

CONFIDENTIAL DOCUMENT

SCOTTISH GYMNASTICS ASSOCIATION

MEETING: SGA BOARD OF DIRECTORS
WHEN: WEDNESDAY, 29 MAY 2013 AT 5.30 PM
WHERE: INCHYRA GRANGE HOTEL, GRANGEMOUTH

1. WELCOME AND APOLOGIES:

1.1 Keir Stewart, Vice-President (KS): Neil Logan, General Director (NL): Philip Langstaff, General Director (PL): Oliver Barsby, General Director (OB): Adele Tolometti, Finance Director (AT): Stuart Ferrier, Partnership Manager, sportscotland (SF): Brian Samson (BS) Interim CEO: Stephanie Stewart (SS) Staff Representative.

1.2 **TELEPHONE CONFERENCE:** Scott Harper, President (SH):

1.3 IN ATTENDANCE:

Christine Davies (CD) Minute Taker

KS opened the meeting and welcomed BS to his first Board meeting. KS notified the Board members that SH would be calling into the meeting at 6.00 pm.

2. NOTIFICATION OF CONFLICTS OF INTEREST

2.1 There were no notifications submitted to KS.

3. APPROVAL OF PREVIOUS MINUTES

3.1 The Minutes dated 17 April 2013 were accepted as a true record of the meeting held on the same date.

3.2 Actions from Previous Minutes dated 13 March 2013

Action no. 2b: Fitness Scotland statistics: Not finalised yet. Pass to BS to action.

Action no. 5: Independent Chairperson's job description: 75% complete. BS to meet with SH and move forward with this.

3.3 Actions from Previous Minutes dated 17 April 2013

Fit for Purpose Action List:

Action no. 2: CD to submit updated list to SH for sign-off. Action no. 2b: AT to contact solicitors regarding new Articles of Association (SH has a contact name).

SF added that sportscotland set targets against Fit for Purpose e.g. appointing an Independent Chair, the Equality Strategy is met, Articles of Association are reviewed, the Fit for Purpose action plan is finalised.

Finance Update:

Action no. 3: AT awaiting information from Finance department. The sportscotland profile is now complete and BS thanked the valuable contribution from PT, CD and SS on this.

HR Update:

Community Jobs Scotland: Action no. 5: BS received a proposal today on this topic. A discussion followed on the most appropriate way to move forward with this. This employee will be offered a 3-month contract for services whilst there is a structural review taking place. The Board unanimously agreed to this extension.

SG/BG Membership:

Action no. 6: This is ongoing.

Office Move:

Action no. 7: This will be discussed later in the meeting.

Communication Topics:

OB stated that it was very positive meeting with staff to discuss the relevant topics from last month's Board meeting. SS (as staff representative) added that in general the structure and format was well received by staff. OB volunteered to meet with the staff again on 03 June but suggested that a different Board member at each meeting would be a more appropriate way forward. Board meetings for 2013-14 are still to be agreed therefore we cannot send out dates of forthcoming staff meetings yet.

4. MATTERS ARISING NOT ON THE AGENDA

4.1 Regional Development:

Further information is now available on the regional development posts in Grampian and Highlands & Islands.

- These posts will be secondments for one year.
- SGA will be involved in the recruitment process.

SF added that £160K will be invested in SGA to deploy these posts nationally. sportscotland want this expertise to work with all agencies/LA's and for clubs to have the capacity for growth. After a lengthy discussion it was agreed that more clarity and closer discussion is needed around this topic. SGA to move forward with both opportunities and work out the detail during the recruitment process. **Action no. 1: BS to meet with Alan Clark and SF to take this further.** The Board unanimously agreed to move forward with this recruitment process.

5. STAFF MATTERS

5.1 The Gravitare survey was discussed. SH confirmed that the first phase was now complete and that Gravitare would submit a report to the Board. BS stated that the action plan will be available to all staff. PL asked for some background information on Gravitare which was supplied by SH.

6. OFFICE RELOCATION

6.1 SH asked the Board for feedback on their viewing of a proposed office in Grangemouth. The Board raised a few concerns regarding this. SH stated he had a report available for the Board and was awaiting final costs from the architect. He further added that a late proposal had been received by CD regarding Logie Court, Stirling University Innovation Park. Once he had further information he would amend the report and submit to the Board. BS further added that we must involve all staff in any decision regarding this topic.

7. EQUIPMENT SPONSORSHIP

- 7.1** The Board are currently finalising a new contract with Gymnova which will increase revenue by £75,000 worth of in-kind equipment support (sold to SGA at 80% of the original selling price), plus a financial reward of £25,000 over the next 3 years. The Board are also looking at options of increasing this further through **sportscotland's** 'sportsmatch' fund. They anticipate finalising this contract by end June. A discussion followed regarding proposed new flooring and the most economical way of funding this. Gymnova's marketing campaign was also discussed that would favour SGA, official sponsors, etc. It was agreed that the Board would make a final review of the contract before the Scottish Championships take place on 15/16 June. **Action no. 1: SH to liaise with Board, review contract details and have it signed off by 15 June.**

8. RECRUITMENT TIMELINE

- 8.1** A discussion regarding the Independent Chair, CEO and Head of Development vacancies took place. BS enquired as to what decisions were taken at the AGM 2012. **Action no. 2: CD to email Motion no. 6 to BS. Action no. 3: BS and SH to arrange a meeting to finalise these vacancies with information out to the Board by 06 June.**

9. STRATEGIC REVIEW PROCESS

- 9.1** SH advised the Board that he and BS had started this process internally with meetings planned with all departments. A report/timeline will be produced for the Board on the most practical way forward for the organisation. BS added that the strategic and structural plans must work alongside each other. It was agreed that the Board meet prior to the next Board meeting to discuss and produce a clear vision and mission for the project. **Action no. 4: SH and BS to arrange this meeting.**

10. FIT FOR PURPOSE ACTION LIST

- 10.1** AT gave the Board an update on this project. An invitation to join this sub-committee has gone out to members. OB added that the new Articles of Association is a priority and that the first draft should be available to the Board within the next two weeks. AT/OB requested copies of our existing articles, together with the motion that was approved at the AGM regarding the new Board structure. **Action no. 5: CD to email these documents to AT/OB.**

11. FINANCE UPDATE

- 11.1** AT submitted finance papers to the Board. A round-table discussion followed regarding the forecast to 30 June 2013 and for the 9 months budget to 31 March 2014. A further discussion ensued regarding technical panels' remit regarding expenses/budget approval. This will be part of the discussion that will take place at the forthcoming technical panel introductory evening. BS added that this will also form part of the strategic review of TP roles & responsibilities. A discussion surrounded the figures submitted for membership growth, education income and Fitness Scotland income forecasts. OB added that he will be meeting the Marketing Manager on 03 June to discuss website costs and a possible internship. **Action no. 6: OB to provide feedback to the Board via email as a further Board meeting has not been arranged yet.**

12. HR UPDATE

- 12.1** This was privately minuted.

13. LEGAL UPDATE

- 13.1** This was privately minuted.

14. ANY OTHER BUSINESS

14.1 *Equality Workshop/Update:*

KS/CD submitted various papers for the Equality work that is taking place. Both will be attending an Equality workshop in Glasgow next week, with a progress meeting with Plan4Sport on 07 June. The deadline for the first quarter/s submission is 30 June which both KS/CD are confident will be achieved. A further progress will be submitted at the next Board meeting. **Action no. 7: KS/CD to provide a progress report for next Board meeting.**

14.2 *Scottish Championships:*

BS gave the Board members an update regarding the forthcoming Scottish Championships. SF added that it would be helpful if the Performance department could create a historical graph of the MA athletes who have taken part in the Scottish Championships, recreational and competitive competitions over the last few years. SS confirmed that the VIP list had been confirmed and would circulate to the Board. **Action no. 8: SS to create this historical graph and also email VIP list to Board members.**

14.3 *Gymnastics Facility in Edinburgh:*

BS gave the Board an update on this facility and from this a discussion followed, on timescales, those centres who have registered their interest in using this facility. NL added that he had previously mentioned maximising early years' gymnast potential. SF further added that one of the other sgb's have a pathway that is working. **Action no. 9: BS to give the Board an update in next 2 weeks.**

14.4 *Commonwealth Games AGM:*

After discussion, it was agreed BS would contact the organising committee as soon as possible.

14.5 *2015 Meeting:*

BS stated that this was a very positive meeting with huge potential for SGA.

14.6 *Management Team:*

BS stated that after discussion with the management team it was agreed that they did not have to attend every Board meeting. BS would produce a Board report on his objectives.

14.7 *IT – Elmbrook Computers:*

A Contract for Services should soon be signed by SH and Elmbrook Computers to move forward with setting up the online competition entry system.

14.8 *Project Fusion – possible new CRM:*

BS advised the Board members that there may be a new CRM system (supported by sportscotland). CD will be attending a demonstration of this new system, entitled "Azolve", in the next 2-3 weeks and will feedback to BS.

CD and SS left the meeting at 8.25 pm.

15. *Date of Next Board Meeting*

To be advised.