



Bowls Scotland

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

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Bowls Scotland Board Meeting

Thursday 3rd of March 2016, 1230hrs

sportscotland offices, Doges, Glasgow

Present:

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

In Attendance: Alan McMillan CEO (AMcM), Douglas Johnstone (DJ), Fiona Fagan (FF) (sportscotland), Eddie Nicholson (EN), Liz Wallace (EW),.

1. Apologies: Lynn Wallace (LW), Anna Marshall (AM)- the board approved AM absence
2. Chairs Opening Remarks- The Presidents and FF were not invited into the meeting at this point. BK asked for some clarification on a potential conflict of interest with one of the Directors. There was no conflict of interest at that point
3. Declarations of Interest

At this point the Presidents and FF joined the meeting.

Conflict of Interest:- BK, BC and all presidents- 6.1.1

4. Previous Minutes - The discussion about the Bye –laws from the previous meeting, which would be added to the minute. DMcL asked if the change in the Bye-laws requested by the last meeting was quorate. It was explained that it was as four directors were present. The bye-law would be discussed as part of 6.1.1. of the agenda

The previous minutes of the 19th of January were proposed by SB and seconded by CMcA.

5. Matters arising/Action Points.

FF updated the Board on feedback from the sportscotland panel regarding the recent application for investment. The application was approved for £515k. The chair thanked FF, AMcM and Colin Hutchison for their work in progressing the application.

DJ re DS role and responsibilities- there had been no progress since January.

EN informed the board that he was now off the Umpiring committee.

LGBTI- DJ had attending this seminar and gave an update to the Board. DJ agreed that the information was useful and he would update the DS's at their next meeting about this area.

6. Governance

6.1. Governance

6.1.1. Presidential Selection process:- The discussion started with the concerns of DMcL about inclusion of 3.5 in the bye-laws which were an interpretation of the current practice for appointing Presidents and Vice Presidents. It was clear that despite being in place for a number of years, there was no clarity to the process, if at any point it was questioned by the members. It was felt that 3.5 could open up the process. It was agreed that AMcM would seek advice from Harper MacLeod regarding assessing candidates, timescale associated with this. The bye-laws would stand as they are, including point 3.5.

At this point the Presidents, BK and BC left the room.

The four remaining Board members discussed the way forward for Presidents, taking into account the potential conflict with equality legislation, government agenda for a 5050 representation on public Boards and the potential conflict with our own Equality policy as well as sportscotland's investment criteria.

The presidents, BK and BC re-joined the meeting.

6.1.2. Succession Planning

With three Directors due to stand for re-election or stand down, a discussion took place regarding how the Board could maintain the standards of Director. It was agreed that AMcM would seek advice from the Lawyers on good practice, re shortlisting of candidates, matching skill set with roles and responsibilities and by implementing this, ask the question: is there a requirement to change the articles to accommodate these measures? It was agreed that co-opting Directors' for specific areas would allow them to up-skill themselves on the level of discussion and business of the Board.

6.1.3. Directors Appraisal

BK outlined the process to undertake one to one Board appraisals. He will complete the appraisals by the end of May. BK will send out self-assessment forms for each Director to fill in and return to him. It was agreed that DMcL and SB would conduct BK's appraisal.

6.1.4. Decision Making/referral

There was a lengthy discussion about why decisions are made, who makes them and when should decisions be put forward to the Board. It was agreed that we require to put in place an outline of what decisions can be taken at group level, with the staff and CEO and what is then referred to the Board. A number of situations currently exist when decisions are currently made

- There is still the opinion amongst the bowling community that the Board are involved in operational decision making.
- The board have had to be involved in decisions at operational level when a sub-group has made the decision where they hadn't considered all aspects
- It is clear that when groups have to make "unpopular decisions" that it is sometimes deferred to mitigate themselves from responsibility.
- A number of decisions have been made without reference or recognition that other areas of the business require to be considered in order that an informed decision was made.

These points were all risks to the business and caused uncertainty with members and at times created individual difficulties for Directors.

The president's re-joined the meeting.

6.2. Finance

6.2.1. Finance Updates-

CMcA summarised the notes from the finance group meeting, emphasising:-

- The new budget tracker against spend document which will be more advanced for the April meeting
- Three main risks against meeting the budget for the year:-
 - Commercial risks- in relation to companies not coming on board
 - Capitation returns from members and their accuracy
 - Decreased membership

CMcA asked the Board at what point would they decide that the Super Series was viable. It was agreed that at the June meeting the decision would be made, once the main bulk of entries has been made.

EW clarified the current situation with the Charity Trophy. A further discussion with AM and CEO to confirm payment of the charity money and how this links to our current situation would take place.

6.2.2. Payments for authorisation

6.2.3. CEO – annual KPI's process- The CEO left the meeting along with the presidents.

CMcA and SB put forward the proposal to move the CEO onto a competency based appraisal system for the year and therefore dispense with the current KPI system. CMcA to discuss with AMcM.

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- No report

7.3. High Performance

7.3.1. 3 year Plan- The plan was unanimously approved by the Board. BK on behalf of the board thanked Rhona Howie and John Price for their efforts.

Cheryl Barr, the recently appointed Marketing and Comms Officer, joined the meeting to introduce herself to the Directors.

8. **Marketing, Branding and Comms**

8.1. Partnerships

DMcL left the meeting due to a prior engagement

8.1.1. Cobalt Water- this paper was greatly received and fully approved. Cobalt would become another partner for the Super Series It would also assist the clubs in dealing with the water rates situation, which many now face due to legislation.

8.1.2. Thomas Taylor Bowls- this paper was greatly received and fully approved. Taylors have extended their sponsorship of Bowls Scotland and would become the third partner for the Super Series.

8.1.3. Apparel- TH explained the reasons for not signing the apparel contract with a sportswear company. It was agreed that Fusion sports based in Ayr and who currently

supply the kit for the HP squad on an interim basis, would be used for the “on-green” kit.
Further discuss would take place between AMcM, TH and Cheryl Barr.

AOCB

Mtg closed at 1600 hrs