



# Bowls Scotland

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

Tel 01292 294 623

## **Bowls Scotland Board Meeting**

**Wednesday 9<sup>th</sup> December 2020, 1730 hrs**

### **Zoom Meeting**

#### Present:

Sue Beatt - Chair (SB), Alan McMillan – CEO (AM), David Scouller (DC), George McCartney (GM) Kim McAully (KM) Fiona Lilley(FL) Marella O'Neil (MO- VP) Ron McArthur (RM- VP) Andrew Upton (AU) Sarah Pryde-Smith (SPS) James Law (JL) Tom Hamilton (TH) John Anderson (JA- P) Arlene Ewing (AE)

1. Apologies: Margaret Halliday (MH- P)
2. Chairs Opening Remarks- SB opened the meeting by thanking the staff for their continued hard work especially within the AGM. SB welcomed the new Presidents and Vice Presidents and wished them the best.
3. Declarations of Interest – There were no declarations of interest.
4. Previous Minutes –. AU & DS proposed to the previous minutes from August, September and October.
5. AGM Review  
SB provided an overview of the AGM. It was agreed that if Bowls Scotland need to do a virtual AGM in the future the organisation would invite the Presidents as panellists allowing them to be seen on camera. SB asked all meeting attendees their opinions of the first virtual AGM. Comments made were:  
MO suggested Bowls Scotland to share advice and tips on holding a virtual AGM to help clubs who are preparing to hold their AGM. SPS explained there is guidance currently out to help clubs with holding a virtual AGM.  
AM suggested Bowls Scotland Articles of Association required to be reviewed. It was agreed that a paper outlining a group to undertake this would be tabled at the next meeting.
6. Director of Development  
AM explained Bowls Scotland have not appointed a Director of Development as yet. Further discussions in the new year.
7. National Championships  
AM outlined letters to Bowls Scotland with regards to increasing entry numbers for the Gents and Ladies singles for the National Championships. AM explained this was due to some clubs

holding their Championships in 2019 and 2020. AM clarified the topic has been looked at and the C&E team had confirmed it would be feasible to have more than one entry. Therefore, when capitation paperwork goes out to clubs in January, the clubs will have the opportunity to put 2 entries into the Gents and Ladies singles for 2021. JA asked if this was a one off or will it be continuing. AM answered stating nothing was confirmed but it would be looked into after 2021.

#### 8. Capitation Capture

AM explained that in the articles it states clubs return capitation numbers for 2021 as they stand up to 30<sup>th</sup> September 2020. Due to COVID many clubs didn't open, and Bowls Scotland gave back all capitation fees back to clubs to help. AM explained this was an issue as some clubs could return zero members. KM suggested following the normal process, identify what the outcome will be and deal with it as it goes. KM also suggested that the date line for collection of capitation be added to the review of the articles.

#### 9. Bowls Survey

FL explained Sport Scotland will give a further analysis of the results however the team are very busy, therefore it will be next year before this is completed.

#### 10. Finance

KM discussed with board members the finance minutes and Finance paper. From this, the main points were:

- Review processes from contractual payments
- AM and KM to work on updating the financial procedures manual.
- KM and AM to provide FL with actual costs and project spend regarding Sport Scotland funding before Christmas. This includes the specifics from the High-Performance area.
- FL complemented the structure of the finance paper created by KM, stating it was clear as to where the underspend was and where the money had been redirected too
- KM confirmed all Sport Scotland money and spend is breakeven
- With regards to membership fees, expenditure is greater than the income therefore this is an issue
- Any competition organised by Bowls Scotland must break even
- AM to get confirmation on the timescale for the lead in of the National Championships for example tender documents
- GM to share contact details with KM regarding technology help grant

#### 11. Club Crisis Fund

AM provided an update informing Directors about round 2 of the club crisis fund:

- 32 notes of interest
- 9 clubs received funding
- 7 clubs received £1000; 2 clubs received £500
- In total 32 clubs awarded various amounts. This amounted to £24,002 altogether.
- SPS explained this leaves £26,000, which Bowls Scotland will review in 2021 to identify if they will go back out in 2021 with round 3 of the club crisis fund.
- A review will be carried out on the clubs that have already received funding to make sure the finances are being spent appropriately

## 12. Information- Tournament Licences

- Potential for tournament licences to be bought through the CRM system which will generate a certificate. These licences will be able to be purchased throughout the season rather than when capitation paperwork needs to be completed in February.
- AM explained this would hopefully make the process easier, more flexible and allows Bowls Scotland to advertise open competitions and increase exposure for club events.

## 13. CRM

SPS provided an update stating:

- Over 100 clubs have/are testing the system
- Capitation will be able to be completed in 3 different ways- CRM, Electronic PDF's and paper copies as usual.
- The system will go live in January 2021 when the capitation process starts
- Good feedback so far from clubs on the CRM system.

## 14. World Bowls- Competition Review

AM, GM and Claire Johnston will be meeting the president and delegates from World Bowls on the 26<sup>th</sup> January 2021. AM will update the board on the outcome from this meeting.

## 15. Meeting Dates

AM sent out board meeting dates for 2021. AM asked all meeting attendees to confirm dates are good by Friday 11<sup>th</sup> December 2020.

## AOCB

RM recommended a Christmas video message to all clubs. SB explained she has already recorded one with Darren. AM to speak with Darren with regards to JA and MH recording Christmas message to bowling clubs.

AM confirmed the Bowls Scotland office will be closed from 12:30pm on Christmas Eve.

The meeting finished at 20:15 with SB wishing all a relaxing, enjoyable and safe festive break.