

## CONFIDENTIAL DOCUMENT

### SCOTTISH GYMNASTICS ASSOCIATION

**MEETING:** SGA BOARD OF DIRECTORS

**WHEN:** WEDNESDAY, 02 OCTOBER 2013 AT 4:00 PM

**WHERE:** SPORTSCOTLAND, CALEDONIA HOUSE, EDINBURGH

**1. CONFIDENTIAL BOARD MEETING**

With SH, KS, PL, OB, AT and NL in attendance.

**2. WELCOME AND APOLOGIES:**

**2.1 PRESENT:**

Scott Harper, President (SH): Keir Stewart, Vice-President (KS): Neil Logan, General Director (NL): Philip Langstaff, General Director (PL): Adele Tolometti, Finance Director (AT): Oliver Barsby, General Director (OB) Stuart Ferrier, Partnership Manager, sportscotland (SF): Brian Samson, Interim CEO (BS): Stephanie Stewart, Staff Representative (SS). F McNeilly, Consultant (FMcN) joined the meeting at 5:15 pm via telephone conference.

**2.2 APOLOGIES:**

No apologies were received.

**2.3 IN ATTENDANCE:**

Christine Davies (CD) Minute Taker.

**3. NOTIFICATION OF CONFLICTS OF INTEREST**

**3.1** There were no conflicts of interested submitted to the Board.

**4. APPROVAL OF PREVIOUS MINUTES**

After discussion it was unanimously agreed that the minutes dated 08 August were a true recording of the meeting.

**4.1 Action list from 08 August 2013**

*Action no. 1: Fitness Scotland Statistics*

FS Programme Manager will be producing a market assessment. BS will work with the manager to review this strategy and the use of any statistics will be identified in the strategy. The Board acknowledged that NL had worked very closely with the FS Programme Manager on this piece of work.

*Action no. 5: Survey Monkey*

Marketing Manager will work on this next week as a priority.

*Action no. 6: Appointment of an Independent Chair*

Advert and job description will be uploaded to the website next week. After discussion it was agreed that the remuneration for this post would be circa £10k. SF also added that the Board should set up a remuneration committee as this post should be accountable to this committee. It

was also agreed SH upload the Board summary to the website prior to this advert going live. The interview panel will consist of a Board member, a representative from sportscotland and two representatives within the sport but outwith the Board. **Action no. 6: BS to ensure recruitment/revised job description for Independent Chair to be uploaded to SGA/other websites by 11/10/2013.**

*Action no. 8: sportscotland Announcement*

A sportscotland announcement was uploaded to their website on 30/09/2013. Following discussion on this announcement SF stated that each sgb should announce what they are going to do with this funding. OB added that it would also be appropriate to comment that sportscotland has the confidence to re-invest in SGA. BS also added that he had already discussed this with the Marketing Manager. The decision taken is that the SGA announcement will contain two news stories, SAPA Awards and forecast for the following year. **See Action no. 8: SH's summary to be included in this announcement.**

**5. MATTERS ARISING NOT ON THE AGENDA**

**5.1** There were no additional items to discuss.

**6. STRATEGIC REVIEW: CONSULTANCY CONTRACT**

**6.1** Prior to the meeting a draft Strategic Plan and Report was circulated to the Board. FMcN joined the meeting via telephone conference to discuss this. FMcN produced this report following the club consultation process and stated that a decision should be made if this is to become a 1-year or 5-year plan. She further added that the purpose of the report is to review the existing corporate plan, offer an overview from the recent round of consultation events, and to propose long-term strategic objectives for the Board to consider. There are 5 strategic objectives in the report:

- |               |  |
|---------------|--|
| Clubs:        | To support SGA clubs in their development activities, in order to facilitate their ambitions to increase club capacity and performance.          |
| Coaches:      | To provide a meaningful and accessible coaching support programme and promote the development of talented, professional gymnastics coaches.      |
| Gymnasts:     | To expand the talent pool and narrow the gap to British and World high performance levels.   |
| Corporate:    | To achieve a sustainable, successful and self-governed organisation with a broad skill base and a motivated and helpful approach.                |
| Stakeholders: | To project a professional image, and provide a strong influential voice for members, actively promoting their needs and protecting their rights. |

A series of 5 strategic consultations took place with 40 clubs represented at the various meetings. Principally member clubs want a strategy that addresses their needs as members.

- An improved, accessible and better supported coach education pathway
- Advice and support in business planning and the general professionalization of SGA clubs
- Nationwide access to expertise, experience and specialist skill sets (from employees, technical experts and other clubs)
- Improved communication (with all)
- An enhanced range of member services, benefits & products
- A performance infrastructure that will increase the talent pool and narrow the High Performance gap over time
- Lobbying support with Local Authorities, Active schools and other service & facility providers

- Fair recognition of all disciplines

The Board reviewed the draft Strategic Plan and Report at length discussing topics such as SGA's 2014 CWG performance; clubs' involvement in this consultation process; this is a clearer framework on what has been produced in the past; the report will give SGA membership a better insight into what the Board is trying to achieve. SH added that there will be further consultation with our clubs on discipline specific issues, where the plan will be revised. The Board unanimously agreed to support this report but added that further consultations will take place after the AGM in November. **Action no. 2: Board to decide whether this is a 1-year or a 5-year strategic plan.**

## **7. BG/WELSH GYMNASTICS VISIT**

**7.1** Prior to the meeting, a paper was circulated outlining details of a recent visit to BG and Welsh Gymnastics. Two recommendations were tabled: these were:

1. To co-operate more closely with Welsh Gymnastics to share policies, resources and programmes for the benefit of both associations.
2. To meet with the BG CEO. To agree in principle to work over the next 12 months to evaluate the business impact (financial, staffing, policies and programme) of integrating fully with BG's membership, e-learning, competition entry and CRM projects.

SH and BS gave the Board an update on both visits summarising that the BG visit was very constructive. The BG CEO proposed that both associations should work much more closely together to achieve economies of scale and to reduce duplication of business infrastructure. It was agreed that if this was to progress it had to be based on a comprehensive business agreement which clearly defined roles, responsibilities, timelines and termination conditions. The Board agreed that this decision could only be reached by undertaking a comprehensive evaluation of the business benefits and downsides over the next 6-9 months. After discussion it was agreed to survey our members before the AGM to ascertain their views in principle on a single tier membership, membership fees and benefits. BS confirmed that BG are investing a further £200k in their IT infrastructure. However, moving towards working more closely with BG had to be subject to approval in principle by the SGA membership at the forthcoming AGM. **Action no. 5: See Survey Monkey on action list from 8 August meeting.**

**Action no. 10: Board meeting BG CEO on 10/10/2013. Board to decide on best business solution re single tier membership and the BG membership system. CD to arrange a meeting room at The Doges.**

## **8. FINANCE**

**8.1** BS stated he had received the first draft annual accounts from the auditors today and would circulate to the Board for review. He added that the 2013/14 budget figures had not changed much from the first draft. SH further added that there had been a 3.5% increase in the excess contribution on renewed policies. **Action no. 11: BS to liaise with SGA's Finance Manager on paperwork before she leaves the company on 31/10/2013.**

## **9. AGM – PLANNING**

**9.1** SGA's AGM will take place on Saturday, 30 November 2013 commencing 11:00 am at the Stirling Management Centre. A discussion followed regarding the timelines for the AGM. According to the existing Articles of Association a preliminary notice of the AGM date inviting notices of motion and nominations shall be intimated to members not less than six weeks prior to the date of the AGM. There are 5 elected directors' posts to be filled at the AGM (3 general and 2 technical director

posts). There are a further 4 appointed posts (Chair, Finance Director and 2 general directors) who, with the exception of the Chair's post, will be nominated by the Board for approval at the AGM.

The new draft Articles of Association will be circulated to the Board: they will be reviewed and referred back to SH so that they can then be uploaded to the SGA website in order that members can review prior to the AGM.

**Action no. 12: Preliminary notice to be sent out to clubs by 18/10/2013. New draft Articles of Association to be circulated to Board and responded to by 10/10/2013. SH/BS to arrange a pre-AGM meeting for 30/10/2013 at Caledonia House.**

## **10. COMMUNICATIONS**

### **10.1 Investment Announcement**

Please see item 4.1 of these minutes.

### **10.2 Sponsorship: Best International**

SGA's Marketing Manager proposed a sponsorship deal with a corporate travel company. The Board discussed this sponsorship deal in great detail and agreed to proceed with this. – **See Action no. 16.** The Board thanked NL and the Marketing Manager for their input on this.

### **10.3 Website**

A second opportunity to design the website front page was offered to the two web developers. One of the developers submitted a very strong proposal and showed an excellent understanding of the project requirements: the other did not submit a proposal. It was decided to award the contract to MTC Media. **Action no. 3: BS to ask SGA's Marketing Manager to notify company of Board decision and to ascertain timelines for new website.**

## **11. CWG MANAGER/COACHES**

**11.1** SH and BS updated the Board on the CWG Team Manager and coaches posts. CWG Scotland is proceeding with a recruitment process for these posts and SGA is awaiting a response - **See Action No. 15.**

## **12. STAFF RESTRUCTURING**

**12.1** BS updated the Board on this topic. With the exception of one post, all posts have been matched and salaries agreed. There are two issues to resolve (**Please see action no. 17**):

1. HMRC issue around home-based working and car allowance facility.
2. The details of the structure and future staffing shape of the Performance and Development functions.

### **NEW OFFICE RELOCATION**

BS and CD gave the Board an update on the new office move. It is expected this will take place end of October 2013.

## **14. STAFF MATTERS**

SS stated that there were no staff matters raised.

## **15. EQUALITY STRATEGY**

KS circulated papers on the up-to-date position regarding the Intermediate level of the Equality Strategy. **Action no. 13: KS finalising Equality & Diversity Policy then circulate to Board for review.**

## **16. CEO & DEPARTMENTAL UPDATES**

BS reminded the Board that the SMT had prepared reports on their departments' activities, all of which had previously been circulated. PL queried the merchandise sponsorship deal. SH added that

at a recent meeting, it was clarified that SGA would work more closely with this sponsor on the quality of workmanship and to review the financial benefits from this sponsorship. It was agreed that in principle SGA should have two sponsorship proposals for comparison to be competitive.  
**Action no. 19: MO to contact Milano re existing and new sponsorship deal.**

OB asked if all management reports were linked into the sportscotland objectives. BS replied that this will happen once the business plan is completed.

**17. ANY OTHER BUSINESS**

The Board congratulated Pamela Clarke who will be representing Great Britain at the Trampoline World Championships in Sophia, Bulgaria in November.

The Board briefly discussed the eligibility of a gymnast to be part of the CWG Scotland team.

*Staff Meeting*

It was agreed that BS would update the staff after this Board meeting. **Action no. 18: BS to organise a staff meeting for 14 October 2013.**

BS left a sample membership pack and annual report for the Board to review.

**18. Date of Next Board Meeting**

The next Board meeting will take place at Caledonia House on Wednesday, 30 October 2013 at 5.00 pm.

**19. E & W CONFIDENTIAL MATTERS**

This was discussed and privately minuted.