

## STBA Board Meeting

**28th October 2017 (Deerpark, Livingston)**

**Attendees:**

**Moira Nairne, Martin Williamson , Gareth Deans; Sheila Chalmers, Andrew Nairne, Archie Bogie, Kenny Jamieson, James Claxton, Calvin Murray**

**Apologies – Jennifer McQueen**

**Minutes from meeting 1<sup>st</sup> October proposed by Sheila Chalmers and 2<sup>nd</sup> by James Claxton**

**Meeting Opened 14:45; closed 18:15**

<p><b>Rolls and Responsibilities</b></p>	<p>After some discussion around R&amp;R models group agreed following :-</p> <p><b>Action → to create governance options for discussion on slack by 10<sup>th</sup> November</b> defer to next meeting for further discussion</p> <ul style="list-style-type: none"> <li>• Acknowledged that we cannot all be across everything, however focus currently on tasks and actions/responsibility/accountability assigned to deliver these across the Board</li> </ul>
<p><b>International Teams – Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed the draft strawman (starting point) criteria created by Moira – agreed this is too big to cover comprehensively in this meeting however few principles agreed:-             <ul style="list-style-type: none"> <li>○ Agreed full review to take place across all categories (juniors/youths/adults and seniors) to create consistent criteria</li> <li>○ Points not averages, finish position if individual(singles); equal points for Gents and Ladies</li> <li>○ 3 of 4 tournaments</li> <li>○ Seniors (draft from Archie) criteria to be validated for consistency</li> <li>○ National League - 1 block in each of 3 centres; drop lowest if 2 blocks played in same centre, not mandatory for block in all centres but no points awarded if block not played</li> </ul> </li> </ul> <p><b>Action → Calvin, James and Moira volunteered to take off line to separate meeting(s) and build out proposal/ideas</b> (dates for meeting(s) will be posted on slack so other Board members are welcome to attend if they want to contribute to this activity)</p>
<p><b>Complaints</b></p>	<ul style="list-style-type: none"> <li>• Ongoing JTC coach complaint - board agreed that after mediation refused the case cannot continue and should be closed. <b>Action → Gareth to draft e-mail. Post on Slack for sign off before sending.</b></li> <li>• E-mail received from Stirling Youth Club regarding parent’s complaint(s) at earlier junior tournaments <b>Action → Moira to draft e-mail. Post on Slack for sign off before sending</b></li> <li>• Board agrees we need a robust/simple complaints policy and procedure process <b>Action → Gareth to create draft policy/procedure doc and post on Slack for sign off ahead of ratification at next meeting</b></li> </ul>

	<p><b>Action → Reiterate code of conduct ahead of 1<sup>st</sup> tournament in the new season so that all are aware of rules (tbc who to create)</b></p>
<b>Finance and Budget</b>	<ul style="list-style-type: none"> <li>• Following questions at the AGM board agreed to complete an internal audit of the Junior accounts (income and expenditure)</li> </ul> <p><b>Action → Sheila to request materials/documents and info from SAYBC (ASAP)</b></p> <p><b>Action → Andrew / Sheila to review materials / docs as part of the audit (date tbc)</b></p> <p><b>Action → to use outputs from reviews and information available for costs to create a financial forecast (break even points etc)(date tbc)</b></p> <ul style="list-style-type: none"> <li>• Board agreed there is a requirement to create/review the expense policy as this is unclear/surprise by members and inconsistent – deferred to next meeting</li> </ul>
<b>Website and Branding</b>	<ul style="list-style-type: none"> <li>• Board agreed to treat this activity as a mini project</li> <li>• Investigate options to create a single umbrella website / common theme across the pages – areas for junior clubs (part of the membership)</li> <li>• Relaunch opportunity/ name change</li> <li>• Domain names available</li> <li>• Links to comms and engagement and an opportunity to make a huge impact</li> </ul> <p><b>Action → Calvin / Gareth to link in with existing Webmasters for input; investigate costs in parallel present back (on Slack by 19/11) initial tasks/activities needed to deliver</b></p> <ul style="list-style-type: none"> <li>• Noted STBA Facebook page is still in Peter’s address</li> <li>• Noted (after meeting) Active Scotland tenpin bowling links to Peters address</li> </ul>
<b>Near time Priorities</b>	<ul style="list-style-type: none"> <li>• <b>Aside of areas already covered for selection criteria and Website focus is on :-</b> <ul style="list-style-type: none"> <li>○ EYC March (coaching, teams, logistics)</li> <li>○ STC April (quote received from Bowlplex, working group to be created)</li> <li>○ Communications/info strategy – Board agrees we need to do more and can link this to Web/relaunch, acknowledge this is time consuming activity.</li> </ul> </li> <li>• <b>Other project ideas discussed, progress these on Slack to build out :-</b> <ul style="list-style-type: none"> <li>○ Inter centre league</li> <li>○ Membership offerings – improve what members get and communicate (club starter packs / online areas / more celebration of success and good news stories)</li> <li>○ Membership process – send reminder before the close of current year (quick win). Online option for renewal.</li> <li>○ Project to build relationships with centres including ones that have not been linked to STBA in past</li> <li>○ Terms of Reference → <b>Action Moira / Calvin to review and add current / proposal to Slack for comment</b></li> </ul> </li> </ul>
<b>Charity Status</b>	<ul style="list-style-type: none"> <li>• Forms acknowledged</li> </ul>

	<ul style="list-style-type: none"> <li>• Advised c.90 day process and not to expect any contact for c.6 weeks (end Nov earliest)</li> </ul> <p><b>Action → Andrew to investigate VAT re-claim and other eligible benefits / technology and Gift Aid (by end of Nov) – post on Slack for comment</b></p>
<b>National League</b>	<ul style="list-style-type: none"> <li>• Deferred discussion regarding pay-out of National League prize money (placings and money for points)</li> <li>• Revamp next year (included in selection Criteria work)</li> </ul>
<b>Next Meeting</b>	Next meeting TBC