



# Bowls Scotland

National Centre for Bowling Northfield, Hunters Avenue, Ayr, KA8 9AL

Tel 01292 294 623

## Bowls Scotland Board Meeting

Wednesday 2nd of December 2015, 1500hrs

sportscotland offices, Doges, Glasgow

### Present:

Bill Knox (BK), Chair, Sue Beatt (SB), Tom Hamilton (TH), Duncan McLaren (DM), Craig McArthur (CM), Bob Christie (BC),.

In Attendance: Alan McMillan CEO (AMcM), Douglas Johnstone (DJ), Fiona Fagan (FF) (sportscotland), Liz Wallace (LW), Eddie Nicholson (EN), Lynn Wallace (LW), Colin Hutchison (CH).

1. Apologies: Anna Marshall (AM),

### 2. Chairs Opening Remarks

The Chairman welcomed all in attendance and a special welcome to the new vice Presidents . He re-emphasising confidentiality from all present. BK on behalf of the Board wished to express deepest sympathy to Rhona Howie on the sudden passing of he mother.

### 3. Declarations of Interest

BK asked if there were anyone present who had a potential conflict of interest with any agenda item.

BC and BK with item 6.1.2.1 Presidential selection process

BC re a potential item of AOCB re Cities and Counties

### 4. Previous Minutes

The previous minutes of 23rd of September 2015, were proposed by TH and seconded by SB.

The previous minutes of 7th of October 2015, were proposed by BC and seconded by TH. It was noted that SB was the first lady chair of a Bowls Scotland board meeting since unification.

The minutes will be available on the website in due course.

### 5. Matters arising/Action Points.

- Margaret Bingham would replace Betty Aitken on the District Secretaries role review group
- The value of the BK in chairing a group to look at the role of District Secretaries was discussed, taking into consideration other areas of priority. It was agreed that LW and DJ would take on this role and report back to the board.
- The Marketing and Comms position would be advertised in January 2016.

## 6. Governance

### 6.1. Governance

6.1.1. AGM Review- The minutes of the AGM were approved proposed by DM and seconded by SB. They will go up on our web-site before Xmas with any suggested amendments made by voting members by the end of January 2016. It was felt that the AGM was successful this year due to the pre AGM communication and the preparation done before the meeting by the Board. For the 2016 AGM availability of food before the meeting for delegates and continue on with the pre meeting travel information.

6.1.1.1. Presidential Selection process It was agreed by the board to defer this item to the next meeting when more information would be available.

#### 6.1.2. Office Relocation

AMcM gave an update on the proposed office relocation.

#### 6.1.3. Social Media Policy

This policy was approved with the addition of a statement about the nine protected areas of equality being added. It was agreed that there would be a short presentation at the next District Secretaries meeting to alert them to the policy which covers, staff board members, the presidential team and key volunteers. The policy was proposed by DM and seconded by TH. BK thanked both TH and DM for their work in developing the policy

#### 6.1.4. Photography Policy

The policy was presented to the board as necessary for courses and in line with good practice. It was proposed by DM and seconded by SB

6.1.5. Staffing- was deferred to the end of the meeting

### 6.2. Finance

#### 6.2.1. Finance Update

It was confirmed that the Finance group had decided to keep the financial year as it currently stands.

CM gave an over view of the minutes of the last meeting

The finance paper was approved by the Board

SB highlighted a financial scam that was being used with businesses in Scotland. This information will be taken back to the staff- AMcM

6.2.2. There were no payments to be authorised

### **Operational: Update Papers:-**

CEO- information update paper-

Development Update- CH gave an overview of current areas on interest. It was agreed to discuss 7.1.2 Try Bowls membership and club reward scheme at this point. CH gave a full account of the paper he had produced. The Board discussed the issues and highlighted the potential for some clubs to pressurise the system. CH would take this on board and discuss further with the development team. A decision on the paper was deferred to the end of the meeting to tie in with the potential for increased staff resource. CH left the meeting

## **7. Playing the Game**

### 7.1. Development

7.1.1. Equality- there are a number of club issues currently on-going that are being dealt with.

7.2. Competitions and Events- there was no report from the comps and events group. However the note of the last meeting had been circulated.

### 7.3. High Performance

7.3.1. High Performance Plan- AMcM gave an overview of the draft plan in Rhona Howie's absence. The plan covers, talent ID, use of the regional structure for coaching and talent ID, competitions, coaching philosophy and areas that map out how the High Performance programme will be delivered over the next three years. The plan will now go to the Performance Group before being submitted to the Board in January 2016 for approval.

## **8. Marketing, Branding and Comms**

### 8.1. Marketing and Branding

### 8.2. Partnerships

8.2.1. Optical Express- The contract with OE would terminate at the end of February.

8.2.2. Apparel Company- Due to some late information that had been submitted by the companies to become the official Bowls Scotland apparel partner, this proposal was deferred till January 2016.

AMcM produced a powerpoint outline of the current staffing structure and the proposed new staffing structure which he had discussed with DM as Director of Governance and FF from a funding perspective. The new structure would mean the following:

- Another Operational Support Manager would not be appointed at this time.
- The responsibility for managing the work flow into the office admin team would be offered to an existing staff member. AMcM would take on management responsibility for the Admin staff.
- The current finance assistant would be asked to come on board for 3 days a week,
- There would be no increase to the current overall staff costs for this new structure.
- If certain aspects of the proposed structure above changed, then further consideration would be required to manage the office business.

Proposed by DM, seconded by CMcA.

## **AOCB**

DJ extended an Open invitation to all Directors to the District Secretaries meetings.

Mtg closed at 1930 hrs