Date & Time: Wednesday 23rd October 2024 19:00 -22:40

Attended by: Bill Blacoe (BB), John Craig (JC), Aileen Travers (AT), Keith Russell (KR), Kevin Scott (KS), Christine Black (CB), Craig Robertson (CR), Gordon Haldane (GH), Alison Craig (AC), Nicky Waterson (NW) and Colin Campbell (CC)

Apologies: Colleen Walker (CW)

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** – Colleen Walker |  |  |
|  | 2 | **Minutes of previous meeting**  GH wanted it noted that all directors had reservations around the budget and that the line saying we were comfortable with it is not accurate. GH was not confident revenue targets would be hit. He believed costs would need to be cut if these targets could not be met.  There was no disagreement to his view.  Action for RM to edit changes suggested by GH and to incorporate action points document and minutes from previous meeting together.  Minutes were approved by BB and seconded by CR. | RM |  |
|  | 3  3a | **Matters arising/Action Log from previous minutes**  Action log to be picked up from this meeting onwards, no action log from August meeting as revenue focused meeting and RM was unable to dial into the call.  CB asked if people could put comments next to actions next to their name moving forward for greater clarity.  CC noted that this had been discussed and agreed at a previous meeting, particularly where actions are closed.  **sportscotland update from mid – point review**  To be covered in section 4 of the agenda. |  |  |
|  | 4 | **Main items for discussion**  **Commonwealth Games**  BWF to follow up with CGF after a lot of member associations expressed disappointment at badminton not being selected for the games.  Board expressed disappointment that the players would be missing out on a home commonwealth games.  BB stated he thought we should have a more tailored response for the clubs regarding what we did do and to summarise why badminton was not chosen.  GH asked what media strategy did we have.  CC highlighted the Kirsty article on BBC sport website and how badminton was unlucky to miss out so press coverage was apparent.  KR advised that he was approached by both BBC and STV and was available for comment as well as putting a statement up on social media but both BBC and STV went independently direct to Kirsty for quotes.  KR went back to Bill’s point to say something will be sent around and spoke about lack of engagement with BWF on the process.  CB spoke about us being proactive to try and ensure Badminton is included in 2030 games.  Action for KR to send comms out to clubs by Friday this week, bit more detail than what was in the social media post.  CC advised we should emphasise about how Badminton meets key CG criteria in any of our future briefings.  1 - **Membership Update and Feedback from Flagship Clubs and 3 performance clubs**  Budget is predicated on us having 6000 members.  While we are well below numbers required to hit budget, we are above previous years trend rate, but a linear progression suggests reaching only 3250 by March 25. Whilst this is an uplift, we have not yet reached last year's total and should not lose sight of the required run rate v budget.  Budget for Scottish Open – Net £15k loss.  KR did highlight looking at potential savings but also highlighted potential repair costs of the SCRBC that could be up to £40k over the next few years.  1600 potential additional individual members from flagship clubs? Call with Group Convenors who said they will try and get their members signed up.  Hopeful to pick up more members as clubs like EBA to put their tournaments on TS which will require a BS membership to participate.  Concerns raised around the fact that EBA have not yet signed up all their members despite this being a prerequisite of their agreement with BS (defined under an MOU).  Action to hold EBA to do what they agreed in the MOU.  BB highlighted an email that he sent to KR on 2/10/25. Highlighted agreed actions from the Board around the importance of prioritising contact with the main clubs, and that senior contact was expected, and that a generic email was not considered “contact” . BB expressed disappointment that only a generic email was sent and not properly followed up. This email it seems was missed by various clubs. BB does not feel that KR fulfilled the actions clearly stipulated by the Board  KR stated there was an email sent in addition to follow up comms and meetings from the RDO’s (Gold and silver shuttlemark clubs)  CC spoke about the newsletter and the membership section being at the bottom of a lengthy email, feel membership section needs to be at the top of the email as underpins everything we are trying to do.  JC concerned that his club has not received any new emails regarding changes to Shuttle mark.  Cashflow balance of £29k end of March 25 based on 4000 members.  BB also stated that he doesn’t believe 10k sponsorship should be included in the numbers, more of a nice to have. Also believes the VAT reclaim should be taken out. However, it was stated that the £10k sponsorship could still be a credible option, assuming it was deemed appropriate to re-contact the potential sponsor. GH should consider this, as the sponsorship contact was made via GH initially  Action for CW to update regarding the VAT reclaim.  KS did raise concerns that we had agreed on a 6000 member number and now we are saying 4000 is more realistic, how will this look to sportscotland and how will it reflect on the Board credibility, when we have only agreed a budget less than 3m before and also that we presented it to SS at the half term cycle review in September  KR spoke about potential of an automatic email being sent to trial members about a social member option of £5 but with the £20 and £10 option still included, may not get everyone but could still attract members and money into the pot. Approval for a social membership would need to be at a half-yearly. Board did not think it was worth progressing.  Action for KR and NW to look at the comms and make sure nothing is getting missed. Can check justgo to see if emails are being opened.  AT stated believes we should do something on our social media that really drives the affiliation message, even if we use the senior players to highlight the message.  BB wanted it noted the gap between cash position in August 25(£24000) and sportscotland money coming in October 25 was a real concern.  BB asked for a person-by-person breakdown on staff salaries in comparison to what sportscotland gives us for each role (action). Highlighted that if we have very few financial strings to pull to save costs, then we need to understand this position  GH also echoed worry about cash positions not just for August 25 but for March 25 and would like some mitigation. Stated if we are unsure about revenue we would have to look at cost.  CR also asked if West tournament was still going ahead, KR advised no one to run it currently, CR and JC to see if something can be done to avoid the event being cancelled.  In summary, board is very concerned if membership number projections are not hit, need to use MOU with EBA as leverage to sign up more members, clearer picture of numbers for December board meeting (weekly tracker) and a club-by-club breakdown.  5 - s**portscotland note and key points following mid cycle review**.  KR advised about floating charge was more of a comment than an action, John Lunn to talk to sportscotland head of finance team on this. However, the sportscotland produced meeting note clearly mentions a floating charge in respect of deferred payment of Covid loan etc.  AC stated nothing would be finalised until April time, happy for the dialogue to remain open right up until April.  CC asked for an explanation of what a floating charge is, BB stated that in essence that if BS were to go bust tomorrow, sportscotland would have recourse in claiming back the money owed by selling SCRBC for example.  KS stated he is very happy with the relationship with sportscotland in his time as chair so far. They have been very supportive. Whilst noting the strong support from SS, it was clear that several points in the mid-cycle review in September make clear reference to requiring progress on membership numbers/budget after the next board meeting and ongoing and in relation to items such seeking clear sight of any Meat Market business case, as well as reference to a potential floating charge (as above).  6 - **Away day and Governance**  KR presented PP to board around governance review, KR proposing to start work on this at half yearly with any recommended actions by 31 March 2025 and then discussed at the 2025 AGM with final changes completed by 31 March 2027 in line with the sportscotland agreed timescales and actions.  There were emails from AT and CC on the issued KPI document that KR will address ,the KPI document will need to be updated as needed and re-issued.  KR highlighted changes around PVG and safeguarding that may have to be reflected in the articles of association.  KR also spoke about having to comply with upcoming Scottish Gov regulations around data sharing, we will be legally obligated to comply with these.  KR also concerned that 50% of groups are not meeting article requirements.  KR suggested a small working group from the board and himself to start off proceedings.  It was noted that no board members volunteered to be a part of the governance review working group.  Action for KR to ask group conveners if they would like to be involved as well as discuss with AC. | KR  KR  KR  KR  CW  KR  KR/NW  CR/JC  KR/NW  CW  KR/CW  KR/NW  KR/CW  KR |  |
|  | 5 | **Finance Report**  GH again stated his concerns on the numbers and the cashflow, covered a lot of this in previous discussion.  CC raised concern on financial statement highlighted from AGM, action for CW to go back the board as a matter of urgency regarding this, bearing in mind that the Half Yearly meeting takes place on 17th November.  KS spoke about the urgency for this to be corrected and signed off by the cutoff date of December. It was noted by CC and GH that the financial statement has been highlighted since the AGM meeting and needs to be checked and finalised as soon as possible  **Risk Register**:  No further updates. | KR/CW |  |
|  | 6a | **CEO Report**:  KR happy that key issues had already been discussed earlier in the evening.  CR asked about Livindians and Chinese Group and has this translated into membership.  KR advised Livindians is a community group that come together to play badminton but have shown interest in running more events, maybe get affiliation down the line on the back of them organising big events.  Action for KR to go back to CC and AT on comments made previously. | KR |  |
|  | 6b | **KPI’s Update**  No updates |  |  |
|  | 7 | **Standing items**:   * Wellbeing and Safeguarding * Race Equality * Health & Safety   Nothing to be agreed tonight.  Full staff day on 6th November where staff will be undergoing Race Equality training.  Board will also need to undertake this at some point. |  |  |
|  | 8 | **Committee Chair verbal updates**   * Engagement - Nothing from JC * Performance – CB advised of new chair for GB badminton board from 1st Nov, Mark Burgess will be the new chair. Alan McMillan will still be our rep. * Events – CR advised looking at a new Badminton England ratings approach, more questions than answers at the moment but making progress. Spoke about new inter group tournament taking place in May, featuring a 35 and 50 plus. Euro masters, CR spoke of 1500 competitors over 16 courts. International masters, networking at Euro masters and Danish Open event to bring people to Glasgow in Jan for the event. Nations Cup every 2 years, trying to get Scotland a place, we have achieved a place but require a non-playing team captain, would BS cover the cost of a team? 66 Masters travelling to England for a silver event. CR to take offline a request for Charlotte to be involved with Masters tournament at the weekend. |  |  |
|  | 9 | • **Any other business**  CC asked if we had increased the cost of court hire at the SCRBC.  CC had sent an email containing review comments/queries on the board material prior to the meeting and had not as yet received a response. KR requested CC to resend the email and that he would then respond to the points raised. CC forwarded on the message prior to the end of the meeting. Action for KR to respond.  NW advised that we put the costs up on the 1st August every year, and we try and match the Glasgow Life prices. £15 for an adult non-member and £11 an hour for an adult BS member.  JC asked a question on what had happened to the fundraising committee.  KR reminded that no one from board volunteered to join.  Action for KR to investigate resurrecting this committee and speak to Katrina Merrilees in the first instance.  CR asked what is best for engagement regarding half-yearly.  KR spoke about increased travel for a lot of people, decision was made to host it online and host the away day/governance meeting online and action for RM to send around Teams Invites for both.  NW advised AT that 874 over 35 masters players affiliated.  Action for NW to send this to CR for masters whataspp group. | KR  KR  RM  NW |  |
|  | 10 | **Date of next meeting as previously advised**: 18th December 2024. It was noted that this will be an online meeting, given the proximity to Xmas. |  |  |