



# **Bowls Scotland Board Meeting, 14th August 2019, 4:30pm**

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

## **Minutes**

### **Attendees**

#### **Present:**

Sue Beatt (SB)	Chair
Andrew Upton (AU)	Director
David Scouller (DS)	Director of Governance
Bob Christie (BC)	Director of Development
Sheila Cowan (SC)	Director of Finance
James Laws (JL)	Commercial Director

#### **In attendance:**

Alan McMillan (AMcM)	CEO
Kathleen Gordon (KG)	Ladies President (until 6:20pm)
Jock Halliday (JH)	Gents President (until 6:40pm)
Margaret Halliday (MH)	Ladies Vice President (until 6:20pm)
Fiona Campion	Children 1st (from 4:55pm)
Alison Deuchars (AD)	SSA, minute taker
Claire Johnstone (CJ)	Competitions and Events Manager
Duncan Caithness (DC)	National Development Manager

### **1. Apologies**

Tom Hamilton (TH), Director of Marketing, Branding & Communications  
John Anderson (JA), Gents Vice President

**☑ The Board approved the apologies from Tom Hamilton**

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

SB welcomed all to the meeting and gave thanks to all the staff, volunteers and Directors who worked hard to make the National Championships a fantastic event.

SB intimated to the meeting that Dorothy Freeburn, 2013 Bowls Scotland President, had recently died and her funeral request was to have a guard of honour comprised of current and past BS Presidents. JH advised that this has been organised.

SB also congratulated the U25 Women's International team, winners of the BIWBC trophy for the first time in 10 years and Rachel Sinclair who won the British Isles Women's Under 25 Singles title.

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

BC declared an interest in Agenda items 6.2.2.1

### **4. Previous Minutes - June**

**☑ Minutes of Board meeting held in June were adopted**

**Proposed: AU**

**Seconded: DS**

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

AMcM updated the Board on the status of the action points.

## **6.1. Proposal**

### **6.1.1. Finance Update**

Paper circulated

SC and AMcM summarised the finance paper by advising the Board that the Actuals v Forecast will be circulated soon. They will also be meeting with Royal Bank of Scotland to discuss improving the banking facilities available. AMcM is to produce figures in relation to mileage costs for development staff for JL.

### **6.1.2. Budget 2019/20**

AMcM advised that the capitation process is being reviewed then talked the Board through the Income and Expenditure forecasts noting that staffing costs had increased due to additional staff being employed. However this is offset against an increased in investment from sportscotland to cover these posts. SC advised that the finances are being fine-tuned.

**☑ The Board unanimously approved the 2019-20 Budget.**

### **6.1.3. Annual Business Plan**

SB asked the Board if this item could be deferred until the September meeting and the Board unanimously agreed to this.

**☑ The Board unanimously agreed to defer the Annual Business Plan to the September meeting.**

## **6.2. Discussions**

### **6.2.1. Children 1st presentation**

AMcM introduced Fiona Champion (FC) from Children 1st, Safeguarding in Sport Service to the meeting. Children 1st are contracted by sportscotland to advise governing bodies on safeguarding in sport. Fiona gave a presentation on the legislation and governance underpinning safeguarding.

SB thanked FC for the presentation stating that it was useful for the Board to have had this opportunity.

A discussion was held around safeguarding and DC advised that the Bowls Scotland policy and procedures around safeguarding are being reviewed with Lawra Cox leading on it. JL suggested that a flowchart is produced to make the process as simple as possible to follow.

AMcM advised the Board that Bowls Scotland will be continuing to engage with the Scottish Young Bowlers Association (SYBA) on this challenge. A further discussion was held around young bowlers and the level of responsibility between Bowls Scotland clubs, SYBA and districts. SC suggested that Bowls Scotland needed to work towards raising awareness and that education is probably required. JH suggested that Bowls Mark could be implemented at county level.

### **6.2.2. Partners**

#### **6.2.2.1. European Bowls Union**

JH was excused from the meeting for this item.

Bowls Scotland will be nominating JH for the post of European Secretary with support from the Bowls Scotland office--JH returned to the meeting and thanked the Board for unanimously agreeing the nomination.

**☑ The Board unanimously agreed to nominate JH for the post of European Secretary.**

**6.2.2.2. Prostate Cancer update**

DS advised the Board that 11 District Secretaries have engaged with partner charity Prostate Cancer UK (PCUK). The charity has an article on the partnership with Bowls Scotland on their website (enter 'Bowls' in the search box) and Bowls Scotland are to reciprocate this link.

PCUK have attended six events with invitations to another two events and eight packs have been requested. Over £3,000 has been raised for PCUK so far and they publicly thanked all the donors at the National Championships partners day. PCUK are putting on a Try Bowls day for their staff on 29th August at Woodend. PCUK have developed a bowls emblem and are keen to put it on t-shirts and it should also be on the Bowls Scotland website. They are also discussing a PCUK bowler badge to sell.

DS stated that PCUK delivered all that had been agreed at the National Championships and identified ways to improve the delivery for next year.

**6.2.3. District Secretary role review**

DS has had meetings with 20 District Secretaries so far and advised the Board that the role has no job description or structure in place and it would be helpful to have both. A brief discussion was held around the role and it was agreed that District Secretaries core role is to run District Championships, attend the National Championships and serve on committees as and when required.

Surveys are still being returned, the questions are wide ranging and it is going as expected though very positive and everyone was welcoming the opportunity to give feedback. DS advised that he will produce an overview once the survey is concluded, around September/October time and suggested that the counties are looked at next. It was asked what the feedback is so far regarding the Presidential process. DS stated that from the returns so far some people have no interest particularly amongst newer and younger members of becoming BS President.

A discussion was held around the role and expectations of District Secretaries and DS suggested that the Presidents' role is now more ambassadorial while District Secretaries should be computer literate. AMcM pointed out that staff and Board members are appointed on skills.

DS, DC, CJ and AMcM will meet to define what Bowls Scotland want from District Secretaries. JL suggested that Bowls Scotland provide a pack and info so all areas are delivering information in the same way.

**Ⓐ AMcM to meet with DS, DC and CJ to define the role of District Secretaries**

**6.2.4. Staffing update**

BS, DC and CJ were excused from the meeting for this item.

Following on from the Board away day, where the question was asked about the current staffing structure and its ability to deliver the new strategy, AMcM talked the Board through a proposal for a revised staffing structure in line with the budget. The Board agreed the new staff structure.

**☑ The Board unanimously agreed, with discussed amendments, the revised staff structure.**

**6.2.5. National Centre redevelopment**

AMcM advised that the proposal plans have been received from the consultant and will

be circulated.

#### **Ⓐ AMcM to circulate consultants proposal for the National Centre redevelopment**

##### **6.2.6. National Championships review**

CJ stated that overall she was really happy with the event and there had been no problems. A full debrief with the Competitions and Events group will take place soon and there will be a catch up with staff and service providers. JH suggested that in future the National Championships could run Saturday to Saturday with the potential to use the previous Friday as the site is set up by then.

MH advised that the biggest issue for bowlers is the restriction on the number of events an individual can enter. JH suggested there is scope to amend the programme. SB asked if there is anything major that could be changed. JH suggested the length of games could be looked at as a 4 hour game throws subsequent timings off. AMcM asked if this would mean Bowls Scotland forcing timed games down to club level, overall AMcM's perception of the National Championships was that it had been a great event with a positive atmosphere. SB reiterated it had been a great week and a huge well done to all.

##### **6.2.7. Strategy and retreat feedback**

SC stated that it had been a great event and it had been good to meet everyone, had found it to be worthwhile and would be happy to have it as an annual event.

AU agreed that it should be an annual event, though not necessarily around the strategy, and that if it was moved around the country it would improve the visibility of Bowls Scotland. JL suggested that could improve Bowls Scotland's standing amongst clubs and they would be able to tell clubs what Bowls Scotland does. CJ said it had been a good event that helped you see the bigger picture but it would have been good for all staff to meet and mix with the Board. JL asked if it should be an annual review rather than a planning event. AMcM stated that it could be whatever they wanted it to be and agreed that the interaction between the Board and staff had been good. SB suggested that the next Board meeting be around the implementation of the strategy

#### **Ⓐ AMcM to add Strategy Implementation as an agenda item for the next Board meeting.**

##### **6.2.8. High Performance review**

DC, BC and Craig Bolan (Head of Coach & Volunteer Development) have met with Scottish Disability Sport. Graham Thomson, former curling performance director, is undertaking the High Performance review which will be concluded in October and will present the findings to the Board. The focus is on how to improve over the next 8 years.

AMcM suggested that many world class players aren't aware they are at that level and need to learn to win. The review will not include the para bowlers as they have not been in the programme long enough to review.

##### **6.2.9. Succession Planning**

JL suggested that someone with television insight may be a useful addition to the Board and compared bowling to curling, bowls is more successful in competition terms but does not get the coverage that curling gets, need to speed up the game to make it attractive to a broadcaster. SC and DC suggested a creative visionary is what is required. CJ stated that Competitions and Events staff can deliver operationally given direction.

JL suggested that Bowls Scotland require a marketing strategy and AMcM stated that it would be great if Bowls Scotland could come up with a way of playing bowls to make it more marketable

### **6.3. Operational Information Papers**

#### **CEO**

Paper circulated.

AMcM advised that he had had recent discussions with Scottish Disability Sport (SDS).

#### **C & E**

Paper circulated.

CJ stated that there had been good feedback around regional events and that the Junior boys have qualified for the finals in Southend-on-sea in September. A review of the National Championships will take place in the next two weeks with the economic study in early September. There will also be a review of the service providers in terms of contracts and income. SB asked if visitors and players are asked for feedback at the event and was assured that they are.

#### **M & Comms**

Paper circulated.

AMcM talked the Board through the report and declared the statistics to be good.

#### **Development**

Paper circulated.

DC advised the Board that Daniel Baker (DB) has been appointed as National Development Officer for SIMD areas. DB is a bowler and has been involved with committees both indoor and out. His background is in partnership working and will take up the post in early September. SB stated that it is an exciting role and a blank sheet of paper for development

Approximately 40 clubs have signed up to Bowls Mark, 4 have achieved bronze status and will soon move to silver with another 30 clubs close to submitting their applications. DC stated that the scheme is already being reviewed and identifying ways the process can be improved.

AU suggested doing a presentation of Bowls Mark at the AGM with SB suggesting that this should take place before the business of the meeting begins. DC suggested it could be a celebration of the scheme as there are good supporters of the scheme within clubs who could champion it.

DC advised that the Try Bowls programme has had over 100 clubs participating and evaluations are slowly being returned and the office are chasing them up. The programme has attracted nearly 200 new members so far and Stuart Bell (Regional Development Officer) is looking at how the programme can be developed to get more clubs to participate.

DC stated that Level 2 coaching courses are underway and will be delivering Level 1 courses in Guernsey in September. DC's aim is to have Bowls Scotland coaching qualifications to be the best in Europe and to be the auditors of qualifications with Bowls Scotland Awards to become accredited.

#### **Admin**

Paper circulated, no comments.

### **7. AOCB**

BC advised that he had recently attended Janice Eaglesham's funeral on behalf of Bowls Scotland.

AMcM advised that he had met with Anna Molony, Board member of Bowls England and she was very positive about the work that the Bowls Scotland Board were delivering, along with the development programmes.

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

The next meeting will be on 18th September

Meeting closed: 7:55pm