|  |  |  |
| --- | --- | --- |
| Present | Jane Harvey Jim Kennedy Laura Sweeney Bell Adam Szymoszowskyj – from 1.45pm Stephen Rooney Veronica Morris Lorraine Ferguson Robert Robertson  | Chair Director of equality Company SecretaryConsultant Business development directorTreasurerCommercial director Membership director |
| Apologies | David Condie Kenny King Vincent Bryson  |  |
| In Attendance |  |
|  |  |

Actions from meeting 09/08/21

|  |  |  |
| --- | --- | --- |
| Action  | Status  | Who |
| Complete companies house update  |  Complete – PSC? | LSB |
|  Send on list of people who have re affiliated to SCoT |   | RR |
| Send on accounts to auditors for past 6 months  |  | VM/JH |
| Check with auditors that there is time for a 6 month accounting year |  | JH |
| Final documents to be sent for foundation equality  |  | JH  |
| Possible online first aid courses  |  | JH |

|  |  |  |
| --- | --- | --- |
| Action  | Status  | Who |
| Ask azolve to reduce costs in line with numbers | Roll over  | RR JH  |
| Vote in Jan  |  | Board |
| Formal document regarding data breach  | Roll Over  | JH |
| Send out date for safe guarding course  |  | KK |
|  |  |  |

Actions from emergency board meeting 12/07/21

Actions from 11/05/2021

|  |  |  |
| --- | --- | --- |
| Action  | Status  | Responsible  |
| Agree on business proposal | Rolled over | Board  |
| Final documents for foundation level equity  | JK pro forma has been completed – this has been passed to JH- work is currently being done to complete this – Once completed these will be sent off for approval  | JK JH  |
| Target groups who are not part of SCoT  | JH has working list – rolling action – ongoing action   | JH RR |

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| --- | --- | --- |
| Action from BM 09/02 | Status  | Who |
| Discuss framework in relation to funding  |  Roll forward to next meeting Will tie in to strategy LF looked at kickstart – has sourced a document with funding sources from around the UK.  | JH   LF   VM |
| Create timeline for TKD TV competition |  Not currently a priority  | DC/JH |

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| --- | --- | --- |
|  | Item  | Who  |
|  | Introduction* Welcome
* Conflict of Interest Updates –
 | JH |
|  | Approval of previous minutes/Actions - Approved | LSB/JH |
|  | Risk register review/update* No updates

KPMG Audit Action Plan Update/Review* Companies house completed
 | LSB |
|  | Decisions made outwith board meetings:*
 | LSB/JH |
|  | Board updates *
 | JH |
|  | * Finance Report/Review
* Finance update
* More info on stripe?
 | JH LSB |
|  | Safeguarding & Equality Reports/Updates* Board to review safeguarding report
 | KK |
|  | Strategy Update* Agree on strategy
* Discuss operational plan
 | Board  |
|  | * GDPR
 | LSB |
|  |  |  |
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|  |  |  |

New Actions from meeting

|  |  |  |
| --- | --- | --- |
| Action  | Status  | Who |
| Complete companies house update  |   | LSB |
|  Send on list of people who have re affiliated to SCoT |   | RR |
| Send on accounts to auditors for past 6 months  |  | VM/JH |
| Check with auditors that there is time for a 6 month accounting year |  | JH |
| Final documents to be sent for foundation equality  |  | JH  |
| Possible online first aid courses  |  | JH |

21/06/2021

|  |  |  |
| --- | --- | --- |
| JH LF AS discuss kickstart opportunity  | Completed LF looked into this and would be beneficial to SCoT, minimum is 25 hours per week, how would we pay for this? JH loan may be needed. Job spec will be created. LF there also may be support from SportScotland with training courses. SR if the individual learns about the industry this could be an asset for them, they could visit clubs and also work from home.VM training workshops are available from Sports Scotland which are online and free. All in agreement to the Kickstart program  | JH LF AS |
| JH write to Azolve to obtain contract  | Completed  | JH |
| AS VB remove former directors from Slack | Completed  | AS VB  |

11/05/21

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| --- | --- | --- |
| LF to look over proposed Member survey  | Completed – LF has looked over this and has some suggestions – will speak to AS to confirm this  | LF |

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| --- | --- | --- |
| Update companies house  | completed  | LSB JH |

Actions from emergency board meeting on 29/03/21

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| --- | --- | --- |
| Action  | Status  | Who |
| Look in to cost of Xero PM |  Completed  | VM |
| Finalise anti bullying policy  | Completed  | JH |

Actions from board meeting 09/03/21

|  |  |  |
| --- | --- | --- |
| Action  | Status  | Who |
| Review available grants  |   Completed – a number of grants were looked at. Many grands are specific to projects | LF |
| Reduce CRM costs  |  Complete – 15 months remaining  | RR |
| Check actions from previous board meeting  | Complete | LSB |
| Create specific email for safe guarding  |  Complete  | RR |
| Send out doodle poll for planning  | Complete  | AS |
| Finalise competition welcome pack | Complete | JH |
| Launch competition | Complete | SR |
| Meeting to discuss TKD content for course | Complete  | DC/AS |

Actions from board meeting on 09/02

|  |  |  |
| --- | --- | --- |
| Action  | Status  | Who |
| Develop new meeting template with tracker  | Complete                      | LSB |
| Send draft accounts to board and AGM participants  | Complete  | VM |
| Annual return  | complete | RR JH |
| Send copy of investment targets  | Complete | JH |
| Send copy of active Scotland framework  | complete | JH  |
| Discuss framework in relation to funding  |   | JH   LF   VM |
| Reward card status  | complete | RR |
| Offer safeguarding course via SCoT |   | KK |
| March workshops  | Organised and available to book via CRM  | AS |
| Create timeline for TKD TV competition |   | DC/JH |
| Add new board members to slack and send induction pack | Complete  | JH |