

MINUTES OF THE MEETING OF THE SCOTTISH HOCKEY BOARD ON 31 MARCH 2021

ALL VIA VIDEO CONFERENCING

18.30 Start

VIRTUAL ATTENDANCE

DIRECTORS	IN ATTENDANCE
Martin Shepherdson - Chair Angie Keith Barbara Morgan Karin McKenny Stewart Gilmour Stephen Martin Justine Westwood Jamie Carnegie Gareth Tenner	David Sweetman John MacKenzie (President) Kaz Cuthbert (Vice-President) Lindsay MacKenzie (sportscotland) Lloyd Sammeroff (Minute Taker)

	Actions
Apologies Wendy Justice	
Declarations of interest None	
Minutes from Previous Meetings The minutes from meetings on the 15 th of February and the 15 th of March 2021 were sent out in advance of this meeting to which were all approved by those present	
Matters Arising MS sent out an email yesterday to the Board advising that any matters arising should be attended to before the Board meetings in future and will follow up on action points over the next week unless any actions need raised during the Board meetings It was confirmed by DS that appraisals have been conducted with the majority of staff apart from himself which MS will follow up on and one member of staff which DS will be completing tomorrow. KM suggested that we should look to find a better way using technology for the Board to interact with each other and share documents rather than just email and suggested using Microsoft Teams or Slack. She will work with AK and LS to investigate options which will best suit the Board's requirements.	MS to follow up actions DS and MS to complete the staff appraisals KM/AK/LS to review options
Membership Projections There has been numerous items in the media regarding membership numbers of sports organisations being reduced and the nations of the UK being less active. We will need to continually review our numbers as this will have a real impact on our level of income and	

<p>budgets. We need to engage with clubs to forecast their membership numbers next season. Sportscotland are looking at mechanisms of reporting better and there is a need to refocus on inequalities in sport and balancing and mitigating these inequalities. A governing body data group has been established to review the differing levels of membership in other sports.</p> <p>DS advised that youth sections are doing well at the moment but we will not have an accurate position until September this year but there are opportunities to engage with the clubs to establish their current and expected position.</p> <p>JM advised we should also look at SIMD areas to target new members. Some districts presidents and clubs are already doing this but we need to do it more and nationally. RDMs play a major factor in this to focus on individual areas to form the national picture.</p> <p>Anything we look to do with this however has to be in line with our strategy and KPIs – for example the Brave principles, player and performance pathways.</p>	
<p>Management Accounts DS presented January & February 2021 Management Accounts along with the papers. LS has been working with the Audit Committee on a different layout to which this is in but there will be further changes from March 2021 showing further breakdowns between each of the headings separating salary and other costs to show any variables easily.</p> <p>The reason why these are showing as a deficit is that as requested the budgeted amount is spread evenly over 12 months but we are not showing any membership income as we have not invoiced any. This will be invoiced in September.</p>	
<p>CEO Report DS report was also submitted with the papers.</p> <p>DS provided an update on staffing.</p> <p>DS included in his report that the Performance Officer role is vacant, this should be removed from future reports as there is now no budget for this position.</p> <p>It was asked if planning documents that have been sent by DS to sportscotland can be shared with the Board, DS will check if there are any that have not already been shared and ensure they are forwarded on.</p> <p>BM added regarding the EHF position that they endeavour to do everything they can to allow the European competitions to take place. By the end of May they will decide on the boys. DS added that he is nervous on the U19s being held in Spain and the Men in Poland and the variable that they will have on National competitions.</p> <p>Masters AGM has been completed and their new Board is setup. A meeting is going to be setup with MS, DS and their Board to ensure there are no issues, risk mitigation and alignment in our views and direction of travel.</p>	<p>DS to remove from future reports</p> <p>DS check SS documents</p>
<p>Annual Accounts DS provided final accounts of Scottish Hockey for 2020 which are to be agreed and signed off at this meeting and SHU Events Ltd which have been signed off by Scott Baird for reference.</p>	

<p>With regards to our accounts, DS advised it is difficult to give a comparison from last year as it was a very different year for us but to have a year-end position of a loss of under £2000 is a good outcome. It was agreed that the accounts for Scottish Hockey should be signed off by MS and SG.</p> <p>There was further discussion regarding SHU Events Ltd surrounding the setup, number of directors and which directors should be on this Board. This is something that DS, GT, MS and SG will need further discussion on. SG also asked for a breakdown of the creditors showing on the accounts for SHU Events.</p>	<p>MS & SG to sign off Annual accounts and return for filing</p> <p>DS, GT, MS & SG to discuss format of SHU Events</p>
<p>GB DS presented an update on GB Hockey and FIH Hockey</p>	<p>DS to action</p>
<p>AGM The Board agreed that this years' AGM will be held on 17 June 2021 and will be held electronically via Zoom. The voting system will be run differently if more than 2 candidates are up for election we will use a single transferable voting system. We will give the attendees (club trustees) the ability to speak during the meeting at different junctures. It was also agreed that we would not change the membership fees for the forthcoming year but will review the Youth Membership Offering in the future.</p>	
<p>Sponsorship DS provided an update on sponsors and the Board agreed that this should be reviewed by the Audit Committee.</p>	<p>Audit Committee to discuss</p>
<p>Aged Debt Lloyd presented a paper regarding the position on the debtor's ledger. SG and AT to meet to discuss outstanding historical NAGS and Academy invoices. The board agreed that any club that has not paid the 1st stage membership invoice by 1 May 2021 will not be seen to be affiliated to Scottish Hockey and services would stop being provided to them including being included in and given the opportunity to vote in any meeting including forums, Short Life Working Group and AGMs. This includes any district activities. Lloyd is to continue chasing up debtors.</p>	<p>LS/SG/AT to meet</p> <p>LS to continue chasing up aged debtors</p>
<p>Audit Committee The committee are reviewing the Articles of Association and hope to have the process completed for the changes to be accepted at the AGM on 17 June.</p> <p>The committee are also reviewing future Staff and contractor contracts as there are a variety of documents in place at present.</p> <p>As well as this the committee are hoping to start Board appraisal as well as reviewing the staff manual.</p> <p>Jill Croll and Richard Gray are looking at the organisational risks and an exercise is required to be carried out with Staff and Board. Once all of the risks have been identified the responsibilities for mitigating/owning the risk will be distributed amongst the Directors.</p>	
<p>President's Report There have been no Management meetings since 11 January. The Short Life Working Group details are being sent to the clubs and awaiting the response. The next meeting scheduled is 12 April 2021.</p>	
<p>Sportscotland Report</p>	

<p>The sportscotland investment panel are meeting next Tuesday to review our proposal documentation. We should receive our funding by the 3rd Thursday in April.</p> <p>The way that future documentation will be submitted will require more quantitative information and LM will liaise closely with DS on this.</p>	LM/DS
<p>AOCB Congratulations was made to GT on reaching a milestone birthday.</p> <p>KC was asked about the news coming from Australia Hockey and if we were in a position to attend to it well if it were to occur here. She advised it is more of a culture issue and we are better with this but we need to communicate clearly to the athletes and MS is liaising with SM on this and will publicise it when it is finalised.</p> <p>There is a further meeting on Wednesday night with Ethos Consulting presenting on the Membership Engagement survey and Andy Tennant and Jamie Frail are invited to the presentation.</p> <p>Next meeting is in May as per the Executive Calendar.</p>	MS/SM
<p>The Meeting closed at 8:45 pm</p>	