



SCOTTISH ROWING BOARD MEETING REDACTED MINUTES

Strathclyde Country Park, Motherwell
12.00pm – February 5, 2017

Attendees	Initial
Mike Morrice	MMo
Martin Claxton	MC
Alistair Neill	AN
John Gill	JG
Kirstene Feenan	KF

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Gemma Fay	GF	sportscotland
Carol Ann Ellis	CAE	Scottish Rowing

Item	Topic
1.	Welcome MMo welcomed everyone to the meeting.
2.	Apologies Apologies received from Dot Roberts, Caroline Parker and Lee Boucher.
3.	Declaration of Conflicts of interest AC declared that she is now on the Board of Scottish Target Shooting.
4.	Minutes of Previous Meeting and Matters arising Previous Minutes were approved.



5.	<p>FOR APPROVAL Annual Plan and Corporate Budget Paper previously circulated and discussed.</p> <p>A briefing note was circulated to the Board outlining the annual plan priorities, workstreams and timelines for completion.</p> <p>AC advised that there was uncertainty around the performance budget due to the figure almost doubling since the last funding review. If the funding outcome permits, the plan going forward would be to recruit a full time performance manager.</p> <p>It was highlighted that focus needs to remain on the key areas of the annual plan whilst maintaining a firm hand on timing and resources for projects.</p> <p>The Board discussed the importance and need to improve Board reporting in order to allow them to monitor timelines and targets set in the annual plan and ensure they are being met.</p> <p>GF advised that sportscotland funding decisions have been delayed due to cuts in their own funding from the Government and National Lottery. sportscotland are hoping to be in a position to advise SGBs of their funding application outcomes no later than the end of February.</p> <p><i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></p> <p>The Annual Plan and Corporate Budget were approved by the Board.</p>
6.	<p>Governance</p> <p><u>6.1 Water Safety (Update)</u> MC advised the Board that all Water Safety Audits have been submitted which he will review and provide feedback to the member clubs.</p> <p>The Board discussed the need for an Honorary Safety Advisor to implement an assessment structure for future audits. AC advised that she will advertise this post.</p> <p><u>6.2 Equality (Verbal Update)</u> AC advised that the equality standard will be resubmitted on a preliminary status which will require all Board members and key volunteers to submit an audit.</p> <p>MC suggested forming an Equality Group, with club representation, may be beneficial to improving equality in the sport, an action SR have committed to in the strategic plan.</p>



6.3 Q3 Finance Report (Paper)

AC advised the Board that the biggest under spend in the SR accounts is in development which is mainly due to timing issues. Disappointment was expressed regarding two UKCC Level 2 coaching courses being cancelled due to low attendance and it was suggested that running a sessional coaching course as an alternative may attract more people.

It was highlighted that SRC memberships were down against the budget however, numbers should hopefully increase due to an advertising push in January. AC advised she would review the cashflow projections for the SRC to ensure any potential issues or pinch points were highlighted to the Board.

[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]

6.4 Risk Register (Verbal Update)

AC circulated the Risk Register to the Board in November and advised that she will circulate again for review and discussion at the next Board meeting.

GF suggested that this be a regular agenda item going forward which was agreed by the Board.

6.5 Conflict of Interests Policy (For Approval)

Approved by the Board.

6.6 Child Protection (Update)

AC and Laura Jennings (Scottish Rowing's CPO) discussed the Child Protection reporting procedures and agreed that, as well as reporting child protection concerns to the club CPO, clubs should also report to Laura for information purposes. This will allow her visibility of all child protection incidents and ongoing issues within the clubs.

It was also discussed that there is a need to educate clubs on the importance and purpose of PVG checks. The Board agreed that an annual audit should be introduced to ensure that clubs are aware of what is required and why.

6.7 Child Wellbeing and Protection Policy (For Approval)

Approved by the Board.

6.8 Recruitment and Selection Policy (For Approval)

GF highlighted that section 9 (Appointments without competition) should state that appointments made without competition would be subject to approval from funding bodies.

It was also suggested that the recruitment and selection procedures be amended to make it more of an unbiased process. It was proposed that



	<p>applications be vetted by the SR administrator to remove all personal details prior to circulating to the interview panel. All agreed that this would create a fairer process and would be implemented going forward.</p> <p>AC confirmed that she would add both points discussed to the policy.</p> <p>The Board approved the Recruitment and Selection Policy subject to the points raised being included.</p>
<p>7.</p>	<p>FOR APPROVAL Membership System</p> <p>MMo left the meeting due to conflict of interest.</p> <p>AC advised the Board that the SR office have been in further discussions with GoMembership. Having received quotes for the new system, they now require approval to sign a sales agreement to allow development work to begin.</p> <p>Benefits of the GoMembership system discussed were -</p> <ul style="list-style-type: none"> • Modern and user friendly with good functions and options for members • Good track record with various other SGBs • Better access to data which will benefit reporting and data collection • Wider range of registering options • Option to add functional modules as and when required <p>The Board were advised that there is currently a points system being created to fit with the rowing points structure. The Board agreed that they would be looking to launch the new system in 2018 subject to MMo confirming that this is a suitable timescale for him. Tying the launch of the new membership system into the annual club conferences was also suggested to allow it to be introduced to the clubs and explained in detail.</p> <p>The Board approved signing the sales agreement with GoMembership.</p>
<p>8.</p>	<p>FOR INFORMATION Operational Updates</p> <p><u>8.1 COO Report</u> Report circulated to the Board.</p> <p><i>[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]</i></p> <p>It was highlighted that more challenging communication is required between SR and the clubs in relation to funding applications and how realistic they are in</p>



terms of being approved. The Board agreed that SR should communicate the **sportscotland** criteria to the clubs as a reminder and also provide alternative funding options where possible.

AC advised the Board that there is a chance HIR 2017 will be held at Strathclyde Park due to a date clash with the London Triathlon. If the event does take place in Scotland, England will remain the host and NLC have confirmed that the park is available for the event on 22nd July 2017.

8.2 Performance Report

[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]

AC advised that she is meeting with The University of Glasgow to discuss their intentions for their high performance programme. ***[Confidential minutes removed in accordance with SR's published policy on minutes of a confidential nature]***

8.3 Coaching & Development Report

Report circulated to the Board.

The report highlighted that the number of active members between the age of 17-18 drops dramatically which is most likely due to academic commitments. It was agreed that more work is required to build a plan to help retain numbers in this age group.

8.4 RDM Updates

Report circulated to the Board.

The report provided the Board with an insight into the communications and activity taking place between the clubs and RDM'S that they might not otherwise be aware of.

The Board queried if The Glasgow Academy had submitted their application for affiliation and were advised that they had and CAE would forward the documentation to MC for approval.

8.5 2018 European Championships

MMo informed the Board that Neil MacFarlane has resigned as Race Director and Ailie Ord will be his replacement. There are now two full time co-ordinators employed by Glasgow 2018 who are specific to rowing and will be working closely with Ailie and FISA to organise the event. He also advised that the tower is currently running two weeks behind schedule but it has been stressed that timing is critical and we have been assured that it will be completed in time for the Scottish Championships in June.



9.	<p>FOR DISCUSSION Committee Reports</p> <p><u>9.1 DROC</u> AN expressed concerns that the restructure of the finishing tower may not be complete in time for the event, forcing them to alter how it would normally run. It was agreed by the Board that the DROC would need to be flexible around any ongoing work however, with enough pre-planning and organising a high standard event could still be hosted. This would also allow the DROC the opportunity to pilot a different structure for the event.</p> <p>The Board were also advised that there have been no applications for the DROC Chair vacancy however the previous Chair, Ailie Ord, was continuing to assist with this role.</p> <p><u>9.2 Race Control</u> The Board were advised that the Umpire Training Day was a success and the feedback received from the child protection training was positive. MMO suggested that it would be greatly beneficial for more people to be on the Race Control Committee and that more communication with SR is required.</p>
10.	<p>AOCB</p> <p>MMo advised the Board that, due to budget cuts, BR are looking into sponsorship opportunities from external sources in the hope to reduce the shortfall.</p> <p>He also informed that he attended their Sports Presentation Workshop which highlighted a desire to push alternative forms of rowing such as sprint. Guin Batten advised at the meeting that sliding seat coastal rowing has been put forward as the format for the Commonwealth Rowing Championships. MMO advised that he will forward feedback from this meeting to the Board.</p> <p>MMo informed the Board that BR have advised that they are creating a development app to be used by gym operators and are looking to use a Scottish gym to brand this. They have requested permission to use Scottish Rowing, ensuring that they would make the app relevant to Scotland. It was agreed that there may be an opportunity for SR to have a presence on the app and advertise events however, having a BR product in Scotland may receive negative feedback from the rowing community. MMO advised that he will discuss further with BR and feedback to the Board.</p> <p>AC advised that both EUBC and NLC are keen to progress the facility development at Strathclyde Park. Although EUBC are not intending to build a large training space, with help from SR, they are confident that the facility will be beneficial not only to them but also to the wider rowing community.</p>



JG informed that he attended the Coaches Working Advisory Group where there was discussion surrounding coaches providing more support to recreational rowing rather than solely focusing on performance to allow athletes the opportunity to experience a more enjoyment and fun focused approach. It was agreed that this would encourage a different style of coaching and way of thinking and hopefully help to break down coach stereotypes.

It was agreed by the Board that the next meeting would be moved to Tuesday 25th April 2017.