



Bowls Scotland Board Meeting, 15th August 2018, 4:30pm

Harper Macleod Offices, The Ca'd'oro, 45 Gordon Street, Glasgow

Minutes v01

Attendees

Present:

Sue Beatt (SB)	Chair
Alan McMillan (AMcM)	CEO
Andrew Upton (AU)	Director
David Scouller (DS)	Director of Governance
Bob Christie (BC)	Director of Development
Scott Meechan (SM)	Director of Competitions and Events (strategic)

In attendance:

Fiona Lilley (FL)	sportscotland (Partnership Manager)
Alison Deuchars (AD)	SSA, minute taker

1. Apologies Received from

Tom Hamilton (TH)	Director of Marketing, Branding & Communications
Craig McArthur (CM)	Director of Finance

2. Chairs' opening remarks

SB welcomed all to the meeting and thanked AU for hosting and catering the meeting. Apologies (as above) were approved.

SB thanked everyone for their assistance at the National Championships (Nationals) and declared it a fantastic week. SB indicated that she has written a letter of thanks to all the staff and volunteers involved.

SB also thanked BC for picking up the three-test series against Hong Kong.

3. Declarations of interest

There were no declarations

4. Previous Minutes

The task of supporting the Honours panel has been added to the role of Head of Coaching and volunteering Officer. The officer will contact all those showing interest, when in post. In item 6.1.2, CM had approved the spend electronically and SM will be attending a meeting to discuss 6.1.4. The draft minutes of the C & E Group have been distributed.

- The minutes of the previous Board meeting held on 20th June 2018 were approved.**
Proposed: BC
Seconded: DS

5. Matters Arising – action points

6.1. Proposal

6.1.1. Finance Update

The budget was discussed in full. CM had sent an email indicating a residual gap and that natural savings on staff costs and expenses should bring down the staff costs by 2.5% thus bridging the draft budget deficit.

- The Board unanimously approved the budget**

6.1.2. Authorisation of Payments

There were no payments to be authorised

6.1.3. Business Plan 2018-19

AMcM presented the [Business Plan](#) and stated that the aim is to improve the Bowls Scotland delivery of the strategy.

Governance

All KPI's in the business plan have been reached or are continuing.

An update of the strategy review document will be available at the next Board meeting.

FL advised that Child Protection Standards achieved should be added to the KPI's.

FL further advised that sportscotland will soon be undertaking the strategic reviews for a number of sports and will be expecting presentations on the previous four years and proposals for the next four years. FL indicated that budget cuts should be expected though staff budgets will be protected, and at this review stage the proposal should be on what can be achieved with the funding.

AMcM stated that this is a challenging time with potential rising staff costs and income generation needed. Directors need to discuss these topics and how the strategy should be presented.

FL advised that the Scottish Government inclusion and equality agenda is being passed on to sports. AMcM advised that he will be having a discussion with National Development Manager Duncan Caithness (DC) around the changing role of development officers and what Bowls Scotland can deliver against the Scottish Government agenda.

High Performance Plan

AMcM advised that more consideration has to be given to the Player Pathway.

Championships and Events

AMcM advised that a discussion needs to take place around this as if targets are achieved that is great but what do we do if the targets are not met particularly in relation to BIBC and BIWBC targets?

Marketing, Branding, Communications and Partnerships

AMcM talked through the relevant KPIs and SM suggested it was not worth changing

anything for the final year of this strategy but it can be a platform for the next four years.

- The Business Plan 2018-19 was unanimously approved**
- Child Protection Standards be added to the KPI's under governance or development.**

6.1.4. Disaster Recovery Plan

DS talked the board through the suggested plan in the [summary document](#) he had produced, highlighting issues that need further discussion to enable the Board to complete the detail. SM advised that he has access to a free, comprehensive Disaster Management Plan template and will pass it on.

- SM to send Disaster Management Plan template link to AMcM and DS**
- AMcM and DS to complete the Disaster Management Plan once the template is available.**

- The Board unanimously approved the Suggested Disaster Recovery Plan summary document**

6.2. Discussions

6.2.1. Equality Standard

Following an initial meeting with the Equality in sport assessor, AMcM stated that Bowls Scotland is in a good place in regards to equality. They have three outstanding tasks to be completed by the 30th of September and submitted to the assessor. AMcM advised that the Board and staff equality assessment is now complete and thanked everyone for completing it. DS advised that DC will be meeting with the Diversity Group on 28th August.

6.2.2. Director Appointments

A lengthy discussion was held around the role of Directors.

A discussion around the makeup of the Board followed and it was acknowledged that the Board will remain compliant with the Bowls Scotland Articles of Association.

- The Board to discuss how to assess potential candidates for co-option**

6.2.3. Articles Amendments

AMcM raised the topic of electronic voting at the AGM. DS stated that the CRM system can cope with electronic voting so that is not a barrier. AU suggested that it is just a different way of proxy voting,

- AU to seek legal advice on electronic voting**

6.3. Operational Information Papers

CEO

AMcM presented the Capitation Report 2018 by office administrator Gillian Boyce and stated that she had done a great job putting it together as it gives an excellent insight and analysis of membership figures. The report is broken down into Districts and shows where questions need to be asked. This information assists with delivering the strategic task of improving base information in order to make more informed decisions.

CEO Board Update - [paper circulated](#).

C & E

[Paper circulated](#)

M & Comms

[Paper circulated](#). In the report, Eléna expressed satisfaction with the social media interactions during the Nationals and intends to do more next year including inviting BBC and ITV along to the event.

Development

[Paper circulated](#). DC has only been in post a short time but is driving forward the club accreditation programme. AMcM highlighted to the Board the need to identify the criteria and rewards for each level. There will be a more detailed outline of the accreditation scheme at the next Board meeting.

Admin

[Paper Circulated](#).

FL advised that sportscotland will fund report writing training delivered by Azolve and will contact Graham Cole to arrange for two members of staff to attend.

- FL to contact Graham Cole to arrange Azolve report writing training**

AOCB

AMcM issued the timeline for the strategy and advised the Board that he is confident in having a draft outline to sportscotland in November. AMcM stated that he would like the Board to have a discussion around the potential for Bowls Scotland to have a commercial director to take a lead on partnerships and commercial opportunities.

Next meeting: Wednesday 26th September 2018

The meeting closed at 19:50