

# Board of Management meeting minutes

25th March 2020 - online

Version: 1

Adopted on: pending ...

Last reviewed on: pending...

Next review date: N/A

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

## 1. Welcome and introductions

IM welcomed everyone to the meeting. No new conflict of interests were declared.

IM notified everyone that Monica Wilkinson moving to New Zealand and hence, sadly, leaving the Board.

- **IM to consider a formal recognition of Monika's contribution to the Board and the SHA [20200325.01]**

## 2. Apologies/COI/Board member change

Apologies were noted for Monika Wilkinson.

## 3. Minutes of previous meeting

- ☑ **Minutes of the 29th of January 2020 Board meeting were approved**

- **SN to make minutes from last Board meeting available from the SHA website [20200325.02]**

### 3.1. Actions from 29/01 (taken as read)

## 4. Approval Anti Bullying Policy

IM noted that SHA is due to refresh its existing robust Safeguarding approach in general and Anti Bullying Policy in particular, and that we are required to achieve formal approval of our approach from SportScotland/Children First by end March 2020. With support from Barry and Fiona Campion (Children First) new drafts have been produced to reflect current known best practice and ensure that all guidelines and suggested contact points/supporting materials/terminology is as up-to-date and useful as possible. These now require to be reviewed and approved by SHA Board at this meeting .

IM highlighted that updating Anti Bullying Policy (and other related actions to feedback on current processes and procedures) is not regarded as a tick box exercise. Broader discussions are planned, as a next step to constantly raising the bar around this vital subject, to ensure SHA Board members are aware of and constantly absorbing and implementing best practice in this area. Fiona Campion has kindly agreed to update the Board on this subject as soon as we can identify a practicable F2F date.

#### **☑ Updated Anti Bullying Policy was approved**

Proposed EH  
Seconded JR

#### **🕒 MZ to upload revised Anti Bullying Policy to Document register [20200325.03]**

The Board was in support of SN providing further amendments to the policy, as well as drafting additional documents until the end of March as required.

## 5. Operational overview (incl SS Investment Interim approval, EHF SMART plan approval, IHF Funding, Op Mgr recruitment, Covid-19 logistical impacts)

SN highlighted a number of competitions that have been cancelled and reflected on the smart plan approved by IHF, where 15k Euros have been approved to go to SHA, of which half is to come in equipment. A meeting with Kelvinside around using their facility has been held, where an appetite for the SHA to start sometime in September was expressed. It is expected that the agreement is to be signed off by the end of May. SHA is not to hold any contractual obligations, but rather to effectively block-book facilities for use by member clubs.

SN highlighted minor, specific changes to 4 documents (Safe in Care Guidelines, Responding to Concerns, Board Member Role Guidelines, Board Induction) basically updating detailed content in line with approved Anti Bullying Policy, Safeguarding and child protection.

▣ **minor changes to details of documents approved (Safe in Care, Responding to Concerns, Board Member Role Guidelines, Board Induction) in support of ABP/Safeguarding**

● **MZ to upload revised documents to Document register [20200325.04]**

SN is currently looking at planning and coaching courses, hence is keen to hold an online meeting facilitating decisions needed around the next season.

Ops Manager recruitment has been suspended due to current Covid-19 crisis. Five people were selected for an interview, all regarded as strong candidates, and so hope to pick up with them again when readvertise. EH advised keeping ongoing communication with each of them, emphasising that regardless that it is now on hold, SHA is upholding its interest in holding an interview at a later stage.

BC advised that **sportscotland** has secured six months worth of funding to be released as soon as it is signed off, as it is expected that the situation will not change for some time.

## 6. Financial report

● **SN to email updated budget round the Board and pick up the conversations around it [20200325.05]**

BC observed that there's a general feeling that the current situation provides an opportunity to catch up with planning, as day-to-day stuff is more or less on hold now. A lot of coaches within SHA are volunteers, hence the organisation does not carry a huge financial burden at the current situation.

It was suggested to hold weekly or fortnightly catch up meetings between SHA and **sportscotland**.

SN reflected that generally the organisation is looking fairly healthy on the financial front.

Re British play-offs SN noted that currently efforts are made to organise something around June. SHA is first in line to be informed, should Oriam reopen in June.

## 7. Commercial Update

EH highlighted the current situation around potential playoff sponsors, most of the conversations being generally on hold now, yet trying to keep the momentum - being ready to pick up the conversations where it ended as soon as the situation gets back to normal.

Slight spin on the BBC **sportscotland** idea around filming done in the run-up to British playoff. BBC is interested in picking up any stories around the community, so efforts getting this message across to the clubs should be undertaken.

## 8. Update on EHF conference

MH updated the Board around the recent Women's conference in Vienna, which provided good learning opportunities, especially around the Portuguese example in achieving so much with very limited funding.

JR added that various presentations submitted during the conference are to be made available from their website shortly, with an option to download until 31st April.

## 9. Competition update

JR informed about meetings held with IHF and various other commissions, unfortunately most of which took place before the virus situation broke out, hence a lot of decisions would have to be reconsidered. Teams are now allowed to be 18 players strong. In Scotland the team have always had 12 players, chiefly due to avoid keeping a lot of idle players on the bench. All that has been proposed is to be tested, though it is now uncertain when this testing might take place.

Disruptions in matches, in particular due to the number of matches that have been cancelled and those yet to be cancelled, resulted in significant uncertainty around the outcomes of the playoffs. Decisions on how to tackle this situation need to be made.

**☑ The Board is in support of JR making decisions around how the outcomes of playoffs are to be judged due to significant disruptions in matches**

## 10. sportscotland comms update (Mar/Aug)

IM was keen to make use of **sportscotland's** channels in terms of sport for inclusion. Obviously all comms are currently on hold but in the interim SHA should plan and prepare content / share stories.

BC reflected that, given the current situation, a lot of SGBs have decided to hold shorter but more frequent meetings, often online.

## 11. Any other business /reminder DONM

🕒 **SN to check Teams capability to see whether individual Board members can set up meetings, without any further Admin rights. [20200325.06]**

🕒 **All agreed to hold short interim Teams meeting Wednesday 29th April at 19:00 [20200325.07]**

### 11.1. Close of meeting

**Next meetings:**



**Scottish Handball Association**  
Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ  
www.handball.scot | +44 (0) 7519 944 184 | Company No: SC308536



**29th April (interim)**

27th May 2020



**Scottish Handball Association**

Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DQ

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## Actions Summary

- **IM to consider a formal recognition of Monika's contribution to the Board and the SHA [20200325.01]**
- **SN to make minutes from last Board meeting available from the SHA website [20200325.02]**
- **MZ to upload revised Anti Bullying Policy to Document register [20200325.03]**
- **MZ to upload revised documents to Document register [20200325.04]**
- **SN to email updated budget round the Board and pick up the conversations around it [20200325.05]**
- **SN to undertake further tests around setting up a permanent online meeting room open for the staff members to join anytime [20200325.06]**
- **All agreed to hold short interim Teams meeting Wednesday 29th April at 19:00 [20200325.07]**

## Decisions Summary

- ☑ **Minutes of the 29th of January 2020 Board meeting were approved**
- ☑ **Updated Anti Bullying Policy was approved**  
Proposed EH  
Seconded JR
- ☑ **minor changes to details of documents approved (Safe in Care, Responding to Concerns, Board Member Role Guidelines, Board Induction) in support of ABP/Safeguarding**
- ☑ **The Board is in support of JR making decisions around how the outcomes of playoffs are to be judged due to significant disruptions in matches**