



SCOTTISH ROWING BOARD MEETING

Zoom call 6.30pm – 8th July 2020

Board Attendees	Initial
Martin Claxton	MC
Elizabeth Mitchell	EM
Dot Roberts	DR
Alistair Neill	AN
Mark Barry	MB
Caroline Parker	CP
John Gill	JG
Sam Winton	SW

In attendance		
Amanda Cobb	AC	Scottish Rowing
Lee Boucher	LB	Scottish Rowing
Mark Senter	MS	Scottish Rowing
Lindsay MacKenzie	LM	sportscotland

Item	Topic
1.	<p>Welcome and apologies</p> <p>MC welcomed everyone to the meeting. There were no apologies</p>
2.	<p>Declaration and Conflicts of Interest</p> <p>None</p>
3	<p>Minutes of Previous Meeting</p> <p>Notes of previous meeting prepared by Alistair Neill were approved.</p>
4.	<p>Sportscotland update</p> <p>LM provided an update on key issues from sportscotland as follows:</p> <p>Return to Sport Guidance</p> <ul style="list-style-type: none"> • Sportscotland has been supporting sports with the preparation and approval of return to sport guidance. LM noted the significant amount of work involved with very short timescales and thanked AC for her input. She also stressed the



	<p>messages wrt the public health agenda and the Government’s encouragement to take a cautious approach.</p> <ul style="list-style-type: none"> • Upcoming changes likely to be around changes to restriction for junior outdoor sport with a relaxation of physical distancing while on the ‘field of play’ <p>There was some discussion around crew boat rowing and the concerns related to the slipstreaming and extended time within close proximity. It was unlikely that mixed household crew boat rowing would be permitted.</p> <p>Investment</p> <ul style="list-style-type: none"> • At present, investment for staffing is protected. Intention is to allow more flexibility around programme investment if needed. • Sports to decide whether to proceed with strategic review this year or defer until 2021. (see item 5). If deferred, T&Cs for years 1-4 will rollover to year 5.
<p>5.</p>	<p>COVID-19 AND BUSINESS UPDATES</p> <p>a) AC provided an update to the Board (as per slides). Point raised around crew boat rowing for juniors. Given current view of risks associated with crew boat rowing and the feedback from a recent club call, AC noted that our position was to take a cautious approach in not recommending crew boat rowing at this point.</p> <p>b) Recovery planning – as per slides, focus on:</p> <ul style="list-style-type: none"> • Club readiness • Competition • Reopening the SRC when allowed • Supporting athletes in the SR performance programme, the majority of whom are working well and enjoying alternative training. Juniors – more mixed. Athletes responding well to being given more responsibility/ownership. <p>c) Impact on clubs – presented as per slides. CP asked whether SR members could access the British Rowing material produced by GB coaches. AC actioned to investigate.</p> <p>d) Impact on Club finances. Work by the development team highlighting that a small number of clubs may have financial challenges towards the autumn. MS noted that RDM’s are trying to get more information from clubs but not finding it easy. There was some discussion around how to help clubs get more people on the water. CP asked whether stable boats would help. MB asked whether sportscotland provided help to clubs directly. AC noted that should clubs need financial help that would be more likely to come through the SGB but would need a firm proposal.</p> <p>e) The Board discussed the timing of the strategic review. MC stated his preference to defer so can go into the process with more information and MB supported that view given the difficulty in forecasting in the current environment. AC agreed.</p>



	<p>SW asked whether this would affect SR's ability to address some the issues being faced by the sport, but the principle would be (subject to the usual caveats) that year 5 funding would be in line with year 4. The Board agreed to defer the Strategic Review until 2021.</p> <p>MC noted more generally that level of engagement with clubs was possibly higher than pre COVID and is something we should continue to build on. MC also thanked sportscotland for their support and the staff team for their work in response to the crisis.</p>
<p>6.</p>	<p>FINANCE REPORT</p> <p>AC presented the current cashflow and forecast along with the key assumptions.</p> <p>AN asked about the status of the Raymond Dixon Legacy question. AC confirmed that there are still funds available and that they are excluded from the cashflow to ensure ringfenced. AN noted that it been a useful fund.</p> <p>Cashflow projections show a significant impact on reserves by the end of the financial year. MC asked what the risk is in the forecast. AC explained that the forecast is conservative, but membership income is where the biggest impact is being seen and where there is the greatest uncertainty. The forecast is pessimistic. Similarly generating revenue in the Rowing Centre is unlikely to be easy in the short term. T challenge is that we have a fixed cost base against 'at risk' revenue streams. MB noted that given the assumptions this is more towards a worst case than best case scenario.</p> <p>Issues around membership include:</p> <ul style="list-style-type: none"> • October membership increase not likely given the challenges for student recruitment • How quickly we can get competition up and running will have big impact • If there is a second wave forward projections are more challenging <p>May be options to realign budgets to mitigate in the short term.</p> <p>MC highlighted the need to do what we can to encourage membership e.g. providing resources, online competitions. CP also suggested that we consider offering an indoor rowing membership, direct SR rowing membership benefits and support for clubs to do the same.</p>
<p>7.</p>	<p>GOVERNANCE – discussion items</p> <p>a) UKAD</p> <p>The Board discussed the implications of the new UKAD assurance framework. AC noted that much is already in place but that there would be:</p>



- increased responsibilities for the Board and a requirement for Board anti-doping lead and increased Board oversight of anti-doping. MC asked whether UKAD had provided guidance on the competencies required of a Board lead. Likely to be an overview rather than total immersion in the subject and EM noted that we were expecting to receive more information following the workshop but that COVID had intervened.
- increased requirements to evidence compliance to be in place by Spring/Summer 2021

b) Charitable Structure

AC tabled a short discussion paper on the options for a charitable structure to support fundraising and enable access to alternative sources of funding.

MB/AC joined a call with a number of other SBG's who were sharing their experience in this area and that the view from meeting was that could be a powerful tool for raising funds. Only issue could be lack of control if trustees' views don't align with the objectives of Scottish Rowing. Estimated 12-18 months lead time to get operational and would benefit from access to gift aid and the potential to attract legacies.

MC asked about next steps which were discussed as follows:

- Look at SCIO vs Ltd Co with Charitable status. EM suggested seeking legal input from expert resource.
- SW suggested some work to test the demand for such a vehicle within the Scottish rowing community is there an appetite?
- CP asked that we also seek views on the purpose and charitable aims.

All agreed that worth following up and doing more work to understand aims, likely support and how best to target and position any such vehicle as this would be critical for its success.

c) Equality

A number of topics were covered including:

- MS spoke about the Equality Impact assessment tool that he is working on. Wants to ensure not seen as onerous but to demonstrate that we are taking action.
- AC highlighted the Scottish Rowing comms activity around the equality agenda in particular: i) a statement published in response to the Black Lives Matters social media campaign. We did not participate directly in the hashtag activity on social media and ii) upcoming campaign for Pride in sport.
- SW informed the Board that there will also be a webinar on the topic of LGBTQ inclusion in rowing and that he felt there was an appetite from people to see what we are doing to promote equality. CP agreed and suggested that getting grassroots input to inform our practice.



	<p>d) KPMG audit. The audit report from KPMG was tabled for information. The Board noted that this was the first time rowing had received the top rating of Satisfactory. Other items discussed</p> <p>SW provided a brief update to the Board on our progress on communication. As follows:</p> <ul style="list-style-type: none"> • identified need to extend our comms to ensure our guidance was reaching the right audience. • We have set up a comms operational group which meets weekly with responsibility for delivery and a strategic group meeting every 3-4 weeks – setting the agenda and themes and checking the link back into values and comms strategy. • Report on impact of the comms will come to Board in September
<p>8.</p>	<p>GOVERNANCE – For approval</p> <p>a) Anti-bullying policy. The revised anti-bullying policy which now incorporates adults, was approved by the Board</p> <p>b) The Vulnerable Adult Policy was approved</p> <p>CP requested that we develop a standard format for our policies.</p> <p>c) AGM. AC tabled a paper regarding a proposed change to the articles to allow Scottish Rowing to hold a virtual AGM. This would require the passing of a written resolution to change the articles as Scottish Rowing cannot rely on the Governance and Insolvency due to the timing of the AGM. The suggested changes were approved by the Board subject to the addition of “and format” suggested by CP.</p>
<p>9.</p>	<p>AOB</p> <ul style="list-style-type: none"> • British Rowing Home Nations Director also sits on the Finance committee. Wales currently hold this position. MC willing to hold this post and also willing to stand again as President until time barred unless any objections raised. • Regatta levy & fees AC suggested that where clubs have lost events in 2020 and have paid their £110 charge that we do not charge them for their first event. In addition, suggest that we allow clubs to retain the 50p seat levy. AC has discussed with the Chair of RCC who is supportive as a measure to help and encourage clubs to run competition. The Board agreed.