

## Minutes: Badminton Scotland Board Meeting Conference Call

Wednesday 13<sup>th</sup> May 2020 at 6:00pm

<b>Board:</b>	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
<b>Invited:</b>	Keith Farrell	
	Penny Dougray	Minute Taker

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
	Lorna Callan, Carolyn Young
<b>2</b>	<b>MINUTES OF MEETING HELD ON 19 MARCH 2020 (previously circulated)</b>
	After one small amendment (to correct Jill O'Neil's title), the minutes were approved.
<b>3</b>	<b>DECLARATION OF ANY INTEREST</b>
	Both David Gilmour and Gordon Haldane received payments for coaching services.
<b>4</b>	<b>MATTERS ARISING/OUTSTANDING ITEMS</b>
	To meet governance requirements, progress on Independent Directors was required.
<b>5</b>	<b>CEO Report</b>
	Keith Russell updated on operational matters in the last period. Regarding Covid19, staff had continued to work from home. Dependent on an easing of the current lockdown, whilst it may be possible for elite players to train in the Cockburn Centre, it was not yet feasible for clubs etc to return to training, given social distancing remained in place. Glasgow Life was in process of furloughing staff, suggesting its facilities would be unavailable.

	<p>Nicky Waterson, working with Jill O’Neil had completed the Safeguarding and Wellbeing Self-Assessment, which had been submitted before the end of March deadline. All Badminton Scotland staff working with children and young people would attend a Child Protection in Sport training course. The Board agreed that, additionally, any freelance coaches working within our Performance structure should also attend future courses. The training was planned for 4 June 2020.</p> <p>A successful meeting had been held on 30 April with 7 of the 9 Groups around their roles, pathway clubs etc.</p> <p>Confirmation had now been received from the BWF that the dates for the Scottish Open would revert to the original November dates.</p> <p>In the current climate, Scotmid was unable to progress a sponsorship agreement; however, this may be reconsidered in future. A separate approach had been made to Scottish Water. Keith Russell and Keith Farrell to agree list of organisation Badminton Scotland might wish to contact to seek sponsorship. David Gilmour would ask <b>sportscotland</b> if they had a list of companies which presently provided sports sponsorship.</p> <p>To improve the overall efficiency of Badminton Scotland’s operating systems, we would move to using Microsoft 365.</p>
<b>6</b>	<b>GOVERNANCE</b>
	<p>Recommendations</p> <ul style="list-style-type: none"> <li>• To note the main changes to the Articles of Association and Bye Laws</li> </ul> <p>There was discussion on the proposed changes to the Articles and Bye Laws. Any nomination for Board membership would require to be made at least 28 days prior to the AGM and the Board would make recommendations to the Council. This recommendation would ensure that a potential Board member had the requisite skills, and would ensure that the Board had been satisfied that any potential candidate had the required knowledge required for the role.</p> <p>The Board’s view was that the majority of the above was acceptable; however the Board should not have the ability to veto any candidate. Accordingly, Keith Russell would revert to Harper MacLeod to discuss alternative wording, which would allow the Board to make recommendations to the Council, but not prevent the Council electing another candidate.</p> <p>Further proposed changes, if approved, amongst others would give the Board authority to remove a Board member in the event that the Director had not complied with the outcomes of the Board’s evaluation processes, and/or the Director’s own individual development plan; and may change the composition and role of the Council.</p> <ul style="list-style-type: none"> <li>• To agree to further updates being progressed for redrafting through Harper MacLeod</li> </ul> <p>After discussion, the Board noted the main changes to the Articles of Association and Bye Laws; and agreed further updates being progressed for redrafting through Harper MacLeod; as well as the final draft version being circulated to the Board prior to sending to the Groups.</p> <ul style="list-style-type: none"> <li>• To agree to circulate the final draft version to the Board for agreement prior to sending to the Groups.</li> </ul>

	It was agreed that all Regional Groups, SSBU and BSCO be contacted to seek agreement to hold a virtual AGM for 2020.
7	<b>COMMITTEE REPORTS</b>
	<p><b>7.1 Finance</b></p> <p>7.1.1 Finance Update</p> <p>We were currently looking at a loss of £25K for this year. Gordon Haldane was working with Colleen Walker to look at a “worst case” scenario, where the only source of income would be from <b>sportscotland</b>.</p> <p>Gordon Haldane and Colleen Walker had reviewed the balance sheet, which highlighted some historic balances totalling c. £63K which had been retained in reserves, and which could now be utilised to support the organisation.</p> <p>£6K had been received to date from the Government in respect of furlough payments. Furlough payments did not cover the cost of pensions or National Insurance. Funds to support new RDOs (one full-time, and one part-time) had been received from <b>sportscotland</b>, though these appointments would be pushed back.</p> <p>7.1.2 KPI’s</p> <p>There was no update since the last Board meeting.</p> <p>7.1.3 Risk Register</p> <p>Three changes had been made to the draft document following the recent Performance Committee meeting.</p> <p><b>7.2 Performance</b></p> <p>Recommendations</p> <ul style="list-style-type: none"> <li>• To note that selection criteria for both the 2020 World Juniors and U19 European Championships would be confirmed at the June Performance Committee.</li> </ul> <p>Neither the World Juniors, nor European U19 Championships had been postponed at this stage, but we awaited an update from the BWF / Badminton Europe. Selection criteria which had been drafted for both would require to be re-worded.</p> <ul style="list-style-type: none"> <li>• To note the new tiered selection criteria for both Ingo Kindervater’s Senior Squad; and Andy Bowman’s Senior Development Squad.</li> </ul> <p>Selection criteria for both the Senior and Senior Development Squad had been agreed by the Performance Committee, and would shortly be added to the Badminton Scotland website. Andy Bowman was progressing work on the criteria for the National Junior Development Squad, and, once finalised, this, too, would be added to the website. The new selection criteria was well received; however Mr Turnbull suggested that consideration be given to adding information on earnings / earnings potential to the document.</p> <ul style="list-style-type: none"> <li>• To agree the uplift in NJS fees from £3.75 to £5 per hour</li> </ul> <p>Andy Bowman was working on many operational changes to the National Junior Development Squad with the ultimate aim of providing 2 weekly sessions in 9 regions – to date a minimum of</p>

1 session had been organised in 8 of the 9 regions. Until squad numbers were maximised, to c. 400, the squad would run at a financial loss.

The Performance Coach job advert was live, and applications were sought by 29 May 2020.

#### 7.2.2 GB Badminton - Verbal update

The 2020 Olympics had been postponed and would now take place in 2021. BWF had frozen rankings meantime. The BWF would review criteria for the Olympics, in particular the qualifying period. Both the Medal Support Scheme and Aspiration Funding would require to be revisited, in terms of providing additional funding to support participation in further tournaments.

The GB Submission for Paris 2024 had been submitted to UK Sport with home nations (other than England) being given 24 hours to comment prior to the submission. At a recent GB Board meeting, it had been agreed that the GB Badminton MOU document would be reviewed, as it was unfit for purpose in its existing form. A final submission would be made to UK Sport in late October. It had also been agreed that an operational Group would be formed to support the operational delivery of the GB Programme.

### 7.3 Events

#### Recommendations

- To approve the draft tournament calendar for submission to the AGM for final ratification

Since issuing her report, Morag McCulloch had received dates from Highland – dates from Lothian remained outstanding. Glasgow School of Sport had decided not to run any tournaments in the remainder of 2020.

The Committee planned to hold a webinar for tournament organisers; however, to date those expressing interest were already very involved in tournament organisation.

The Board approved the draft tournament programme.

- To note the movement of the Scottish Open date back to its original November slot.

For the 2021 Scottish Open, we may require to look at alternative dates to avoid clashing with the 2021 World Championships.

Following a recent meeting to discuss coaching breaks, it was agreed that changes to the existing arrangements would be made for next year.

### 7.4 Engagement

The Engagement Committee Report had been circulated. There were a number of pieces of work for noting in particular completion of the Child Wellbeing and protection, and Jill O'Neil was agreed as the Board representative. The data on the Go membership system is being cleansed and the RDO's will work with clubs to further improve the accuracy of the data. The Pathway Club model is being updated and the information pack will be completed before the next Board meeting.

<b>10</b>	<b>Date of Next Meeting</b>
	<p>AGM                      Sunday 14<sup>th</sup> June *</p> <p>* The Board agreed that an additional Board meeting be held in June/July , with the date to be confirmed once a date was proposed for holding a virtual AGM in 2020.</p> <p>The following dates had already been agreed:</p> <p>September 2020                      Wednesday 16th</p> <p>November 2020                      Wednesday 11th</p> <p>January 2021                      Wednesday 13<sup>th</sup></p>
<b>9</b>	<b>AOCB</b>
	<p>Keith Farrell advised that the majority of the build of the Badminton Scotland website was complete. It was anticipated that the new website would be launched at the start of June, with the Board previewing it prior to then.</p> <p>The next Board meeting would be held using GoToMeeting, as opposed to Microsoft Teams.</p>
	Meeting ended at 10.15pm.