

Bowls Scotland Board Meeting

Wednesday 18th June 2024, 5.30pm

Teams Meeting

Present:

David Scouller (DS) (Interim Chair), Gavin Smith (GS) Michael Cavanagh (MC), Henry Robertson (HR), Nic Wilson (NW), Rudi Urbach (RU), Chris Holloway (CH).

In Attendance:

Alan McMillan-CEO (AM), Kareena Cuthbert- Head of High Performance (KC), Francis Sandiland-President (FS), Lindsay MacKenzie- partnership manager- **sportscotland** (LM)

1. **Apologies:** Sarah Pryde Smith (SPS)
2. **Chairs Opening Remarks:** DS welcomed FS and LM to the Board meeting. Whilst SPS was not able to attend, on behalf of the Board DS wished to thank SPS for her hard work over the last 4 years and wished her well as the new CEO at the charity SIMBA.
3. **Declarations of Interest:**
 - 3.1. DS declared an interest with agenda item 5.6.
 - 3.2. KC declared an interest with agenda item 6.1
4. **Approval of Previous Minutes:** NW will link with Roz Asli- Equality, Inclusion and Welfare Manager regarding the composition of the ED and I group.
There were no further actions raised. The minutes were approved by the board.
5. **Proposal:**
 - 5.1. **Business Plan Q3 Update:** AM talking through the Plan and highlighted items. The board mainly discussed the finalised membership figures
Total Playing Membership: 49,435 (-577) 1.1%
Total Adult Playing Membership (paying): 47,497 (-1,125)
Adult Female: 13,155 (-211) 1.6%
Adult Male: 34,532 (-724) 2%
Total Junior Playing Members (non-paying): 1,938 (+548)
Junior Female: 771
Junior Male: 1,167
Number of Clubs: 808 (-8)
There was a full discussion, regarding the numbers and being able to track the data, lining TRY-bowls with club membership returns. AM to discuss internally mapping figures for TRY-Bowls and capitation returns.
It was agreed that for the forthcoming year's business plan that there should be a tiered system for targets of the key core activities, to deal with a lack of resource.
 - 5.2. **Finance Report:** AM presented the finance report. The uncertainty of the Nationals makes refining this figures a challenge at present. It was felt that there was too much detail being discussed and that the finance group would be discussing this area.

- Approval of £43k return to sportscotland: the Board fully approved the return of £43k to sportscotland as underspend on HP staffing.
- 5.3. Draft 2024-25 Budget- deferred- AM outlined that the staff were in budget discussions currently to build the 2024-25 draft budget.
- 5.4. Staff Time off in Lieu Policy:
AM to investigate using the software package recommended to record and collate annual leave.
- 5.5. Gilson Gray Ltd partnership- AM outlined the paper circulated regarding a partnership with Gilson Gray Ltd for legal support for clubs.
- 5.6. Bowls International partnership- AM outlined the paper circulated regarding a partnership with Bowl International (BI). The Board fully approved the partnership.
- 5.7. Minimum Operating Requirements Group- Terms of Reference- the Board full approved.
6. Information/Discussion
- 6.1. Commonwealth Games- Glasgow 2026 concept- AM, KC and MC, gave an overview of the discussions that had taken place with Commonwealth Games Scotland regarding the latest information regarding the increasing likelihood that Glasgow may be the host of the games in 2026. The criteria for Glasgow hosting was as follows:-
- 10 Sports, two of which are compulsory- athletics and swimming.
 - Emirates, Tollcross for swimming, Scotstoun for athletics and the Scottish Exhibition Campus.
 - 2500 to 3000 athletes,
 - mustn't have any legislation required to run events or road closures,
- Discussions have taken place with the CEO of Commonwealth Games Scotland and World Bowls regarding the potential impact of bowls not being included in the games.
KM and AM will produce a proposal paper, along with some slides to be sent to CGS on the 21st of June. The board will be informed of any developments.
- 6.2. Safeguarding
AM outlined the current Safeguard guidelines and the minimum operating requirements (MORs) position. The Board paper brings the Directors up to date with our current position. AM to link with NW with more detail re the change in numbers of PVG applications.
- 6.3. Chair Recruitment- update
There were no applications for the position of Chair. DS stated that he was disappointed in this, especially when the advert had gone to a range of agencies to advertise. It was agreed that rather than take up too much time discussing the matter, the Board would meet again on Tuesday 25th of June to discuss. DS to organise meeting.

6.4. Staffing Update

AM outlined that Business Operations Manager closed today.

There are two contractors working in the C&E department until September.

SPS will finish up on Thursday the 20th of June

We put forward a proposal to **sportscotland**, to appoint a part time administrator.

6.5. UKAD:

We haven't achieved completion of our annual UKAD submission based on a couple of outstanding actions. This is being currently progressed on by KM. MC has completed all the on-line modules for UKAD and suggests that Board members should go onto the UKAD website and look through the module for directors of governing bodies.

7. AOCB

AM outlined the discussions with Bowls Europe regarding potential security challenges in relations to the European Championships in September. AM will be linking with Police Scotland to discuss further.

The meeting closed at 19.30