

## STBA Board Meeting - 4th April 2017

### Beefeater Livingston

#### Attendees

Sheila Chalmers  
 James Claxton  
 John Anderson  
 Calvin Murray  
 Andrew Nairne  
 Moira Nairne  
 Peter Hutton

#### Apologies

Jennifer McQueen  
 Mark Hutton

Topic	Notes and Actions
<b>Minutes</b>	Minutes from previous meeting, read by Peter, proposed by Sheila and seconded by Andrew as agreed in principle with addition of actions etc, Peter had action on charity.
<b>Charity status</b>	Action from Previous meeting for Peter to contact for status:- Update is that time limit has timed out and we are currently in limbo with the charity status; list of names and addresses of the Board of director and the previously agreed amendments to the articles of memorandum to be sent to them, after that they have 10 days to acknowledge receipt and 90 days to accept and approve - <b>ACTION - PETER</b>
<b>Tournaments</b>	Noted that it is increasingly difficult organising tournaments as the centre managers are reluctant for tournament bowling to cut into premium time for public/parties, we recognise we need to target tournaments outside of this, and aim to finish before 1pm which makes it commercially viable for the centre - ACTION on us to create a note to the centres to highlight what we can bring to them with tournaments. <b>(No action owner assigned in meeting aligning to MOIRA/CALVIN for Sports Dev/Marketing)</b>
<b>Board of Directors</b>	<b>Proposal by Peter to create roles within the organisation, each role has responsibility for associated 'tasks' and will need to provide regular status/ progress updates at Board meetings to ensure the rest of the Board of Directors are up to speed. (see also 'ways of working')</b> Peter Hutton, General Secretary; Jennifer McQueen, Treasurer (proposed in absence) Mark Hutton, Juniors (Proposed in absence) Moira Nairne, Marketing/Minutes; Sheila Chalmers, Special Projects; James Claxton, Technical ; Calvin Murray, Sports Development

	John Anderson, Procurement; Andrew Nairne - Technology
<b>Ways of Working</b>	<p><b>Principles agreed for Directors:-</b> Regular status updates in Board Meetings, updating both on own tasks and inputting to updates from others For e-mails among the collective - use 'To' for those that have responsibility or action in the mail; use 'CC' to the rest of the group where it's for information only.</p>
<b>International Bowling Team and costs</b>	<p>Acknowledged that for international teams and travel, we should advise tournament costs/flights at earliest opportunity, and set a deadline for deposit fairly soon after team announced. Objective is to keep the costs as low as possible, we should position the message so that bowlers understand this.</p> <p><i><b>Worked example</b> - Tournament in July 2018 in Timbucktoo; selection for team will be determined by XXX tournaments last date of which is 7th October 2017, therefore team can be named 1 week later. We can see even now that the typical cost of flights to Timbucktoo in July 2018 is around e.g £680, therefore a deposit/payment for £yyy will be required to be paid by 28th October.</i> The members could be informed of this now as the qualifying criteria/tournaments are known, i.e. tell them now to set expectation of costs well in advance so they have time to raise money/ save up etc. Also include team members in working group for final flight booking and arrangements, they have a vested interest in the outcome, so are more likely to push to complete bookings etc early.</p>
<p><b>Averages - for handicap tournaments</b></p> <p><b>Foul lines and swearing</b></p>	<p>Highest league and tournament averages are giving a false value as often the league average is inflated due to conditions played on etc. Also several 'wrong' averages were used in last tournament so this would prevent recurrence. Agreed that from next tournament (AFTER THE DOUBLES AS THE FORMS ARE ALREADY OUT) Only when a bowler does not have a tournament average should the league average be used; the average will be for the first 2 tournaments or 12 games ; then move to the new Fouls - if tested and it is working we should give the benefit of the doubt for one - we should add to the announcements at the beginning of the tournament to be clear on the foul line rules Swearing and how we handle it - remain observant at future tournaments, quiet word from Tournament Manager to coaches and officials of bowlers if any swearing heard - revisit at next meeting.</p> <p>ACTIONS: HANDICAP CHANGE: ENTRY FORMS/ SQUADING/SCORING ETC. ACTIONS: FOUL LINE CHANGE - TOURNAMENT MANAGEER TO ANNOUNCE AT NEXT TOURNAMENT</p>
<b>Limited Company</b>	For accounts to be lodged we have 21 months after the anniversary of company formation which is 25th Feb 2018 to lodge. In meantime, Sheila has found an accountant that will work with the accounts to ensure they are fit for audit

<b>Celtic Challenge</b>	Nothing happened on this, so we need to contact ROI association for latest view, likely we'll target this for 2018 instead ACTION PETER TO CONTACT ROI ASSOCIATION
<b>YET update</b>	Andrew provided an update on YET and potential of bringing YET to Scotland in 2018; ACTION ANDREW AND MOIRA TO PROGRESS WHILE IN FRANCE AT YET FINAL IN MAY
<b>Charity / Gift aid</b>	We agreed this is a dependency on having Charity Status, so need new submission lodged first To understand the benefits of the Gift aid - Peter contact Stuart McGregor for advise
<b>Board of Directors</b>	After some discussion, we agreed that adding another Director to the mix would not be helpful at this time while we transition therefore the decision is to postpone filling any further Director's spots until the AGM. This period will give us time to focus on current activity and identify any gaps
<b>Club Official</b>	Update received that a club official had resigned – Peter to send note of thanks