

Board of Management meeting minutes

2nd December 2020 - online

Version: 1

Adopted on: pending ...

Last reviewed on: pending...

Next review date: N/A

Attendee	Role	Attendance
Iain McKinven (IM)	Chair	Dial-in
Stevie Neilson (SN)	Chief Operations Officer	Dial-in
Melissa Hutcheon (MH)	Director - Comms	Dial-in
Euan Hunter (EH)	Director - Commercial	Dial-in
Hannah Keenan (HK)	Director	Dial-in
Scott McKean (SM)	Director - Finance	Dial-in
Jim Rankin (JR)	Director - Competitions	Apologies
Danos Sagias	Guest	Dial-in
Allan Stokes (AS)	Regional Development Manager	Dial-in
Barry Cook (BC)	sportscotland Partnership Manager	Dial-in
Marcin Zdrojewski (MZ)	SSA support (minutes)	Dial-in

1. Welcome/check in/Apologies

IM welcomed everyone to the meeting, extending his welcome to Allan Stokes invited to provide feedback on coach education developments.

Apologies were noted for Jim Rankin.

2. Coach Education update

AS highlighted that the Fundamentals Coach course materials are ready, 79 participants so far (43 girls and 56 boys). 9 tutors were trained up and a good range of people prepared to deliver these courses. Unfortunately 4 of the most recent courses had to be cancelled due to certain areas falling into the 4th pandemic tier, though it is hoped these can still be run in January. In addition to the above 2nd stage of the booklet has been started, of which around 70% of content is now completed.

Another 5 courses are being requested, with 100 odd participants lined up, though no dates have been set yet.

EH reflected that it is really encouraging and that it sounds like it is happening and further reminded to keep records in terms of boys and girls numbers. AS assured that means to capture this are already in place and schools are informed to collect post-codes data as well.

IM was glad to see a good trend emerging and to hear that discussions with the colleges have also been initiated.

3. Minutes of previous meetings (taken as read)

Minutes of the meeting held on 28th October 2020 are to be put forward for the approval at the next BoM meeting

- Ⓐ MZ to speak to JS about possible options of merging tools / platforms (MS and Google) [20201202.01]

3.1. New COI/Actions

3.2. Equality Standard update

IM informed that Equality is henceforth to become a standing agenda item. SHA is to try capturing more data from the clubs around equality in prep for the assessment for the next Equality Standard.

- ☐ IM agreed to become SHA Equality Champion

EH offered to review any further submission for the next Equality Standard, should an additional pair of eyes be helpful.

3.3. sportscotland Tracker review / Annual return due 8th Feb 21

The Covid-19 6 months tracker was reviewed and discussed. It was agreed that all Board members have a role to play in reaching out to the clubs. The Board was encouraged to read through the document.

- Ⓐ SN to circulate the agenda and make MS Teams the vessel for future BoM meetings agenda items. [20201202.02]

4. Operational Overview (incl POAP)

SN shared highlights around Wheel-chair Handball informing that he is due to have further discussion with them tomorrow. Looking very positive and certainly an area to look into as a logical extension of the sport.

Everything else on schedule, finance looking good and healthy.

BC outlined that no SGBs are currently being asked to prepare their finance projections for the coming, nor the following years. He further assured that sportscotland is to continue with the same financial support for the following year, trying, if at all possible during these next 12 months, to forecast for the upcoming years. The submission SHA is to make in February is effectively aimed to access 2021 funding (1 + 3 years).

- Ⓐ BC to send last year's SHA investment submission to IM [20201202.03]

DS has held a meeting with the clubs around comps teams. Everyone is keen to play, though none of the teams have been properly trained. All the activities so far are more or less fitness and outdoors training related.

It looks like the majority, if not all of the teams, are bound to face problems with finding training venues as should the restrictions be lifted - a lot of teams would be on a hunt for facilities, given that they may

be thrown back to the higher tier again soon. Due to the above it is very unlikely that there will be any opportunity for a decent competition.

Should the situation remain unchanged until the summer, beach handball or park handball was considered as an alternative.

5. Annual Board self assessments/Skills Audit

IM reminded everyone that another round of Board annual review is now overdue and suggested to revisit previous submissions for those who have done it last year.

- Ⓐ MZ to prepare the Board Annual Review forms for 2020 and circulate previous outcome to those who submitted their responses last year [20201202.04]

6. Comms update

IM presented reports of the "Scottish Women & Girls in Sport Week" outcomes on social media and encouraged the Board to share their experiences in trying to support JS in the giveaway project.

IM thanked the Board for their engagement.

7. Date of the next meeting

27th January 2021.

8. AOB

IM informed that he is keen (with JS and MZ) to do a review of procedures over the next few months and that there's a need for someone to step in in the area of safeguarding.

9. Close of meeting

IM thanked everyone for their amazing effort through this difficult and challenging year and closed the meeting.

Actions Summary

- Ⓐ MZ to speak to JS about possible options of merging tools / platforms (MS and Google) [20201202.01]
- Ⓐ SN to circulate the agenda and make MS Teams the vessel for future BoM meetings agenda items. [20201202.02]
- Ⓐ BC to send last year's SHA investment submission to IM [20201202.03]
- Ⓐ MZ to prepare the Board Annual Review forms for 2020 and circulate previous outcome to those who submitted their responses last year [20201202.04]

Decisions Summary

- ☐ IM agreed to become SHA Equality Champion