



Bowls Scotland

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

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Bowls Scotland Board Meeting

Wednesday 21st of September 2016, 1600 hrs

Westerwood Hotel, St. Andrews Drive, Cumbernauld G68 0EW

Present:

Bill Knox (BK), Chair, Sue Beatt (SB), Craig McArthur (CM), Tom Hamilton (TH), Anna Marshall (AM), Bob Christie (BC),

In Attendance: Alan McMillan CEO (AMcM), Fiona Fagan (FF) (sportsotland), Colin Hutchison NDM (CH)

1. Apologies: Lynn Wallace (LW), Liz Wallace (EW), Douglas Johnstone (DJ), Eddie Nicholson (EN),
2. Chairs Opening Remarks- BK confirmed Duncan McLaren's resignation.

It was agreed that the recommendation of Andrew Upton to be co-opted onto the Board was a good move bearing in mind his governance experience. It was also noted that Andrew had been a bowler until a few years ago. It was agreed that a meeting with Andrew before the next board meeting would allow other Board members to meet him and ask him some key questions, before being approved or otherwise.

The same course of action would be taken with David Scoullar. AMcM to set up both meetings.

3. Declarations of Interest- Conflict of Interest:- BK, BC, and all presidents- 6.2.5
4. Previous Minutes – . 3rd of August- approved by TH and BK
5. Matters arising/Action Points.- The TOIL paper was re-submitted for approvals as it was felt that it required a few more additions to allow it to be workable. The board fully approved the new additions and the paper.
AMcM to send round to the Board the comments of CH and AMcM made on the decision making document.
FF had completed the skills analysis. The Board felt that whilst there has always been a need for legal support on the Board that another analysis is done once the new board meets in December. The presidential selection process was agreed to be revisited in December with the new Board.

6. Proposals

- 6.1.1. Finance Update- Whilst due to work commitments and the accountants auditing the accounts there hadn't been a finance meeting, CM briefly outlined the general outcomes of the accounts. At present the draft is showing a surplus, which will be reduced with adjustments. The encouraging aspect of this was that it included the super series and didn't require the £35k drawdown from reserves, as scheduled within the budget.

- 6.1.1.1. Authorisation of payments- It was agreed that the preferred supplier for coaching resources would be approved to allow this area to move on and be in place for next season.. The board thanked CH for his comprehensive paper.
- 6.1.2. Financial Procedures Manual- Whilst there were a few adjustments still to be made to the paper the Board agreed in principle for those in Finance to continue using the processes laid out in the manual. CM will circulate round the Board once the adjustments have been made.
- 6.1.3. Admin Staff- the board fully supported the proposal put forward by AMcM to re-introduce a senior admin officer on four days a week. - proposed by SB, seconded by BC
- 6.1.4. Web-site tender- The tender recommendation was approved. Proposed by TH and seconded by CM
- 6.1.5. Policies
 - 6.1.5.1. Maternity – it was agreed that a maternity policy, should also include, paternity and shared leave under the one policy. AMcM and SB to link to develop.

6.2. Discussions

- 6.2.1. Equality- CH had attended the transsexual in sport training. there was nothing further to report.
- 6.2.2. Succession Planning- A lengthy discussion took place about the skills sets of future Directors, the nomination process/approval by the board process. The board agreed that the a number of queries that had to be confirmed with the lawyers for the AGM meeting on Monday the 3rd of October. The board then asked those that were due for re-election to leave the room individually in order for their nomination to be discussed and to provide a quorum.
 - Anna Marshall- Director of Competition and Events- unanimously approved
 - Bob Christie- Director of Development- unanimously approved- BC would confirm his intentions due to family commitments by the 30th of September.
 - Sue Beatt- Chair- unanimously approved. It was highlighted that Sue's nomination would show that Bowls Scotland is moving to a more equitable structure.AMcM wished to share with the Board at the appropriate time the succession planning through a leadership programme as per the course he recently attended on this subject.
- 6.2.3. Annual Business Plan- This was fully approved by the board.
- 6.2.4. Competition and events information paper- this paper was greeted with praise. Whilst it was still with the Comps and Events group for fine tuning, the paper would be put forward as a fuller proposal at the December board meeting.
- 6.2.5. Presidential Selection Process- Deferred to the December meeting
- 6.2.6. IBD World Championships-. AMcM had already written to the CEO of SDS to seek clarification on who they though was taking the main role in delivering the IBD world Championships. Deferred to the December meeting.

Operational Information Papers

All information papers were gratefully received

7. AOCB

TH updated the board on a breach of confidentiality that occurred at the National Championships. Whilst the Board had collectively dealt with the matter, it was agreed that TH and SB would pull together a consequences paper that involved a yellow, red and black card system for those that didn't adhere to the Board policies. This would extend to the presidential party.

It was agreed to move the AGM meeting to the 3rd of October at 1500 hrs to allow all to attend.

Mtg closed at 1830 hrs