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| Present | Jane Harvey  Robert Robertson  Laura Sweeney Bell  Stephen Rooney  Lorraine Ferguson  Kenny King | Chair  Membership  Company Secretary  Business development director  Commercial director  Director of safeguarding |
| Apologies | David Condie |  |
| In Attendance | Toni McGuire, John Haggerty, Brian Leckie | |

Actions from last meeting

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| Action | Status | Who? |
| LF and RR to discuss potential CRM systems |  | LF RR |

Previous actions

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| **Actions from 01/11** |  |  |
| Develop individual club package membership to launch at an event (did this include individuals?) | Develop membership packages | RR JH |
| Added in post meeting – confirm dates for first aid? | KK has provided dates – Board to decide  18/19 April  Decide more dates for the rest of the year | KK |
| Sub group for membership/marketing | Roll over – still to meet – JH Survey could be discussed by this group. Add JHA to the group, date to be created | JH DC LF RR LSB |
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| Guidance for people on running investigations | Roll over | JH KK |
| **Actions from 09/08/21** |  |  |
| Final documents to be sent for foundation equality | Ongoing – ASAP – Docs are ready to be sent – JK sightly concerned as it may miss the deadline – 31st December deadline has now moved - framework has changed, JH chasing up new levels | JH |
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| **Actions from 12/07/21** |  |  |
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| Send out date for safe guarding course | Offer level 1,2 and 3 dates to follow – charge will be made. KK asked if anyone within SCoT had passed the training course. 04/10/21 – in progress KK has enquired about this but there has been no response so will chase up KK will look into CWPO and child protection level 1&2 – KK will chase up - | KK |
| **Actions from 21/06/21** |  |  |
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| **Actions from 11/05/21** |  |  |
| Agree on business proposal | Rolled over | Board |
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**New actions**

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| Action | status | Who |
| Send out bank satements |  | JH |
| Advise on fees that haven’t been paid |  | RR |
| Look for available halls |  | SR |
| Update operational plan |  | All board members |
| Send on forms for graduates |  | LF |
| Sub group for competition |  | JHA BL SR DC |
| Named signatory on bank |  | BL and JH |
| Survey to be sent out, will be discussed with RR |  | LF RR |
| Safeguarding courses |  | KK JH |
| Take new board members through CRM |  | RR LF TM BL JHA |
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|  | Item | Who |
|  | Introduction   * Welcome * Conflict of Interest Updates – New board members will be sent an induction pack, with conflicts form . | JH |
|  | Approval of previous minutes/Actions – mins from 16/02 – approved have been completed, still to be completed is mins from 24/01 & AGM | LSB/JH |
|  | Finance Report/Review  Finance Overview – JH will send out the bank statements, a new signatory is needed, BL offered to do this. JH will copy BL in to communication with the accountants. JH is in touch with accountants for the year end. Enough money is there to cover the end of the CRM. RR can advise on who hasn’t paid. Groups that haven’t paid are small groups can we offer a smaller fee and this is where club memberships | JH/LSB |
|  | Risk register review/update   * Biggest risk is still new board members – LSB this has been address as there are three new members who may join. * Income stream   KPMG Audit Action Plan Update/Review   * Still to complete budget – With the budget we are in a better place to complete this SR and JH can put together a plan and include BL. * LSB operational plan has been started and is ongoing Update from board members has been requested as some deadlines have passed | LSB |
|  | Safeguarding & Equality Reports/Updates  One safeguarding complaint and is is being managed according to policies and procedures by KK and JH | KK |
|  | Recruitment  -welcome new board members  JH welcome the three new board members, they will be join board meetings and decide if they would like to be part of SCoT  -possible graduate  LF spoke to the department regarding this and he will send on the information for a possible 2 graduates. The system would need bank details sent be email, has been sent all the forms. We need to know where they will sit and what they will do. Create a job application for both. 6 month contracts. They would also need personal development. LF will fill in and send off forms and contact JH for information. JH taken on a young person from the young person guarantee scheme which has worked well. Will they be looking for evidence of bank roll? LF they have not asked for that at this stage. Only bank details on headed paper and contact information  -named director for banking – BL has agreed to be become a signatory | JH/LF |
|  | Communication -  Survey re created and will be sent out will speak to RR | LF |
|  | Club hub – DC not present to discuss |  |
|  | * Competition   JH We need to have a competition this year, a sub group should be created a venue and date to be decided. JHA happy to be part of the sub group but WT is smaller than ITF so ITF should drive it. SR halls are hard to come by after September COVID is still blocking a lot of halls suggested DC would be a good person to drive it forward for ITF, medals cost money and take time. JH may have a contact for this. SR could contact places to see what is available. LF good idea to set up sub group quickly. SR happy to be on sub group. JHA BL SR DC to form sub group. Tony will send on NI group dates to avoid potential clashing of events.     * Course dates   LSB – The education group met with Steve McQuaid to finalise the course, only a few updates are required on the brightspace platform. DC is planning a pilot with his club then there will be a pilot across different groups. LF asked if there were enough coaches to deliver the courses LSB is unsure as the courses haven’t been delivered yet and we don’t know demand. JH there is potential to have people added to the course. LF asked what coaches want from courses. JHA he would like safeguarding courses as they are legally required. TM safeguarding courses would be ideal for them as well for refresher courses. SR can we get different courses for safeguarding. KK we can buy in a course or have our own tutors teachers, which we have done before and worked well. SR many groups will be needing child protection. JH will contact KK about courses |  |
|  | AOB – Ukraine statement - LF suggested we do put something out, KK put something on the webpage not social media. JH will make statement. |  |
|  | CRM - JH azolve came back with a much better deal. Our new decision is to go with nothing or get a different CRM. JH was going to ask RR to take the new board members through the  CRM. TM asked about the new fee, JH said the new fee has been reduced for, 2000 to around 400. JH will send out an email with all the new costs compared with the old ones. SR it’s not just the cost, it is also the income of SCoT. SR doesn’t think we can afford the CRM. TM how many members do we have? JH approx number is 11000. SS gave us a grant to cover this for a time and we then had a COVID holiday on payment. BL what is the purpose of the CRM can we operate with out one? JH it is a powerful selling tool and we sell courses comps but we are not bringing in enough money to afford it. BL if we are we only selling only to our instructor base, that info can be sent via groups that can be sent to instructors. LF we do need to pass on info to SS as cheaply as possible. LF we do need numbers and data to pass in to SS. JHA how many names to we have on the system JH we have 1000. JHA it’s a very expensive system for just this number of people. KK we could use a data base for that information. JH a lot of the bigger groups do have this. JH suggested new board members have a meeting with RR so they understand CRM. LF asked this quickly and to join in on the meeting. JH asked LF for a recommendation to the board after this meeting. |  |
|  | Next meeting board meeting |  |

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| **Actions from 09/08/21** |  |  |
| Send on accounts to auditors for past 6 months, Check with auditors that there is time for a 6 month accounting year | Ongoing – call booked with accountant this week – move to 18th month year – board all in agreement  05/10/21 LF – do we need to revisit people who haven’t paid? JH – Yes  Confirm moving to 18th month year – do we need to do anything else? – JH has been in touch with accountants – Completed | VM/JH |
| **Actions from 01/11** |  |  |
| Sub group for competition | Wishaw still available on the 16th – SR will chase up date – *revisiting this do we still wish to hold a competition?* (there is an agenda item for this) – completed | JH DC SR |
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| JK to speak to board applicants | Completed | JK JH |
| Can SCoT access a digital grant and what are other SGB’s using? | Completed | JH |
| **Actions from 24/01** |  |  |
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| Ensure webpage is upto date | Completed | RR |
| **Actions from 04/10** |  |  |
| Vote on new fees via email | This will be done when packages are decided – *what type of memberships will be offering? Is this part of the survey?* Completed | Board |