

Board of Management meeting minutes

29th April 2020 - online

Version: 1

Adopted on: pending ...

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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
Barry Cook (BC)	sportscotland Partnership Manager	Dial-in
Fiona Campion (FC)	Children 1st	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 further noted that SM is working with SN on the snapshot of current finance position, which is to be shared with the Board later in this meeting..

2. Apologies/COI/Board member change

No apologies were received.

3. Child Welfare and Protection update

IM thanked Fiona Campion for making the time to meet with the Board and sharing more details around safeguarding.

FC introduced herself and presented broader picture of protecting vulnerable groups within the SGB and responsibilities of the Board, emphasising in particular:

- National Guidance for Child Protection in Scotland (2014) as the overall information source for safeguarding, further supplemented by;
- The Children and Young People Act 2014;
- appropriate and up-to-date procedures allowing reporting of all sorts of concerns;

she also stressed that:

- it is illegal to hire individuals, who are barred from working with children;
- it is illegal not to make a referral to Disclosure Scotland despite the fact that all requirements for referral have been met.



IM thanked FC for an excellent presentation, expressing his gratitude that now the Board could also understand the broader spectrum of this work, to build on processes, documents and procedures implemented so far.

Following EH enquiry about sharing some positive examples/case studies, FC highlighted that several SGBs have set-up small groups for representing young people, which resulted in developing additional useful processes. Some of these have now been made available from Children1st's website.

4. Current Handball position and future direction

SN highlighted main aspects of the current situation, focussing on two areas: Development Planning and Ops Matters.

Development Planning - SN considers inviting Allan Stokes to the next Board meeting in order to facilitate outlining of the Development plan to the Board. SN hoping to hold a meeting with MH and HK soon, focussing on female handball in universities and also secondary schools.

In terms of **Operational matters** the uncertainty around competitions are currently very problematic. A few decisions are to be made within a smaller group, such as whether the cup-finals should be postponed. The calendar is more or less ready.

[SN to pull some of the milestones of Development Plan to be presented at the next Board meeting [20200429.01]]

A lot of planning is underway, obviously bringing in an Operational Administrator being one of the key aspects of it. A bit more clarification around the role and the process is required. SN remains in contact with the candidates, ensuring them that the organisation is still looking to start this position after the Covid-19 restrictions are lifted.

A lot of thoughts are given to the best way of raising from the lock down. SHA is about to release a set of messages on social media to keep in touch with its members.

MH emphasised that the reason why the organisation didn't jump onto social media straight away was that there's currently a lot of noise there. Trying to be tactful how this communication is started. Looking to reach out to the network to find people that might be interested in delivering online training sessions.

JR highlighted that The European Challenge Cup for both men and women will be cancelled this year, with an intention to start the European comps from September, should the circumstances allow. There's still uncertainty around whether people would be free to travel and whether venues will go to full swing.

5. Budget for 2020-2021

SM has had a few conversations with SN and put together a Budget. SHA is currently in a fairly healthy position, holding adequate reserves and facing not much overhead costs, such as salaries etc, which is especially essential given the CoronaVirus situation.

IM acknowledged SN's tremendous efforts in keeping the finances in place for the number of years, however as the Board felt that it's not fair to have it on his shoulders, everyone is now glad to see this



weight being shared with SM. IM congratulated SM on the way set out and presented the financial position - excellent piece of work which helps Board to understand and approve budget for next year..

BC shared IM's views, happy to see that there's a Finance Director now working in conjunction with the Operations Manager on the finances, which allows a clearer level of interrogation and understanding..

IM was keen to discuss a presentation depicting milestones throughout the year.

- ☒ SM to consider depicting the milestones throughout a yearly budget chart showing how they sit in the finances [20200429.02]**

Decision : Board approved Budget for 2020-21

6. Close of Meeting

IM encouraged BC to share any positive stories on how other SGBs are coping with the Covid-19 situation. BC outlined that members are appreciative to have a more direct contact with their SGBs and by far the biggest tool keeping everyone engaged are the quizzes. Small SGBs, that are not generating their own online content, are happy to share other SGBs contents. Most SGBs are currently planning for September-October restart, though it is rather likely that this will be pushed to January next year. BC suggested that it is unlikely to see any action until the end of this year. Finally emphasising that it is not only about SGBs engaging with its clubs but also clubs engaging with their members.

JR shared that he has had a conversation with East Kilbride HC, which is engaging with their members via quizzes. BC suggested that, in terms of the restart, it is good to establish some networks with similar sports, learning about their approach. Likely to see outdoor sports allowing athletes to participate alone as first to be re-started.

JR agreed, underlining that indoor team and contact sports are not even on horizon for restart, which suggests that it is likely that handball will be the last on the list to get back to participation.

EH observed that various nations are moving at a various pace as the same challenge is being approached differently across different countries.

IM pointed out a need for communication and engagement with the clubs, with emphasis on the way SHA reaches out to the individuals, taking steps to keep the relationships going and supporting them.

Finally IM encouraged the Board to revisit outstanding actions, with a caveat that he's happy with moving some of them in time, given the current situation.

Next meetings:

27th May 2020



Actions Summary

- ☒ SN to pull some of the milestones of Development Plan to be presented at the next Board meeting [20200429.01]
- ☒ SM to consider depicting the milestones throughout a yearly budget chart showing how they sit in the finances [20200429.02]

Decisions Summary

Board approved Budget for 2020-21



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