**Scottish Handball Association**

**Minutes of Board Meeting held on Wednesday 24th April 2019 at Oriam – Scotland’s National Performance Centre 6.30pm – 8pm**

**Attendees: Stephen Neilson, Melissa Hutcheon, Iain McKinven, Hannah Keenan**

**Online: Jim Rankin, Ewan Hunter**

**Apologies: Abrar Hameed, Monika Wilkinson**

1. **PREVIOUS MINUTES:** The previous minutes were adopted.
   1. **Proposer:** MH
   2. **Seconder** JR
2. **CONFLICT OF INTEREST:** Some further discussion about needs to sign the conflicts of interest register. MW, SN, HK, MH
   1. **ACTION:** SN to bring for register for signing at the next meeting

1. **EQUALITY**: Discussion on requirements to reach Intermediate Equality Standard by 31st March 2021. IM will take responsibility for this area moving forward.
   1. **ACTION**: SN to provide IM with any necessary background information

1. **FINANCES:** There is still work ongoing for the Feb and March accounts. Once these are finalised, they will be sent to the board. There was also agreement from the board to open a new account with Santander given the issues with BOS account. This has led to issues with payroll.
   1. **ACTION:** SN to send Feb and March account to the board
   2. **ACTION:** SN to create mandate from board and open new account

1. **RISK REGISTER:** MH will now take responsibility within the board to look after the risk register with support from IM.

1. **CHILD PROTECTION:** SN to have a discussion with MW to check she is happy to take on CWPO role. We must look at the actions from within the audit since there is a requirement to meet a certain level by 31st March 2020.
   1. **ACTION:** SN to meet with MW to discuss this area.
2. **BOARD ROLES AND REPSONSIBILITES: There was discussion on various of the themes and owners were assigned in some areas and some action were agreed.**
   1. Increased Participation
   2. Commercial Opportunities – EH

There was discussion on then need to create a good story for Scottish Handball that could be used for the basis of making approaches to potential sponsors and partners. We discussed that it would be useful to have a document and EH shared his presentation that he used for Livingston entering the European Cup. We also decided it would be good to create 2-3 minute videos which could be a good sales tool in areas such as, female Handball, youth, events (cup final). We will try to create something from Men’s Cup Final on 11th May and potentially Primary school finals on 17th May.

**ACTION:** SN to have further discussions with EH about creating collateral

**ACTION:** EH to approach Napier Uni media dept about videoing cup final

**ACTION:** SN to also approach SSA about videoing of Cup Final

* 1. Communication – MH

MH drew our attention to the monthly communication themes that have been created by sportscotland and are being used by SSS. It was agreed that it would be good to create monthly comms that followed the sportscotland theme since it would mean wider coverage for the Handball comms.

**ACTION:** MH to look at what can be created for the themes with assistance of SN

* 1. Competitions – JR

JR informed the board that a new competitions handbook had been created for senior competitions next season.

**ACTION:** JR to send final handbook to board for reference

* 1. Good Governance

**ACTION:** SN to share location of SHA policies on SHA OneDrive

* 1. Quality Experience
  2. Developing Club Structures

IM and SN discussed the meeting hey had with the East Kilbride board the previous week. This had been a very positive meeting and there were opportunities to work together in partnership.

Hannah Keenan was unanimously co-opted on to the board.

It was agreed to hold a longer meeting with as many of the board as possible. This would focus on a few key areas that cross over the themes. The initial part of the meeting would be used to give the board an overview of governance and the structure of Handball.

**DONM: Saturday 22nd June 10am – 4pm Oriam**

Minutes taken by – Stephen Neilson