

## **Bowls Scotland Board Meeting**

**Monday 20<sup>th</sup> October 2025, 17:30**

### **Teams Meeting**

Present: Gary Grant – Chair (GG), Gavin Smith (GS), Michael Cavanagh (MC), Nicola Wilson (NW), Henry Robertson (HR).

In Attendance: Malcolm Dingwall-Smith - CEO (MDS), Brogan Sinclair - Business Operations Manager (BS), Kareena Cuthbert - High Performance Manager (KC), Fiona Lilley – sportscotland partnership manager (FL).

Apologies: None received.

#### **1. Welcome**

1.1. Chairs Opening Remarks: GG welcomed attendees and thanked the Board for their continued support and engagement.

1.2. Declarations of Interest: No conflicts declared in relation to the agenda for this meeting.

#### **2. Approval of Previous Minutes:** Minutes from the meeting held on 14<sup>th</sup> September 2025 were approved.

2.1. Matters Arising: MC noted that anti-doping documents referenced in the previous meeting had not yet been circulated. These will be sent to BS for distribution. BS confirmed that the Children 1st Health Check update is in progress and will be circulated within the week. MDS confirmed that the Podium Pathway engagement update is delayed but will be circulated within the week.

2.2. Action Log: Updates were provided on outstanding items including the National Centre negotiations and EHRC guidance. MDS will circulate an interim update on the National Centre discussions.

2.3. Board Decision Log: The Board noted that no decisions had been taken outwith meetings since the last Board meeting.

#### **3. AGM Overview:**

BS provided an update on the AGM logistics and timeline. BS confirmed that no resolutions had been received from the membership ahead of the 30th September deadline. The AGM Notice is scheduled to be issued to members on 29th October, with pre-AGM engagement sessions planned for early November to support member understanding and participation. The AGM itself will take place virtually on Wednesday 26th November 2025, preceded by a technical run-through on Monday 24th October at 18:30 to ensure smooth delivery. Director nominations close on 22nd October, and at the time of the meeting, no nominations had been received. GG's appointment as Chair will be subject to member approval via electronic vote, in line with the Articles of Association, requiring a minimum of 30% support to be confirmed.

The Board discussed the Articles of Association regarding director nominations and agreed that future recruitment would be more targeted and skills based.

#### 4. AGM Papers:

- 4.1. AGM Minutes 2024: The Board approved the minutes of the 2024 AGM.
- 4.2. AGM Notice 2025: The Board approved the draft AGM Notice and resolutions. Corrections were noted to the capitation fee resolutions (5A and 5B). The Board discussed the importance of clear communication around the capitation fee proposals, particularly for members voting by proxy. It was agreed that additional guidance would be included in the proxy voting paper and FAQs to explain the voting process and the rationale behind presenting two options. The Board reiterated its recommendation for resolution 5A (£3 increase), while noting that resolution 5B (£2 increase) would only be considered if the first proposal was rejected.
- 4.3. Annual Report 2024-25: The Board reviewed the draft Annual Report. MC suggested adding percentage changes to figures for consistency. GG and GS proposed strengthening the narrative around the financial risks associated with the National Centre to ensure alignment with the capitation fee proposals. It was agreed to revise the Chair's statement and relevant sections to reflect this. GG also suggested inclusion of broader recognition of member bodies and associations.

#### 5. Pre-AGM Member Engagement Evenings Presentation:

MDS presented the draft engagement presentation. The Board provided feedback on structure, clarity, and messaging. It was agreed to include a waterfall-style chart to illustrate non-**sport**scotland income and expenditure, and projected cost pressures. Additional context will be added to highlight the importance of securing the National Centre and the rationale for the proposed capitation fee increase. MDS will revise the presentation and circulate the final version ahead of the engagement sessions.

#### 6. AOCB

KC will circulate her update offline. MDS reminded Board members to return the skills audit matrix by 31st October.

The meeting closed at 19:10