

MINUTES OF THE MEETING OF THE SCOTTISH HOCKEY BOARD ON 30 MARCH 2020

ALL VIA VIDEO

18.30 Start

VIRTUAL ATTENDANCE

DIRECTORS	IN ATTENDANCE
Robin McLaren - Chair Angie Keith Barbara Morgan Paul Geoghegan Karin McKenny Lynsey Wilson Jamie Carnegie Stewart Gilmour	David Sweetman John MacKenzie (President) Peter Gillespie (Vice President) Lloyd Sammeroff (Minute Taker) Jamie Frail Scott Madden

Item		Action
1.1	Apologies and Introductions Apologies were given from: Stephen Martin and Justine Westwood	
1.2	Declarations of interest None	
2.1	Minutes of the meeting 3rd February 2020. The minutes from the previous meeting were approved as a true reflection of the meeting and the following comments regarding follow-up were discussed. <u>Redacted Board Minutes for Website</u> DS is to work on the structure of how these are done and the rationale as to who and why these are redacted. He will work with Sportscotland on the format of this. <u>Ethics Manual</u> This is still being worked on and focus around the complaints process. <u>Commercial Group</u> RM updated on the Commercial Group <u>KPIs</u> JW has shared another KPI reporting document with RM and DS and they will review it and advise the Board accordingly. <u>Board Assessment process</u> RM discussed that along with Board members, the CEO should also be assessed as part of this process supported by a separate performance assessment framework.	 DS DS RM DS/RM

	<p>Minutes of Board Away Day 9 February 2020 The Board agreed that the minutes supplied were a true reflection of the meeting and there were no comments on them.</p>	RM
3.1	<p>End Of Year Accounts The End of Year accounts were discussed by the Board.</p> <p>The Board approved the motion for RM and BM to sign off the accounts.</p>	BM/RM
3.2	<p>Audit Committee We have not had an Audit Committee in place for a number of years and the interviews are currently underway for a total of 3 candidates. These seem highly experienced individuals and initially the intention was to have the committee made up of 5 people – 3 from the Board and 2 independent. However, it was agreed that if the 3 candidates are suitable then all 3 should be appointed. There is potential that some of the candidates are future members of the Board. RM thanked LW and SG for their support in interviewing.</p>	
4.1	<p>Business Continuity Strategy A new strategy has been drawn up by RM/PG/DS/SG/LW and presented to the Board as a result of Coronavirus with 2 scenarios presented depending on the duration of the pandemic. Detailed discussion took place on the proposals</p> <p>BM thanked the group for their work on the robust plan that they have created.</p>	DS
4.2	<p>Finance Paper DS presented his paper to the Board to which the following were discussed:</p> <p><u>Competition Fees</u> There was a lengthy discussion around whether part of the entry fees that clubs have paid for this season should be repaid since the league will be only partly completed. The President and Vice President suggested that clubs as a whole would not wish the money to be returned but suggested that the retained fees could be ring fenced for future youth activity to which the Board accepted this proposal.</p> <p><u>Clubs in short term financial hardship</u> Initially clubs will be directed towards The Scottish Council for Voluntary Organisations (SCVO) that has a £20m grant fund available, which does not require to be repaid.</p> <p>Alternatively, and as a source of alternative funding, SHU Events will look to provide a pot of around £10,000 to provide interest free loans, for up to one year, directly to clubs who are in need. There is a requirement for a clear and transparent process for applying for the funds and criteria on how selection is made and what documentation will be required by both parties to show that it is a fair process. We need to show sensitivity to clubs and offer support in other areas as well possibly using staff resource. Scottish Hockey Board approved SHU Events Ltd to provide this support. The format would be that SHU Events loaning the funds to Scottish Hockey who will in turn lend to the clubs. DS to create the corresponding process and documentation.</p>	DS

	<p><u>Membership Fees</u> Previously there was intention to increase the youth membership fees for 2020/21. The board agreed to DS’s proposal and freeze the membership fees for the next 12 months due to the impact of Coronavirus.</p> <p><u>Stage 3 Membership Invoicing</u> Following discussions with Board Members, Lead RDM and Head of Domestic Game and strong recommendations from the President and Vice President, it was agreed that the 3rd stage membership invoice should be generated as normal and importantly a letter should be sent out with the invoice advising clubs to speak with us – via the RDMs – if they require any additional support, including financial support.</p>	
4.3	<p>AGM During normal times our AGM is held on the 1st or 2nd Saturday in June. Our articles state that this should be held by 30th June. However, due to the unprecedented circumstances that we are in, it was agreed that we would hold our AGM in September 2020. This will be done either in person or virtually and some investigations need to be done on how we can potentially facilitate a virtual AGM.</p>	AK/LS
	<p>AOCB The next Board meeting is scheduled on 1 June – just before the original date of the AGM – this will continue to be the date of the next meeting. However, the Board agreed that the Business Continuity Group (RM/PG/DS/SG/LW/SM/AK) will continue to work with DS on making decisions and if any critical discussion or decisions are required then another Board meeting will be scheduled. AK offered her support to the group.</p> <p>Meeting Closed – 20:00</p>	