Venue : Microsoft Teams

Attended by: Christine Black (CB), Bill Blacoe (BB), Colin Campbell (CC), John Craig (JC), Gordon Haldane (GH), Morag McCulloch (MM), Keith Russell (KR), Frank Turnbull (FT), Carolyn Young (CY), Colleen Walker (CW)

Also in attendance: John Egan (JE) item 5 – Media and Public Affairs Manager at sportscotland

Apologies: Robert McLean (RM)

Minutes taken by: Robert McLean (RM)

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** |  | **Action by** | **Due date** |
| 1. | **Apologies for absence**  BB joining the call late and Robert McLean |  |  |
| 2. | **Previously undeclared declarations of interest**  On the agenda for discussion tonight |  |  |
| 3. | **Minutes of previous meeting**  MM approved the minutes, CY seconded. |  |  |
| 4. | **Matters arising from previous minutes /Action Log**  CC advised of a typo regarding the integration of tournament software and JustGo, should now state this is a short-term priority. KR agreed.  KR mentioned action log about e-mails for all, costs would be £1200 per year for everyone to have an e-mail address.  CW advised no space in the budget at this time for this.  It was agreed that e-mails for the President and Chair be set up.  **Action** – CW to set this up.  **Action** – School sports facilities to be added to the May meeting agenda. | CW  KR | 17/05/23  17/05/23 |
| 5. | **Governance**  Conflict of interest register now completed by all board members.  **ACTION** – KR/FT to review these ahead of the May meeting.  **Risk Register -**  KR advised that we will be doing training for the staff and the board to mitigate the type of incidents that have happened in cricket, gymnastics and athletics**.**  KR – Badminton is in a good place from a participation and demographic standpoint but can’t be complacent**.**  Lessons to be learned from the incidents in Cricket, athletics and gymnastics from a governance perspective**.**  FT – Urges caution in these regards, although pleased press approached sportscotland and Keith contacted first in relation to the recent incident of on-line abuse towards Kirsty Gilmour.  JE joined the call at 18:56 – He discussed some of the challenges recently faced by Cricket Scotland  JE left the meeting at 19:11pm.  BB Joined the meeting at 19:15pm | KR/FT | 17/05/23 |
| 6. | **Finance Report**  The 2023/24 budget had been discussed in detail and agreed at the Finance Committee meeting on the 13th April.  Overall Budgeted to make a profit of £874 in year 2023/24.  Extra £80k in funding from sportscotland mainly for a new post of Inclusion Development Officer and a £20k programme budget for this role. This was a very good result from the Investment application.  We are using 112k of the 120k covid grant from sportscotland to balance the budget. This brings us back to the pre covid position where we need to generate additional income to finance the additional activities and staff that we will be recruiting. This was the purpose of the sportscotland grant.  There is a 4% increase in salaries included. We received 3.5% from sportscotland and increased this to 4% to reflect the lower end of what other SGB’s are doing.  We will be recruiting for 4 new posts in the engagement team  2 RDO’s – North East and South West  Competition Co-ordinator  Inclusion Development Officer  The structural deficit in the overall finances is planned to be reduced by additional income primarily through increased membership affiliations. The projections showed the potential increase to 8,000 members bringing in approximately £150k which would resolve the current budget problem.  CW went through a presentation on the budget which contained additional detail and projections than the Finance Committee report. The following questions were asked.  JC – What is 0.5% of the salary?  BB – What is the basic allocation of overheads?  CW – Overheads are specific to the functional areas and essentially the non-variable costs.  CW – We have budgeted for a new website, quotes have been between £5500-£8000,  JC – Contract for an IT company we are putting out there, who is providing the experience?  BB – Will provide a contact for the company that McGhees use.  JC / CC – Both offered to help with the procurement of a new website.  **Action** – GS to continue with recommendations for designers and follow up with CC/JC  **Action** – CW year end report for May meeting. | GS  CW | 17/05/23  17/05/23 |
| 7. | **Chair & Independent Director Recruitment Update**  KR – 4 MS Teams interviews, next Monday and Tuesday 24th and 25th, 2 have sport or badminton background, group have the CV’s, hope to identify 1 or 2 to have a face-to-face meeting with.  FT – Independent director replacement, waiting until the new chair comes in as we want the new person to have a say in this. |  |  |
| 8. | **CEO Report**  Need to identify someone from Scotland to be a potential candidate that not only sits on Badminton Europe board, but BWF board also.  If anyone knows of a candidate, we can get them training via UK Sport and support to get them there if they are interested. |  |  |
| 9. | **Standing Items**  **•** Wellbeing and Safeguarding – Needs these signed off by the board.  **Action** – Nicky to discuss with CB regarding should there be separate codes of conducts as we have players under 18 years of age.  **Action** – KR to discuss with Nicky if we can do version control of documents.  **Action** – KR to discuss with Nicky on some of the wording in the code of conduct.  FT – What is the physical process for signing off these documents?  **Action** – KR to review documents again ahead of final sign off for May’s Board meeting.  • Race Equality – Not discussed?  • Risk Register – Now back to post covid, our standard risks, unforeseen governance policy issue, change has been made about regular review of policy, no scoring required to be changed at this time.  • Membership Affiliations and discussed at item 6, page 3 above.  • Meat Market Project report – KR has meeting with lead on the business plan on 18/04.  **Action** – Keith to update in May meeting.  **Action** – Keith to update operation plans and discuss at May meeting. | NW/CB  KR/NW  KR/NW  KR  KR  KR | 17/05/23  17/05/23  17/05/23  17/05/23  17/05/23  17/05/23 |
| 10. | **BEC -Annual Delegates Meeting – Elections**  Noted that KR & FT will attend this meeting (21st to 23rd April 2023) |  |  |
| 11. | **Committee Chair verbal updates**  **• Engagement**  JC –Working on the integration of the tournament software and JustGo.  • **Performance**  CB – Last GB Badminton board meeting, Badminton England have offered support for the EDI projects.  KR – When we appoint inclusions officer, happy to make the link.  **• Events**  MM - Positive feedback from the parents on the weekends event as a whole  JC – Asked MM about coaching breaks and if she was happy with it all?  MM – Coaches from Glasgow RPS weren’t organised and a player was left in the semi-final without a coach, other coach apologised for this  **Action** – Discussions at either HPG or Performance Committee meeting regarding any changes required. | KR/CB | 18/04 or 26/04 |
| 12. | **AOB**   * AGM to be held at Perth College on Sunday the 4th of June 2023 |  |  |
| 13. | **Date of next meetings:**  Date of next meeting:  Wednesday 17th May via MS Teams 18:30 – 20:30 |  |  |

**The meeting closed at 20:58**