

Board of Management meeting minutes

28th August 2019 - Oriam, Currie EH14 4AS, Chapman Suite 1

Version: 2

Adopted on: **pending ...**

Last reviewed on: **pending ...**

Next review date: N/A

Iain McKinven (IM)	Chairperson	In Person
Stevie Neilson (SN)	Chief Operations Officer	In Person
Melissa Hutcheon (MH)	Director	Apologies
Euan Hunter (EH)	Director	In Person
Hannah Keenan (HK)	Director	In Person
Jim Rankin (JR)	Director - Commercial	Apologies
Monika Wilkinson (MW)	Board Member	In Person
Barry Cook (BC)	sportscotland Partnership Manager	Apologies
Marcin Zdrojewski (minutes)	SSA support	In Person

1. Welcome and introductions

IM welcomed those present and noted that no new conflicts of interests were submitted.

2. Apologies

Apologies were noted for Melissa Hutcheon and Jim Rankin

3. Minutes of meetings

3.1. 24th April 2019 BoM minutes

The last BoM meeting minutes were distributed online by SN - still a few actions remain outstanding.

☑ Minutes of the 24th of April 2019 Board meeting were approved

4. Operational overview - Stevie Neilson

☑ The Board to talk through responsibilities in prep for the AGM [20190828.01]

SN highlighted that latest activities were around prep for the season. He stressed the importance of attention to the clubs. Everything looking good in terms of the structure, though refereeing mainly still up in the air. Competition side is mainly there, some minor still not in place - trying to make clubs understand their responsibilities. Main issues around capacity and capability.

SN then noted additional support available from the SSA Shared Administration Service. A few meetings were held with Marcin and Alison (SSA staff) in order to define admin areas - chiefly finding the right rhythm throughout a year cycle.

Going into this year with more optimism. Happy with the new Board composition - good to have individuals with fresh ideas and different approach. Biggest obstacle is being stressed with too many responsibilities - not so much in terms of operational work, but carrying the ownership.

IM then asked the Board for comments.

EH reflected that him and IM need to think about the culture change to develop the right strategy, outlining potential hazard in the clubs seeing it as SGB imposing in on them.

MW stressed the importance of finding the mutual grounds with the clubs working closely with them. They need to have confidence in the Board, and the other way around.

☒ The Board to discuss how to enable the clubs in prep for the AGM [20190828.02]

Insurance claim developments - SN provided as much information to the party as he could have. It is expected to hear back by October. Most likely Clyde being appointed as a lawyer.

EH voiced concerns that the lawyers might come up with the deal between the parties looking for middle grounds, thought SHA haven't done anything wrong.

SN couldn't see the need to involve any individuals, instead it should follow a regular procedure.

☒ Agreed to wait for further development in terms of insurance claim

5. Financial report

SN noted a need, as a Board, to think about ways of securing additional income. The budget remains tight. Generally looking well, yet requires some tying up.

6. Individual Board members reviews

6.1. Chair review

IM to meet Marcin and Alison (SSA staff) tomorrow. Still not immediately conscious of the areas requiring support, hence keen to define these.

Looking to meet with John Lunn (**sportscotland**) - keen to learn about how **sportscotland** operate.

Also looking to meet Jamie in scope of prep for KPMG audit. May need to call some of the Board members in - will make this judgement in due course. He emphasised the Board Appraisal mechanism, which was pointed out by KPMG.

SN observed that the Board awareness of the actions and paperwork is key for the KPMG audit, and further suggested to be focussed more on the outcomes, gathering more evidence about what has been done.

IM concluded by saying that the governance can either be a pain or an enabler - looking for it to be an enabler.

Finally IM noted he is looking to meeting a Board member candidate, with a couple of potential candidates on the horizon.

IM at the next BoM meeting to brief the Board about the outcomes of his meetings with SSA, sportscotland, Jamie and Board candidates [20190828.03]

6.2. Commercial review - Ewan Hunter

EH stressed the need to pull together commercials in a more formal way - looking to involve the Board to assist with that..

Good learning curve thanks to being put in touch with the trust fund. EH has pulled together a proposition, which was unfortunately rejected despite very positive reaction, due to the fact that money is being put into projects of the community focus.

EH requested some assistance from the Board in defining financial goals in more classical sense.

Some business opportunities in terms of athletes kits.

SN indicated he is keen to establish partnerships as opposed to sponsorships - it opens more doors, leading to more opportunities.

IM emphasised the importance of further investigation of community angles.

EH to produce 3-4 templates to help facilitate acquiring funds [20190828.04]

6.3. Communication review - in absentia

IM noted that MH couldn't make it for this meeting.

SN observed that the Board is not looking for anything different, but simply an annual cycle of coms and facilities to do that.

Website being rebuilt, hopefully to be finalised by next month. Biggest challenge so far around the content.

6.4. Schools - female leadership review - Hannah Keenan

HK highlighted that appointing contacts and giving girls some coaching and referee abilities play the principal role in encouraging girls into the sport, in particular having a female as a coach or referee.

SN agreed and highlighted that creating the right environment where girls are not the minority as well as keeping them in the sport is the primary challenge.

4th October S1-S3 girls event to be featured on the social media - tied up with Active Girls Day

EH happy to raise profile with the Scottish Government.

IM observed that there is already a good story to tell - all that needs to be done is be efficient about it, capture what's happening on 4th October and share it.

EH proposed to use a Twitter hash-tag for this event.

6.5. Participation review (Clubs) - in absentia

Generally clubs are enabled, though the next step is to give clubs more responsibilities.

☒ The Board to pick the club responsibilities subject separately [20190828.05]

6.6. Strategic Plan 2019 review - Monica Wilkinson

MW sought Board steering around next steps in terms of defining who will be the driver behind implementing the Strategic Plan.

EH suggested to analyse the numbers of schools and number of potential players, which would help with setting out targets.

IM agreed and reflected that framework for understanding and measuring it would be helpful - need to put some dates on it.

It was discussed to present the strategy to the clubs in a way they feel enabled and use it for their further growth and benefit, as opposed to imposing it.

☒ SN to provide IM with the AGM structure template [20190828.06]

☒ The Board unanimously endorsed MW strategy and look forward to supporting the next phase, which will involve setting dates and actions specific to each Local Authority area

☒ Agreed to ensure the AMG agenda and structure allows enough time for networking - keep the formal part to the minimum

7. Any other business and DONM

None was declared.

Next meetings:

16th October 2019

Actions Summary

- ☒ The Board to talk through responsibilities in prep for the AGM [20190828.01]**
- ☒ The Board to discuss how to enable the clubs in prep for the AGM [20190828.02]**
- ☒ IM at the next BoM meeting to brief the Board about the outcomes of his meetings with SSA, sportscotland, Jamie and Board candidates [20190828.03]**
- ☒ EH to produce 3-4 templates to help facilitate acquiring funds [20190828.04]**
- ☒ The Board to pick the club responsibilities subject separately [20190828.05]**
- ☒ SN to provide IM with the AGM structure template [20190828.06]**

Decisions Summary

- ☑ Minutes of the 24th of April 2019 Board meeting were approved
- ☑ Agreed to wait for further development in terms of insurance claim
- ☑ 4th October 2019 S1-S3 girls event to be featured on the social media - tied up with Active Girls Day
- ☑ The Board unanimously endorsed MW strategy and look forward to supporting the next phase, which will involve setting dates and actions specific to each Local Authority area
- ☑ Agreed to ensure the AMG agenda and structure allows enough time for networking - keep the formal part to the minimum

