

Bowls Scotland Board Meeting

Wednesday 23rd August 2023, 5.30pm

Zoom Meeting

Present:

Kim Walker (KW) – Chair, Andrew Upton (AU), David Scouller (DS), Gavin Smith (GS) Rudi Urbach (RU)

In Attendance:

Alan McMillan-CEO (AM), Sarah Pryde-Smith-Business Operations Manager (SPS), Kareena Cuthbert (KC), Lindsay McKenzie-Partnership Manager, **sportscotland** (LMc), Bowls Scotland President Marella O'Neill (MO'N), Bowls Scotland Vice President Frances Sandilands (FS)

1. **Apologies:** Michael Cavanagh (MC), Arlene Ewing (AE), President Ron McArthur (RMc)
 - 1.1. Board members non-attendance – Proposed by AU, approved by RU
2. **Chairs Opening Remarks:** KW thanked DS for being interim Chair and outlined her priorities for the next few months. KW ran through the actions from the previous meeting – GS agreed to postpone discussion on risk register until September Board Meeting. The Annual Business Plan 2023-24 will be circulated to the Board ahead of September's meeting for feedback and sign off.
3. **Declarations of Interest:** No declaration of interest
4. **Approval of Previous Minutes:** GS highlighted an amendment required to the previous minutes. The minutes were proposed by DS, Seconded by AU.
5. **Proposal**
 - 5.1. Finance Report – AM provided an overview of the current budget. Noted that currently a projected underspend is showing, however still awaiting payments from national championships and this may push this to a small overspend. The Board approved financial report unanimously.
 - 5.2. Draft Budget - AM provided an overview of the 2023-2024 budget. Discussion on additional spend in marketing and communications, with the Board keen to understand the impact of additional financial resource. Discussion on potential additional spend related to rates for the office building. AM updated that an appeal has been lodged, with AU offering support in this area. The Board approved the draft budget unanimously.
 - 5.3. UN Sports for Climate Action Framework – AM provided an overview of the framework. GS highlighted that the risks are not quantified in the paper in terms of impact. There is a need for a cost-benefit analysis in line with the budget. KW – great initiative reads as a state of intention. Really interested to see how we are aligned to what we are already doing. How would we communicate to the members and how we encourage them to be on board. Resubmit in September taking on board the points raised.

Frances and Marella left the meeting at 18.07.

5.4. Director appointments

5.4.1. Henry Robertson (Finance Director) – After a successful recruitment process, the Board unanimously approved Henry's appointment.

5.4.2. Board discussed on suitability of another candidate and the diversity of board. Discussion on succession planning and how we ensure we are recruiting talent as well as diversity. KW suggested a subgroup be created to focus on this area of succession planning as well as it being a topic for discussion at the board away day. DS to speak with the candidate regarding the Board's decision.

6. Information / Discussion

6.1. AGM delivery – discussion on delivery method for AGM. Action to survey members on AGM format and conclude by September Board meeting.

6.2. Strategy update – Agreed that this will be sent to the Board week beginning 28 August.

6.3. Safeguarding – discussion on what information board requires. Agreed to continue with standing agenda item and any issues that have been escalated to be documented at Board meetings. All board to complete safeguarding training. GS asked about the process for escalating issues. RU advised that there is a standard process from Children 1st. It was agreed that this would be circulated for review.

7. AOCB

7.1. GS asked if the World Champions kit issue had been resolved. AM advised all resolved.

7.2. GS raised about consistency with safeguarding in relation to risk. GS/SPS/RU to look at how we overlay safeguarding framework on the risk register

The meeting closed at 19:07.