



Bowls Scotland

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

Tel 01292 294 623

Bowls Scotland Board Meeting

Wednesday 3rd of August 2016, 1030hrs

Sportscotland offices, Doges, Glasgow

Present:

Bill Knox (BK), Chair, Sue Beatt (SB), Craig McArthur (CM), Tom Hamilton (TH), Anna Marshall (AM), Duncan McLaren (DM), Bob Christie (BC),

In Attendance: Alan McMillan CEO (AMcM), Fiona Fagan (FF) (sportscotland)

1. Apologies: Lynn Wallace (LW), Liz Wallace (EW), Douglas Johnstone (DJ), Eddie Nicholson (EN), Colin Hutchison (CH)
2. Chairs Opening Remarks- BK had been approached by both Presidents to express their gratitude to AM and Bowls Scotland for the president's day at the National Championships. BK wished to note the Board's thanks to all volunteers, staff and AM for their time, commitment and in delivering a successful championships. AMcM read out an e-mail received from CEO of Event Scotland and Chair of Commonwealth Games Scotland Paul Bush, expressing his pleasure at being invited and his delight in seeing such a large and well organised event.

BK expressed the Board's sadness at the passing of Senior administrator with the company, John Grant. The funeral was attended by all staff and a large portion of the Board.

BK on behalf of the Board wished to congratulate Colin Hutchison and his wife on the birth of their son.

3. Declarations of Interest- Conflict of Interest:- BK, BC, and all presidents- 6.2.3
4. Previous Minutes – . 6th of June- approved by SB and BK
5. Matters arising/Action Points.- A decision making paper has been circulated by BK to all Directors. BK asked that all Directors feed back to him and that DM is to progress the paper for the next Board meeting.
6. **Proposals**
 - 6.1.1. Finance Update- the Board approved the note of the finance meeting and acknowledged that the bulk of the discussions would be about the draft budget.
 - 6.1.1.1. Authorisation of payments- there were no payments to authorise.
 - 6.1.2. 2016/17 Budget- CM had already circulated a paper which had been discussed with 4 of the board that had been in attendance on the Tuesday of the nationals. Concern was already raised that World bowls had the mandate to increase capitation by 5p, resulting in an estimated £3,200 cost to Bowls Scotland before the budget had been agreed.

It was agreed that the increase in World Bowls capitation at present should be consumed within the current draft budget. Following the request from other World Bowls nations on their current capitation fees, Bowls Scotland has one of the lowest, if not the lowest, capitation fees in the World.

AMcM outline the split between sponsorship (15%), "bowlers money" (20%) and sportscotland investment (55%)

CMcA suggested that there requires to be a more in-depth strategic discussion on income and expenditure against the strategic delivery, potentially at the strategic planning day.

The Board then unanimously approved the budget for 2016/17 and thanked CMcA for his proposals.

CMcA agreed to update the budget based on the discussions.

6.1.3. Financial Procedures Manual- due to the work required on the budget and the build up to and delivery of, the national championships it was agreed to deferred the financial procedures manual to the September board meeting.

6.1.4. TOIL Policy- the draft TOIL policy was agreed with suggested amendments.

6.1.5. Remuneration- AMcM and FF were asked to leave the meeting. A note was made to make sure that with the potential rise in the Scottish living wage that all staff salaries still complied with our commitment to the National living wage campaign. AMcM to check this.

AMcM and FF rejoined the meeting

6.2. Discussions

6.2.1. Equality- there was nothing to report.

6.2.2. Strategic Board/staff meeting- Following an outline of what the day could look like from FF and AMcM, it was agreed that AMcM would send to the board an outline of the day. The Board will also consider who else should be invited to attend.

In relation to this subject a discussion took place regarding succession and in particular the three board members who are up for re-election this year. The main concern of the board was the potential for nominations from individuals who didn't meet the skills sets required for the Chair or Director positions and how the board make sure on behalf of its whole membership that the correct nominations are put forward for voting. It was agreed that in the first instance existing Directors would be asked if they wish to be put forward with responses by the 19th of August.

6.2.3. Presidential Selection Process- TH enquired about the proposal which was subsequently voted on at the last Board meeting, when both BK and BC had already put forward a conflict of interest regarding the subject and TH and CMcA where note present thus creating a vote that wasn't quorate. He also asked why the proposal wasn't put to the whole board prior to the meeting. After discussion it was agreed that DM would be asked put forward a proper draft proposal to the September Board meeting so that the whole board could be involved in this decision.

6.2.4. Draft Annual Business Plan- AMcM will send to the Board an updated version of the current plan, which is still requiring information. The new draft plan will also be sent by the end of August.

6.2.5. World Bowls Directors Nominations- AMcM expressed concern that there was not a process in place to look at how we nominate skilled individuals to the Board of World Bowls and indeed other committees/boards/groups both inside and outside Scotland. There was also a concern raised about direct conflicts of interest with individuals that are standing for re-election, the current system for those that can/ cannot be nominated and who Scotland put forward for nomination. It was agreed that on this occasion that we would not nominate anyone to either position available, but a further discussion is required to look at how and who we nominate for such positions.

7. AOCB

Mtg closed at 1430 hrs