

Scottish Gymnastics Association

Note of Board Meeting: 16 December, Garvock House Hotel, Dunfermline at 1800hrs

Present

Scott Harper (Chair), Adele Tolometti, Patricia Swan, Keir Stuart, Philip Langstaff, Oliver Barsby, Kevin Pringle and Brian Samson.

Apologies

Stuart Ferrier

Scott welcomed Trish and Kevin to their first board meeting.

1. AGM Update

- a. Harper Macleod did not provide the legal guidance requested in time for the Board meeting. **BS will chase up and following a review with SH will circulate asap to the Board.** New M&A will have to include proxy voting with appropriate adjustments to the membership level required to make general meetings quorate. Following discussion and given the AGM did not take place all directors remain in post and it was agreed to co-opt Trish Swan and Kevin Pringle.
- b. The AGM was felt to have gone well despite not being quorate. The Annual Report was considered excellent and is being distributed to clubs, partner organisations and present/potential sponsors.
- c. General meeting to be called as soon as practically possible to adopt the new M&A and to vote on any motions that require to be presented.

2. Finance Update

- a. AT/SH/BS updated on the good progress being made by Lorna Bruton the new Finance Manager to review and confirm the Association's financial position so that the sportscotland investment application can be completed for submission in mid- January. A meeting will be held with Stuart Ferrier on Friday to clarify any issues and to discuss the financial implications of implementing the new strategy.
- b. Membership income requires to be adjusted given the financial year end has changed to account for the 3 month dislocation this created. It may be necessary to make a prior year adjustment which could have an effect on the reserves – **AD, SH, BS, LB to progress.**
- c. Adele updated on BG's accountancy processes for events which stay in the main company with trading and related activities in its trading arm to deal efficiently with VAT and corporation tax. **AT/BS/SH/LB to give ongoing consideration of this along with any implications for Director remuneration**

3. Priorities over the next 4 Months

- a. 2013/14 year end/audit/accounts preparation
- b. 2014/15 Budget and business plan + performance v plan review mechanisms
- c. Performance review/development system for staff for 2014/15
- d. Conduct strategy workshops/gap analysis with the Technical panels (dates fixed for end January) to inform and enable completion of the new strategy. Meeting held with Fiona McNeilly to progress format/approach. To be held with Rhythmic (20 Jan) WAG (27 Jan), MAG (28 Jan), Trampoline (29 Jan) and Sports Acro (30 Jan) in Stirling Management Centre. Board invited to attend workshops. Recruitment of the Head of Development and Education, vacant RDM and admin posts

4. Commonwealth Games Update

- a. Tracy Rea confirmed as Team Manager following interview process conducted by CGCS and SGA.
- b. Sandy Richardson appointed as WAG team coach, Marius Gehrman and Paul Hall appointed as joint MAG coaches. Marion Sands is Rhythmic Team Coach and Daniela Choreographer. 2 coaching accreditations remain to be allocated.
- c. SH advised no update on Iona Theobald/recognition issue. Also on Emma White and others on funding to facilitate 2014 preparation training

5. HR Update

- a. Recruitment of the Head of Development and Education commenced, interviews end of Jan beginning of Feb). Benchmark with sportscotland/other SGB salaries. **PL and BS to progress/discuss on Wed 18 Dec pm.**
- b. **BS to speak to KP re employee pension scheme being operated in Basketball Scotland**
- c. **Further consideration to be given to car leasing in light of current/future travel costs for staff doing high mileage.**
- d. **Director induction to be organised by BS/Kath Purdie**
- e. Directors updated on confidential staffing matter
- f. Directors updated on confidential Ethics and Welfare case.
- g. Agreed that Discipline and Conduct Committee should be established as soon as practically possible.

6. Dates of Future Board Meetings:

- a. 26 February – to set budget for 2014/15
- b. 23 April
- c. 28 May
- d. June/July meetings tbc given selection/Commonwealth Games matters.