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SCOTTISH GYMNASTICS ASSOCIATION

MINUTES OF BOARD MEETING

HELD ON MONDAY, 26TH MAY 2014 AT 2:00 PM

AT THE HILTON EDINBURGH AIRPORT

PRESENT: Scott Harper (SH): Phil Langstaff (PL): Oliver Barsby (OB): Kevin Pringle (KP): Patricia Swan (PS): Adele Tolometti (AT): Brian Samson (BS): Stuart Ferrier, sportscotland (SF).

APOLOGIES: Keir Stewart (KS).

IN ATTENDANCE: Christine Davies.

ITEM NO.	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES SH opened the meeting and advised no apologies were received.
2.	NOTIFICATION OF CONFLICTS OF INTEREST No notifications were intimated to the Chair.
3.	APPROVAL OF PREVIOUS MINUTES AND ACTIONS The draft Minutes dated 26th February 2014 had been circulated prior to the meeting and the following comments were noted against the actions. Chairman's Remuneration Action 1: The following wording to be added to the AGM Annual Report. "The Chair's salary is used from strong partners funding and not from membership income". Action: BS to communicate the information on Chairs salary to the Marketing Manager. Fitness Scotland Market Research Action 2: It was agreed to carry this action forward. Action: BS to progress the Fitness Scotland market research with Sam Langstaff. Performance Management & Appraisal for Chair Post Action 4: PL advised the first draft of the Chair's post and targets had been completed and the top tier would be in place by 30 th June 2014. Action: PL to progress Chair post appraisal. Behaviour In Sport Action 5: We have received the first draft Code of Practice from Harper Macleod. Once reviewed this will be emailed to Board members, together with a FAQs sheet. SG must also consider consistency of policies and procedures when negotiating dual membership with BG.

Action:

BS to progress Behaviour and Sport policy with Ethics and Welfare Manager.

Club Managers' Course

Action 7: BS advised the meeting that the Club Managers' course had been well organised and very well received by the delegates. The course was opened by the sportscotland CEO and SGA's CEO. Formal feedback and course debrief to follow with summary provided for the Board.

Action:

BS and Head of Development to progress CMAE debrief process.

2014 Annual General Meeting

The Annual General Meeting (AGM) will take place on Saturday, 30th August 2014. Guest speakers to be invited.

Action:

SH BS and CD to progress AGM arrangements.

4. MATTERS ARISING NOT IN THE AGENDA

There were no other matters.

5. FINANCE

Discussion:

The year-end accounts and 1st draft annual accounts were discussed. AT advised that a realistic completion deadline would be 30th June with accounts to be reviewed/signed off by mid July. BS advised that a series of meetings had taken place with the Finance Manager regarding the year-end responsibilities and audit. The Finance Manager had spent a considerable amount of time on the year end work and upgrading the Sage software. AT also advised that BDO had provided the resource for the VAT returns. SF added that SG could provide a brief outline of the expert resource required from BDO to complete this work which he would discuss with Lorna Callan. AT/BS also commented that a monthly conference call with the Finance Manager to assist with the workload will be set up. Further discussion took place on the up-to-date financial position.

Action:

AT, BS, SF and Finance Manager to ensure all year end, Sage and VAT issues are actioned.

6. NEW STRATEGY AND 2014-15 OPERATING PLAN

BS stated there were three actions required to complete the new strategy by 30th June: (1) Submit to the Board for review: (2) Organise a workshop with the Chair, senior management team and CEO: (3) Send out to members to finalise in writing and at a workshop to be organised. The proposed dates for the period of the strategy were 2015-2027 which divided into 3 x 4-year planning blocks. It was intended to launch the strategy at the 2014 AGM. BS invited comments on the 2014-15 Operating Plan that had been submitted to the Board. Overall the plan was well received although it was thought to be detailed. KP suggested that 'scorecard' should be developed to provide high level indicators that would confirm the operating plan was on course. This was agreed. The full operating plan would be updated and provided to the Board on a quarterly basis.

Action:

1. SH and BS to complete the final draft of the strategy and hold the workshop.
2. BS to develop a scorecard for the Operating Plan.

7. INVESTMENT APPLICATION 2015-16

Discussion:

BS outlined the timetable for submitting the investment application

- 26/09/2014: Submission of new strategy for 2015-19, including draft budget covering core areas of activity to sportscotland
- 1/10/2014 – 14/11/2014: Chair and CEO to present a review of previous and new strategic plan. 17/12/2014: **sportscotland** board meet to consider SG's 2015-19 investment.
- Feb/March 2015 – **sportscotland** board meet to confirm SG's 2015-19 investment

SF advised that the new regional performance structure be integrated in the new funding application. SH added that a timeframe of 4-6 weeks had been agreed to complete this with the three Team Heads.

Action:

SH and BS to progress this with the Heads of Development, Performance and Education and Pathways.

8. REMUNERATIONS & NOMINATIONS REPORT

Discussion:

The Minutes dated 7th May 2014 were circulated to the Board prior to this meeting. No comments were noted. PL advised that salary increases had been agreed for those members of staff who qualified. Both PL and the HR Manager would be attending a Pensions workshop tomorrow and will report back to the Board on this.

Action:

PL/HR Manager to provide feedback to Board on any pension implications for SGA.

9. CEO RECRUITMENT AND STAFFING UPDATE

Discussion:

SH advised that the CEO interviews had taken place over two days. The first day consisted of six interviews with two on the second day. Discussion followed on the criteria and selection process used for these candidates. Both candidates took part in a workshop with the senior management team.

Action:

SH and PL to contact successful candidate to offer appointment. SH/PL to contact the other candidate depending on the outcome of the offer.

Discussion:

Staffing Update: A discussion took place regarding a range of staffing matters. No actions.

10. POLICY APPROVAL: ANTI-CORRUPTION POLICY

The draft policy was discussed. SF emphasised that the policy must be in place for athletes, coaches and staff prior to the start of the CWG. He also confirmed that it was essential because of the increasing levels of criminal activity related to gambling in sport. The Board members agreed that once the amendments have been made, the policy should be re-issued for approval to ensure the deadline was met.

Actions:

1. Cross check/integrate this policy in the Disciplinary Code of Practice.
2. Remove the word "staff" from the subject heading.
3. Confirm who will be named as the Betting Integrity officer.
4. Ensure our register of policies and procedures is up-to-date.
5. BS to progress with CD and Lorna Whyte (LW) and re-issue to the Board.

11. EXTRAORDINARY GENERAL MEETING (EGM)

Discussion:

SH updated the Board on the EGM held on 5th April 2014 and the outcome of the three resolutions. Resolutions one and three were approved. Resolution two was postponed until a later date to allow clubs to review the TP proposal paper. A further EGM has been organised for Sunday, 15th June 2014 to give clubs the opportunity to vote on resolution two. SH added that a consultation paper would also be sent out to all clubs to gauge their views on setting up a *Gymnastics for All* technical panel.

Action:

SH/BS/CD to progress this. Deadline to send out this information by email is 30th May 2014.

12. CONFIDENTIAL E & W MATTERS

Discussion:

A private discussion took place on this tabled paper. BS/SH picked up key points but it was agreed to circulate a further update after further consultation with LW.

Action:

BS to distribute further E&W information to the Board

13. DEPARTMENTAL REPORTS

Discussion:

The reports had been sent out to the Board members prior to this meeting. Feedback in general was that the reports were good and gave an indication of how effectively management and staff are working. OB asked that a summary of annual leave taken/not taken is shown in the HR report. It was also suggested that a newsletter could be created for members and staff highlighting the positives from each report and from the operating plan.

Action:

BS to organise annual leave summary and member newsletter with the HR and Marketing Managers.

14. ANY OTHER BUSINESS

Discussion:

SH updated the Board on the forthcoming BG meeting that will take place on 13th June. A proposal from BG was received on 22nd May – they want to agree and sign a business agreement based on the draft. A discussion followed on BG's insurance package for their members as some clubs have already asked about director's liability insurance.

Action:

1. SH to email BG's insurance details to Office Manager who will forward to SG's insurance broker.
2. BS to circulate the BG proposal to directors.

15. DATES OF FUTURE MEETINGS

Discussion:

The next Board meeting is Tuesday, 22nd July 2014 commencing 5:30 pm at Caledonia House. It was agreed, given the finance department's workload, that the year-end accounts would be sent out to the Board by 30th June.

There will be a pre-AGM meeting at 10:00 am on 30th August.

Following the AGM, the next Board meeting is Wednesday, 24th September 2014 commencing 5:30pm at Caledonia House.

It was also agreed that a CWG Update Paper will be sent out with the Annual Report.

Action:

All to note dates.

16. CWG UPDATE: TEAM, MARKETING & HOSPITALITY

Discussion:

SH and BS updated the Board on the CWG team selection. The CWG Council will announce the team on 28th May 2014. Following discussion it was agreed a review of the CWG Team Selection and Appeals policies would take place. SH also updated the Board on the proposed allocation of CWG tickets, availability at each session and the hospitality days. The Team Scotland pre-CWG dinner will be held on 4th July in the Stirling/Dunblane area with the post-CWG dinner on 15th August All directors were invited to both dinners.

Action:

1. KS to finalise ticket allocation details and email to Board members.
2. BS to ensure arrangements are in place for the pre and post CWG dinners.

The meeting finished at 6:00 pm.