



**MINUTES OF BOARD MEETING HELD ON SATURDAY, 27 JUNE 2015 AT 11:00 AM  
AT DAKOTA HOTEL, SOUTH QUEENSFERRY**

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

**APOLOGIES:** Kevin Pringle (KP): Patricia Swan (PS).

**IN ATTENDANCE:** Christine Davies (CD) - Executive Officer: M O'Donnell – Marketing Manager (MOD).

ITEM	AGENDA ITEM / DISCUSSION
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>
	SH welcomed everyone to the Board meeting advising that SG's Marketing Manager would be giving a presentation in the afternoon.
<b>2.</b>	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	There were no conflicts of interested noted by the Board members.
<b>3.</b>	<b>PREVIOUS MINUTES &amp; ACTIONS:</b>
	The Action List was revised following updates from the Board.
	<i>Transfer Lines:</i> KS created a proposal on this topic that was emailed to the Board for consideration and approval. Historically this has at times been a contentious subject for clubs and coaches. The Board agreed this would be an opportune time to change the administrative function of transfer lines.
	<i>Equality:</i> CD updated the Board on the assessment date, surveys carried out and statistical information gathered in preparation for SG's submission for the Intermediate Equality Standard. PL also advised that an ethnicity form (either paper or electronic) will be created to gather information on the people applying for job vacancies at SG. Additionally the LGBT Charter was discussed and it was agreed that the Board would adopt the LGBT Charter as it is in line with the principles of SG's policy.
	<i>Minutes dated 03 June 2015:</i> The following sentence to be added to the end of the Finance Report: Technical Panels – "The level of deficit will be determined once investigation into previous years' budgets have been identified". Following this amendment the Minutes dated 03 June 2015 were approved by the Board.
<b>4.</b>	<b>REMUNERATIONS &amp; NOMINATIONS</b>
	<i>Director vacancies:</i> PL updated the Board on the two director vacancies, the recruitment process and timescales for these posts to be elected at the AGM in August. A 2-page application form has been created requesting details of previous experience, reasons for applying for this vacancy and also requesting a 1500 word statement. The Strategy document is also available to candidates and they will be asked to attend the AGM. Closing date for applications of interest will be the 31 July 2015.

<b>5.</b>	<b>BRITISH GYMNASTICS</b> SH updated the Board on progress made with this joint agreement, adding that all matters were moving forward positively ahead of the new membership year. A communications plan and timeline to be created and sent out to all staff and members.
	<b>Action 1: EL/Marketing Manager to create a communications plan and timeline to be sent out to all staff and members.</b>
<b>6.</b>	<b>STAFFING</b> EL updated the Board members on the recent recruitment drive in the Development and Performance departments noting that SG has been able to attract a good level of candidate for the new positions. Additionally to support the Men's Artistic performance programme we have been able to attract the interest of Paul Hall and Scott Hann, (BG programme coaches) to lead and deliver the programmes on a similar basis to that of Clare Starkey on the Women's Artistic programme.
<b>7.</b>	<b>FITNESS SCOTLAND</b> It was agreed that EL should continue the review of FS planned activity on the basis of maximising any financial return.
<b>8.</b>	<b>TP – FINANCE</b> Discussions took place regarding TP budgets. The Board agreed technical panels would be given the opportunity to produce a 3-year budget plan from 01 April 2016 onwards. The plans should link with the delivery of the SG Strategy. Further discussions took place regarding budget deficits from previous years. It was agreed that technical panels should aim to recover any deficit from previous years prior to the start of the new 3 year budget period. EL to discuss this on an individual basis with technical panels. A further workshop will be organised with the TP Chairs and Finance Officers to further develop strong working relationships.
	<b>Action 2: EL/Finance Manager to discuss budget deficits with individual Technical Panels. Action 3: EL/Finance Manager to arrange a further TP workshop with Chairs and Finance Officers. Specific Board and staff members to be invited.</b>
<b>9.</b>	<b>ANY OTHER BUSINESS</b> LC announced that the sportscotland strategy is on the website for review.  EL presented a paper from the Head of Development that raised a membership fee query to start from 01 July to 30 September 2015. Following discussion it was agreed by the Board that SG would provide a "one-off" temporary gymnast membership fee of £7 to bring us more in line with the BG membership structure. The Board also agreed that further clarity is needed on its insurance for members, for example, a FAQ sheet for coaches, changing the renewal date.
	<b>Action 4: EL to pass membership information to relevant staff and to contact Marsh Insurance to request supporting insurance information for coaches.</b>
<b>10.</b>	<b>DATES OF NEXT BOARD MEETING:</b> The next Board meeting will take place prior to the AGM meeting on 29 August 2015. The main business of the meeting closed at this point. A workshop on brand revision, communications strategy and 125yrs celebration followed.
<b>11.</b>	<b>BRAND REVISION</b> SG's Marketing Manager gave a PowerPoint presentation to the Board on re-branding the association together with new examples of the new branding e.g.  <ul style="list-style-type: none"> <li>➤ A more dynamic brand identity</li> <li>➤ Adoption of SG across organisation as opposed to SGA</li> <li>➤ Corporate font and style to begin to build consistency across our corporate documentation</li> </ul>

	Following discussion it was agreed by the Board that the new branding proposal be approved and adopted throughout the association.
	<b>Action 5: EL/Marketing Manager to communicate above to all staff.</b>
<b>12.</b>	<p><b>COMMUNICATIONS &amp; COMMERCIAL APPROACHES</b></p> <p>SG's Marketing Manager also gave a presentation on the association's communication strategy. Recent activity included:</p> <ul style="list-style-type: none"> <li>• External communications strategy created</li> <li>• Annual tactical communications plan created</li> <li>• New fan/member E-Newsletter launched</li> <li>• New club, coach E-Newsletter launched</li> <li>• Annual report started with video version currently being scoped</li> <li>• New communication "sign up" page created</li> </ul> <p>MOD added that clubs had been surveyed on their communications wishes with results including: more direct communications: more information to more people: face to face contact with RGDM: use of social media to promote courses: ensure information is sent to the appropriate club contact: more regular news: updates from the Board: "Newsround" newsletter: more advance communications:</p> <p>Following further discussion this refreshed approach was unanimously agreed by the Board.</p>
<b>13.</b>	<p><b>125<sup>TH</sup> ANNIVERSARY</b></p> <p>2015 marks Scottish Gymnastics 125<sup>th</sup> anniversary as an association. The following activity has been suggested to allow Scottish Gymnastics to mark and celebrate this milestone in our history.</p> <ul style="list-style-type: none"> <li>• Focus group held with members</li> <li>• Draft activity calendar and costs created</li> <li>• Draft awards and celebration dinner budget created</li> <li>• Student intern employed (preliminary research carried out on key milestones from our history)</li> </ul> <p>The Board were asked to consider a budget for this special event. The Board agreed the proposed budget outline to allow the event to be held with the suggestion that the option of holding the event in the week before the World Artistic Championship in October. Additionally the board agreed that the 125yr Anniversary event be combined with an Awards celebration.</p>
	<p><b>Action 6: EL/SG Marketing Manager to establish a project group for the 125<sup>th</sup> Anniversary to organise and deliver the event.</b></p> <p><b>Action 7: SG Marketing Manager to arrange a meeting with SH &amp; KS to review award categories, criteria and timescales.</b></p>
<b>14.</b>	<p><b>BOARD SUB-GROUPS</b></p> <p>SH presented a draft proposal to articulate the connection between the Board and any potential sub-groups of the Board to support the delivery of the new strategy. Through discussion it was suggested that groups with appropriate expertise may be better suited to the delivery needs of the new strategy rather than formal committee structures. The concepts need further development including potential terms of reference and membership of any potential sub group.</p>
	<b>Action 8: SH/EL to continue to develop this proposal for Board sub groups.</b>