

SCOTTISH GYMNASTICS ASSOCIATION

MINUTES OF BOARD MEETING

HELD ON WEDNESDAY, 03 JUNE 2015 AT 5:30 PM

AT CALEDONIA HOUSE, EDINBURGH

PRESENT: Scott Harper (SH): Keir Stewart (KS): Phil Langstaff (PL): Adele Tolometti (AT): Patricia Swan (PS): Oliver Barsby (OB): Euan Lowe (EL): Lorna Callan (LC) (sportscotland).

APOLOGIES: Kevin Pringle (KP)

IN ATTENDANCE: Christine Davies (CD) - Executive Officer: L Whyte (LW) - Ethics, Welfare & Conduct Manager: Andrew Cassell (AC) – Finance Manager.

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed everyone to the meeting, especially Lorna Callan from sportscotland.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	There were no conflicts of interested noted.
3.	CONFIDENTIAL ETHICS & WELFARE MATTERS
	The confidential Ethics, Welfare & Conduct paper was discussed and privately minuted.
	Following discussion, LW to contact BG again regarding coaching questions she raised.
	The E, W & C management report was also reviewed. After discussion it was agreed that consideration be given to adding PVG workshops to a club conference or the AGM. LW added that she would soon be reviewing the CP Policy & Complaints Procedures. LW left the meeting at this point.
	Ongoing Action 1: LW to contact BG again re coach skills questions.
	Action 2: EL/LW to work on outcomes for CP Policy & Complaints Procedure.
4.	PREVIOUS MINUTES & ACTIONS:
	Minutes dated 26 November 2014 were approved by the Board.
	Minutes dated 11 February 2015 were approved by the Board.
	Note of conference call dated 23 March 2015 was approved by the Board.
	The Action List was updated accordingly following updates.
5.	FINANCE REPORT
	<i>2014-15 Financial Year Accounts</i>
	AC joined the meeting at this point and presented finance paperwork to the Board for consideration and comment. The unaudited surplus for the 2014-15 financial year accounts was discussed as was the increase in Balance Sheet cash due to better debtor management control. AC added there would be more emphasis on cash management this financial year. KS queried Technical Panel (TP) carried forward balances and from this further discussion took place on unauthorised expenditure, costly

	<p>hire of equipment and non-budgeted trips. AT stated that the expenses policy must be strictly adhered to with SH adding that TP income/expenditure should be reviewed over a number of yearly cycles to allow TPs to maintain a positive financial balance. However, if a TP had a deficit balance this would be carried forward into the next financial year. It was also agreed that AC would send out quarterly reports to all technical panels. The level of deficit will be determined once investigation into previous years' budgets have been identified. On behalf of the Board SH congratulated AC on the information he has produced and reversing the budgeted deficit.</p> <p><i>Budgets:</i> AC presented the 2015-16 budgets to the Board. SH commented that overall this is a satisfactory budget for the organisation. Following discussion it was suggested that a more detailed strategic review of commercial activity be carried out over the next 6 months. Following discussion the budgets were approved in principle with more detailed discussions on commercial activity to be programmed for a future Board meeting. It was also agreed that budgets could be released to the budget holders.</p>
	Action: EL/AC Commercial activity to be reviewed and presented to board before October 2015
6.	REMUNERATIONS & NOMINATIONS REPORT <i>Auto-enrolment:</i> PL provided an update on this and confirmed this is on track for completion by end June 2015. <i>Pay 2015:</i> Pay rises were approved for those staff who were not involved in the restructuring. <i>Expenses Policy:</i> This was discussed with two amendments made. Policy to be circulated to the Board for approval.
	Action 3: PL to circulate amended Expenses policy to Board for approval.
7.	BOARD SKILLS AUDIT PL summarised the audit findings which was created to identify skills/knowledge gaps within the current Board; identify areas where the Board require additional training and to support the recruitment process of two Board vacancies. Findings were that whilst the existing Board structure is very good the RemNom panel are keen to increase diversity across the Board. Both Board vacancies are elected posts and nominations would be presented at the AGM. SH requested that the Director Non-Olympic Disciplines job description be reviewed. <i>Appendix 2:</i> Following a brief discussion on the questions raised from the skills audit, SH asked that the Board give consideration to the strategic planning of what is happening within SG.
	Action 4: PL/OB to work with HR Administrator in creating a timeline and review job descriptions for the two Board vacancies
8.	FITNESS SCOTLAND A lengthy discussion took place on the future direction of Fitness Scotland, currently the programmed activity is not meeting operational objectives. PS outlined a number of options to address the concern and reduce the risk of SG objectives being missed. It was unanimously agreed that EL meet with the FS Programme Manager to agree a solution.
	Action 5: EL to meet with Fitness Programme Manager to agree a future direction for FS.
9.	RISK REGISTER EL presented the risk register to the Board. LC suggested it would be helpful for departmental heads/managers to take responsibility for their own risk register. Following discussion it was agreed by the Board that an improved system of reporting risks is reviewed.
	Action 6: OB/LC to work with EL on an improved system of reporting risks.

<p>10.</p>	<p>2014-15 OPERATING PLAN</p> <p>EL presented a summary of the operating plan to the Board who had the following observations to make.</p> <p><i>Marketing:</i> Following discussion it was agreed that EL would prioritise sponsorship actions with the Marketing Manager.</p> <p><i>Branding:</i> This will be discussed in greater detail at the next Board meeting.</p> <p><i>Communication:</i> Following discussion it was agreed that further communication with our members particularly on SG's culture & vision be made through the new marketing newsletters.</p> <p><i>Development:</i> SG memberships are now in excess of 19,000 with Hamilton GC having over 1000 members which is excellent news for the association.</p> <p><i>SG 125th Anniversary:</i> The Marketing Manager has drafted a proposal for this which will be discussed in greater detail at the next Board meeting.</p> <p><i>Criteria for Awards:</i> Following discussion it was agreed by the Board that the policy and criteria for awards and recognition should be reviewed including Honorary Life Membership.</p> <p>EL updated the Board on staff changes. We have a new Club Manager starting on 08 June with further job adverts taking place for a further Club Manager and Workforce Development Manager.</p> <p><i>Departmental Reports:</i> In principle, the Board are happy with the content and comment of the CEO and management reports that give an indication of the day-to-day operation of the association as well as risks highlighted. OB suggested an improvement point would be to clearly link the reported areas back to the Operational Plan and strategic objectives.</p>
	<p>Action 7: SH/KS to review the Criteria for Awards Policy.</p>
<p>11.</p>	<p>EQUALITY STANDARD</p> <p>CD updated the Board on the Equality work carried out to date with the following to be completed by end June.</p> <ul style="list-style-type: none"> i. Review 2009-2012 Action Plan ii. Complete 2013-2017 Action Plan iii. Complete Equality Impact Assessments on Recruitment Policy iv. Complete Intermediate Level Report v. Set up DropBox for documents <p>The Equality work will be monitored by the CEO and presented to the Board at their regular meetings. It will also be included in the risk register and through management reports to highlight progress.</p> <p><i>LGBT Charter:</i> Board approval has been sought to adopt this Charter. Before any decision is made the Board requested a copy of this charter in order to make an informed decision.</p>
	<p>Action 8: CD to email electronic copy of the LGBT charter to Board Action 9: KS to review the Equality Policy</p>

12.	<p>DATES OF FUTURE MEETINGS</p> <p>There will be a Board meeting on Saturday, 27th June 2015. Time and venue to be confirmed.</p>
12.	<p>ANY OTHER BUSINESS</p> <p><i>BG Update:</i></p> <p>SH updated the Board on the current progress with this agreement. Following discussion the Board agreed that there is a need to have a commitment to develop a commercial agreement in place with BG before signing the proposed membership services agreement. The delay in confirming the agreement is placing a stress on the membership system. Currently without an electronic CRM there is a risk associated with the way in which staff are having to record memberships, check eligibility at present. If an agreement with BG cannot be signed soon an alternative CRM will need to be identified.</p> <p><i>Transfer Lines:</i></p> <p>As approved by the Board the procedure behind transfer lines to be reviewed, amended as necessary and information to be passed onto staff.</p> <p><i>Enhanced Audit:</i></p> <p>SG is scheduled to have an enhanced audit. LC to review dates and work with EL on this.</p>
<p>Action 10: EL / CD to explore alternative CRM systems</p> <p>Action 11: KS to review the transfer line procedure and communicate amendments to staff.</p>	