

**CONFIDENTIAL DOCUMENT**

**SCOTTISH GYMNASTICS**

**MINUTES OF BOARD MEETING HELD ON THURSDAY, 15 FEBRUARY 2018 AT 5PM**

**AT CALEDONIA HOUSE**

**PRESENT:** Scott Harper (SH): Peter Boucher (PB): Zoe Frost (ZF): Euan Lowe (EL): Adele Tolometti (AT): Patricia Swan (PS): Ally Whike (AW): Oli Barsby (OB): Keir Stewart (KS)

**APOLOGIES:** Ian Chambers (IC)

**IN ATTENDANCE:** Lara Gregson (LG) SG Operations Manager; Lorna Callan, **sportscotland** (LC)

ITEM	AGENDA ITEM / DISCUSSION
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>
	SH welcomed all to the meeting noting apologies received from IC.
<b>2.</b>	<b>NOTIFICATION OF CONFLICTS OF INTEREST</b>
	None
<b>3.</b>	<b>PREVIOUS MINUTES &amp; ACTIONS:</b>
	The Minutes dated 13 January 2018 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.
<b>4.</b>	<b>MATTERS ARISING</b>
	There were no matters arising.
<b>5.</b>	<b>ARTICLES – Revision</b>
	The Board discussed the feedback from Harper Macleod on the suggested changes and it was agreed that further discussion was needed with Harper Macleod. KS to support this work.
	It was also confirmed that wider consultation with clubs would be planned for May. As a result, any proposed changes would not be presented until the AGM in September, instead of the EGM in March.
	EL and LG to identify suitable dates for consultation meetings and develop a supporting communications plan with the Communications team.
	<b>AUDIT &amp; REMUNERATION COMMITTEE</b>
	The Audit and Remuneration Committee tabled a recommendation to increase the salary level by 2% and lift pension contributions to 3% for all eligible staff from the 1 <sup>st</sup> April 2018. Following discussions, the Board agreed with the recommendation. In addition, the board requested longer term projections be provided to help inform future decisions.
	<b>Q3 MANAGEMENT ACCOUNTS</b>
	The Board reviewed and discussed the Q3 management accounts. Information was shared on membership growth and income, along with income and expenditure profiles of each department and discipline. The board were happy with progress and noted year end projections of a modest surplus.
	An outline 2018-19 was also reviewed with agreement to present a full draft budget for review at

	the next board meeting in March.
	<p><b>ACTION:</b>            LG to add a post meeting note to the 2017 AGM meeting notes to reflect no planned EGM in March 2018.            KS/EL to discuss potential article changes with Harper MacLeod            EL/LG to identify consultation dates for any suggested changes to the articles            EL to look at an alternative way to present the financial figures and bring a revised budget to March's board.</p>
<b>6.</b>	<p><b>RISK REGISTER</b>            The risk register was reviewed by the Board and highlighted that risks have changed, with many decreasing. Suggestions were made and noted, to improve the tracking and reporting of risks.</p> <p><b>CWG SELECTION UPDATE</b>            The athletes will be announced on 14 February.</p> <p><b>BG AGREEMENT REVIEW</b>            The Board reviewed the summary document of the BG agreement and discussed the core services that BG will provide.</p> <p><b>SSA MEMBERSHIP</b>            The Board discussed SG's current membership with SSA. A number of NGBs have contacted the SSA board and requested a meeting to raise concerns over the organisations focus and purpose. The board shared these concerns and agreed that SG's future membership will depend on the outcome of discussions with the SSA.            EL to share the outcomes of the meeting with the board.</p>
	<p><b>ACTION:</b>            LG to provide summary of risks decreasing/ increasing to the Board. Capture any risks that come off the register.            EL to add performance and pathways to the BG agreement schedule            EL to send the draft BG schedule to the Board for any comments            EL to share the outcomes of the SSA meeting with the board</p>
<b>7.</b>	<p><b>AOB</b>  <b>BG Board Meeting</b>            SG have been invited to the BG Board meeting on 14 March. Attending the meeting and dinner are PB, KS, SH, PS, IC and EL</p> <p>The Board discussed what they would like to share at the meeting, with a view to preparing content in advance.</p> <p><b>Team Scotland Lunch</b>            There will be a lunch held on Sunday 18 March at Inverclyde for all the gymnasts selected for the Commonwealth Games, along with their families. The Board are also invited and are asked to confirm their attendance.</p>
	<p><b>ACTION:</b>            EL to send a list of discussion points for the BG Board meeting round the Board so they add to the details</p>
<b>8.</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Next meeting is Wednesday 28 March at 5pm, Stirling Court Hotel</p>

	Look at cancelling hotel and moving to Caledonia House
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