**MINUTES OF THE MEETING OF THE SCOTTISH HOCKEY BOARD ON 30 January 2017**

**Glasgow National hockey Centre**

**18.30 start**

**ATTENDANCE**

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| **DIRECTORS** | **IN ATTENDANCE** |
| Scott Baird Chair  Angie Keith\*  Robin McLaren\*  Cheryl Osbourne | David Sweetman CEO  Maggie Conacher Vice President  Lorna Callan SportScotland |

\*Electronically

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| **Item** |  | **Action** |
| 1.1 | **Apologies**  Andrew Scoular  Anne Wotherspoon President  Barbara Morgan |  |
| 1.2 | **Declarations of Interest**  None |  |
| 2.1 | **Minutes**  Minutes of November 2016 agreed as a fair reflection. |  |
| 3 | **Action Points from Previous Meetings**   * CO asked for the details on the requirements for the complaints procedure. DS agreed to provide these. * Interviews for the new Directors will take place in the next two weeks * AK updated on Core. She had met with Blue2 and Paul Elliott earlier in the day. The new website should be on track for May. AK is meeting Kirsty on the competitions module at the Gala Day. Paul is engaging with a staff group to support the developments. * Audit Committee, Draft of ToR to be prepared by DS for the next meeting. CO will provide examples of relevant ToR from third sector |  |
| 4 | **KPI Tracker**  DS updated on KPI Tracker. MC asked about the number of adult members and whether they were growing. DS agreed to provide more detailed membership figures to the next Management Meeting.  CO asked about the GB Targets, and the fact that we don’t have control about who GB Selects. DS said that he would be having this discussion with SportScotland, at the same time the aim was to improve our relationship, clearly understand what GB is looking for, and get more players in the programmes. |  |
| 5 | **Risk Register.**  DS presented the High level Auditable Actions. The Board were happy with these, and asked DS to present the Actions in greater detail at the following meeting.  CO asked that the Risk Register was reviewed for the next board meeting. DS agreed to do this. |  |
| 6 | **Finance**  DS updated the Board, that he was confident that the Annual Accounts would show a £10k to £15K Surplus.  DS said that while there is a level of uncertainty of SportScotland funding going forward, We will continue to work on the approved Budget from the Board.  SB said that SH events were in a good place, and their accounts would be brought to the Board for Information when they are complete. |  |
| 7.1 | **Summer Staff Plan**  The Board were happy with the proactive staff engagement and happy to approve the plan. |  |
| 7.2 | **Funding Reduction**  DS presented a requested paper on funding reductions. LC updated from a SportScotland perspective. |  |
| 7.3 | **Membership Fees**  DS submitted a Boardpaper for discussion. It was felt that this should be related to the Strategic work, |  |
| 7.4 | **Commercial Strategy**  DS presented a draft Commercial Strategy. While there was an understanding of the direction, it was felt further detail would be advantageous. DS will update. |  |
| 7.5 | **CEO Report**  DS presented his report. He updated the Board that Sarah Crilly had secured a role with Clackmannan Council. |  |
| 7.6 | **Management Committee**  AW was not in attendance. AW had provided an update by email in advance of the meeting |  |
| 7.7 | **SportScotland**  LC updated the Board on the current funding challenges faced by SportScotland. |  |
| 8 | **Executive Calendar,**  An Away day is being looked at. DS to establish a suitable date. |  |
| 9 | **AOCB.**  DS said that DS and SB will pick up with AW regarding her email.  RM said that we should ensure we are supporting our athletes when they are in GB Programmes. DS said that he would speak to Andy Tennant to ensure that this is picked up. |  |
|  | Meeting finished at 8.50 |  |