

STBA Board Meeting

4th February 2018 – Deer Park - Livingston

Attendees:

Moirá Nairne, Gareth Deans, Andrew Nairne, Kenny Jamieson, James Claxton, Calvin Murray, Sheila Chalmers, Jennifer McQueen

Apologies – Martin Williamson

Meeting Opened 5.40 – 8.15

<p>YTC Team Manager ToR</p>	<p>We discussed the Terms of Reference for the YTC for 2018 – following items to be added:-</p> <ul style="list-style-type: none"> • add end date to the doc • change the reference to SAYBC to STBA - board • add that TM can select the coaches (this needs to be from the approved list of coaches) • team selection to be ratified by board – before the letters/emails are sent • the tournament preliminary report should be within 14 days of the event <ul style="list-style-type: none"> ○ further info can be submitted later (e.g. survey results etc) • amend wording around making the board aware of any issues (if any complaints, we can offer an accompanying person – check and link this to the complaints process) <p>Action – Calvin to amend/post on Slack for comment</p>
<p>SCIO (Charity status)</p>	<p>Sheila provided an update on amends requested by SCIO to progress our application for SCIO (Charity status), she has provided answers/amends where available</p> <p>Requested amends/additions included:-</p> <ul style="list-style-type: none"> • How we'd provide and encourage public participation • How we select teams to represent Scotland (we already do) • Coaches – ages /disclosure etc • Membership – description of friends of Scottish bowling membership type • Note on circumstances where we'd refuse membership (i.e. only if bring sport into disrepute / extreme circumstances) • Scottish Eminence – must be proven that we are eminent in our field (i.e. ETBF membership; recognised by World Bowling as Governing Body) • Sports Scotland to provide letter for HMRC • ... • ... <p>Action: Jennifer to request official letter from ETBF regarding Scottish eminence in Tenpin Bowling</p>
<p>Seniors</p>	<p>Letter of resignation received from Archie. This covers all posts STC Team Manager; STC Manager;</p> <ul style="list-style-type: none"> • We agreed to request feedback to understand the issues so we can be more aware in future • We agreed to send a note of thanks/regret to Archie • We agreed to pick up with other Senior member (Alan K) for info

	<ul style="list-style-type: none"> • We agreed we'd progress within a week • We agreed we need to get the entry form for the senior trials out <ul style="list-style-type: none"> ○ We'll all review copy and get up on STBA and online entry asap ○ We need to confirm with Louise that she will run the tournament • Pay the deposit for the triple crown banquet <p>Actions</p> <ul style="list-style-type: none"> • Jennifer to draft note of thanks/regret for Archie - post on Slack for comment • Kenny seek out info from other seniors • All to review Snr entry form and comment <ul style="list-style-type: none"> ○ Once copy signed off Jennifer to pass for posting on Website • Jennifer to confirm Louise still happy to run tournament • Jennifer to pay deposit for STC banquet to the Carnegie Conf Centre • Moira to progress with design for medals (confirmation of flags to add will align with closing date of 1st March when all counties participating is known)
Adult Masters	<ul style="list-style-type: none"> • trophies ordered – crystal with laser engraving • engraving to be done on perpetual trophy (2 yrs as was mislaid) • Master's letters – sent out by James; awaiting final acceptance from bowlers • James and Jennifer will run on the day
National league	<ul style="list-style-type: none"> • 12 teams so far (closed today 4th) • we can accept another 2 teams or proposed another 1 more (13 teams) leaving space for the spare bowlers on the day
Finance / STBA	<ul style="list-style-type: none"> • Balance sheet discussed – all present signed off content • Noted that current National League and tournament run rates along with money in bank is unlikely to cover amounts historically paid out for International Tournaments - we will discuss further in future meetings
Disclosures / Volunteer Management	<ul style="list-style-type: none"> • Jennifer received phone call – offering 6 step process to assess volunteers and best practice –cost was £1000 or Shorter assessment with 2 steps – costs - £300 • We can see no tangible benefit in this, so agreed with Sheila not to proceed <p>Action –</p> <ul style="list-style-type: none"> • Jennifer to confirm with them that we are not interested in this service
SAYBC – 2016/17 accounts audit	<ul style="list-style-type: none"> • Update from Sheila on the SAYBC accounts audit • Recommended new processes to be put in place to improve audit trail and better accountability of income / expenditure (transaction level) <p>Actions</p> <ul style="list-style-type: none"> • Agreed that the accounts should be discussed at each meeting. • Agreed to add Calvin as SAYBC signatory– Sheila to progress <p>**anonymised</p>

EYC	<p>We agreed that the SAYBC would pay the entry fee for this year's EYC team</p> <p>Action – Calvin to confirm amount required – exchange rate to Danish KR.</p>
Junior Nationals Tournament / Livingston	<p>We discussed lessons learned from the weekend tournament (3rd and 4th) and ways to improve</p> <p>Create better way of squadding and payment</p> <ul style="list-style-type: none"> ○ Online entry ○ Online payment <p>Actions</p> <ul style="list-style-type: none"> ● Calvin to create alternative squadding / payment methods for next tournament <p>**anonimised</p>

Actions list	Owner	Due
Amend YTC Terms of Ref with points agreed	Calvin	16/02
Request letter from ETBF confirming STBA eminence in sport (for SCIO)	Jennifer	16/02
Draft note of thanks to Archie, send after review by board	Jennifer	completed
Review note of thanks to Archie	All	completed
Seek out info from seniors regarding resignation	Kenny	completed
Review Senior Entry form	All	completed
Confirm Louise ok to run senior trial tournament	Jennifer	completed
Pay deposit to Carnegie Conf centre for STC banquet	Jennifer	12/02
Create design for STC medals (dependency on knowing counties 1/3)	Moirra	01/03
Confirm with Volunteer management company we don't require their service	Jennifer	16/02
Add Calvin as signatory for SAYBC account (to replace M. Fisher	Sheila	18/02
Create alternative squadding/ payment option for next junior tournament	Calvin	March
Calvin to confirm the amount (exchange) for EYC entry fees for SAYBC payment	Calvin/Sheila	12/02