

CONFIDENTIAL DOCUMENT



SCOTTISH GYMNASTICS ASSOCIATION

MINUTES OF BOARD MEETING

HELD ON WEDNESDAY, 11th FEBRUARY 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); Euan Lowe (EL)

APOLOGIES: Oliver Barsby (OB); Kevin Pringle (KP)

IN ATTENDANCE: Kath Purdie (KP).

ITEM NO. AGENDA ITEM / DISCUSSION

1. WELCOME AND APOLOGIES

SH welcomed everyone to the meeting.

2. NOTIFICATION OF CONFLICTS OF INTEREST

- i) KS – Strathmore
- ii) PL - Auto-enrolment / SMT

3. PREVIOUS MINUTES & ACTIONS:

Previous minutes were not discussed and approved as they had not been circulated.

The Action List was updated accordingly following updates.

4. CONFIDENTIAL ETHICS & WELFARE MATTERS

The Ethics, Welfare & Conduct paper was discussed and privately minuted.

5. REMUNERATIONS & NOMINATIONS REPORT

Auto-enrolment:

PL provided background information on the research to establish the best option for an auto-enrolment solution for employees. SGA had been working closely with SSA to find a collaborative approach and had sat on the Tender Panel. The preferred solution decided by the Tender Panel was Chase De Vere, an IFA who carried out a similar exercise with Sports Wales. The Remuneration & Nomination Panel recommended this solution to the Board as the best financial option that offered improved benefits to the employees. The Board approved the solution.

The RemNom Panel considered that employees assessed as “entitled” would not be eligible to receive employer’s contributions. After consideration the Panel agreed that SGA should make employers contribution to “entitled” workers’ pension should they opt in.

Risk Highlighted - Kath Purdie leaving SGA. PL informed the Board that Andrew Cassell will take over the project.

AT presented to the Board 3 options for the SMT following legal advice as the SMT posts had been offered with uplift in salaries for employer's element of pension contribution. The Remuneration & Nomination Panel had previously considered the 3 options and made a recommendation to the Board that Option A should be used. The Board rejected this suggestion and requested that the Remuneration & Nomination Panel consider Option B to demonstrate fairness to all employees.

Board Appointments:

PL thanked the Board for completing the survey. PL confirmed that there are 2 vacancies and requested a full debate at the next Board meeting.

6. FINANCE

Appointment of Accountants:

- AT recommended Henderson Logie to the Board, following a successful tender process. The Board approved this recommendation.

Management Accounts:

- It was acknowledged by the Board that more work was required to allow a more detailed assessment of the Technical Panels financial information.
- The Finance Manager had made available a full and comprehensive commentary on the accounts. Going forward this will need refined to capture the information in a suitable report format for the Board to review.
- Technical Panels were informed at the Induction Day how to manage their finances.
- Budget process for Technical Panels needs to be tightened. Each panel should be aware that they have to balance their budgets for the year end 2014-15.

Reserves Policy:

SH commented that the Reserves Policy should connect with the BG proposal.

Insurance:-

The Board confirmed that SGA cannot afford to add the Abuse Cover in this current financial cycle.

7. SPORTSCOTLAND INVESTMENT

EL presented the Board with the 'in principal' investment figures provided by sportscotland. Although the 'in principal' amounts are less than requested there may exist the opportunity to revisit after 2 years when investments to all Olympic and Commonwealth sports are reviewed by sportscotland.

8. GRANT FUNDED STAFF STRUCTURES – PROPOSAL

EL presented to the Board the proposed revised staffing structure for Development and Performance, Pathways & Education. EL confirmed that the aim would be to maintain a regionally deployed Highland development function in partnership with High Life Highland.

The Board gave its approval to the proposed structures with the caveat that the functions, roles and job descriptions are identified and reviewed to ensure that there is no duplication of function.

EL confirmed that Fitness Scotland would sit within Development.

9. BG UPDATE

SH updated the Board with the current revised proposal to BG and requested the Board's

approval for this proposal. The Board approved the proposal.

Risk Highlighted – maintenance and support of CRM should an agreement not be signed with BG or signing is significantly delayed. The current CRM hosting and support agreement ends 31st March 2015.

10. DEPARTMENTAL REPORTS

SH suggested a deadline for asking questions and circulating Q&As and requested that acronyms are not used in reports.

PL requested that if an item is identified as being red that the date that it went red was inserted. SH asked for clarification of what “red” means.

EL highlighted the following:-

- i) Risk Register - overdue and asked for it to be on the next agenda.
- ii) CRM Migration – operational functionality after 31st March.
- iii) Technical Panels – MAG
- iv) Sponsorships – Michael O’Donnell (MOD) trying to find more sponsors

EL thanked Strathmore for their offer of financial sponsorship and products in-kind. KS asked for recognition of MOD’s professional pitch to Strathmore. Suggested PR launch at the Scottish Championships.

11. DATES OF FUTURE MEETINGS

The meeting scheduled for 25th March was approved. SH asked for the other dates to be reviewed.

12. ANY OTHER BUSINESS

- i) KS requested amendments to Transfer Line process. Approval granted for amendments.
- ii) PS presented a position paper for Fitness Scotland for discussion.
- iii) KS requested clarification of Technical Panels terms and appointments.

13. DATE OF NEXT MEETING

25TH March 2015 at 5.00pm.