

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY, 23 MARCH 2016 AT 5:30 PM

AT DAKOTA HOTEL, FORTH BRIDGE

PRESENT: Scott Harper (SH): Adele Tolometti (AT): Phil Langstaff (PL): Patricia Swan (PS): Euan Lowe (EL): Kevin Pringle (KP): Zoe Frost (ZF): Peter Boucher (PB).

APOLOGIES: Oliver Barsby (OB): Keir Stewart (KS).

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed all to the meeting noting apologies received from Oliver Barsby and Keir Stewart.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	There were no conflicts of interest noted by the Board members.
3.	PREVIOUS MINUTES & ACTIONS:
	The Minutes dated 13 February 2016 had previously been circulated via email and formally approved at this meeting. The Action List was revised with the following updates from the Board: Action 1: Chair meetings – EL to follow up with Lorna Callan regarding the setting of dates for quarterly chair meetings. Action 9: Equality action plan – this is an ongoing piece of work that can be removed from the action list. Action 10: Junior Commonwealth Championship proposal – the proposal needs to be fully developed soon so a decision over attendance can be made. The status of the event and the event technical regulations are still to be confirmed. Action 11: AGM – the 28 th August was suggested as a suitable date within the gymnastics calendar for the AGM date. EL/CD to check venue availability before confirming with the membership.
	Action: EL to revise action list and distribute with the meeting note
4.	FINANCE – 2016-17 Budget
	SH opened the discussion drawing reference to SG’s membership growth rate along with the financial contributions to British Gymnastics in providing membership services under the current agreement with British Gymnastics, (BG). It was noted that while the trends over recent years demonstrate healthy membership growth, a conservative growth figure should be used within the budget. Given that membership growth is ahead of the forecasted figure it was agreed that SH/EL should meet with BG to discuss the rate of growth in membership in reviewing the current membership services agreement with BG. EL/AT highlighted some of the changes in the budget position from the previous year. After discussion it was agreed that the organisation should aim for a £30k reserves target in this budget year. As a result the draft budget should be reviewed for efficiencies and re-presented to the Board for approval. The budget was presented to show both activity by department and activity against the four pillars of the strategic plan. A budget sheet against the strategic pillars of activity will be used going forward to further inform Board decisions.
	Action: EL to review draft budget and re-distribute to the Board before mid-April.
	Action: EL/SH to arrange a meeting with BG to review the services agreement

<p>5.</p>	<p>ANY OTHER COMPETENT BUSINESS</p> <p>AGM/Awards Dinner: it was agreed to continue working towards combining the annual awards and AGM alongside a programme of club and coach development opportunities over one weekend.</p> <p>Board Sub groups: a number of potential Board groups have been identified following the outputs from the staff and Board away day. It was agreed that terms of reference and potential group membership be drafted and circulated for Board comment.</p> <p>Chair Remuneration Review: with the Chair completing his first 3 year term in November, the RemNom committee will be conducting a review regarding the decision to remunerate this position. The review will consult with Board members, the CEO, the current Chair and sportscotland. Conducting the review now will enable a decision to be taken by the Board regarding the future remuneration of the role so a discussion can then be held with the current incumbent about his intentions and the Board's desire for him to continue for a second term.</p>
	<p>Action: EL to circulate potential Board groups, term of reference and membership to the Board by mid-April</p> <p>Action: PL to work with RemNom to complete a review of the remuneration of the Chair position</p>