selection events in the calendar to mitigate this.</p> <p data-bbox="280 1594 1326 1659">Uber Cup – Due to the years delay in the event taking place it was agreed to convene a selection panel to review the team.</p> <p data-bbox="280 1686 1417 1823">UKAD – workshops have been attended by 1 board member and 1 staff member; following this we have done workshops for players and coaches. We do have a protocol now for anti-doping violations, for internal use, so that there is a defined procedure to follow if a positive case is found by UKAD.</p> <p data-bbox="280 1850 1347 1915">Olympics – Kirsty won first match comfortably but although played well in the second set wasn’t able to get past the 4<sup>th</sup> seed.</p> <p data-bbox="280 1942 1331 1973">GB Badminton – The GB Badminton Board agreed to review the previously agreed MOU</p>

	<p><b>9.3 <u>Events Report</u></b></p> <p>2021/2022 tournament calendar has been approved and now live on the website.</p> <p>3 Nationals events have been re-arranged from season 2020-2021, and there has been a good level of entries so should be comparative to previous years. No coaching will be allowed at any of the National events due to current restrictions around venue capacity.</p> <p>We will comply with all covid guidelines, but look to enhance our protocols to minimise risks to all players. Lateral Flow testing as well as other required protocols will be in place for all 3 National Championships . U13s and U17s, Disability – we are managing the schedule to try and have minimal mixing of age groups.</p> <p>We are holding a Tournament Software training for groups.</p> <p>Rankings will reopen to coincide with the first event of the season (U13/U17 National Junior champs).</p> <p><b>9.4 <u>Engagement Report</u></b></p> <p>Coach education is progressing well, including completing level 3s that were delayed because of Covid.</p> <p>Match play sessions have been successfully expanded to other areas than just Glasgow. Hopefully this along with the entries for the Nationals suggests there is still a strong interest in the sport.</p> <p>SCRBC has been very busy since re-opening in April; most adult clubs are back. A new club – St Augustines Participation Centre has joined and plays regularly as well as attending Junior Match Play events.</p> <p>We have 3 coaches doing the sportscotland Professional Development Award which will increase our tutor level for all courses.</p> <p>Recruiting for Technical Officials has been very difficult and not had the anticipated reach.</p>
<p><b>10</b></p>	<p><b>GB BADMINTON / HOME NATIONS COLLABORATION</b></p> <p>Although we have not signed the MOU for the GB Performance programme there is good collaboration in other areasA joint submission with Badminton England and Badminton Wales has been made to UK Sport for International Relations Funding.</p> <p>In addition to the International Relations submission there have been positive meetings between England, Wales, Ireland and ourselves on the following topics</p> <ul style="list-style-type: none"> <li>○ Coach Education CPD</li> <li>○ GB&amp;I “Championships”</li> <li>○ Ranking systems and Competition Calendar</li> </ul>
<p><b>11</b></p>	<p><b>DATE OF NEXT MEETINGS</b></p> <p>Wednesday 13th October      Board Meeting (Gordon’s apologies given now)</p>

	Sunday 21 <sup>st</sup> November      ½ Yearly Meeting
<b>12</b>	<p><b>AOCB</b></p> <p>ParaBadminton - Application for UKSport funding (BEC supports this), but Board approval sought that we can contribute maximum £5,000 as required by UKSport. Approved and seconded.</p> <p>2022 Birmingham Commonwealth Games tickets – We need to put in a first stage order for tickets for the Commonwealth games by the end of this month. It was agreed to remit to the CEO, Chair of Performance and Chair of Finance to agree an initial purchase of tickets. There is a phase 2 opportunity however there will be more limited supply of tickets at that time. It was agreed not to open out to the wider sport at this time due to previous experience.</p> <p>Away day – might be difficult to find a day to suit everyone, so a midweek 4pm -9pm may be best for all. A few Wednesdays will be circulated to see which suits most.</p>
	There being no other business, the meeting closed at 9:50pm