

Bowls Scotland Board Meeting

Wednesday 11th October 2023, 5.30pm

Zoom Meeting

Present:

David Scouller (DS), – (Acting Chair for the Meeting), Arlene Ewing (AE), Andrew Upton (AU), Gavin Smith (GS) Michael Cavanagh (MC), Henry Robertson (HR), Rudi Urbach (RU).

In Attendance:

Alan McMillan-CEO (AM), Sarah Pryde-Smith-Business Operations Manager (SPS), Lawra Cox - Competitions and Events Manager(LC) – joined the meeting at 6pm. Kareena Cuthbert- Head of High Performance (KC) joined the meeting at 6.30pm.

1. **Apologies:** Kim Walker (KW)
2. **Chairs Opening Remarks:** DS outlined the main purpose of the meeting is to agree AGM format and paperwork. AM outlined actions from previous meeting. Outstanding actions in action summary.
3. **Declarations of Interest:** No declaration of interest
4. **Approval of Previous Minutes:** The minutes from September meeting are not presented as per normal practice to approve both September and October minutes at the December board meeting.
5. **Proposal:**
 - 5.1. **AGM Business**
 - 5.1.1. **AGM – Wednesday 22nd November 2023:** Unanimously agreed to hold the AGM at 6pm
 - 5.1.2. **Annual Report 2022-2023:** Board unanimously approved annual report pending addition of financial overview and some additions to the video presentation for SPS to action.
 - 5.1.3. **Approval of Accounts 2022-2023:** HR provided an overview of the process and content of the accounts. MC asked if all of the **sportscotland** investment had been accounted for. AM confirmed all of the **sportscotland** investment had been accrued with no surplus. Accounts to be updated with electronic Board approval required.
 - 5.1.4. **Approval of BDO as Accountants for 2023/24:** Board unanimously approved to propose BDO as accountants for the forthcoming year.
 - 5.1.5. **Capitation fee for 2024 (October 2024):** AM confirmed there was no increase advised, therefore capitation fees remain at £5 per playing adult member.

5.1.6. Nominations – Presidents: AM confirmed Frances Sandilands (West End (Perth) BC) will be proposed as Bowls Scotland President with Andy Meekison (Duffus Park BC) and Mary Watt (Dunoon – Argyll BC) proposed for Vice President and Junior Vice President respectively. Board unanimously approved the nominations.

5.1.7. Nominations - Honorary Members: AM confirmed the following nominations for Honorary Membership - Marella O’Neill (Dalry BC), Ron McArthur (Zetland BC) Ishbel Ferguson (Bannockburn BC), Bette MacDonald (Craigmillar Park BC), Tom Weir (Dalsersf BC), Jim Boyce (Dalgety Bay BC), Ann Paton (Maitland BC), Elizabeth (Betty) Aitken (Victoria – Coatbridge BC). Board unanimously approved the nominations.

5.1.8. Motions: AM confirmed no motions have been received.

5.1.9. Ratification of Directors: SPS outlined the process for ratifying Board Directors positions and clarified the Directors due to be ratified as per the articles of association. ~~our~~ governing documents.

5.1.10. Virtual AGM Process: SPS outlined the process and timeline for AGM paperwork and information to members as well as the outline of the AGM itself, including roles and responsibilities and information for members attending the AGM.

6. Information / Discussion

6.1. Safeguarding Update: LC (Safeguarding Lead Officer) joined the meeting at 6pm. LC provided an update on a closed safeguarding case. RU highlighted the processes in place and the robustness to deal with any cases coming in. The Board agreed to follow disciplinary procedures in relation to this case – AU to action. AU and RU provided a further update on a case at world level for information not action.

6.2. Podium Pathway: KC presented an overview of the Podium Pathway. GS asked if we are providing new competitions or utilising some of the existing competitions. KC confirmed there will be new competitions, with some integration into existing competitions. AU asked about the additional costs and if these were in line with our projected costs. KC confirmed the staffing structure is in line with the budget. AU asked about the nomination process. KC highlighted the process is open to players, coaches, and clubs/associations to nominate to provide flexibility and more options for inclusion. HR asked about the coaching recruitment process. KC outlined the person specification but also the additional support available to help develop a high-quality coaching network. RU commented on coach development and the need to invest in this area to support the pathway programme. A discussion on the ambition of the programme and how it supports the strategic objectives.

7. AOCB

7.1. Disciplinary Action: AU provided evidence to support disciplinary action to be taken. The Board unanimously agreed to proceed with disciplinary action.

7.2. Disciplinary Action: AU provided evidence to support disciplinary action to be taken. The board unanimously agreed to proceed with disciplinary action and an external disciplinary panel to be convened.

The meeting closed at 19.25