



Bowls Scotland Board Meeting, 9th October 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)
Tom Hamilton (TH)	Director of Marketing, Branding & Communications
Bob Christie (BC)	Director of Development
Duncan Caithness (DC)	National Development Manager
Jock Halliday (JH)	Vice President
Margaret Bingham (MB)	Ladies President
Kathleen Gordon (KG)	Ladies Vice President
Bill Knox (BK)	Gents President

In attendance:

Alison Deuchars (AD)	SSA, minute taker
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1. Apologies Received from

Fiona Lilley (FL)	sportscotland (Partnership Manager)
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2. Chairs' opening remarks

SB welcomed all to the meeting with particular mention to DC at his first meeting and thanked AU for hosting and catering the meeting.

SB informed the meeting that Alex Marshall had received the 'Lifetime Achievement Award' at the recent Team Scotland Awards evening and expressed huge congratulations to Alex and all the bowlers nominated in other categories.

SB also thanked BK and MB for their tenure as Gents President and Ladies President respectively.

Apologies (as above) were approved.

3. Declarations of interest

There were no declarations

4. Previous Minutes

There was no discussion required around the minutes of the meeting held on 15th August 2018 and the minutes were approved.

- The minutes of the previous Board meeting held on 15th August 2018 were approved.**

Proposed: DS

Seconded: AU

5. Matters Arising – action points

AMcM advised the Board that Craig McArthur (CM) will sign off the Financial Report prior to

stepping down as Director of Finance.

DS received the Disaster Management template from SM and has shared it with AMcM, both will assess and progress this matter.

6. Proposal

6.1. AGM Agenda

6.1.1. Accounts

AMcM advised the Board that the accounts are in order and the final accounts will be signed off this week and be ready to go to print next week.

- AMcM to circulate the Annual Report and Accounts to all Directors**

6.1.2. Resolutions - Articles Amendments

No amendments to the Articles of Association have been tabled.

Members have contacted Bowls Scotland regarding the counting of proxy votes and a discussion was held around this issue.

- The Board agreed to keep the proxy process as it is and to issue an explanation of the process at the AGM and to review the proxy process in the future.**

6.1.3. Nominations - Presidents/Hon Members

AMcM talked the Board through all the nominations. A brief discussion around the nominees took place.

6.1.4. Paperwork for clubs

The rate for capitation fees was discussed and the Board agreed to keep the status quo.

- The Board agreed to keep the status quo for capitation fees.**

JH, MB, KG and BK left the meeting for the next discussion.

The Board discussed the nominations for Presidents and Vice Presidents in greater detail.

- The Board unanimously agreed the nominations for Presidents and Vice Presidents.**
- AMcM to meet with the nominated Vice Presidents and issue relevant documents to them.**

The Board discussed the nominations for Hon Members

- The Board unanimously agreed the nominations for Hon Members.**

JH, MB, KG and BK rejoined the meeting

6.1.5. Approval of BDO as Accountants for 2018/19

After a brief discussion, the Board agreed to appoint BDO as Accountants for 2018/19

- The Board unanimously agreed BDO as Accountants for 2018/19**

6.2. Launch of Club Accreditation Scheme/Level 2 coaching awards

Club Accreditation Scheme

DC presented the concept of the Club Accreditation Scheme to the Board and advised that the Development team are working on the detail of the scheme. The scheme will have three levels (Bronze, Silver and Gold) and each level will have different criteria around development and equality. The scheme will be implemented with no cost to clubs. DC advised that the scheme has been designed to help and support clubs and applications will be assessed ~~on a monthly basis~~ with accreditations being issued on an ongoing basis.

AMcM advised that the lowest level (Bronze) could be the bare minimum a club requires to be a member of Bowls Scotland and that the aim is to have as many clubs at bronze level as quickly as possible, with clubs having up to 8 years to work towards the base level after the scheme is launched.

A discussion around the scheme followed and all agreed that it is a great initiative and can only be a positive step forward in developing and growing bowls at grass roots level. SM asked if the budget and resources are in place to run the scheme and DC advised that the Bronze level will not be heavy on staff resources and is confident that the staff will be able to support the scheme as each member of staff will have an area of responsibility within it. TH stated that the Club Accreditation scheme should be integrated with existing development programmes and that this needs to be communicated to clubs. AMcM advised that the new scheme brings all the different initiatives together. AU stated that the scheme has the potential to increase membership and improve the standard of clubs.

The aim is to have a soft launch of the scheme at the AGM with the official launch in Q1 2019.

DC to meet with AU to discuss and agree wording for the Club Accreditation Scheme.

Level 2 Coaching Awards

DC advised the board that Craig Bolan takes up his post as Head of Coach and Volunteer Development on 22 October and will be tasked with driving the Level 2 coaching awards forward and this will be launched in early 2019.

6.3. Board Nominations- SM was asked to leave the meeting temporarily.

6.3.1. Scott Meechan

SM formally nominated to the Board as per Article 4.8. The Board agreed the nomination unanimously

**The Board unanimously agreed Scott Meechan's nomination.
SM re-joined the meeting**

7. On-going business

The Chair advised the meeting would now move on to item 7.2 to as after this discussion the attending Presidents and Vice Presidents would be able to leave.

7.1.1. Finance update

No financial issues requiring discussion

7.1.2. Authorisation of payment - new server

The supplier of the new server (Certum) and timescales for implementation have been agreed.

- The Board approved Certum as the server supplier.**

7.1.3. Staffing Structure

AMcM illustrated the current and proposed staff structure. The Board discussed the proposal and agreed the proposed new structure should be progressed. AMcM also outlined the proposal for the High Performance Team staff structure.

- The Board approved the new staff structure.**

7.1.4. C&E Proposals

AMcM talked the Board through the proposals to revise the Ladies County Competition (Torrance Purvis) so it will align with the strategic aims around inclusivity and to improve the competition. The Board discussed the different options and agreed that the competition will be played on Saturdays (Associations may agree between them to play on Sundays if Saturday is deemed unsuitable) with a maximum of two teams per county.

The Board discussed the proposal to invite John Anderson on to the C&E Committee and agreed the proposal.

- The Board agreed that the Ladies County Competition will be played on Saturdays with a maximum of two teams per county.**
- The Board agreed John Anderson to join the C&E Committee.**

7.2. Discussions

7.2.1. Strategy

AMcM presented the draft strategy (Strategic Plan 2019-23) and advised the Board that it is currently out for consultation and will be presented to sportscotland on 2nd November.

MB and BK wished to thank the Board and staff for all their support whilst there were in position as Presidents. It had been an honour and they both wished the Board well for the future.

JH, MB, KG, BK and DC left the meeting

7.2.2. Equality Standard

Nothing for discussion

7.2.3. Director Appointments

7.2.3.1. Finance

The Finance Director post has been advertised in specific areas. The Board discussed the selection process.

7.2.3.2. Commercial

The Board had a discussion around the need for someone to oversee commercial activities. AU suggested the post could be a non-executive directorship.

- AU to review the role of a commercial director and report to the next Board meeting**

8. Operational Information Papers

CEO - Paper circulated.

C & E - Paper circulated

M & Comms - Paper circulated.

Development - Paper circulated.

Admin - Paper Circulated.

All Board members had read the papers and there were no questions.

9. AOCB

BC advised the Board that he had recently attended a meeting of the European Bowls Union. where Garry Collins had proposed a 2 day course for emerging countries (Introduction and Level 1), delivered by Bowls Scotland, to be held prior to the 2019 European Championships in Guernsey.

Bowls Jersey have also expressed an interest in accessing Bowls Scotland courses.

The Board agreed unanimously that this will be a great opportunity for Bowls Scotland and it is recognition of the success of bowlers throughout the Scottish coaching programme.

□ DC to liaise with Elena Hogarth to prepare a press release regarding Bowls Scotland delivering coaching courses at the 2019 European Championships once the details are confirmed.

SB has completed appraisal meetings with all Board members and CEO.

The meeting closed at 20:15