

Board of Management meeting minutes

27th November 2019 - Oriam, Currie EH14 4AS, Chapman Suite 1

Version: 2

Adopted on: pending ...

Last reviewed on: pending...

Next review date: N/A

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

1. Welcome and introductions

IM welcomed everyone to the meeting thanking them for attendance.

2. Apologies

Apologies were received from SN, who got stuck on the train.

3. Minutes of meetings

3.1. 16th October 2019 BoM minutes

Minutes of the 16th of October 2019 Board meeting were approved

A brief discussion around yet outstanding documents took place.

MW to email a copy of Anti-Bullying policy to IM [20191127.01]

IM provided insight regarding discussions with potential new Board Member, whom is likely to join the organisation sometime next year. Looking to use some help from BC around the recruitment process.

4. Operational overview (including Competition Mgt, Referee Devt, Ops Mgr, City Strategy)

In SN absence IM outlined main aspects based on SN notes.

Comps and day-to-day operational challenges continuously consuming significant chunk of SN and AS time, and is an indicator clubs need some more help to become self-sufficient. SN is therefore drafting

job description for potential Operations Manager role for review by Board members by end 2019. IM emphasised Board should be thoughtful in supporting SN throughout this demanding time and in looking to recruit for this role, in order to ensure SHA processes are on as robust basis as possible..

BC suggested SN reuse operational managers job descriptions drafted by other SGBs.

EH & MW stressed need to engage and enable clubs, and manage expectations on journey to becoming more self sufficient. IM deferred detailed discussion on this point to MH Comms update (see 8.3 below).

Recapitulating IM observed SHA generally doing well against targets in SportScotland 6 months tracker. Club development and accreditation though, remaining a gap, demands more attention .

5. Financial report - SN

IM referred Board to SN update previously circulated with Agenda and noted reserves position remains acceptable.

6. Equality - SN

IM deferred discussion until SN return.

7. Safeguarding - Monika Wilkinson

MW reported completed review of Anti Bullying Policy and that all that remained was to translate into SHA format and then seek approval of Board. IM proposed to work on this with MW outside meeting to complete by year end. .

8. Individual Board members reviews

8.1. Chair review (including Audit update) - IM

IM shared highlights on the recent BHA meeting, where aspirational funding for the next Olympics was discussed and pathway of achieving medals in 2032 was outlined in forensic details. It is expected that rigor in this process would become a good learning curve for the SHA.

SN have had a good conversation with newly appointed EHA Chief Exec. Generally IM found the meeting very useful and inspirational on many aspects.

IM then outlined the audit outcomes (Satisfactory with comments), further highlighting:

- **areas of good practice** - diverse Board, well documented processes, finance operations working effectively and presented regularly to the Board;
- **recommendations** - on governance, Board member self-assessments and review (now addressed), annual budget to be approved by the Board;
- **Room for improvement in some HR processes** - already moving to address ahead of Ops Mgr recruitment

8.2. Commercial review - EH

EH with IM took an opportunity to attend an Observatory for Sport of Scotland's conference. A mixture of SGBs, Government and Sports Clubs. Very interesting, a few good observations were made, some good connections were established, such as an opportunity to organise a joined event with Futsal.



EH spoke to a couple of Street Soccer Scotland athletes (via David Duke CEO), which went through abuse recovery - keen to continue this conversation.

Established interesting relationship with the Walking Football, presenting potential in exploring an avenue of getting people with more time on their hands involved. Looking to generate evidence around developing greater access for older people of the society. Potential to achieve additional 150k of support.

IM shared his views of the above conference by observing that all people they've met were definitely open to handball and that everybody who was successful started at micro-level building their endeavours from scratch.

EH facilitating tentative agreement with a broadcaster re. Coverage of British finals at Oriam in May - in the long run might provide leverage in approaching commercial companies. EH emphasised need to be both strategic and opportunistic at same time..

8.3. Communication review - MH

MH mentioned that programme of club visits continues, and that she is very supportive of encouraging partnerships with clubs in other sports, which is quite common in Europe and opens a range of additional opportunities.

Example of Fotsal was discussed where clubs are already very self sufficient in spite of only having been formed recently.

MH stressed the need to gather more information on how clubs operate prior to outlining comms and further reflected on mechanisms allowing receiving feedback from clubs on a more regular basis, facilitating bridging the gap between them and the SHA. Club visits are vital in this respect.

IM agreed, and underlined need to actively manage alignment of clubs' expectations with understanding of how SHA may be able to help..

MH provided some examples of fabulous work done by the clubs and stipulated that recognising these by the SHA might empower them and trigger taking another step further.

It was recognised that each club should be asked to appoint a lead person to take up on comms.

📌 by april 2020 MH to draft a summary document of the clubs' expectations. What SHA is to put in the strategy and how will this assist the clubs on their journey [20191127.02]

MW raised concerns that the clubs don't have enough volunteers, usually are run by a one-man-band, with no succession planning.

📌 MW to hold further conversation with SN and AS re club structure, information for the schools and how strategic plan is to be implemented [20191127.03]

📌 IM to feedback MW around the Tryst? [20191127.04]

8.4. Women and girls update - HK

National for S1 and S3 has concluded. The teams have now doubled in size. Mostly Kelvinside players. Some efforts were made to promote teams around that.



Scottish Ladies still doing the competition rounds, though teams are pulling out, resulting in cancelled matches and need to pull together composite teams on the day.

HK looking to run a referring training sessions for the girls.

IM acknowledged good progress in expanding the girls team at National level, though raised concerns whether enough has been done to publicise this.

HK observed PE teaches playing an instrumental role in getting kids involved in handball. EH agreed and suggested huge potential in highlighting to other PE teachers where they could get their kids with a few simple steps.

Board agreed to revisit this discussion in more depth at future meeting, focusing on how to promote womens' league and how to engage PE teachers' wider support esp around girls' game.

8.5. Participation review (Club competitions) - JR

IM proposed to pick up with Jim off line and defer discussion until then.

8.6. Schools update - MW

Board agreed to pick this up at future meeting, in context of Op Mgr recruitment and W&G discussion (8.4 above)

9. Any other business and DONM

BC notified the Board that the investment documentation as been sent to SN last week, hence further discussions are to be taken between now and February (deadline for completion scheduled to 5th February). Keen for the Board to agree on what is achievable for the SHA over this next funding cycle.

Next meeting:

IM Proposed to schedule meetings for next year, aiming for the last Wednesdays of January, March and May, i.e:

29th January 2020

25th March 2020

27th May 2020



Actions Summary

- ☐ MW to email a copy of Anti-Bullying policy to IM [20191127.01]
- ☐ by april 2020 MH to draft a summary document of the clubs' expectations. What SHA is to put in the strategy and how will this assist the clubs on their journey [20191127.02]
- ☐ MW to hold further conversation with SN and AS re club structure, information for the schools and how strategic plan is to be implemented [20191127.03]
- ☐ IM to feedback MW around the Tryst? [20191127.04]

Decisions Summary

- ☐ Minutes of the 16th of October 2019 Board meeting were approved

