



SCOTTISH ROWING BOARD MEETING
Zoom call 6.30pm – 13th February 2024

Board Attendees	Initial
Alistair Neill	AN
Dot Roberts	DR
Laura Graham	LG
Sophie McCall	SM

In attendance		
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Mark Senter	MS	Scottish Rowing
Carol Ann Ellis	CAE	Scottish Rowing
Charlotte MacBeath	CM	sportscotland

Item	Topic
1.	Welcome and apologies AN welcomed everyone to the meeting. No apologies received.
2.	Declaration and Conflicts of Interest No declaration or conflicts of interest.
3.	Minutes of Previous Meeting Approved by the Board subject to one minor change.
4.	Board and CEO recruitment Paper previously circulated. The Board discussed the job descriptions for the Board and CEO vacancies. Areas to highlight were: <ul style="list-style-type: none">• CEO



	<ul style="list-style-type: none"> ○ Need someone with full and current knowledge of organisation and finance. ○ In the absence of a Director of Finance, the organisation will require someone from an accounting background and this should be high up on the essential skills list. ○ Need to decide if the role should be advertised as CEO or COO. If CEO, would wish to have the aspiration to add a business manager at some point in the future . <p>After some discussion regarding the Board director roles it was agreed that any further comments should be circulated over the next few days with the aim to advertise as soon as possible. The Board set a deadline of 11th March for applications with interviews taking place the week beginning 18th March.</p> <p>All agreed that the COO/CEO vacancy needed more work. AC advised that she would share the document link to allow everyone to access and track changes.</p>
<p>5.</p>	<p>Finance Update</p> <p>5.1 High Level Budget 2024-25 Paper previously circulated.</p> <p>AC summarised the paper and presented the Board with options to consider in relation to the Scottish Rowing Centre, the CEO post and Fair Work First.</p> <p>The Board agreed to take the discussion offline.</p> <p>5.2 Q3 Management Accounts</p> <p>Paper previously circulated.</p> <p>AC advised that there were no significant changes since the update at the last meeting and they remain on track.</p> <p>AC advised that the tank was currently not running due to a broken drive for the turbine and they have decided to run as a still water tank rather than spend additional money to repair with no guarantee that it will work. AN expressed that, although disappointing, it was a realistic approach.</p>
<p>6.</p>	<p>Towing Vehicle Purchase</p> <p>Paper previously circulated seeking approval from the Board to purchase a towing vehicle to support the operation of Scottish Rowing performance and pathway activities.</p>



	<p>LB advised the Board that as a result of increased programme activity, linked to the employment of the new performance pathway coaching team, the number of rentals required has grown to a level where it would be more cost/time effective to purchase a vehicle.</p> <p>Sophie McCall queried why this item was coming to the Board for approval given it was budgeted and funded. It was agreed that the finance policy requirements needed to be reviewed given the size of the organisation.</p> <p>Approved.</p>
<p>7.</p>	<p>Firhill Application for Affiliation</p> <p>Paper previously circulated.</p> <p>MS recommended that the Board approve the affiliation of The Firhill Youth Project and Community Sports Hub to Scottish Rowing as a Subscription club</p> <p>Approved.</p>
<p>8.</p>	<p>Governance Items</p> <p>8.1 Safeguarding Update</p> <p>Paper previously circulated outlining the safeguarding cases that have been brought to SR and outlining their current status.</p> <p>AN suggested that any closed cases that have already been brought to the Board be removed from the report. MS confirmed that he would do this with future updates.</p> <p>8.2 Membership Report</p> <p>AC presented slides to the Board outlining the membership data collated from the club annual reports.</p> <p>No queries or comments raised.</p> <p>8.3 Safety</p> <p>Paper previously circulated to the Board by Martin Claxton, SR Safety Advisor.</p> <p>The Board highlighted that they were aware of incidents occurring that have not been reported and agreed that there was a need to raise awareness within the clubs and</p>



	<p>highlight the importance of reporting for education and information purposes. It was suggested that discussing with clubs face-to-face, rather than email, may be beneficial.</p>
9.	<p>Operational Updates</p> <p>9.1 COO report</p> <p>AC provided a verbal update to the Board advising that much of her time in November and December were taken up with two Subject Access Requests which were appropriately dealt with in line with legislation. As they were the first SARs SR have received, a lot of time was initially spent ensuring the correct process was followed. AC highlighted that it was a good learning curve and she will ensure that the knowledge isn't lost within SR.</p> <p>AC informed the Board that the sportscotland annual return was submitted in January and all seems well with a few areas to follow up on.</p> <p>9.2 Head of Performance and Pathways</p> <p>Paper previously circulated.</p> <p>LB advised that there would be an amendment to the numbers in his report for the Performance targets once he includes Beach Sprints, which will take the number of home based athletes up to 5.</p> <p>No questions or comments were raised.</p> <p>9.3 Development</p> <p>Paper previously circulated.</p> <p>MS talked the Board through his paper. Areas to highlight were:</p> <ul style="list-style-type: none">• River Ayr Project – Love Rowing funding of £3k has been approved.• River Aye Project – official launch date of the pontoon is 17th March 2024. MS advised that all are welcome and if anyone from the Board would like to attend to let him know.• Clydesdale RC Community Outreach – Glasgow City Council are looking to increase their funding for the project from £2k to £5k before the financial year end (31st March 2024) and aim to match this in the next financial year. <p>No questions or comments were raised.</p> <p>9.4 Scottish Rowing Centre</p>



	<p>Paper previously circulated.</p> <p>No questions or comments were raised.</p>
10.	<p>Matters Arising</p> <p>See actions list.</p> <p>LB advised that the Weighing Athletes Working Group are meeting to finalise the policy and invited anyone from the Board who would like to attend. DR and LG both expressed interest in being involved in the discussion.</p>
11.	<p>AOB</p> <p>11.1 Bank Mandate Changes AC advised that she has not yet contacted the bank but will bring to the next Board meeting.</p> <p>11.2 Board Meeting Standing Agenda Items Paper previously circulated for the Board to review the proposed standing items and feedback.</p> <p>DR advised that she has taken on the role of anti-doping within the Board.</p> <p>LB suggested that a sub-committee of the Board be formed to focus on development which the Board were in favour of. LB, SM and LG agreed to set up a meeting to discuss.</p>