

MINUTES OF THE MEETING OF THE SCOTTISH HOCKEY BOARD ON 7 DECEMBER 2020

ALL VIA VIDEO CONFERENCING

18.30 Start

VIRTUAL ATTENDANCE

DIRECTORS	IN ATTENDANCE
Robin McLaren - Chair Angie Keith Barbara Morgan Karin McKenny Stewart Gilmour Stephen Martin Justine Westwood Martin Shepherdson Wendy Justice Jamie Carnegie	David Sweetman John MacKenzie (President) Kaz Cuthbert (Vice-President)

Item		Action
1.1	Apologies Apologies were given from Lindsay MacKenzie (sportscotland) The meeting was recorded to enable Lloyd Sammeroff to take minutes from the recording.	
1.2	Declarations of interest None – RM asked if anyone who has not sent back their annual declaration to Lloyd to please do so asap.	
2.1	Minutes of the meeting 9 November 2020 The minutes from the previous meeting were supplied to the Board in advance. WJ asked if the Governance Review is a regular item at Board Meetings or Directors Meeting. Minutes need to ensure that the terminology is correct. Discussions around the process of agreeing to Furlough by DS, RM and MS previously was discussed only with these members of the Board. This was as a result in the urgency of the matter as set by the criteria of the scheme. WJ advised that the Management Committee minutes have now been published onto the website but have not been supplied to Board as discussed. DS advised that the minutes from the 26 October are on the website the meeting following this are being shared with SG and JM before being sent to the wider committee. DS had committed to creating the minutes from the Management Committee meetings within a week of the meeting and sharing with SG and JM for comment to then be shared wider as soon as possible.	
2.2	Matters Arising <u>Ethics Manual</u> DS and MS have discussed the Ethics Manual. Comments back are that it should be moved forward as has been on the agenda for so long but we need to establish who can take this forward.	

	<p><u>Core</u> Phase 2 has been completed and so should not be on the agenda going forward, currently AK is focusing on requests that are arising. She would like to provide a document with her recommendations for priorities with Core for 2021. Succession planning is required for AK's replacement for when she steps down from the Board in the next year.</p> <p><u>Commercial Group</u> WJ asked if there are TOR for the commercial group currently. DS advised there was one previously but the landscape has changed and so the new Director will need new TOR to which the Board would approve. This will then allow the new group to be formed. This will be discussed later on in the meeting</p> <p><u>Charity Arm</u> We are still awaiting information from Glasgow Life around running costs of the centre. DS will keep chasing but due to covid restrictions they have been prioritising other areas. Once this progresses the discussions around the charity arm can resume. The new Directors with legal expertise can also assist here.</p> <p><u>Safeguarding and Welfare</u> JW had volunteered to work on this, she is awaiting on Jamie Frail coming back to her on an initial meeting/induction but is progressing. Update will be provided at the next meeting,</p> <p><u>KPI Tracker</u> JW provided a new tracker document draft but has yet to be implemented due to other areas that the Board have been focusing on but it will need to be reviewed in the future by the Board.</p> <p><u>Mental Health Campaign</u> There was a commitment to look at this for January, DS is working with Paul Elliott for this to come out in January or late February. As JM asked for this to be implemented, DS will work with JM on this.</p> <p><u>New Directors</u> MS, AK and WJ have interviewed 5 people who expressed an interest in the 2 Director roles. . Following a strong recruitment process Gareth Tenner was accepted as a new Director. With a number of strong candidates for the commercial side of the business it was decided that MS would ask them to sit on the new Commercial Group RM thanked the nomination group for the work they have done on the Director recruitment.</p> <p><u>Talent Day</u> DS previously provided a report from Andy Tennant regarding an issue with the North District talent day.</p>	<p>DS</p> <p>JW</p> <p>DS/JM</p>
--	--	----------------------------------

3.1	<p>Membership Engagement</p> <p>RM thanked KC on the work she has done on this thus far. KC advised that 2 candidates to be appointed as a consultant for the engagement of which they have selected Ethos Consulting. There was a meeting last week and have established the areas that are wanting to be focused on and the target audience. She has also met with the advisory group that was established to obtain their feedback. A further meeting on the 17th is arranged at which point the 1st draft of the survey will be reviewed with the intention of this survey going live mid-January. A press release will be done over the next few days to update the membership on this. The intention is that the process will be completed by the AGM so that they changes can be voted in then but the group are working towards end of March.</p>	
3.2	<p>Management Accounts</p> <p>DS presented a paper with the accounts and YE position for 2020 and projections for 2021.</p>	
3.3	<p>2021 Budget</p> <p>DS has presented a paper showing a predicted budget 2020 prior to covid, the predicted position now and the proposed budget for 2021. After discussions with SG and MS we have had a recommendation is to change the way we present our membership fees to show only the actual fees collected within the financial year. RM asked that the assumption is that sportscotland's investment will continue at the same rate to which DS agreed but there is a concern around the funding. DS will scope out these and present later on to the Board (by early January at the latest). There was a good discussion on a number of areas The Board agreed to delay the decision on signing off the budget for 2021 until more information is provided to them by DS based on options to reduce the deficit presented to the Board in his budget proposal. DS has to provide this for the next Board meeting in early January 2021. He will also consult with JW, SG and MS regarding his paper on more detailed budgetary options for 2021 to try and distribute prior to Christmas.</p>	
3.4	<p>Risk Management</p> <p>RM thanked SG for working with the Audit Committee to look at the risk management. SG advised that it is a paper compiled by Jill Croll who did a wonderful job and suggested that DS and Jill met to look at reviewing our risk management process in line with her recommendations. DS is happy with this approach.</p> <p>It was noted that the list of members listed in the Audit Committee are no longer shown on the website. DS thinks this was due to some members stepping down from the committee but will ensure it is updated and re-uploaded onto the website.</p> <p>RM said that there is no record of who wrote the previous risk register and therefore as an organisation we also need to review document management. There is also a need for risk management training for the Board to manage the risks effectively and change the culture towards risk.</p>	DS
3.5	<p>New Chair</p> <p>RM is stepping down on 14 December and asked all Directors if they wished to step up and be Chair and MS has agreed to take this on, no other Director expressed any interest. All Directors agreed that they were happy for MS to be the new Chair and it was agreed that he would be the new Chair on 15 December</p>	

	2020. RM and MS have agreed to write a short summary of the handover and why which will be published on the website.	
3.6	<p>President Report</p> <p>JM opened by congratulating MS on taking over as Chairman. Since the last meeting there have been meetings with the short life working group with regards to their document which has been distributed to all Board members last week to which he has received no feedback on. MS and JM will discuss further before it is distributed wider but asked for any feedback asap. There was good discussion from the Board on the next steps with this document.</p>	
3.7	<p>AOCB</p> <p>KC asked if staff have an appraisal system – DS advised that we don’t have a formal appraisal system but do have a system where we talk with the team on a regular basis and if they are underachieving then we discuss with them at that point. The Board asked DS to investigate a suitable system going forward. AK wanted to give a vote of thanks to RM on his job as Chair but also for the strategic work he has completed during his reign on the Board. SG echoed AK comments</p> <p>KM also thank RM for his support to her during her time on the Board. We also discussed previously about having a vice-chair and doesn’t wish this to fall off the radar and so wants to be on the agenda for another Board meeting.</p> <p>DS also thanked RM for his work and guidance in particular on the strategic plan which has been very helpful.</p> <p>MS also thanked RM and advised that RM has agreed to continue to be a mentor to him and to bounce ideas off in the future.</p> <p>RM ended the meeting by thanking everyone for their support and wished everyone and the sport all the best for the future and the meeting was closed.</p>	