



SCOTTISH ROWING BOARD MEETING
Zoom call 6.30pm – 9th September 2020

Board Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
John Gill	JG
Alistair Neill	AN
Elizabeth Mitchell	EM
Sam Winton	SW
Matt Taylor	MT

In attendance		
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing

Item	Topic
1.	<p>Welcome and apologies</p> <p>MC welcomed everyone to the meeting. Mark Barry, Dot Roberts and Lindsay Mackenzie sent apologies.</p> <p>MC advised the Board that Mark Barry is stepping down as Finance Director for health reasons. He expressed his best wishes and thanked him for all of his hard work during his time on the Board.</p> <p>MC also advised that Jo Pinder is home and doing well after her operation and extended his best wishes.</p>
2.	<p>Declaration and Conflicts of Interest</p> <p>None</p>
3	<p>Minutes of Previous Meeting</p> <p>Minutes of previous meeting approved subject to two minor changes.</p>
4.	<p>Agree Board AGM Business</p> <p>a) Affiliation and Membership Fees 2021 – 22</p> <p>The Board had previously discussed and agreed that there would be no increase in fees.</p>



	<p>b) Appointment of Directors MC advised that, along with himself, JG, DR and AN's director roles were up for review and all four wish to stand for re-election. Although SW was co-opted onto the Board it was agreed that, for transparency and fairness, his position would be voted on at the AGM. MC thanked everyone for running for re-election and requested that club nominations be submitted as soon as possible.</p> <p>c) 2019 AGM Minutes</p> <p>d) Approval of Statutory Accounts AC gave a brief overview of the accounts and highlighted that the assignment of the SRC building lease from NLC to SR remains outstanding. As there is no time restriction in place and NLC have agreed in principle, AC advised that she is not concerned but agreed to chase up.</p> <p>Statutory accounts approved by the Board and all paperwork will be posted to MC to sign.</p> <p>AC informed the Board that a written resolution was circulated to clubs, proposing changes to the Articles of Association to allow a virtual AGM to take place in light of the COVID-19 restrictions. She confirmed that clubs have voted in favour and online proxy voting forms will be issued via ElectionBuddy to allow votes to be collated prior to the meeting. MC requested that a system be in place to also allow voting during the meeting should this be necessary.</p> <p>AGM business approved by the Board.</p>
<p>5.</p>	<p>Governance</p> <p>a) Disciplinary Policy Approved</p> <p>b) Complaints Procedure Approved</p> <p>c) Equality MT provided an update to the Board on the 'Rowers for Change' programme and advised that, through discussions with SW and Erin Wyness, they have made good progress. SW will be dealing with content and programme delivery and MT branding and structuring with focus on ensuring that the programme is long term, multifaceted and beneficial to clubs as well as SR. It will target various groups such as BAME, LGBT, Women in Coaching and young people. The four key pillars of the programme are:</p>



	<ul style="list-style-type: none"> • Evolve (structural & systematic change) <ul style="list-style-type: none"> - Champions & ambassadors scheme - Charters & pledges • Educate (membership & people change) <ul style="list-style-type: none"> - CPD for club leaders/volunteers - Scottish Rowing strategic communications • Empower (creation of agents of change) <ul style="list-style-type: none"> - Scottish Rowing next generation - Creation of 'centre of excellence' • Enjoyment <ul style="list-style-type: none"> - Firhill & Indoor Schools League <p>MT advised that the next steps were to roadmap the project, set deadlines and link to the organisation values.</p> <p>The Board confirmed that they were happy with the work done so far and thanked MT for the update.</p> <p>d) Safeguarding MC advised that there were no safeguarding reports however an issue has been raised with a club that is being dealt with internally. He will brief the Board at the appropriate time.</p>
<p>6.</p>	<p>Director's Appointments</p> <p>Discussed in item 4.</p>
<p>7.</p>	<p>COO Update and Finance Report</p> <p>AC presented slides to the Board which included results from an anonymous working from home staff survey that had been carried out. A discussion took place on what staff support there is in relation to mental health and AC confirmed that, although there is no internal trained support, she has been conscious of this from the beginning of lockdown and carries out a daily team check in which she follows up with individuals if she feels this is required.</p> <p>CP highlighted that it may be beneficial to provide staff with details of support groups that they can communicate with anonymously online and advised that she would send AC a link to a group that might be suitable.</p> <p>All happy with the update and no other questions were raised.</p>



<p>8.</p>	<p>Coronavirus – current statuses and preparedness for 2nd wave</p> <p>MC highlighted the fantastic work carried out by AC and the SR staff in communicating the COVID-19 guidance to clubs and raised the discussion of which steps need to be in place for the second wave of the virus. AC informed that there has been additional communication with Aberdeen clubs as they recently experienced another lockdown, and it has also been discussed between staff, but no formal communication has been circulated. The reopening of SRC should not be affected as it relates to social gatherings but there may be confusion regarding competition if there are local lockdowns.</p> <p>MC advised that transparency is key to ensuring that SR demonstrate that they have controls and mitigations in place. He requested that it be communicated to clubs to guard against complacency.</p>
<p>9.</p>	<p>SRC Update from SOC</p> <p>SOC previously circulated a paper to the Board.</p> <p>JG suggested hosting different types of events at the Centre such as senior rowing and L2R. It was discussed and agreed that it would be good to have a senior rower event however, the timing of the event and the right coaching team would be critical to the numbers. AC advised that SOC is currently researching alternative events to run at the park as there is a big opportunity for SR with trips abroad for rowing events being cancelled.</p> <p>MC advised that he would like the rowing tank to be up and running and SOC is currently looking at suppliers to assess whether it is affordable and justifiable to spend in the current climate. AC highlighted that NLC have plans to generate activity at the park which could benefit the Centre but they have not shared the details of this yet.</p>
<p>10.</p>	<p>Performance Update</p> <p>LB previously circulated a paper to the Board.</p> <p>LB advised that BR have reached out to see if there would be potential to hold the BR Junior Championships at SCP. He has confirmed availability with NLC and is now waiting to hear back from BR. He will feedback to the Board once he has more information.</p>
<p>11.</p>	<p>Matters Arising</p> <p>No matters arising.</p>



12.	AOB AC advised that she is anticipating clubs to question this year's affiliation fees due to lack of competition and queried if MC would draft a covering letter to go with the club annual affiliation fee invoices which are due to be issued. MC agreed to draft a letter outlining the benefits and support clubs have received from SR in terms of government framework and COVID-19 guidance. All agreed that any financial hardship claims received from Clubs should be reviewed on a case-by-case basis.
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