



# Bowls Scotland

National Centre for Bowling Northfield, Hunters Avenue, Ayr, KA8 9AL

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## Bowls Scotland Board Meeting

Wednesday 19th of January 2016, 1500hrs

sportscotland offices, Doges, Glasgow

### Present:

Bill Knox (BK), Chair, Sue Beatt (SB), Craig McArthur (CM), Bob Christie (BC), Anna Marshall (AM),

In Attendance: Alan McMillan CEO (AMcM), Douglas Johnstone (DJ), Fiona Fagan (FF) (sportscotland), Eddie Nicholson (EN), Colin Hutchison (CH).

1. Apologies: Tom Hamilton (TH), Duncan McLaren (DM), Liz Wallace (EW), Lynn Wallace (LW),

The board approved the absence of both TH and DM.

### 2. Chairs Opening Remarks

The Chairman welcomed all in attendance and re-emphasising confidentiality from all present. BK had now completed training to implement Directors Appraisals. BK on behalf of the Board wished to express deepest sympathy to the families of Margaret Hampton past President of SWBA and also the District Development Co-ordinator David Duffy of Buckhaven BC.

### 3. Declarations of Interest

BK asked if there were anyone present who had a potential conflict of interest with any agenda item.

BC and BK with item 6.1.1 Presidential selection process

### 4. Previous Minutes

The previous minutes of 2nd of December 2015, were proposed by CM and seconded by BC.

### 5. Matters arising/Action Points.

- EN declared an interest in the question about whether the Umpires in season 2016 should wear Optical Express branding. AMcM to speak with the umpire's secretary to clarify.

## 6. Governance

### 6.1. Governance

6.1.1. Presidential Selection process:- Prior to this discussion BK, BC, DJ and EN left the meeting due to a direct conflict of interest. The Remaining Directors discussed the draft Bye-laws that outlined the current process of proposal for presidents and their vice presidents.

It was agreed with the remaining Directors that a discussion take place regarding the main issues with the current system and the steps going forward. Following legal advice on current compliance with the equality legislation and the obligations of the Directors with this potential non compliance, AMcM would seek further guidance on how a new

process for selecting Presidents would best be presented to the membership. It was also confirmed by FF that questions will be asked regarding compliance with investment criteria of sportscotland funding as well as the impact of the Governments target for 2020 to have public boards made up of 50/50 male and female Directors. The current presidential election system could also be in breach of the Bowls Scotland equality policy where the company should be seen to lead on good practice, particularly when we are advocating some major changes to the way in which certain clubs operate to adhere to the policy. It was agreed that there will be a further discussion at the next Board meeting to update and decide on progress for this area. All those who had left the room re-joined the meeting

#### 6.1.2. Sub- Committees

DMcL had asked that this topic be put on the agenda to agree any new additions to any sub-committees. The following were put forward:-

- Liz Craig – Finance Group

The board unanimously approved

#### 6.1.3. Annual Business Plan

AMcM gave an RAG update on the Business plan. Out of 31 targets 8 were green indicating that they have been completed or exceeded, 21 were at amber/in progress stage with 2 red. Both red targets were the change in office move and progress made against the timescale of the web-site redevelopment. It was agreed that whilst these show red the proposed office moved has now worked out better with potential re-development of the current office location, extending to the greens and the newly appointed Marketing and Comms Officer would take this on and therefore a re-dating of this target is a better reflection on progress. The board approved the update paper.

In relation to the business plan AMcM gave an overview of the sportscotland 2016/17 investment application process through a target tracker document that had been circulated to the Board. We would have an un-official indication of whether our application is successful by the 3<sup>rd</sup> of February. The application was for £515,000

#### 6.1.4. Succession Planning

BK opening the discussion on what action the Board requires to take leading up to the 2016 AGM where BC, AM and BK will all have to re-apply for their position or step down. The Director skills set and competencies were discussed. It was agreed that DMcL would facilitate a discussion on how the Board go about succession planning for the next Board meeting.

### 6.2. Finance

#### 6.2.1. Finance Update

The Board approved that the tendering timeframe for the caterers at the National Championships be extended to three years rather than the one year to allow the caterers to pass on any savings that maybe made during this period.

The entry fee for the Men's and Women's county competitions was deferred to AM and Claire Johnstone to confirm.

The finance meeting took place hours before the Board meeting and therefore the notes of this meeting were not ready. They would be sent round to the Board on completion. CM gave an overview of the meeting topics and highlighted any areas that the board required to be made aware of.

6.2.2. Payments for authorisation- the payment to Jack High for insurance cover for teams travelling to matches/competitions of £4119 was approved.

AMcM asked if the Board would approve covering the cost of a meal for the delegates of the World Bowls European Development Conference. The board approved and asked AMcM to overview.

6.2.3. CEO- process and annual KPI's- deferred this was deferred to the end of the meeting

### **Operational: Update Papers:-**

CEO- information update paper- AMcM highlighted the visits by himself and Colin Hutchison to the flood hit clubs of Pitmeddan, Parkview, Peebles and Walkerburn. All had varying degrees of damage to the green, clubs houses or both. At each visit a local authority officer or councillor was present to outline the potential for the clubs to access a new fund to assist small businesses who had lost business during the flooding. Each club was asked to send in an outline of the issues to AMcM so that assessment maybe done on how Bowls Scotland could assist. Each club was delighted with the support from the visit and thanked Bowls Scotland for their support.

Development Update- AMcM highlighted the work that had taken place to assist clubs with the pending challenge of water rates. A survey had been sent out to all clubs with 150 responses outlining the current situation with water rates at club level. This information will be collated and assist supporting clubs. In relation to this AMcM has been in encouraging discussions with a water supply company to offer assistance to clubs. It is hoped more information on a package of support for member clubs will be available at the next Board meeting.

HP Update- The HP update paper was outlined by AMcM. It was also tabled that on further reflection by the HP team that Ryan Burnett would be allowed to defend his title at the U-25 World Championship based on there being little or no cost to the HP budget as Ryan resided and played at Broadbeach BC. AMcM also highlighted that the HP group weren't sending any other players.

## **7. Playing the Game**

### 7.1. Development

7.1.1. Equality- there are a number of club issues currently on-going that are being dealt with.

It was agreed that DJ would attend the Lesbian Gay Bisexual Transgender and Intersexed in sport seminar. Lynn Wallace will also be invited.

### 7.2. Competitions and Events-

7.2.1. Selection Policy for BIWBC and BIBC- this paper was unanimously approved by the Board.

### 7.3. High Performance

7.3.1. Plan- The plan had been submitted on time as per the sportscotland target. It was now being re-developed and will be deferred to the next meeting.

## **8. Marketing, Branding and Comms**

8.1. Marketing and Branding- there had been a number of good applicants for the post. The closing date for the applicants was the 29<sup>th</sup> of January.

## **AOCB**

AMcM to resend the dates and times of the meetings to all those entitled to attend a board meeting.

Mtg closed at 1810 hrs