

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON WEDNESDAY, 30 AUGUST 2017 AT 5PM

AT CALEDONIA HOUSE

PRESENT: Scott Harper (SH): Peter Boucher (PB): Zoe Frost (ZF): Euan Lowe (EL): Keir Stewart (KS)

VIA SKYPE: Adele Tolometti: Patricia Swan (PS)

APOLOGIES: Lorna Callan, **sportscotland** (LC): Phil Langstaff (PL): Oli Barsby (OB)

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 Oli Barsby, Phil Langstaff, and Lorna Callan.
2.	NOTIFICATION OF CONFLICTS OF INTEREST
	None
3.	PREVIOUS MINUTES & ACTIONS:
	The Minutes dated 21 June 2017 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.	AGM
	The upcoming AGM on Saturday 23 September will include resolutions to elect two new Directors (replacements for Kevin Pringle and Phil Langstaff) and re-elect the Finance Director for another term. AT confirmed that she would continue for another term. Two people have been interviewed for the vacancies. The Board has confirmed they will nominate a candidate for one position and a nomination was received for the other candidate from a club. There were no other nominations received from the membership by the closing date of 25 August 2017.
	Resolution was received from a club requesting the start date of the membership year to move from 1 October to 1 September. The resolution will be included at the AGM along with Scottish Gymnastics resolution that will state that the membership renewal date will be set at the discretion of Scottish Gymnastics with any change to the current date being notified three months in advance.
	Having reviewed the Articles with our Legal Advisors following GDPR discussions, it highlighted that they do not reflect the relationship with BG clearly and there are certain parts that need to be looked in more detail.
	Board agreed that the article changes need to be looked at in more detail before presenting proposed changes to the membership so this will not be included in the 2016 AGM resolutions. Following further work, it will be shared at a future EGM or at the 2018 AGM.

	<p>TP BUDGETS & EQUIPMENT REQUEST</p> <p>Board discussed at length the challenges facing the Technical Panels. The scale of growth for all panels has had an impact. Sport has grown hugely and TPs need to be set up to support. The rate of growth is perhaps placing too heavy a burden on volunteers. There is a need to review the service and support to the TPs.</p> <p>Budgets have not come from all panels. There is a need look at the budget processes and all other processes, what's working, what's not, and how we can improve the processes and look at any support package that can be provided.</p> <p>The structure of the TPs need to be looked at including the roles and responsibilities and look at the accountability element. Board agreed that the Governance Board Advisory Group would implement a review of the form and function of TPs with the understanding that the output could be a different look of panels.</p> <p>In the short term, it was agreed that SH/ EL/ AT and KS would meet all panel chairs to pick up on the current burning issues.</p> <p>GOLD COAST ATTENDANCE</p> <p>EL has looked at the costs associated with sending two dignitaries to CWG 2018 for 9 days. Board discussed and agreed that both EL and SH should attend as it's appropriate to be represented there, attend any meetings as well as a good opportunity to promote SG's progress.</p>
	<p>ACTION –</p> <p>Current Articles to be updated with removal of all Fitness Scotland references following previous EGM voting</p> <p>TP review meeting needed via Governance BAG</p> <p>SH/ EL/ AT and KS to meet with all Panel Chairs to pick up on burning issues</p> <p>Any minutes from before August 2016 TP meetings to be removed from the website</p> <p>Flights to be booked for EL and SH for CWG 2018</p>
<p>6.</p>	<p>FINANCE Q1 POSITION</p> <p>Quarter one position was shared with the Board and highlighted no significant areas for concern. Membership growth forecasted to continue for the coming year. SH highlighted that he is looking at a software package to support the accounts process, which requires less manual intervention and easier to compare year on year.</p> <p>REM NOM – T.O.R</p> <p>Following the end of PL's term of office, the RemNom Committee purpose and structure has been reviewed and updated to reflect where the governing body is now. Revised terms of reference include the addition of audit reviewing activity and the Chair and a new Director in the group. Board approved the revised structure for the newly named Audit and Remuneration Committee.</p> <p>BOARD ADVISORY GROUPS UPDATE</p> <p>First meeting was held on 28 June and as a result became apparent that more context is needed on these groups and where they fit and also how the business plan fits in to this, along with the Board and the strategy.</p> <p>The next stage is meetings for each group, where there they are given the topic to focus on. To ensure actions and progress is captured, some type of tracker will be used to show what people are working on and provide updates to the Board. The staff member involved will support this.</p>

	<p>BG/ SG MEMBERSHIP & GDPR</p> <p>The process change continues following the GDPR implications with club registration open from 1 September. Regular communications have been issued by BG to SG clubs with further follow up details coming via SG. Work continues with BG on the relationship understanding.</p>
	<p>ACTION:</p> <p>Next BAG meetings to be arranged</p>
7.	<p>DEPARTMENTAL REPORTS</p> <p>Departmental updates provided by each team. Any questions to be directed to the report author.</p>
	<p>ACTION:</p> <p>None</p>
8.	<p>AOB:</p> <p>CWG Table – final names of guests attending being confirmed. SH to attend, possibly ZF</p> <p>AGM plans – LG explained all the events planned for the day of the AGM. Board to attend the AGM and the Tony Stanger session on Talent Principles</p> <p>Hall of fame – SH proposed introducing a SG hall of fame which people would be inducted in to. All Special Recognition/ Life Time award winners from the annual Awards event would automatically go in to the hall of fame. It would also include some retiring gymnasts.</p> <p>Honorary Life Members can be nominated for this title at any point, We will start this nomination process in spring time and confirm at the AGM. This will be a formal process on an annual basis for HLM and hall of fame nominations.</p>
	<p>ACTION:</p> <p>Hall of fame plan needed to progress this.</p>
9.	<p>DATE OF NEXT MEETING</p> <p>Meeting planner distributed and all dates agreed for 2017/18 meetings. Note change of date from 4 to 11 November to coincide with Annual Awards Dinner that night.</p> <p>Next meeting is Saturday 11 November at 10am.</p>