

## CONFIDENTIAL DOCUMENT

### SCOTTISH GYMNASTICS ASSOCIATION

**MEETING:** SGA BOARD OF DIRECTORS AND SENIOR MANAGEMENT TEAM

**WHEN:** THURSDAY, 08 AUGUST 2013 AT 1.30 PM

**WHERE:** SPORTSCOTLAND, INVERCLYDE

**1. WELCOME AND APOLOGIES:**

**1.1** Scott Harper, President (SH): Keir Stewart, Vice-President (KS): Neil Logan, General Director (NL): Philip Langstaff, General Director (PL): Adele Tolometti, Finance Director (AT): Stuart Ferrier, Partnership Manager, sportscotland (SF): Brian Samson, Interim CEO (BS).

**1.2 APOLOGIES:**

Oliver Barsby, General Director (OB).

**1.3 IN ATTENDANCE:**

Christine Davies (CD) Minute Taker.

**2. NOTIFICATION OF CONFLICTS OF INTEREST**

**2.1** Chris Schofield has submitted a quotation for the website re-development. NL declared he is Chris Schofield's landlord and that Chris Schofield has designed Working Wheels' website.

**3. APPROVAL OF PREVIOUS MINUTES**

PL stated that the minutes dated 29 May were a true recording of the meeting. AT seconded this.

**Action list (see attached)**

*Development Officer Posts*

Sonny Rhind has now taken up his post in the Highlands. The second post (in Aberdeenshire) is still to be filled.

*Equipment Sponsorship*

This contract has now been signed and the Sportsmatch application is being processed by SGA's Marketing Manager and RGDM (West).

*Scottish Championships – MA historical graph*

This topic was discussed at length e.g.

- Difficulty to gain a quantitative sample
- Clear measures taken when a point in the pathway becomes critical
- Require agreement of what those pathway statistics are and then set targets

After discussion it was agreed that SH would contact the Head of Performance and request that she liaise with the technical panels on this. **See Action List no. 4.**

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

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

## **5. STRATEGIC REVIEW: CONSULTANCY CONTRACT**

**5.1** BS circulated a proposal paper to the Board. After discussion the proposal was accepted.

## **6. GYMSTART PAPER**

**6.1** BS circulated this paper on behalf of the Development team, seeking approval to progress the project and for a working budget. It was agreed to establish the project team and that it should address the following questions:

- What is the market assessment?
- How many qualified pre-school coaches does SGA have?
- How was the income figure reached?
- How can this be developed e.g. to clubs, nurseries (private and state), and local authorities?
- Could this resource be tied in with our current awards scheme?
- Could this project be separately funded?
- Has contact been made with Glasgow Life regarding their junior recreational programme?

The decision on the budget was deferred. **See Action list no. 9.**

## **7. STAFF MATTERS**

**7.1** CD asked if there would be a staff debrief after this Board meeting. SH stated there would be an update at 10:00 am prior to the full staff meeting on Friday, 16 August which will start at 10:30 am. **See Action List no. 10.**

## **8. FINANCE**

**8.1** AT circulated finance papers to the Board. A discussion followed after which it was agreed that a meeting would be arranged with the Finance Manager. **See Action List No. 11.**

SH circulated a University of Stirling invoice (no. 15029852) value £25,249.25 – this was for rent due over a period of months which the University hadn't invoiced but our Finance Manager had accrued for. The Board unanimously agreed to pay this invoice. **See Action List No. 12.**

## **9. DEPARTMENTAL UPDATES**

**9.1** BS advised the Board that these reports were for information only. If the Board had any questions these were to be passed to CD.

## **10. EQUALITY STRATEGY**

**10.1** KS circulated an up-to-date review of the equality strategy, plan and the next steps to be taken. Two surveys will be emailed out to the Board and staff within the next two weeks. He also advised the Board that the new policy was nearing completion and would be emailed to them shortly. **See Action List No. 13.**

## **12. ANY OTHER BUSINESS**

### **12.1 SGA Website:**

SGA's Marketing Manager submitted a website development proposal. NL absented himself from any decision making relating to this proposal. It was agreed that the two developers will be invited to give a presentation on their proposal to the Board. Once viewed a decision will be made based on value, functionality, interactive map, high quality graphics and other websites that have been developed by these two proposers. **See Action List no. 3.**

**Portobello Update:**

SH and BS gave the Board an update on this facility – subsequent information will follow as and when known but to date a new floor layout has been agreed. SGA will support Edinburgh Leisure's funding proposal if they are serious about a gymnastics facility at Portobello. This gymnastics facility would make great inroads in performance and SGA would work with clubs to deliver on performance. Performance programmes would contribute to world class success. This could possibly increase SGA membership; however, funds would be put back into this facility to run a MA/Boys' programme. BS added that SH's knowledge on procurement greatly helped to bring this proposal to fruition. SF thanked SH and BS for their excellent contribution.

**Email from T McGill:**

SH addressed the Board on this email which had been circulated to all Board members. He read out particular sections of the email which were discussed in detail. It was agreed that SGA should seek further advice generally and specifically on section 11 of the 2014 CWG General Selection Policy. SH will draft a further response to T McGill and review section 11. **See Action List no. 14.**

**CWG Team Manager Appointment:**

The Board discussed the process related to the appointment of the CWG Gymnastics Team Manager. Two options were presented for consideration. SH to detail these options for Board decision through written process. **See Action List no. 15.**

**13. Date of Next Board Meeting**

The next Board meeting will take place at Airthrey Castle on Wednesday, 11 September 2013 at 5.00 pm.