

Bowls Scotland Board Meeting

Wednesday 23rd of October 2024, 5.30pm

Teams Meeting

Present:

David Scouller (DS) (Interim Chair), Michael Cavanagh (MC), Henry Robertson (HR), Nic Wilson (NW), Chris Holloway (CH), Gary Grant (GG).

In Attendance:

Kareena Cuthbert- High Performance Manager (KC), Brogan Sinclair- Business Operations Manager (BS), Lindsay MacKenzie- partnership manager- **sportscotland** (LM).

1. **Apologies:** Gavin Smith (GS)
2. **Chairs Opening Remarks:** DS welcomed GG to the board and congratulated NW who has moved from General Director to Director of Development. DS outlined the main purpose of the meeting is to agree AGM format and paperwork and proposed splitting the agenda with a second October meeting to focus on AGM business today.
3. **Declarations of Interest:** No declarations 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 Agenda**
 - 5.1.1. **AGM date and time:** The board agreed to hold the AGM at 1030hrs on Saturday 30th November 2024.
 - 5.1.2. **Chair appointment:** The board approved the appointment of MC as AGM chair.
 - 5.1.3. **Approval of Accounts 2023-2024:** HR and BS provided an overview of the second draft of accounts. The return of £43,000 of High Performance 2022-23 investment to sportscotland was highlighted as a key movement impacting the accounts due to a timing difference. HR highlighted that the growth of running costs were now impacting the business and a review of capitation fees would need to be undertaken. LM noted that the budget drafted for 2024-25 was very tight and the financial trends should be considered. BS informed the board that a final draft of accounts would be circulated by email in the following week.
 - 5.1.4. **Capitation fee for 2025/26:** BS confirmed there was no increase advised, therefore capitation fees remain at £5 per playing adult member.

- 5.1.5. Approval of BDO as accountants for 2024/25: Board unanimously approved to propose BDO as accountants for the forthcoming year. It was agreed that as this would be BDO's fourth consecutive appointment, the contract will be put to tender in 2025 as per good governance practice.
- 5.1.6. Nominations – Presidents / Hon Members: BS confirmed Keith Fender (East Linton BC) and Rae Graham (Lockerbie BC) will be proposed as Bowls Scotland President and Junior Vice President respectively. The Vice President appointed candidate is yet to be confirmed and depends on the outcome of the DC recruitment. BS confirmed the following members for proposal of Honorary Membership at the 2024 AGM; Frances Sandilands - Outgoing President, David Scouller - Completion of second and final term on Board of Directors. Pending the DC recruitment outcome, Mary Watt will also be proposed if she does not continue as a district coordinator (in recognition of over 10 years' service).
- 5.1.7. Annual Report: BS presented the draft annual report. Final draft will be circulated for approval at next board meeting.
- 5.1.8. Ratification of directors: BS outlined the process for ratifying Board Directors positions and clarified the Directors due to be ratified as per our articles of association: NW and CH.
- 5.1.9. AGM Timeline: BS presented the AGM preparation timeline.
- 5.1.10. Motions: BS confirmed no motions have been received.

5.2. 2024-2025 Budget: Postponed to next board meeting.

6. Information/Discussion

6.1. Recruitment – update

- 6.1.1. CEO: Advert closes on Friday 25th October. Applications will be collated by BS and shared with the recruitment panel for longlisting to stage two of recruitment. LM asked if an equality monitoring form is issued and collected from applicants, BS confirmed yes.
- 6.1.2. Events Manager: Advert closes on 4th November.
- 6.1.3. Membership and Administration Officer: Advert closes on 4th November.
- 6.1.4. Administration Officer: Role being reviewed to determine if we use split the role to bring in a contracted service for PVGs.
- 6.1.5. Performance co-ordinator: KC confirmed approval from sportscotland this week that a portion of performance staffing investment not yet utilised can be repurposed to recruit a performance co-ordinator early. Advert will go live shortly.

6.2. Financial strategy 2025-2027: Postponed to next board meeting.

7. AOCB

- 7.1. Commonwealth Games: NW and CH offered their congratulations on the news of bowls included in the 2026 Glasgow Commonwealth Games.
- 7.2. Safeguarding lead: Confirmed that NW will now take the role of board safeguarding lead following the departure of RU.
- 7.3. Sports Governance Academy: LM highlighted training opportunities available for board directors through the SGA.
- 7.4. Articles of Association: LM noted some dated language in the Articles of Association and suggested that modernisation of the articles is revisited again by the board and incoming CEO.

The meeting closed at 18:15