

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS ASSOCIATION

MEETING: SGA BOARD OF DIRECTORS AND SENIOR MANAGEMENT TEAM

WHEN: WEDNESDAY, 13 MARCH 2013 AT 5.00 PM

WHERE: SGA OFFICES, AIRTHREY CASTLE, UNIVERSITY OF STIRLING

1. PRESENT:

1.1 Scott Harper, President (SH): Neil Logan, General Director (NL): Philip Langstaff, General Director (PL): Oliver Barsby, General Director (OB): Stuart Ferrier, Partnership Manager, sportscotland (SF).

1.2 Senior Management Team: Lorna Whyte, Christine Davies, Patricia Traill, Michael O'Donnell.

1.3 VIA TELEPHONE CONFERENCE/SKYPE

Adele Tolometti, Finance Director (AT), Keir Stewart, Vice-President (KS):

1.4 IN ATTENDANCE:

Christine Davies (CD) Minute Taker

1.5 SH opened the meeting and welcomed the Board and senior management team to the meeting.

Apologies were received from Caitriona O'Shea (CEO), Clare Cochrane (CC) and Tracy Rea (TR) who is on annual leave.

2. NOTIFICATION OF CONFLICTS OF INTEREST

2.1 There were no notifications submitted to SH.

3. APPROVAL OF PREVIOUS MINUTES

3.1 There was one change request for the Minutes dated 06 February 2013. Agenda item 10.2 wording to be changed to "This Board vacancy is open to people outside the organisation". The remainder of the Minutes were accepted as a true record of the meeting held on 06 February 2013.

3.2 Actions from Previous Minutes dated 20 December 2012

Action no. 9 Audit Committee: AT advised that this first meeting will be with OB, PT and herself. From this meeting it will be discussed and agreed the best way to move forward with this and to ask for volunteers from the membership.

3.3. Actions from Previous Minutes dated 06 February 2013

Action no. 1 Funding Submission: SH to prepare a timeline for this work.

Action no. 2b: Fitness Scotland statistics: CD to request this information from CC prior to next Board meeting.

Action no. 5: Independent Chairperson's job description: SH to produce a first draft of this for the next Board meeting on 17 April.

Action no. 7 Staff Representative: This is ongoing.

Action no. 9 Equity Policy: SF has contact details for those members of the Board and management involved in this piece of work.

4. MATTERS ARISING NOT ON THE AGENDA

4.1 There were no additional items to discuss.

5. MARKETING PRESENTATION

5.1 MO gave an excellent presentation of the Marketing and Sponsorship campaign. He spoke about the history of SGA but concentrated mostly on how SGA are going to achieve this marketing strategy.

- ❖ Build a Stronger Scottish Gymnastics Brand
- ❖ Recruitment & Retention of Members / Club Support
- ❖ Improved Communication both Internally & Externally
- ❖ Increased Revenues & Attract Corporate Sponsors

Following the presentation SF congratulated MO on the scope of his presentation and asked him what his priorities were for this year. MO confirmed what these were but added that a lot of time is spent on researching sponsorship opportunities:

- ✓ Communications
- ✓ Website
- ✓ Branding
- ✓ Sponsorship

SH gave the Board an update on his recent meeting with the BG CEO. One of the topics discussed was the SGA website and from this SH stated that we must build enough capacity into the re-structure to assist MO's marketing campaign. SF's view was that priority should be given to sponsorship opportunities and that re-branding should be left for the moment. PL supported this opinion and stated that the Board needs to rebuild confidence in SGA. The board agreed to delay any re-branding for the moment.

6. FACILITIES STRATEGY

6.1 A discussion ensued on this agenda item. SF highlighted the value that a strategy would bring to Scottish Gymnastics, citing the benefits which have accrued to various other sports. sportscotland have a budget allocated to support this .. SH is working with SF on this consultancy brief for the delivery of the strategy. The document should be ready within the next 2 weeks and available at the next Board meeting on 17 April 2013.

7. STRATEGIC REVIEW PROCESS

7.1 SH stated that there were 3 points agreed at the last Board meeting. Gravitare would now be able to assist with point 2 (review of current staffing structure, roles & responsibilities): The Board and management to scope out point 3. SH added that a large number of staff are very positive about this review.

8. FIT FOR PURPOSE ACTION LIST

8.1 Certain points raised in the F4P audit have been actioned and completed. After discussion it was agreed that SH would meet with CD as soon as possible to set timelines for this work to be actioned/completed. SH and CD to also review the present risk register.

Action no. 1: SH and CD to review the F4P action list to review timescales and to also review the risk register.

9. FINANCE UPDATE

9.1 PT provided a finance update and advised the meeting that to date SGA has received £365k of funding with £290k still to be received from sportscotland. SF advised the meeting that he had the formal letter of offer with him. A discussion followed on how the funding figures were reached.

Action no. 2: PT to review figures and get back to SF.

Action no. 3: Funding agreement to be signed and returned to SF.

10. HR UPDATE

10.1 Annual leave for staff was discussed by the Board and management. Due to circumstances a few members of staff have accrued their annual holiday entitlement but been unable to take this within the specified time. After discussion it was agreed that a schedule of holidays be created in line with business demands and that the holiday year be changed to 01st April to 31 March annually. **Action no. 4: LW to produce a schedule of all those staff that have excess holidays to take.**

New Employees: SH/LW advised the meeting that various posts had now been filled. After discussion it was agreed that the two Community Jobs posts would now become permanent. Salary details to be agreed and finalised by LW/CD.

Action no. 5: LW/CD to agree salaries for the posts of administrators in Member Services and Education, then email SH.

A further HR matter was discussed privately and minuted by SH.

11. LEGAL UPDATE

11.1 This was discussed privately and minuted by SH.

12. ANY OTHER BUSINESS

Private Minute: SH updated the Board on his recent meeting with BG. It was stated that only those SGA members who have competitive gymnast status are members of BG. It was further stated that only those coaches and judges who have membership with BG are members of BG. There is a definite lack of clarity on the membership structure. Insurance for SGA members was also discussed. SF also raised the independence question and the impact this will have on SGA. After discussion it was agreed that a plan be formalised regarding SGA membership and insurance and that it would be included in the strategic review. This plan would then be proposed to our members at the next AGM. **Action no. 8: SH to create a timeline for the first draft of this plan.**

MO notified the Board of his visit with Purely Scottish on 14 March and submitted the sponsorship agreement that he would hope be signed tomorrow. After discussion the Board approved this sponsorship agreement.

The management team left the meeting at 9.20 pm.

13. Date of Next Board Meeting

Wednesday, 17 April 2013 at Airthrey Castle at 5.00 pm.