



## SCOTTISH ROWING BOARD MEETING

Glasgow Caledonian University, Glasgow  
6.30pm – May 22, 2019

Attendees	Initial
Martin Claxton	MC
Caroline Parker	CP
Alistair Neill	AN
Elizabeth Mitchell	EM

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

Item	Topic
1.	<b>Welcome</b>  MC welcomed everyone to the meeting.
2.	<b>Apologies</b>  Apologies received from John Gill and Dot Roberts.
3.	<b>Declaration and Conflicts of Interest</b>  No conflicts of interest declared.
4.	<b>Minutes of Previous Meeting</b>  Minutes of previous meeting approved subject to a few minor changes to wording which were made by AC during the meeting.
5.	<b>PRESENTATION Pathway</b>  AC presented the most up to date version of the pathway to the Board and requested feedback and confirmation that they were happy with the overall message. AC advised that once approved, it will be communicated to clubs prior to a formal launch at the AGM.



	<p>A few graphic and wording issues were raised by the Board and it was also highlighted that the Coaching section of the Pathway still requires a lot of work.</p> <p>AC confirmed that she would make the changes discussed and circulate a final version for approval prior to communicating to clubs.</p>
6.	<p><b>FOR APPROVAL</b> <b>Memorandum of Understanding with SCRA</b></p> <p>MC previously circulated a draft MoU to the Board to review and feedback.</p> <p>The Board approved and MC advised that he would forward to SCRA.</p>
7.	<p><b>FOR APPROVAL</b> <b>HIR 2019 Event Budget</b></p> <p>AC presented the draft HIR budget to the Board who requested that additional funds be allocated to branding for the event.</p> <p>Approved by the Board.</p> <p>LB advised the meeting that there would be no banquet taking place on the Saturday evening. Instead, an evening would be hosted in the SRC with all Board members invited to attend.</p> <p>AC proposed that the formal launch of the Scottish Rowing Centre be hosted at HIR instead of Scottish Championships. She highlighted that, as this is a smaller event, there would be better opportunity to showcase the centre and moving to a later date would also provide extra preparation time.</p> <p>Approved by the Board.</p>
8.	<p><b>FOR APPROVAL</b> <b>Year End Management Accounts for SR &amp; SRC</b></p> <p>No questions were raised regarding the year end management accounts.</p> <p>Approved by the Board.</p>
9.	<p><b>FOR INFORMATION</b> <b>Operational Reports</b></p> <p>9.1. COO Report</p>



	<p>AC provided the Board with a brief overview of the report which was previously circulated.</p> <p>Areas to highlight are:</p> <ul style="list-style-type: none"><li>• Opportunities for an additional post to assist in the running of the SRC are currently being explored.</li><li>• BR are in talks with Event Scotland regarding the possibility of two international events to be held in Scotland – Beach Sprints and European U23 Championships in 2021.</li><li>• AC circulated the RCC report separately which highlighted a clash in events that GSRC and ASRA requested approval of date. The Board agreed that, as GSRC requested approval first, it should be granted to them and suggested to ASRA that they look into an alternative date. It was agreed that RCC/CSG should prioritise creating a framework to allow the racing calendar to be filled more strategically and communicate this well in advance of the next season.</li><li>• The Board expressed that they were pleased with how the awards were communicated through social media this year.</li></ul> <p><u>9.2 Coaching &amp; Development Report</u></p> <p>AC provided a brief overview of the report which will now be reported as part of the Annual Plan.</p> <p>Areas to highlight are:</p> <ul style="list-style-type: none"><li>• The ASN Schools Rowing Coach has been appointed and is currently working with four schools.</li><li>• The Firhill Youth Project Lead Coach has been appointed and starts at the beginning of June.</li><li>• The Development Strategy Group had their first meeting on 9<sup>th</sup> May which was positive and CP advised that she will provide more detail and feedback to the Board from future meetings.</li></ul> <p><u>9.3 Performance Report</u></p> <p>LB provided a brief overview of the report that was previously circulated.</p> <p>Areas to highlight are:</p> <ul style="list-style-type: none"><li>• Encouraging results from the GB Rowing Team Senior &amp; U23 Trials.</li><li>• Junior levels were above average during the trials highlighting that there is a requirement to focus and build on providing more depth in junior club rowing.</li></ul>
<b>10.</b>	<p><b>FOR DISCUSSION</b> <b>Agree Board AGM Business</b></p> <p>The Board agreed to discuss at the July meeting.</p>



<p><b>11.</b></p>	<p><b>FOR DISCUSSION Risk Register</b></p> <p>AC highlighted two new items recently added to the risk register:</p> <ul style="list-style-type: none"> <li>• Corporate - Risk of financial or data loss or damage due to online attacks or fraudulent activity.</li> <li>• SRC - The risk of failing to meet budget leads to an unsustainable business model for SRC.</li> </ul> <p>The Board discussed the possibility of training for staff/Board members to help raise awareness on what to look out for in online attacks and fraudulent activity.</p> <p>It was suggested that some in house training could be provided by <b>sportscotland</b> and AC confirmed this has been raised with the <b>sportscotland</b> L&amp;D lead. EM also offered to explore whether there was any training available from Harper MacLeod.</p> <p>There were no other issues raised with the Risk Register.</p>
<p><b>12.</b></p>	<p><b>AOCB</b></p> <p>EM advised that she is meeting with an accountant, who is keen to join a Board of Directors, to discuss the Finance Director vacancy. She will feedback after the meeting.</p> <p>She also suggested recruiting a student onto the Board to bring a younger perspective to the meetings. The Board agreed that this would be beneficial and EM confirmed that she would draft a short statement to advertise the role and bring to the next meeting for approval.</p>
<p><b>13.</b></p>	<p><b>FOR APPROVAL Redacted Minutes</b></p> <p>Redacted Minutes for January and March 2019 Board meeting were approved for publishing and circulating to member clubs.</p>
<p><b>14.</b></p>	<p><b>Actions from Previous Meeting</b></p> <p>See actions list.</p>