

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

**MINUTES OF BOARD MEETING HELD ON WEDNESDAY, 26 APRIL 2017 AT 5PM
AT CALEDONIA HOUSE**

PRESENT: Scott Harper (SH): Euan Lowe (EL): Peter Boucher (PB): Zoe Frost (ZF): Adele Tolometti: Patricia Swan (PS): Keir Stewart (KS): Oli Barsby (OL)

APOLOGIES: Lorna Callan, SportScotland (LC): Phil Langstaff (PL)

IN ATTENDANCE: Lara Gregson (LG) SG Operations Manager

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed all to the meeting noting apologies received from Lorna Callan and Phil Langstaff
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3.	PREVIOUS MINUTES & ACTIONS:
	The Minutes dated 22 March 2017 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.
4	MATTERS ARISING
	There were no matters arising.
5.	BUDGETS
	Euan talked the Board through the budget proposal for 2017/18. He discussed how the agreement with BG will progress and looking to sign the updated agreement in July 2017. The key budget variances were highlighted and discussed in detail. Income forecast was shared. Surplus and Reserves trend year on year from 2012 were shared. Board discussed the budget proposal in detail. Board approved the budget.
	Three year balanced budgets sheets needed from TPs before they can access their reserves and then present what they want to spend it on and the Board will approve the spend. Equipment spend needs to be budgeted for over the three years. Noted that some TPs had still to submit three year budgets. TPs to submit budgets by 15 May to PB and KS.
	TPs must have 3 year budget plan approved by Board are not able to spend until that's in place. Agreed that last year would be year 1 and then show budgets for year 2 and 3 along with the proposed spend on equipment.
	ANNUAL REPORT
	Online report version approved for this year. Also agreed that we would prepare a Financial report summary which could be printed.
	Technical Panel reports to be in booklet format summarising their work (using a template to create the content) that they can hand out at any planned TP sessions
	ELIGIBILITY CRITERIA
	Discussed when a gymnast is eligible to represent Scotland.

	<p>Agreed that Scottish grandparents do not count, parents do. Residency needs to be permanent residency for five years in Scotland and a BG passport</p> <p>This needs to be published on the SG website</p>
	<p>ACTION – EL to identify a date when BG can come to Scotland for their Board meeting, will share our accounts with them</p> <p>PB/ KS to email TPs to request TP budgets to come to the next Board meeting along with their equipment ask</p> <p>EL and SH to speak Gymnova to review the partnership agreement</p> <p>Iona Scott to progress the Annual report approach as agreed</p> <p>LG to arrange for the eligibility criteria to be published on the website</p>
6.	<p>AWARDS DINNER UPDATE Confirmed 11 November is the date, the nomination forms will be online</p> <p>BG UPDATE MEETING Notes to come from Euan and circulated round</p> <p>ETHICS, WELFARE and CONDUCT Selection policy session with Harper Macleod was attended. PVG requirement for adults attending CGS as is an adult event, Board agreed that concerns should be raised with CGS.</p> <p>Report to be circulated in response to Health and Sport Committee Update on current case provided</p> <p>DIRECTORS VACANCIES/ SKILLS AUDIT UPDATE 2 potential applicants that EL and ZF will interview</p>
	<p>ACTION – BG notes to be circulated Write to CGS to get details of the regulated roles that are listed as they will need to be PVG checked - Lorna Whyte to draft Circulate Health and Sport Committee report from Lorna Whyte Interviews to be arranged with two candidates</p>
7.	<p>AOB Brian Samson nominated by SG to the Board of CGS Appointed Marius Gherman and Sandra Stevenson as Lead Coaches for CGS Rhythmic will be looked at later in the year as planned, if there is potential coach recruitment</p>
8.	<p>DATE OF NEXT MEETING Saturday 27 May, Caledonia House, Edinburgh</p>