



## SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow  
6.30pm – September 12, 2018

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
John Gill	JG
Elizabeth Mitchell	EM

In Attendance	Initial	
Amanda Cobb	AC	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing
Lindsay MacKenzie	LM	<b>sportscotland</b>

Item	Topic
1.	<b>Welcome</b>  MC welcomed everyone to the meeting.
2.	<b>Apologies</b>  Apologies were received from Dot Roberts and Alistair Neil
3.	<b>Declaration and Conflicts of Interest</b>  No additional conflicts of interest were declared.
4.	<b>Minutes of Previous Meeting and Matters arising</b>  Previous Minutes approved by the Board.



<b>5.</b>	<p><b>AGM Business</b></p> <p><u>5.1 Affiliation and Membership Fees</u></p> <p><b>Operating Practices</b></p> <p>AC circulated the updated Operating Practices which reflect the following:</p> <ul style="list-style-type: none"><li>• Clarification of the requirements for Club Members</li><li>• Inclusion of a new “affiliate club” and indoor leagues</li></ul> <p>Although there is no requirement for formal approval at an AGM, the Board agreed that a description of the changes should be circulated to the clubs prior to the AGM to allow them the opportunity to forward any comments or queries beforehand which can then be discussed at the meeting.</p> <p>The document was approved subject to the following changes:</p> <ul style="list-style-type: none"><li>• The title ‘Affiliate Club’ be amended to ‘Subscribing Club’.</li><li>• Ensure it clearly states that clubs are required to annually submit a club safety audit, renewal and safeguarding questionnaire as a condition of membership.</li></ul> <p><b>Membership Fees</b></p> <p>The proposed membership fees were approved by the Board subject to the following:</p> <ul style="list-style-type: none"><li>• It should be made clear that Subscription clubs are non-competitive on water clubs with no right of voting or an audience at the AGM.</li><li>• It should be made clear that individual memberships allow entry to on water competitions unless non-competition status is selected.</li><li>• All individual annual membership fees increase by £1 except Junior which will remain at £23.00 and be reviewed next year.</li></ul> <p>The Board confirmed they were happy for the proposal to be presented at the AGM subject to these changes.</p> <p><u>5.2 Changes to Articles of Association (Membership)</u></p> <p>AC provided the Board with a hard copy of suggested changes to the Articles of Association and advised that she would circulate via email to allow sufficient time to review in detail and feedback prior to presenting at the AGM. The changes proposed are:</p> <ol style="list-style-type: none"><li>1. the removal of the requirements for Club Membership from the Article 3 of the Articles of Association to bring into line with the updated Operating Practices.</li><li>2. Changing Article 13.1 to reflect the change of the Director Corporate Governance to Finance Directors.</li></ol>
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### 5.3 Future of Scottish Rowing Centre Ltd

AC advised the Board that there was no requirement to put forward a formal resolution at the AGM regarding SRC but it would be good for transparency and also formal minuting of the details and discussion.

The Board agreed that they were happy for SRC to be discussed at the AGM.

### 5.4 Appointment of Directors

The Board agreed that they would re-nominate JG as Director of Coaching.

DR (Director of Performance) and AN (Ordinary Member) posts are also due for review and MC advised that he is currently waiting for them to confirm if they would like to be re-nominated for these roles.

It was highlighted that clubs should receive the appointment of director proposals no later than 22<sup>nd</sup> September.

AC advised that she would like to contact clubs as soon as possible to request that they submit any proposals they may have for these roles.

MC advised the Board that himself and CP interviewed a candidate for the Finance Director vacancy and he would like to discuss further with AC prior to a decision being made.

The Board agreed that they were happy with the status of Directors for the AGM.

### 5.5 AGM Minutes and Agenda

CAE advised that she would re-circulate the Minutes of the previous AGM to the Board for review.

AC advised that she would circulate the upcoming AGM agenda to the Board for review.

### 5.6 Approval of Statutory Accounts

5.6.1 Scottish Rowing Ltd Directors Report

5.6.2 Scottish Rowing Ltd Abbreviated Accounts

5.6.3 Scottish Rowing Supplementary Accounts

5.6.4 Consolidated schedule (both companies)

5.6.5 Scottish Rowing Centre Ltd – Directors Report

5.6.6 Scottish Rowing Centre Ltd – Abbreviated

AC highlighted that the Rowing Centre should be subject to a revaluation however this cannot be carried out until the completion of the assignment of the ground lease with NLC from the old SARA to SR Ltd. Harper MacLeod made contact with



	<p>NLC some time ago to action this but it is still ongoing. AC confirmed that she would contact NLC to follow up on this.</p> <p>Statutory accounts approved by the Board.</p> <p><u>5.7 Appointment of Honorary Members/Fellow of Scottish Rowing</u> The Board approved Katherine Grainger being appointed a Fellow of Scottish Rowing at the AGM. AN contacted KG and she confirmed that she is happy with this.</p> <p>The Board approved Mike Morrice being appointed Honorary President of Scottish Rowing at the AGM. MC confirmed that he would contact MMo prior to the meeting to confirm that he is happy with this.</p>
<b>6.</b>	<p><b>FOR DISCUSSION</b> <b>Risk Register</b></p> <p>Risk Register previously circulated.</p> <p>The Board discussed the three highest risks on the register:</p> <ol style="list-style-type: none"><li>1. FISA promoting coastal rowing as the Commonwealth discipline represents a risk to SR's current performance programme, particularly due to the lack of FISA coastal rowing in Scotland.</li></ol> <p>The Board agreed that the action to mitigate this risk should be via the Commonwealth Rowing Association to work with FISA.</p> <ol style="list-style-type: none"><li>2. Funding or priority changes within NLC that would impact on operation or financial viability of SRC and rowing at Strathclyde Park.</li></ol> <p>The Board agreed that the risk to the rowing centre and rowing at the park should be listed separately to allow them to understand what is required to mitigate each individual risk.</p> <p>It was highlighted that, one aspect of the risk to the rowing centre would be the loss of a base for SR operation, and a back up relocation plan should be investigated.</p> <ol style="list-style-type: none"><li>3. The losses of SRC becoming unsustainable for SR.</li></ol> <p>The Board agreed that action is being taken to manage this risk through the closure of the gym and consolidation of SRC and SR operations as discussed at the July Board meeting.</p> <p>Also discussed was the risk of serious injury or fatality on water or at an event under the auspices of SR leading to a negligence claim and/or reputational</p>



	<p>damage to SR. The Board discussed the extent of SR's responsibility in this area given that the events are run by the clubs who therefore have primary responsibility for safety. It was agreed however, that by sanctioning events and providing umpires, that SR have some accountability and should take further action to reduce this risk.</p> <p>AC highlighted to the Board that, although Race Control Commission are supposed to submit a report to the Board on SR events at least twice a year, this has not been happening. MC advised that he would contact Neil MacFarlane to make clear that this is compulsory.</p> <p>LM advised that she would look into any assistance that could be provided from <b>sportscotland</b>.</p>
<p><b>7.</b></p>	<p><b>UPDATE</b> <b>Child Protection and Welfare</b></p> <p>Paper previously circulated by Mark Senter providing the Board with details of a club safeguarding incident that occurred. The paper provided an anonymised overview of the situation along with the actions taken and support provided and advised that the matter is currently still ongoing.</p> <p>MS put forward to the Board the question of whether SR should have a system in place where, if there is a health and safety risk, an individual race licence should be suspended until such a time as can be evidenced that the person is fit and safe to row with no possibility of harm to themselves or others. However this would only allow action to be taken by SR if an individual is a member of SR.</p> <p>EM agreed to review the information relating to the case and feedback to the Board.</p>
<p><b>8.</b></p>	<p><b>FOR APPROVAL</b> <b>June 2018 Management Accounts</b></p> <p>MC requested a forecast of the budget for the upcoming year and AC agreed to produce and circulate to the Board.</p> <p>Q1 Management accounts approved by the Board.</p>
<p><b>9.</b></p>	<p><b>AOCB</b></p> <p><u>9.1 Commonwealth Rowing (For Approval)</u> MC circulated Draft Statutes for the proposed Commonwealth Rowing Association which is seeking recognition as a FISA Member Grouping and asked for the Board to feedback comments.</p>



MC advised he would forward all feedback to Annamarie Phelps for consideration.

9.2 Redacted Minutes (For Approval)

January 2018 redacted Minutes approved by the Board.

The Board agreed that section 9.1, Child Protection, in the March Minutes should be redacted to protect the person involved and all other content should remain for public viewing.

CAE agreed to make the changes prior to circulating to the clubs and publishing on the SR website.

9.3 2019 Board Meeting Schedule (For Approval)

MC and CP requested that the draft 2019 Board meeting schedule be changed from Tuesday to Wednesday dates. CAE agreed to amend and re-circulate to the Board for approval.

9.4 AC advised the Board that Cross Fit Airdrie have approached SR with a partnership proposal. AC will discuss the terms with Cross Fit prior to proceeding with the current plans for the facility and submit a paper to the Board for review. It was agreed that SR should remain to have control of the facility but it was worth looking into the Cross Fit partnership as an option.