**Scottish Handball Association**

**Minutes of the Board Meeting held on 10th January 2016, at Ravenscraig RSF, Motherwell, 1pm**

**Attendees: Stephen Neilson, Abrar Hameed, Margaret Strachan, Claire Bullen, Anne McLaughlin.**

**Apologies: Chris McManus, Stevie Grier, Jim Rankin, Monika Wilkinson.**

COO opened the meeting and welcomed on Board Claire Bullen.

**1. PREVIOUS MINUTES APPROVED:**

Minutes: approved CM via email, seconded MS.

Board updated with progress with Bank of Scotland. Signatories will need to complete another mandate**. ACTION: Admin**

**2. EQUALITY (EDI plan sent via email prior to meeting)**

Proposed Action Plan submitted by RDO to reach Preliminary Level.

Report due for submission by Dec 2016.

 Board requested dates of actions and to be kept informed of progress. COO to discuss with RDO and feedback to Board. **ACTION: COO/RDO**

 Agreed that RDO should continue to work on plan under direction of Policy Director.

SHA to be Data Protection registered. **ACTION: COO/Admin**

**3. RISK REGISTER: (updated and sent out via email):**

Changes in risk noted and amended to med-high for points 3. **ACTION: Admin**

Point 4: Financial Risk discussed – COO meeting Head of Pathways, S/S on 11/01/16 to explain targets and concerns over membership growth.

**4. FINANCIAL REPORTS: (sent via email prior to meeting)**

Performance income and expenditure highlighted. Financial control around National Squads to be addressed.

Opportunity to increase Shop Income via ‘Online Shop’ on website. To be reviewed and included in Commercial Strategy. Pilot shop site to be set up. **ACTION: COO**

Additional SAGE reports requested for all Board meetings: Profit & Loss, Balance Sheet, Income & Expenditure, Cash Flow, Aged Creditors & Debtors, and Cash at Bank**. ACTION: COO**

Insurance cover taken against Investigations with Accountants.

Finances on track against grants and hopeful for more funding in future.

**5. KPMG Report (sent via email prior to meeting)**

Overall review – Satisfactory (with comments). Board congratulated COO on report.

SHA to respond to KPMG by 24th January with actions/dates of completion. **ACTION: CB**

 **ACTION: COO to send CB full report**.

 **6. BOARD ACTION ITEMS:**

**Reviewed :** Main points covered by Equality and KPMG Report.

Roles & Responsibilities to be clearly defined and annual review of all Directors.

Strategic Plan to be completed by October 2016.

Cashback plan to be completed by October 2016 and submitted by Dec 2016.

Board to look at other partnership opportunities.

Skills Audit to be completed by Board.

 **ACTION: COO to send Cashback plan to CB**

**7. Scorecard :( sent out via email prior meeting)**

Key figures membership/clubs/coaches and explained.

Children Ist meeting with Policy Director to review Child Protection.

Discussed club governance and requirement within in sport to follow good practice.

Responsibility for all clubs to make sure any coaches involved with 18yrs should be PVG checked.

Board to send out an email to clubs to recommend good practice with CP. **ACTION: AH**

Current membership to be checked and clubs contacted. **ACTION: MS/Admin**

**8. 2016 – Planning Requirements:**

4yr Plan in line with Olympic Cycle.

**9. AOB**

‘Key man’ insurance to be investigated**. ACTION: CB**

Copy of Director Insurance to be sent to CB

ISO 9001 Standard to be reviewed.

**Dates of next Board Meetings:**

**Sunday 20th March 2016 @ 1pm – Ravenscraig RSF**

**Saturday 14th May 2016 @ 7pm – Ravenscraig RSF**

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