

# Board of Management meeting minutes

27<sup>th</sup> January 2021 - 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	Apologies
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
Danos Sagias	Director - Man Competitions	Dial-in
Barry Cook (BC)	sportscotland Partnership Manager	Apologies
Marcin Zdrojewski (MZ)	SSA support (minutes)	Dial-in

## 1. Welcome/check in/Apologies

IM welcomed everyone to the meeting. Apologies noted (SN and BC).

## 2. Minutes of prev meetings (taken as read)

Minutes of the Board meeting held on 28th October 2020 were approved

Minutes of the Board meeting held on 2nd December 2020 were approved

## 3. New COI/Actions

No new COI declared.

## 4. Social Media Campaign : results and insights

Board expressed appreciation re. new website and social media updates organised and run by JS. JS then presented *SHA 12 Days of Christmas* impact report, noting increase in followers across all three platforms (Instagram, Twitter & Facebook), notably doubling Insta followers. JS thanked everyone for their networking assistance/sourcing of prizes, which helped SHA broaden relationships with 8 new companies. Board thanked Julia for a great job well done.

IM then sought feedback from the clubs' perspectives, asking DS and JR in particular for their insights. Both noted members were generally delighted to see SHA engaging more and pleasantly surprised to see so much presence on social media. These activities created a positive buzz around the younger players in particular.

## 5. Equality Standard update/Action Plan

As a preamble, the need to tighten up and standardise on Teams setup was discussed, as SMcK, EH and DS had been unable to access all shared documents, probably due to incorrect accounts/access privileges. MH noted that SN (could use Admin privileges to ensure correct access. IMcK to communicate with SN re. ensuring SMcK/EH/DS have correct access/are using correct accounts.

□ **IM to update Stevie and request help to clarify SMcK/EH/DS accesses to Teams [20210127.01]**

IM then walked Board through Equality Action Plan (which supports 2021 Equality Standard Preliminary Submission effort) noting many actions already completed, and stressing that timing of key 2021 Membership survey contingent upon return to play.

Board discussed and each agreed to brief the updated Equality Policy to their individual nominated clubs, and also signal intention to set up (around April) Members' ED&I Working Party.

□ **All Board Members to contact their nominated clubs to share updated Equality Policy/introduce EDI WP - March 2021 [20210127.2]**

EH and JS agreed to collaborate on production of a Terms of Reference/Guidelines for Members' EDI Working Party during Feb 2021, to support communications/guide engagement with clubs (building on prior experience of similar initiatives at Scottish Student Sport, and elsewhere). This will help ensure equal opportunity and representative make-up of the EDI WP itself.

□ **EH/JS to produce TOR for EDI WP during Feb to support action 20210127.2 above [20210127.3]**

## 6. Policies for Board Approval

IM/JS talked through proposed changes to a couple of documents.

☒ **The following documents were approved:**

- **Equality Champion Roles and Responsibilities**
- **Equality Action Plan**

Signed: IMcK

Co-signed: SMcK (EDI trained Board rep, on behalf of Board)

- **Equality Policy draft 0.4**
- **Code of Conduct (subject to reinstatement of reference to 'sex', as well as 'gender' in Section A, page 3)**
- **IT Policy**

Proposed: JR

Seconded: MH

## 7. Reminder: Annual Board self assessments/Skills Audit

IM asked those Board Members that haven't yet done so to submit their responses.

□ **MZ to re-circulate Annual Board self assessment and Skills Audit forms [20210127.04]**

□ **All to complete Annual Board self assessment and Skills Audit forms by 31/01 [20210127.05]**

## 8. Potential SHA Handball international online conference

For Board awareness, IM noted that TOR for event currently with SHA Management Team for input before circulation to Board. Aim is both to bring the Scottish Handball family together and also drive wider international engagement/higher profile of specific initiatives being developed by the team.

Objectives include raising awareness/participation and also fostering collaboration with key stakeholders who share SHA's values and commitment to sport as a force for good. We feel confident that much good work being undertaken by team will be of great interest/relevance to a wider audience.

Major question around timing. Recent Social Media campaign (see item 4 above) demonstrated still currently a huge appetite and enthusiasm for engagement from the Scottish Handball Family. On other hand, return to playing/opportunities to partake in Coach Ed/Ref Academy still limited due to pandemic.

Finding an optimal slot therefore likely to be tricky. Current thinking either mid-March or mid-April.

IM committed to keeping Board informed of developments, and opportunities to support, as idea develops.

## 9. Date of next meeting

TBA

## 10. AOB

## 11. Close of meeting

IM thanked everyone for their ongoing contribution and closed the meeting.



## Actions Summary

- IM to update SN and request help to clarify SMcK/EH/DS accesses to Teams [20210127.01]
- All Board Members to contact their nominated clubs to share updated Equality Policy/introduce EDI WP - March 2021 [20210127.2]
- EH/JS to produce TOR for EDI WP during Feb to support action 20210127.2 above [20210127.3]
- MZ to re-circulate Annual Board self assessment and Skills Audit forms [20210127.04]
- All to complete Annual Board self assessment and Skills Audit forms by 31/01 [20210127.05]

## Decisions Summary

- ☒ **Minutes of the Board meeting held on 28th October 2020 were approved**
- ☒ **Minutes of the Board meeting held on 2nd December 2020 were approved**
- ☒ **The following documents were approved:**

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Proposed: JR

Seconded: MH

