



## **Bowls Scotland Board Meeting, 17th April 2019, 4:30pm**

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

### **Minutes**

#### **Attendees**

##### Present:

Sue Beatt (SB)	Chair
Alan McMillan (AMcM)	CEO
Andrew Upton (AU)	Director
Tom Hamilton (JH)	Director of Marketing, Branding & Communications
David Scouller (DS)	Director of Governance
Bob Christie (BC)	Director of Development
Sheila Cowan (SC)	Director of Finance
Kathleen Gordon (KG)	Ladies President
Jock Halliday (JH)	Gents President
Margaret Halliday (MH)	Ladies Vice President
John Anderson (JA)	Gents Vice President

##### In attendance:

Alison Deuchars (AD)	SSA, minute taker
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#### **1. Apologies**

Scott Meechan, Director of Competitions and Events (Strategic), Fiona Lilley, **sportscotland** (Partnership Manager).

**The Board approved the apologies**

#### **2. Chairs' opening remarks**

SB welcomed all to the meeting and gave a huge congratulations to Andrew Upton on his recent promotion to Partner with Harper Macleod. SB also reminded everyone that all discussions must remain confidential.

#### **3. Declarations of interest**

TH declared an interest in the National Centre development project  
BC declared an interest in Agenda items 6.2.4.2 and 6.2.5.1

#### **4. Previous Minutes - March**

With an amendment to complete the notice regarding Alan Davidson and the addition of apologies, the minutes of the previous Board meeting were adopted.

**☑ Minutes of Board meeting held on 12th March 2019 were adopted**

**Proposed: DS**

**Seconded: AU**

#### **5. Matters Arising – action points**

AMcM updated the Board on the status of the action points with most having been completed.

## **6.1. Proposal**

### **6.1.1. Finance Update**

Paper circulated

SC summarised by advising the Board that club memberships received currently stand at 98% of the forecast.

Income in certain areas is increased due to the Ladies Top 10 Championship entries fees, tournament licences and merchandise sales. Expenditure is as expected and will increase next quarter due to seasonal variations and there are no concerns at this time. The IT server upgrade has been completed.

SC advised the board that the draft budget process will be underway with a draft ready by the June Board meeting.

AMcM talked the Board through some of the figures.

### **6.1.2. Annual Plan update**

AMcM advised the Board that the Annual Business Plan is on track, the CRM system pilot is going well-

Development: AMcM advise the Board that the development programmes are going well and a discussion was held around the conversion rates of Try Bowls participants to bowls club members.

BowlsMark has attracted a lot of interest with 447 clubs 'expressing an interest' and some applications already received.

Duncan Caithness has been in discussion with Children 1st and they are keen to give a presentation at a Board meeting. The Board agreed that this would be a useful presentation and approved Duncan arranging it with Children 1st.

AMcM updated the Board around the proposal for a new National Development Officer post based on new funding being made available and advised that Duncan Caithness will be having further discussions with **sportscotland** in the near future.

Competitions & Events: AMcM advised the Board that new software to create ~~make~~ competition draws will be researched.

Marketing, Brand and Communications: AMcM advised the Board that this is on track interviews will take place soon.

JH noted that there is no way to measure the accuracy of the membership numbers being returned by clubs, particularly in regard to juniors. A short discussion took place and SB advised that this issue will be discussed further under Agenda Item 6.2.2

**☑ The Board agreed unanimously to have Children 1st give a presentation at a Board meeting.**

### **6.1.3. Confirmation of D Scouller to SBA Director**

AMCM explained the rationale behind this and the Board approved the appointment of DS as a Director of SBA.

### **6.1.4. Disaster Recovery Plan**

DS circulated a paper and thanked Graeme Cole for populating it. The Board discussed the contents and BC stated that it was comprehensive and easy to follow.

**The Board unanimously approved the Disaster Recovery Plan**

### **6.1.5. Prostate Cancer Partnership**

DS circulated a paper and summarised the proposal to have Prostate Cancer as a

charity partner. The Board discussed the proposal and all agreed that it was of benefit to club members though AU stated that what members get from these partnerships should be part of the thought process.

Prostate Cancer will send information out to clubs and will be present at the National Championships, with DS working with the Prostate Cancer fundraiser to support.

**☑ The Board unanimously approved the proposal to have Prostate Cancer as a charity partner**

## **6.2. Discussions**

### **6.2.1. Strategy**

AMcM talked the Board through the two submitted designs for the Strategy document and advised that the stated aim is to have short sharp messages which will follow through on the website with hyperlinks to more details on the various sections. SB asked if there could be a section on what clubs can do? AMcM advised that this already exists and just needs to be linked together. The Strategy will be sent to every club once complete.

### **6.2.2. Capitation stats**

Paper circulated. AMcM talked the Board through the figures and after lengthy discussion the Board agreed to carry this topic forward to the Strategic Day and have a brainstorming session around this at that time. SB asked AMcM to pass on thanks from the Board to Gillian Boyce for the work she has done on the capitation stats.

### **6.2.3. Facilities review**

AMcM talked the Board through the figures from the survey undertaken by the District Secretaries. The Board discussed the findings.

Break. KG, JH, MH and JA left the meeting

### **6.2.4. Partnerships update paper**

#### **6.2.4.1. European Bowls Union**

BC advised the Board that he had recently attended a meeting of the European Bowls Union in Bristol.

A general discussion was held around the EBU Championships.

### **6.2.5. SDS Partnership**

#### **6.2.5.1. SDS Interim support**

AMcM advised the Board that a joint statement with SDS had been issued regarding Bowls Scotland taking on the Para Bowls High Performance programme. A selection process will be drafted and AMcM explained the funding support from **sportscotland**. BC has agreed to take on the interim co-ordinator role for Para Bowls until someone is employed in the role. This temporary arrangement will allow Bowls Scotland to get the programme underway.

**☑ The Board unanimously approved the appointment of BC in the interim Para Bowls role**

### **6.2.6. Commercial Director**

The Board discussed the role and how and where to advertise it for a greater reach.

## **6.3. Operational Information Papers**

### **CEO**

Paper circulated, no comments

**C & E**

Paper circulated, no comments

**M & Comms**

Paper circulated, no comments

**Development**

Paper circulated, no comments

**7. AOCB**

Strategic Day - it was agreed that the Board would meet for a strategy meeting on 19th June followed by the Board meeting later that day.

DS advised the Board that he had received three letters of complaint regarding incidents within clubs. DS will respond to two of them advising that they are not matters for Bowls Scotland. AU will assess the other one and write to the club for clarification of action they have taken against members who have brought the sport into disrepute on a public forum.

**☑ The Board agreed to the Strategy meeting on 19th June 2019****Ⓐ AU to assess a letter of complaint and write to the club concerned for clarification of action they have taken.**

SB thanked AU for the venue and catering and AD for minute taking support.

Meeting closed: 7:55pm