**Scottish Handball Association**

**Minutes of Board Meeting held on Wednesday 24th January 2018 at Ravenscraig RSF, Motherwell, 7pm.**

**Attendees: Stephen Neilson, Margaret Strachan, Anne McLaughlin**

**Skyped in: Jim Rankin, Monika Wilkinson**

**Apologies: Chris McManus, Steven Grier, Abrar Hameed**

**(Minutes and all reports had been emailed to Board on 15.01.18)**

1. **PREVIOUS MINUTES:** Approved by MS, seconded MW..
2. **CONFLICT OF INTEREST:**

Board members to complete Conflict of Interest form.

1. **EQUALITY**:

Equality Action Plan to be updated and re-assigned to Board member. Equality Policy to be reviewed and ensure sport is inclusive for all.

Date of next submission March 2019.

1. **FINANCIAL REPORTS** :

COO gave overview of financial position. At present we are on track against Budget, mainly due to tight control around expenditure. Board discussed direct expenses and membership income.

1. **EHF CONGRESS 2018:**

COO to meet with PA of EHF President in Zabreb to discuss arrangements. Registration deadline for Congress 19/2/18. Dignatories had been invited but yet to confirm.

Board agreed that MW& JR would represent SHA at Congress. **ACTION: COO to register MW, JR**

Careful management to costs and time required by COO/Administrator work on Congress.

JR had made prelimary discussions around transport.

Volunteers required **ACTION: COO/MS**

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1. **RISK REGISTER :**

1) Financial - Cash flow and Financial Policy to be updated **ACTION: COO**

1.4 - Shortfall in Sports Budget and grant information delayed for 2 months. Key to get sponsorship in order to sustain finances but at present we not have a quality product.

2) Physical: no premises

3) HR: High to small workforce

4) Governance – regular board meetings required in order to keep good control

7)Child Protection: Good control and junior coaches checked.

Board requested to review all documents around allocated Risk Areas **ACTION: ALL BOARD**

COO to list requirements for KMPG Audit and send out to Board to action. **ACTION: ALL BOARD**

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DONM: Wednesday 7th March 2018 7pm - main topic KMPG Audit (Skype of Business TBC)

 **COO closed meeting and thanked all in attendance.**