

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON SATURDAY, 11 NOVEMBER 2017 AT 10AM

AT CALEDONIA HOUSE

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

APOLOGIES: Lorna Callan, **sportscotland** (LC)

IN ATTENDANCE: Lara Gregson (LG) SG Operations Manager

ITEM	AGENDA ITEM / DISCUSSION
1.	WELCOME AND APOLOGIES
	SH welcomed all to the meeting noting apologies received from Lorna Callan.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3.	CO-OPTION of BOARD DIRECTORS
	The board formally co-opted Ally Whike and Ian Chambers to the Board.
4.	PREVIOUS MINUTES & ACTIONS:
	The Minutes dated 30 August 2017 had previously been circulated via email and were formally approved and the Action List was revised, including actions carried forward.
5.	MATTERS ARISING
	There were no matters arising.
6.	PILLAR REVIEW
	As a follow-up to the presentation at the last Board meeting that Sam and Jamie covered on the People and Gymnasts pillars of the strategy, EL shared further information on the breakdown of spend and how it links to the strategy. Slides were shared on the split of investment across people programmes, investment by discipline and the link to the 12-year outcomes and how SG are progressing.
	Following discussion EL highlighted that both the Acro and Trampoline programmes are developing well with increased likelihood of delivering strong pathways over the longer term.
	After further discussion it was agreed that a review of the impacts and outcomes of the performance and pathways programmes is needed to inform future direction.
	ACTION:
	A review of the Performance and Pathways programme to be scheduled. Agreed that AW is to oversee the review. EL to share more details with AW.

<p>7.</p>	<p>STAFFING PROPOSAL / STAFF BENEFITS PACKAGE</p> <p>SH shared the financial forecast summary for 2017/18, reserve figures and cash reserves from 2014 to 2018. He highlighted that the growth in membership is well ahead of original forecasts at the time of entering into an agreement with BG. A review of the SLA with BG has been scheduled and the aim will be to cap the associated costs.</p> <p>EL shared details on the increased activity base and new business demands, including current and future activities. This was explained further:</p> <p>Current - Competition events entry increased, education growth, pathway activity increase, club development opportunities being missed and/or delayed. Employee benefits package review required.</p> <p>Future – TP structure that best supports this growth as more support required for events, finance and budget management. Also highlighted the need for a wider review of the delivery structure (future proofing) to have the staffing structure to support the scale of growth across the membership.</p> <p>Based on this rationale, EL put forward a proposal for resource request, including equipment spend. Following Board discussion, the Board agreed to progress the resource request and agreed in principle to review the employee benefits package.</p>
	<p>ACTION:</p> <p>LG to bring a proposal on employee benefits options to the Audit and Remuneration Committee and then back to Board for a decision</p> <p>LG/EL to progress the staffing resource request</p> <p>LG/EL to look at the future proofing structure</p>
<p>8.</p>	<p>6 MONTH FINANCE REPORT</p> <p>Financial figures at the six-month position were shared and highlighted that we are in a similar position to last year, showing surplus at this point which is reasonable. The forecast for the next six months was highlighted, including the surplus for the year end.</p> <p>A refinement of the budget setting process was discussed with the suggestion that budgeting by project rather than sage output may provide a more efficient process.</p> <p>The Board discussed the level of debt within the report and agreed that debtors will be reminded that there will be consequences if their debt is not paid. The Board agreed that we needed to be harder on organisations, less so with individuals. More formal process needed in place for debts not paid, which would be communicated to all members, and enforced consistently across all clubs.</p> <p>Finance team will look at the option of adding debt to the club basket through GymNET.</p> <p>BG BOARD DINNER INVITATION</p> <p>EL explained that the BG Board intend to rotate the location of board meetings around the home countries with the first of these being held in either Edinburgh or Glasgow on the 13th & 14th of March. The BG board would like to invite the SG board to a board dinner. This invitation was accepted.</p> <p>BOARD ADVISORY GROUP</p> <p>It was noted that a positive Governance group had been held with a good level of discussion and input across the group with initial actions being set. The outcomes will be reported to board at a future date. Dates for the Clubs and Pathways groups are to be set.</p>
	<p>ACTION:</p> <p>Finance team to develop a more formal process including improved monitoring, tracking and necessary sanctions for bad debtors. This then to be shared with all members.</p> <p>Finance team to investigate the option of moving debt to the basket of the club through GymNET.</p>

<p>9.</p>	<p>OPS PLAN Previously circulated with comments noted in CEO and Departmental reports. There were no further questions.</p> <p>RISK REVIEW Previously circulated. No major shifts or further questions noted.</p> <p>CEO REPORT Previously circulated. There were no further questions.</p> <p>DEPARTMENTAL REPORTS No questions on any of the reports</p>
	<p>ACTION:</p>
<p>10.</p>	<p>AOB Facebook posts – agreed that negative/ inappropriate comments to be acknowledged and then followed by phone by the appropriate staff member</p> <p>Volunteer expense policy – review needed</p>
<p>11.</p>	<p>DATE OF NEXT MEETING</p> <p>Next meeting is Saturday 13 January at 10am – all day event, venue TBC.</p>