

**Minutes: Badminton Scotland Board Meeting Conference Call
Wednesday 18th March 2020 at 6:00pm**

Board:	David Gilmour	Acting Chair & Company Secretary
	Frank Turnbull	President
	Carolyn Young	Vice President
	Keith Russell	Chief Executive
	Morag McCulloch	Events Committee Chair
	Jill O'Neil	Engagement Committee Chair
	Ian Campbell	Immediate Past President
	Christine Black	Performance Committee Chair
	Gordon Haldane	Chair of Finance
Invited:	Andy McKay	Minute Taker

1	APOLOGIES FOR ABSENCE
	Lorna Callan
2	MINUTES OF MEETING HELD ON 28 August 2019 (previously circulated)
	Ian asked that KPMG audit be passed out at the previous meeting, Keith said he'd make the amendment to the previous minutes
3	DECLARATION OF ANY INTEREST
	Nothing new to declare
4	MATTERS ARISING/OUTSTANDING ITEMS
	None
5	CEO Report
	KR updated on operational matters in the last period.

6	CORONA VIRUS
	<p>Report was circulated</p> <p>All Glasgow Life facilities have been closed including Scotstoun Badminton Academy. The Senior Squad has been moved to the Sir Craig Reedie Centre and the situation will be evaluated on a daily basis.</p> <p>Arrangements have been made for all staff to work from home</p> <p>IT systems will be assessed for increased home working and any modifications required implemented.</p> <p>Stakeholders have been communicated with to make them aware of the changes and the website updated accordingly.</p> <p>It was agreed that the AGM should be postponed and in line with guidance from Harper McLeod KR will contact the Groups to get agreement on this proposed action.</p>
7	Governance
	<p>KR had a positive meeting with four of the Groups at Scottish Nationals. There was some concern about increasing the involvement and communication with clubs before the proposal for clubs to vote at the AGM was implemented at future AGMs. A follow up meeting with groups in April will take place but these will be replaced with a series of conference calls on the subjects of communication, club development initiatives, remit of Groups and working with BSCO and SSBU.</p> <p>It was agreed that Harper McLeod would update the current Articles and Bye Laws with the draft proposals without the introduction of clubs voting at AGM's.</p>
8	COCKBURN CENTRE OPERATION UPDATE
	<p>Report was circulated</p> <p>Significant operational progress had been made with the clean up and H&S procedures at the Sir Craig Reedie Centre. A user group will be created shortly to be Chaired by Jim McCulloch.</p> <p>Future operational updates will be included in the CEO report.</p>
9	Committee Reports
	<p>9.1 Finance</p> <p>9.1.1 Finance Update</p> <p>There was an update on the budget position which was largely in line with projections.</p> <p>The Scottish Open was £15k over budget mainly down to continued low ticket sales. Ticket income was up but not to the projected level. Ticket "sales" were up but did not replace the</p>

number of free tickets previously given out and the School visits that were previously paid for by BS. The ticket sales will continue to be a focus for the steering group.

The Marketing budget needs to be reviewed, as it only include salaries. Additional commercial income will offset some of the cost of marketing but it is a core function that we have not previously had within the staffing structure.

9.1.2 KPI's

It was agreed at the Finance Cttee for all financial and performance information to be based on a 1st April start. All reporting Quarters would now start from April.

Membership numbers are down because duplicate entries have been removed but we are now confident the number is now accurate. The targets for the following seasons will be challenging but we are confident we can achieve it. We are also looking at looking at the creation of a "fan membership" which will boost numbers and will give us the potential to engage with more members. Carolyn Young made a point about telling clubs the importance of updating all their members on Go Membership. It was also noted that SportScotland understand the difference between members and participants.

The board can decide how often they want KPI numbers updated, but they will be updated internally on a monthly basis.

9.1.3 Risk Register

The risk register has been updated with a section on corona virus but the main concern around operational efficiency has been resolved. Frank Turnbull raised a concern about how low the corona virus risks were rated but Keith explained this as a "decent time" for the pandemic to impact us due to it being close to the end of the season. Frank also raised a concern about the possibility of a recession affecting the sport as the Government's funding priorities will inevitably change.

9.2 Performance

Verbal Update from CB

IK and the Womens Team were congratulated for qualifying for the Finals of the Uber Cup.

A junior selection criteria group has created for the upcoming U19 competitions and U15 Quadrangular.

CB attended a UKAD anti-doping workshop. National governing bodies will have more responsibility from 2021 but this will be discussed at a later date.

GB Badminton UK Sport Funding submission for the Paris 2024 cycle is still ongoing. The final submission date is in October.

There is a large question over whether the Tokyo Olympics will take place. At the moment Kirsty Gilmour will qualify if it does happen.

Kirsty Flockhart has been appointed Para Badminton National Coach.

9.3 Events

Reports were circulated.

	<p>9.4 Engagement</p> <p>Nicky has been appointed as the Head of Engagement.</p>
10	<p>Date of Next Meeting</p>
	<p>The following dates were agreed.</p> <p>May Wednesday 13th</p> <p>Sept Wednesday 16th</p> <p>Nov Wednesday 11th</p> <p>Jan Wednesday 13th</p> <p>A board meeting will take place in July if the AGM does not take place.</p>
11	<p>AOCB</p>
	<p>None</p>
	<p>Meeting ended 8:35pm</p>