

SCOTTISH GYMNASTICS

**MINUTES OF BOARD MEETING HELD ON 1 FEBRUARY 2020 AT 10AM
AT CALEDONIA HOUSE, EDINBURGH**

PRESENT: Doc McKelvey (DM): Ian Chambers (IC): Zoe Frost (ZF): Oli Barsby (OB): Ally White (AW): Patricia Swan (PS): Adele Tolometti (AT): Lorna Callan (LC)
sportscotland

APOLOGIES: Keir Stewart (KS)

IN ATTENDANCE: Lara Gregson (LG) for all of the meeting
Simon Taaffe (ST) for items 6 and 7

ITEM	AGENDA ITEM/DISCUSSION
1.	WELCOME AND APOLOGIES
	IC welcomed all to the meeting.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3	PREVIOUS MINUTES & ACTIONS
	The Minutes dated 9 November 2019 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.
4	MATTERS ARISING
	There were no matters arising.
5	SENIOR LEADERSHIP TEAM REPORT
	DM had previously circulated the SLT report and highlighted some key points with the board. There was a good meeting held with sportscotland on our investment report. Scottish Gymnastics have signed the SAMH charter which will provide further support to our mental fitness programme. It was agreed that the board to be advised in advance of any cases that may lead to press interest and how to respond to any questions. The board confirmed that this report was providing adequate detail and should continue in this format.
6	FINANCE REPORT
	ST shared an update on the finance progress for the current year. DM updated the board on the follow up actions with the 16 clubs that have significant gaps from last year's membership numbers. This is seeing some traction now with renewals coming in. Membership at month five is currently sitting at 78% compared to 87% last year but this may reflect the membership year date change which may have impacted the numbers.

	<p>ST talked through the potential deficit at the end of March 2020 and the impact of members renewing now and the proportion that is recognised this year. The membership forecast figures were shared with the board.</p> <p>Board acknowledged the deficit for this year and discussed the details and will review reports at the end of every month. Investment of the reserves will be used for this.</p> <p>The Board acknowledged the good work that ST has done to get to this point.</p>
	<p>ACTION:</p> <p>Further work needed on the minimum operating standards and clubs not meeting these standards, including the process for taking clubs further if they don't meet the minimum ops.</p> <p>Further follow up needed on clubs who have not registered their members and all lapsed members are being contacted directly, to be done by the end of February</p> <p>Further discussion needed on the local authorities and how to access the participants there and develop that opportunity but also how that will impact the numbers going to clubs if they go to a local authority class instead</p> <p>Come back to the board with an update on the local authorities and the plan for progressing this wider and more realistic timescales for realising the financial impact</p> <p>ST to send board reports at the end of each month</p>
7	<p>Items for decision</p>
	<p>1. Finance: 2020 - 21 Budget</p> <p>DM talked the board through the budget for 2020 - 21 and provided additional details on the assumptions made. The board discussed the overall budget position and highlighted the concern around the membership figures and how realistic our figures are. DM explained that the membership income will benefit from the increased fee for members as well as the number of facilities that are due to open in the coming year will support the predicted figures. ST and DM confirmed this has been discussed with Development and the figures are more pessimistic which gives some comfort.</p> <p>DM and ST will be focussing on looking at commercial opportunities for revenue.</p> <p>Board did not approve the budget at this time, further review required to bring the budget back neutral.</p> <p>Post meeting note: The updated budget was circulated via email and the Board approved the 2020-21 budget.</p> <p>ST also updated on Gyndata and the current stage of the payment process.</p> <p>2. Clean Sport Policy</p> <p>Board reviewed the updated policy following the feedback received at the last board meeting. Board approved the policy.</p> <p>3. Selection Policy (Generic and Discipline)</p> <p>Board reviewed the updated policy following the feedback received at the last board meeting. Board approved the policy.</p> <p>4. Selection Appeals Process</p> <p>Board reviewed the updated policy following the feedback received at the last board meeting. Board approved the policy.</p>

	<p>ACTION: SLT to look at the budget, including some further options</p> <p>RemNom meeting required to discuss further</p> <p>Approved policies to be shared wider with members</p>
8	Items for Information and discussion
	<ol style="list-style-type: none"> 1. 2019 - 23 Business Plan and annual Operational Plan DM shared the new business plan approach based on the VMOST principles. The board discussed the approach and were happy with this. 2. Technical Panel Paper DM shared a paper on the proposal around the structure of the technical panels. This captured the feedback from the panels and staff over the last few years which is still relevant. DM proposed this is progressed in February with the panels/ SLT and IC to develop a draft approach and the implementation timeline including any impact on the articles. 3. Key dates schedule DM would like to develop a key dates schedule for events, including BG national events, internal and external meetings as well as potential board member attendance at certain events and engagement approach. Board agreed with this approach.
	<p>ACTION: DM to continue the work on the business plan</p> <p>DM to arrange a meeting with panel reps, IC, Sam Hendrikson and LG</p> <p>Key dates schedule to be developed and shared with the board</p>
9	<p>AOB BG conference - PS is attending and will stay on the Saturday</p> <p>IC and DM will attend but will be back Saturday morning for the Artistic Championships</p>
	<p>ACTION: IC/ DM to check with KS for his availability to attend</p>
10	<p>DATE of NEXT MEETING</p> <p>TBC</p>