**Scottish Handball Association**

**Minutes of Board Meeting held on Wednesday 2nd May 2018 at Microsoft Offices, Edinburgh, 7pm.**

**Attendees: Stephen Neilson, Margaret Strachan, Charlie Raeburn, Steven Grier, Monika Wilkinson**

**Skyped in: Jim Rankin**

**Apologies: Abrar Hameed**

**(Reports had been emailed to Board on 27.04.18)**

1. **PREVIOUS MINUTES:** Minutes to be sent out to Board  **ACTION:AM**
2. **CONFLICT OF INTEREST:** No changes recorded.

1. **EQUALITY**: Equality Champion role to taken on by Board member.

 Equality Policy to be amended and reviewed by Board. **ACTION: BOARD**

1. **FINANCIAL REPORTS** : COO gave a review of reports and currently the Accounts were showing a surplus. There would be costs incurred for Congress, however they would be deferred to next year.

Coaching income was under budget due to mainly due to lack of resources and changes in UKKC1.

Performance income was down as there were no squad trips this year, therefore reflected by lower performance expenses.

There would be some financial costs incurred for Junior Scottish Cup and British Play Offs on 19/20th May and no outlay for GB Women’s Challenge Trophy other than training costs at Oriam.

COO stated that the current surplus was due to tight control over finances and managing the budget within constraints.

1. **EHF CONGRESS 2018:** Accommodation/meals/transport/translators/AV are booked and final numbers to be confirmed. There have been challenges for delegates to obtain visas. 50 countries have been invited to Congress and approx. 220 delegates in attendance.

Congress will be held on 19/20th June in the Hilton Hotel Glasgow**.** Commission and EHF staff arrive between 15-17th June, delegate arrive 17/18th June to the Congress.

**Mon 18th June –** Commission meetings, arrival of all delegates and dinner in Hilton Hotel.

**Tues 19th June –** Congress starts 9am -6pm followed by dinner at Western Breweries.

 **Wed 20th June** – Congress continues to 1pm approx., followed by Whisky Tasting by William Grants, then Gala Dinner at City Chambers. There will be a Civic Reception, BigNoise Orchestra from Govanhill followed by Dinner.

Main issues are around airport transports, resources, food quality and keeping costs down.

1. **RISK REGISTER:**

Points discussed:

Financial control – authorisation of COO expenses and invoices. Oriam partnership and squad monthly payments.

Cash Flow – no issues as grant paid in advance. EHF Congress invoices money transferred in advance, Event Insurance Policy in place.

HR – limited staff, resources.

Governance: in control. Policies to be reviewed

Computers – no change

 Anti-Corruption Policy approved by Board and discussed impact on clubs and awareness.

Child Protection: checks in place and clubs offered support with PVG process

1. **CHILDREN FIRST UPDATE/CHILD PROTECTION:**

Meeting with Children 1st due to review policies and procedures

1. **GDPR:** Privacy notice to be updated and issued**. ACTION: BOARD**
2. **KMPG AUDIT:** JR overseeing action points to be completed before audit in August. JR currently working on Annual Appraisal, Staff Induction, Anti – Bribery/Whistleblowing policy. **ACTION: JR**

 SN to send out Skills Audit for Board

1. **BOARD ACTION ITEMS :** to be updated and issued **ACTION: AM**

**DONM: ??**

 **Chair closed meeting and thanked all in attendance.**