

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS

MINUTES OF BOARD MEETING HELD ON 8 APRIL 2020 AT 6PM

VIA VIDEO CONFERENCE (TEAMS CALL)

PRESENT Doc McKelvey (DM): Ian Chambers (IC): Zoe Frost (ZF): Ally White (AW): Keir Stewart (KS): Adele Tolometti (AT): Lorna Callan (LC)
SPORTSCOTLAND

APOLOGIES Patricia Swan (PS): Oli Barsby (OB)

IN ATTENDANCE Lara Gregson (LG): Simon Taaffe (ST): Sam Hendrikson (SH): Steve Paige (SP)

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 1 February 2020 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
	<p>DM had previously circulated the SLT report and highlighted some key points with the board including the managing of the coronavirus situation; support provided to the clubs, the impact on staff and the financial implications. SG have been working closely with BG and the club forum is now live for clubs to register and share experiences and ask questions as one community.</p> <p>The joint Technical Panel meeting was held on 11 March with constructive discussions held, including the review of previous feedback gathered. DM to follow up with a paper on future plans. Staff are in touch with the panels now as they discuss future plans for each discipline following COVID-19. DM to send an update to all TP members and arrange a call for the start of May.</p> <p>The main Awards night has been postponed for 2020, however a smaller scale event to be considered as some sort of celebration.</p> <p>SP provided an update on local authorities as we were starting to get some traction prior to coronavirus impact, and this is slowly starting to pick up again.</p> <p>KS asked about the code of points change, and if there is any impact on the selection policy? SH confirmed that the policy needs to be written and finalised by</p>

	<p>March 2021 as the selection period starts in March. CGS have said we need to think about how we can select athletes. SH to follow up with AW and KS to discuss it further.</p>
	<p>ACTION: DM to arrange a joint meeting with all Technical Panels for the start of May</p> <p>LG to follow up on an alternative celebration</p> <p>SH to follow up with AW and KS on the approach to select athletes</p>
6	<p>FINANCE REPORT (including Covid-19 impact)</p> <p>DM provided some further detail on staff who have been furloughed (40%) and confirmed that we have paused the recruitment of the Comms and Marketing vacancy. Every team has been impacted and decisions were made based on the operations plan for the next three months. sportscotland are aware of this and the investment agreement for the next six months does not have a spend split and is flexible to support the staffing. The funding supports the current staff and, in the areas, that sportscotland support. This approach is supported by confirmation from Harper McLeod in grant funding and furlough. We will review again in May. DM confirmed that the staff have paperwork to support the decisions. DM to share the spreadsheet with the details behind this.</p> <p>ST shared an update on February's management accounts. The end of year position was also provided including the accrual figure for Gyndata. ST confirmed the March membership figure. The Board confirmed the reserves will be used to cover the deficit. Lessons learnt session to be organised to review the previous year's financial approach.</p> <p>DM had previously circulated the analysis of activity cancellation. ST explained to the board the impact of the coronavirus on activity in April to June and the mitigating actions to reduce the financial impact on the organisation. ST also explained the impact of the reduced membership numbers. ST also shared the impact of no activity in July to September.</p> <p>DM explained how these figures were gathered and are now looking at the sports plan and what activity would realistically go ahead further down the line. Teams are looking at options for online training in the interim period.</p> <p>DM speaking with BG and Welsh gymnastics on the impact on membership and how we will launch the membership year.</p> <p>Staff pension contribution of an additional 1% has been deferred and will be reviewed later in the year.</p>
	<p>ACTION: DM to share the spreadsheet with the furlough financials</p> <p>Lessons learnt session to be organised</p> <p>Re-budget required now based on minimum growth in membership and income generation. Need some scenarios on cost options with prudent decisions as well as looking at how we can maximise income streams. Worse case scenario to be worked up first as a starting point.</p>
7	<p>Items for decision</p>

	<p>1. SG Governance Schedule 2020-21 DM shared the draft governance schedule of meetings including meeting content and sub-committee meetings. There is the addition of an audit committee to look at finance and risk in more detail before each board meeting. It also includes a joint technical committee meeting with SLT and board reps. The Board were supportive of the approach with a clear view of how all meetings fit together and should make decision making at board meetings easier as the board members will have been more involved previously.</p> <p>The detailed schedule highlighted key areas that committees are responsible for and the standing items for board meetings.</p> <p>DM spoke about the risk register and the risk policy and highlighted the opportunity to review both soon.</p>
	<p>ACTION: DM to review the risk register and risk policy to ensure relevant and include details linked to the current coronavirus situation.</p> <p>DM and LG to look at terms of reference needed for all the committees and link in with ZF and IC.</p>
8	<p>Items for Information and discussion</p>
	<p>1. SH Activity July - September This was covered in the finance update. DM explained that we are looking at the event cancellation, in particular cancellation fees incurred, and have linked in with BG to understand what they are doing.</p> <p>2. RemNom Update IC had previously sent an update following the last meeting including the staff pension contribution decision, the chair recruitment process is progressing with interviews planned for w/c 18 May, recruitment for other vacancies has been paused, ZF is to move to be the Finance Director and AT will remain on the board in the short term for continuity and contribution.</p>
	<p>ACTION:</p>
9	<p>AOB</p>
	<p>ZF asked for some further details on personal liability as board members. ZF asked what support was being provided for clubs on financial matters. SP provided an update on support available via our partners and from the Development team</p> <p>AW asked what was happening with pathway coaches. SH provided an update on the current situation.</p> <p>AW also asked about athlete support. SH explained that SG were using our technical experts to provide some guidance and materials. They have followed up with the performance gymnasts to see how they are coping and with the personal coaches. Return to play advice will be provided for athletes and coaches.</p>
	<p>ACTION: LG to provide board members with information on personal liability insurance cover</p> <p>SH to follow up with IC on potential sports psych help</p>
10	<p>DATE of NEXT MEETING</p>
	<p>TBC - probably the end of April</p>