



# Bowls Scotland

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

Tel 01292 294 623

## **Bowls Scotland Board Meeting**

**Wednesday 12th of April 2017, 1630 hrs**

**Harper Macleod Offices, The Ca'd'oro, 45 Gordon St, Glasgow G1 3PE**

### Present:

Sue Beatt - Chair (SB), Tom Hamilton (TH), Bob Christie (BC), Andrew Upton (AU), David Scoullar (DC), Anna Marshall (AM)

In Attendance: Alan McMillan CEO (AMcM), Eddie Nicholson (EN), Lawra Cox (LC)

1. Apologies: Craig McArthur (CM), Fiona Fagan (FF) sportscotland, Margaret Bingham (MB), Bill Knox (BK)
2. Chairs Opening Remarks- SB welcomed all to the meeting and thanked them for attending. The board approved the apology received from Craig McArthur.
3. Declarations of Interest- DS declared an interest in a candidate who had applied for the Marketing Post. BC advised the group he was now Disability Development Manager. There were no other declarations other than those captured in December 2016 as part of the overall Director declarations of interest register.
4. Previous Minutes – 1<sup>st</sup> March 2017 - Approved by TH and seconded by DS
5. Matters arising/Action Points.- All actions were either completed or updated
  - AMcM to speak to FF re the Sportscotland/Harper MacLeod one hour free legal advice per club.
  - District Secretary Meeting 15<sup>th</sup> January, EN to chase up minutes
  - Capitation Analysis Breakdown, AMcM to provide electronic copy to the board.
  - AMcM/CM to confirm the process and procedures for using the Thomas cook passport card and credit cards.

## 6. Proposals

6.1.1. Finance Update- AMcM gave an overview of the notes from the Finance group meeting. These were approved by TH and seconded by BC.

- Charity Trophy income, this to be split between Lady President's chosen charity(Erskine Hospital) and winning team to decide their chosen charity.
- Sportscotland now have additional funding of £2m for equality issues. Board to discuss at strategy day how we can apply for part of this funding.

6.1.2. Authorisation of Payments- There were no payments to be approved.

6.1.3. Policy Updates- Board agreed that AMcM/SB/DS review any policies that require updated, which would be approved by the board.

- Reserves Policy- AMcM gave an overview of the reserves policy. The reserve amount may be reduced in future
- Declaration of Interest, AMcM to amend and send revised version to board

## 6.2. Discussions

6.2.1. Equality- Both DS and BC have now attended the LGBTI seminar.

6.2.2. Child and Adult protection- John Kemp provided a report from meeting held on 8<sup>th</sup> March.

- The development team are now working through the action plan and details can be found in the JK report.

6.2.3. Risk Register- AMcM provided an updated version. This to be added to the agenda quarterly for discussion/progress. The board approved

6.2.4. Director Skills analysis: Deferred until FF in attendance at next meeting.

EN left the meeting and he was thanked for his attendance.

6.2.5. Partnership - MacMillan Cancer Care- AMcM gave an overview of proposal, board unanimously agreed.

6.2.6. Audit Action Plan: AMcM highlighted some areas where we currently don't have policies in place. The board agreed that there were a number of areas where a process took place that was sufficient for the needs of the organisation currently. The board felt that sometimes within Governance there was an over emphasis on policies rather than discussing the challenges within bowls. It was agreed that AMcM/CM/DS would continue working through the current plan leading up to the KPMG audit at end of May.

6.2.7. Competition and Events Group: Further discussion to take place at strategy day to determine the Strategy role of any Comps and events group.

## **Operational information Papers**

CEO report- AMcM gave an overview of paper. SB thanked Gemma Smith for her hard work in completing the capitation analysis paperwork. Capitation Analysis Breakdown, AMcM to provide electronic copy to the board.

HP report- AMcM gave an overview of the paper. World Youth Championships went well with Claire Walker and John Fleming winning a Silver medal for Mixed Pairs. Due to the cut in sportscotland funding for the HP programme, there may need to be a reassessment of targets for 2018.

C & E report – AM gave an overview of the number of entries to Nationals for 2017. There was an encouraging increase in the number of Junior entries for Singles, both gents and ladies which could be due to juniors having the opportunity to play in other events. However in the Over 55's there has been a marked decrease in Gents and Ladies Fours entries. AM advised majority of draws were now complete for the final stages at the Nationals and that they will assess the number of double ups before this can be fully completed.

Ticket pricing for Nationals to remain the same.

AM confirmed that the Super Series finals will be moved away from Kelvingrove due to deterioration of the greens. Further communication with Glasgow City Council on how we can improve the green surfaces so that Bowls Scotland competitions can be played there.

Development report – AMcM/Board congratulated Laura Kerr and husband Graham on the birth of their baby girl Lia.

Level 1 Coaching pilot is now complete and feedback was very positive.

2 Green seminars organised for May a Lundin Bowling Club and Bannockburn Bowling Club

Marketing and Branding report- TH confirmed the new website is up and running, although as with any new website there are a number of teething problems which will be discussed in May with Microtech.

AMcM informed the board that interviews for the Marketing Post would take place 19<sup>th</sup> April 2017.

## **AOCB**

EN asked if we work together with SIBA to discuss the way forward for bowling. AMcM/RC advised that we do have positive conversations and will have more in the near future. JK is currently working closely with SYBA regarding partnership discussion.

Strategy Day at Westerwood Hotel is Friday 12<sup>th</sup> May 2017

Board thanked AU for the use of facilities.

Meeting closed at 2025 hrs