

Board of Management meeting minutes

26th May 2021 - 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
Ewan Hunter (EH)	Director - Commercial	Dial-in
Hannah Keenan (HK)	Director	Apologies
Scott McKean (SM)	Director - Finance	Dial-in
Jim Rankin (JR)	Director - Competitions	Dial-in
Danos Sagias (DS)	Director - Male Competitions	Dial-in
Julia Stenhouse (JS)	Operations 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. Apologies received from HK.

2. Minutes of prev meetings (taken as read)/declare new COI

Minutes of the Board meeting held on 31st March 2021 were approved

No new COI were reported.

3. Review of Previous actions

IM was happy to share that the Board self-assessment has now satisfactorily completed and thanked everyone for their form submissions (re. Action 20210331.01). MH confirmed that she was happy to step up and lead the Special Events Group, esp given linkage to Oriam (re. Action 20210331.03)

MH to lead Special Events Group - focus around SHA 50th anniversary in 2022

4. Since last time (summary - including Equality update)

IM confirmed that MH had also stepped up to take the role of Deputy Chair, and also volunteered to become the SHA Child-Protection Officer. IM thanked MH on behalf of Board for showing great leadership.

☑ MH to take up a Deputy Chair and Child-Protection Officer roles

BC helped approve sportscotland funding, and Board thanked him for his support.

JS issued an Equality Working Party invitations - fortunately we have some excellent recruits who will join this group to help drive action on this front (initial focus Women and Girls; Schools) .

IM notified everyone that the new Equality form for the Board, staff and members is now ready and will be circulated shortly.

5. Approve Safeguarding Papers (pre-read)

MH walked the Board through the safeguarding paperwork that she had prepared with JS. The existing documents were brought up-to-date and most of the forms have been moved online, making the process simpler and easier to follow.

☑ Following safeguarding documents were reviewed/approved

- **Child Protection Policy**
- **Safe in Care Guidelines**
- **Use of Photographic & Video Images Policy**
- **Responding to Concerns**
- **Significant Incident Record Form**

Proposed: EH

Seconded: JR

6. Finance update/Approve Budget

SM presented the budget, highlighting an expected deficit of roughly £13k, incorporating 12-14k credit with Oriam. Currently SHA holds £30k in reserves. SM noted that it is crucial not to solely rely on sportscotland's support but work on, and pursue various commercial opportunities.

IM stressed to the Board the risk involved in going into deficit in order to restart the sport, and therefore further noted that he is keen to set up a Commercial subgroup to work on reducing this deficit. EH volunteered to lead on this front, and noted that he is very impressed with the new, accessible way of presenting the budget.

Support for the Women's league competition was discussed, and it was agreed to continue subsidising this competition to help encourage more female participation.

☑ 2021-22 Budget prepared by SN and SM was approved

☑ EH agreed to lead Commercial Group, initially targeting budget deficit

Ⓐ IM to pass on to SM thanks and positive feedback from Board on the way the budget was presented [20210526.01]

7. Strategy awayday Sept 2nd/3rd

SN communicated sportscotland's kind gesture offering facilities for a passed Covid get-together/strategy reset/relaunch event, and hoped as many Board members as possible could attend. Important also to continue to approach all clubs directly to support them in getting out of the lockdown, and hopefully include a few key reps at the Strategy Day.

8. BHA update

IM shared that he has helped BHA in recruiting a new director (Colleen Walker). Colleen, who joins BHA as Finance Director, is currently FD of Scottish Badminton and is based in Glasgow, so hope to invite her to attend an SHA Board meeting as a guest, to introduce her to Scottish colleagues. BHA provides the Performance route to international recognition for our Scottish athletes, and so it is important that we foster strong working relationships between the organisations.

9. Date of next meeting

IM is pleased with the commitment to number of Board meetings so far this year (three; one every other month) and the positive interactions outwith formal Board meetings. He therefore suggested next meeting might be in four months time, esp given Strategy Awaydays planned for early Sept and likely AGM in that month too (although, of course, Finance/Commercial/Special events subgroup meetings and work would continue over the summer).

HM suggested holding brief catch ups to update around the interactions with the clubs in the interim. Board agreed this was a good idea.

🕒 **SN (around end of July, start of August) to provide the Board with feedback around the progression of interactions with the clubs [20210526.02] - potential for brief social meeting face-to-face if schedules and social distancing guidelines allow.**

10. AOB

JR notified the Board that Brian and Allan received and accepted nominations to referee in Bulgaria on 16-22 August. IM noted that this achievement reflected well both on the Referees and SHA, and suggested that we feature this news on Social Media channels nearer the time.

SN highlighted various restrictions in place across Scotland directly affecting the clubs' operations. In particular facilities requesting the number of people planned to visit the venue in advance of events and activities. There's also a need for the SGB to provide the number of people per square meter - need to be proactive.

JS shared that, thanks to SN support, she's been accepted to the Team GB offices in London and plans to go there for 3 weeks between 20-July and 10 August. IM noted this was a great development and networking opportunity for both Julia and SHA, and suggested again that it feature prominently on SM channels.

BC notified the Board about the National Lottery award made recently available - allowing to nominate clubs/individual support over the Covid period:

<https://www.lotterygoodcauses.org.uk/awards>



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www.handball.scot | +44 (0) 7519 944 184 | Company No: SC308536



BC further informed about the new anti-doping rules to be picked up in due course. It is anticipated that most of the onus will fall on BHA, as the performance route for Handball, but SHA will need to stand ready to support.

IM was aware of anti-doping, and had recently attended a briefing - will take some steps in due course and notify the Board - deadline: 31 March 2022. EH reflected that he has previously talked to the UKAD about what is coming down the track, hence he is happy to assist IM.

11. Close of meeting

IM thanked everyone for their time and closed the meeting.



Actions Summary

- Ⓐ IM to pass on to SM thanks and positive feedback from Board on the way the budget was presented [20210526.01]
- Ⓐ SN (around end of July, start of August) to provide the Board with feedback around the progression of interactions with the clubs [20210526.02] potential for brief social meeting face-to-face

Decisions Summary

- ☑ Minutes of the Board meeting held on 31st March 2021 were approved
- ☑ MH to lead Special Events Group - focus around SHA 50th anniversary in 2022
- ☑ MH to take up a Deputy Chair and Child-Protection Officer roles
- ☑ Following safeguarding documents were reviewed/approved
 - Child Protection Policy
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Proposed: EH

Seconded: JR

- ☑ 2021-22 Budget prepared by SN and SM was approved
- ☑ EH agreed to lead Commercial Group