



CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS ASSOCIATION

MEETING: SGA BOARD OF DIRECTORS
WHEN: MONDAY, 11TH NOVEMBER 2013 AT 5:00 PM
WHERE: CALEDONIA HOUSE, EDINBURGH

1. WELCOME AND APOLOGIES:

1.1 PRESENT:

Scott Harper, President (SH): Keir Stewart, Director (KS): Philip Langstaff, Director (PL): Oliver Barsby, Director (OB): Brian Samson, Interim CEO (BS), Clare Cochrane, SGA Fitness Scotland Programme Manager (CC):

1.2 APOLOGIES:

Stuart Ferrier (SF).

1.3 CONFERENCE CALL

Adele Tolometti (AT), Finance Director.

1.4 IN ATTENDANCE:

Christine Davies (CD) Minute Taker.

2. NOTIFICATION OF CONFLICTS OF INTEREST

2.1 There were no notifications submitted to the Chair.

3. PREVIOUS MINUTES

3.1 The Board agreed that the minutes dated 30 October 2013 were a true record of the meeting.

4. MATTERS ARISING NOT ON THE AGENDA

4.1 There were no additional items to discuss.

5. FITNESS SCOTLAND FUTURE DEVELOPMENT

5.1 CC thanked the Board for inviting her to the meeting so that they could assist with the next steps in developing the strategic plan for Fitness Scotland (FS). CC gave the Board a brief outline and history of FS. BS confirmed that he and CC had worked on specific areas like business development opportunities with local authorities and health clubs and that he was working with her to revise income targets for 2013-14 and 2014-15; 2013-14 and 2014-15 overall budget figures.

SH added that the key priority should be to deliver a better membership service. CC also stated that she would like to review the full structure of insurance e.g. sports therapy, sports massage as well as membership. SH commented that the cost of FS'S insurance was £25k pa.

Following discussion, it was agreed that further information on the market size and likely demand for FS qualifications was required. The Board agreed that CC should identify an appropriate university

with a view to finding a marketing student who would be interested in working with FS on this project/research work. **Action No.11: BS/CC to identify a university with a view to recruiting a marketing student. BS/CC to continue working on the business strategy.**

6. FINANCE MANAGER POST

6.1 AT advised that interviews for the Finance Manager post were held last week with an offer of employment going out to the successful candidate. This candidate was considered by the panel to be very capable, experienced, displayed a good work ethic and presented the level of confidence that was required.

6.2 FINANCE

SH confirmed that there was a lot of work to be done on next year's budget and the 2013-14 cash flow. AT will be working closely with the new Finance Manager and should have figures for the next Board meeting.

7. STRATEGY AND NEXT STEPS

7.1 SH/BS updated the Board on the next steps; signing off the performance strategy and discussing the gap analysis with the technical panels. Arrangements will be made to hold further meetings with the disciplines and on how to best move forward with this work to be completed by 31 January 2014. It was suggested that the Board could still have a 5-year strategy with an action plan up to December 2015. SH added that as previously mentioned there was a lot of work to be completed bearing in mind that the submission date for the **sportscotland** Investment Application is February 2014.

8. AGM – FINALISING PAPERS

8.1 The following papers are to be finalised for the AGM:

1. Pdf the audited accounts and upload to the website
2. Annual Report – once reviewed - to be uploaded to the website
3. Memo & Articles – final review by SH/BS
4. Agenda – final review by SH
5. SH has 3 papers from Harper McLeod
6. Email covering letter to SH
7. TP proposal paper

SH asked CD about deadlines/workload. CD advised the Board that the office was moving en masse through to Caledonia House on 13 and 14 November and would be without Wi-Fi and printer access for those 2 days. There was a suggestion that only the covering letter and agenda would be posted out to members with the remaining documents uploaded to the SGA website. **Action nos. 6 and 9: SH to circulate annual report text document and TP proposal to the Board.**

9. NEW OFFICE – UPDATE

As previously mentioned the office would be moving through to the new offices on 13 and 14 November and would not have Wi-Fi or printer access. The IT company would be working with staff on access to the new server. The new telephone system had been activated and staff had been allocated their new telephone numbers so access to the office staff was not an issue. A notice would be created on the SGA homepage of the website advising members of the temporary disruption and giving contact telephone and mobile numbers. **Action no. 12: CD to email new contact numbers to the Board.**

10. STAFFING

10.1 Following on from the staff review it was agreed that there is no requirement for a staff representative and that BS would update staff on the Board meetings/outcomes at the regular meetings. However, staff will still be encouraged to email the staff representative if they have any concerns that should be raised at these Board meetings.

10.2

RE-STRUCTURING UPDATES

BS updated the Board on restructuring. He met the Ethics, Welfare & Conduct Administrator last week and agreed that she will work one day at Caledonia House with two half days at Stirling University on a three month trial. BS advised he is working with our HR Manager and PL on the recruitment package for the Head of Development and Education post.

11.

CONFIDENTIAL ISSUES

The Ethics and Child Protection paper was discussed and the actions noted.

12.

ANY OTHER BUSINESS

Board Appointment Policy: SH read this out to the meeting and one change was agreed. **Action no. 13: SH to amend this policy and email revised version to Board.**

Remunerations & Nominations Committee: PL distributed a presentation to the Board for discussion. He also advised that he had contacted two other sgb's for their opinion both of which did not have this committee. SH suggested that **sportscotland** might have a remunerations and nominations policy template that could be used by all sgb's. **Action no. 5: PL to contact sportscotland**

SH stated that both the Remunerations & Nominations and the Behaviour in Sport Committee would be included in the new Memorandum and Articles of Association. SH advised that at a recent SSA meeting the topic of a remunerations committee was discussed and few sgb's have established this type of committee.

Development meeting – Aberdeen: BS and the RGDM (Tayside & Fife) met with Aberdeenshire Council and City of Aberdeen to progress filling the vacant RDM post in Grampian based on the Highland Council secondment agreement. BS advised these had been positive meetings but is a “work in progress” and that it had been agreed to consult with the clubs in the region as a first step. **Action no. 14: BS to progress the club consultation with the RGDM (Tayside & Fife).**

Performance update: AT enquired if the Head of Performance will be giving the Board an update soon. SH advised this will be discussed and agreed at the December Board meeting.

sportscotland recognition of TeamGym as an SGA discipline: After discussion it was agreed that BS would respond to Stuart Ferrier seeking recognition for Team Gym.

Christmas Staff Night Out: The Staff night out will be on 13 December at Murrayfield.

13.

DATE OF NEXT MEETING

The next Board meeting date will be decided after the AGM on 30 November 2013 (may possibly be 16 December 2013).