

Minutes of the Board

Date/Time	11 September 2023	Location	Caledonia House		
Attendees	Initials		Attendees	Initials	
David Ovens	DO	Chair	Dawn Allan	DA	Head of Operations
Colin Hutchison	CH	Chief Executive Officer	Mark Pollard	MP	Head of Performance
Ron Morrison	RM	President	David Fallon	DF	Head of Development
Michael Johnston	MJ		Peter Jardine	PJ	Head of Communications
Hugh Buchanan	HB		Ally Love	ALO	Head of Competitions
Terry O'Hare (online)	TO		Julie Mollison	JM	Head of Coaching and Welfare
Margaret Brown	MB		Graeme Oudney	GO	Chair of Audit and Risk Committee
Chuxx Onyia (online)	CO				
Eilidh Doyle	ED				
Leslie Roy	LR				
Jill O'Neil	JO'N				
Alison Lunn	AL	sportscotland Representative			

Apologies	Initials	
Jo Butterfield	JB	
Francesca Snitjer	FS	

Circulation List

Ref	Agenda	Led by
1.	Welcome and Introductions	DO
2.	Apologies	All
3.	Declarations of Interest	All
4.	Minutes of previous meeting held 19 June 2023 and 24 July 2023 and matters arising	All
5.	CEO Report – with updates and discussions on critical items and sub-strategy	CH
6.	New club applications	DF
7.	Finance procedures – updated policies and procedures	DA
8.	Honorary Life Membership – circumstances and process for suspension of membership	CH, DO & RM
9.	BACOS – update on clubs & pathways and community impact and health	DF
10.	Performance update – overview of performance at World Athletics Championships and World Para Athletics Championships	MP
11.	UKA update	CH & DO
12.	Finance update – 2023/24 budget	DA
13.	Q1 Management Accounts	DA
14.	Equality update	CH
15.	Transgender inclusion in sport	All
16.	AOB – UKA Board update – Tuesday 26 th September – 18:30	All
17.	Date of next meeting Board meeting dates for 2023 <ul style="list-style-type: none"> • Monday 20 November 2023 	

	AGM – Saturday 30 th September (online) National Club Conference – Saturday 28 th October, Glasgow Annual Awards Dinner – Saturday 28 th October, Glasgow		
Ref	Discussion/Resolution	Action	Update
1, 2	Welcome, Introductions and Apologies.		
	The Chair welcomed everyone to the meeting. Apologies were received from JB and FS.		
3.	Declarations of Interest		
	There were no declarations of interest.		
4.	Minutes of previous meeting and matters arising		
	The minutes of the previous meeting held on 19 June 2023 and 24 July 2023. Matters arising: Item 4: CH advised that an update on the jogscotland strategy would be provided under agenda item 9. Item 8: DA advised she is still waiting on a detailed breakdown of insurance costs from UKA. The remaining items are on the agenda for tonight's meeting.	DA to provide a detailed breakdown of insurance costs	
5.	CEO report		
	CH referred to the circulated report, highlighting the following: Item 1: scottishathletics membership reached its highest point since the pandemic in August 2023, 12,923. Jogscotland membership has also reached its highest point since June 2020, 6910. Membership continues to be tracked monthly across all categories. Item 2: Intense period of recruitment has taken place due to vacancies and the addition of new roles supported by the increased funding agreement with sportscotland . Pleased to have completed the recruited for the two new performance roles and the first of the new development roles, National Community Impact Manager. The advert for the National Community Impact Officer is now live and recruitment of endurance manager role to be progressed. Item 3: Transfer agreements for coaching and officiating in place. Licence terms and conditions for Scotland are being reviewed by Harper Macleod before being issued to coaches and officials. Deadline of 1 st October may potentially be extended to give coaches and officials adequate time to review T&C's and sign. MB clarified that only level 1-3 officials will sign the scottishathletics terms and conditions and that level 4 and 5 officials will still sign UKA T&C's.		

HB asked if there were any other significant changes to the terms and conditions that coaches and officials should be aware of. CH responded that there are no other significant changes and that UKA and HCAFs have agreed not to make any significant changes to the qualifications for at least the first 12 months.

Item 4: MP will update later on World Championships and World Para Championships, however, CH on behalf of the Board wishes to record congratulations to Josh Kerr, Nicole Yeargin, Samantha Kinghorn, Gavin Drysdale, Maria Lyle and Ben Sandilands on their medal achievements at the Championships.

Item 5: No update is expected on the Commonwealth Games until November 2023. Settlement has been reached between CGF and Victoria Government following the cancellation of the 2026 Games in the State.

Item 6: As communicated to the Board via e-mail, the Emirates Arena will be closed from mid-October until after the conclusion of the WAIC. The Development Team are communicating with all clubs and coach members to gauge demand for facilities access for regular users of the Emirates Arena during the closure. The team are liaising with other facility operators to facilitate conversations with potential users from the athletics community.

The Competitions Team are preparing plans for alternative **scottish**athletics competition during winter 2023/24 in 3 other venues. Conversations are ongoing with Glasgow Life regarding potential access two weeks before the Championships to hold a finals weekend. Details will be confirmed to the sport as soon as possible.

Item 7: CH noted the work done by ATS to create the transforming lives fund which is now live for applications.

MB asked if there was potential for the fund to be opened to officials. For example, those requiring out of area reports. CH responded that this is a first step and that there are plans to look at funding for individuals but in the first instance this will more likely be directed at those trying to access the sport from disadvantaged communities. However, this is something we can feedback to the Trust at the appropriate time.

Item 8: Discussions are continuing with **sportscotland** and Falkirk Council regarding the future of Grangemouth. Information regarding finances and operations have been shared with **scottish**athletics and we believe there are significant opportunities to reduce the subsidy the facility is currently operating with. We are concerned about some of the other notes of interest and the facility and the Council and other potential users' vision of how the facility may operate in future. For athletics, the solution must ensure that athletics is the primary sport.

	<p>Item 9: An update on competition entries and trends for summer 2023 will be provided at the November Board meeting.</p> <p>Item 10: An update was provided on welfare and disciplinary matters.</p> <p>DO asked about progress on potential age group changes. ALO confirmed that webinars had been held for members in Scotland and that the response has been extremely positive. England and Wales are holding webinars for their members in September. Changes won't be implemented from April 1st 2024, but we hope that the changes can be implemented from September 2024 if the rules revision is approved by the UKA Board.</p>		
6.	New club applications		
	<p>DF presented on two new applications from Edinburgh Outdoor Fitness Run Club and Pack Performance.</p> <p>Both clubs were approved for membership pending the following conditions:</p> <ul style="list-style-type: none"> • Register their welfare officer with us, and ensure appropriate checks and training are undertaken • Implement and adhere to the UKA Codes of Conduct and UKA Adult Safeguarding Policy • As is consistent with the UKA Codes of Conduct for coaches, to coach in an affiliated club a coach must apply to UKA/scottishathletics for a coach licence. • scottishathletics to closely monitor membership and affiliation data of each club <p>MJ requested further consideration and clarity on the definition of clubs and categories. HB added that he feels a group of people interested in any discipline of athletics and meeting our requirements should be able to affiliate as a club.</p>	DF to progress during membership review in 2024.	
7.	Finance procedures		
	<p>DA spoke on the minor amendments to finance procedures as presented in the paper.</p> <p>All amendments were approved.</p>		
8.	Honorary Life Membership		
	<p>CH spoke about the need to have a system in place for addressing any potential disciplinary matters involving HLMs, in the same way that there are systems in place for other categories of membership.</p> <p>There was a discussion on how best to take this forward.</p> <p>RM suggested further legal opinion should be sought.</p> <p>On the back of legal opinion, DO suggested bringing a paper to the Board with recommendations on how any matter should be dealt with. It was agreed that any decision on a permanent revocation of HLM status would need to be approved by the Board.</p>	CH to provide paper to the Board	

9.	Building a Culture of Success		
	<p>DF presented an update on the Clubs and Pathways, and Community Impact and Health pillars of the strategy.</p> <p>DF invited questions.</p> <p>CO offered to support Club Leaders Academy to share experiences. DF widened offer out to the Board if anyone else is also willing to support.</p> <p>Slides attached.</p>		
10.	Performance update		
	<p>MP updated on performances at the World Para Championships and the World Championships offering reflections on each.</p> <p>MP invited questions.</p> <p>Taking Josh Kerr as an example, PJ offered a summation of all those involved at scottishathletics at the various stages of an athletes' pathway required to achieve a gold medal at the World Championships,</p> <p>TO highlighted the potential benefits if we could attach a financial element to this piece.</p> <p>Slides attached.</p>		
11.	UKA update		
	<p>UKA are continuing to restructure. Staffing structure outside of performance roles has reduced by a third. Coaching and officiating responsibilities are moving to the home countries. Consideration is also being given to the funding of age group and non-Olympic discipline teams. In the coming weeks, UKA are planning to tender for partners to establish an Athletics Integrity Unit. Further information will be shared on the AIU in due course and consideration given as to whether the AIU is something scottishathletics wish to be involved in.</p> <p>PJ suggested writing a letter to CGS and CGF about the importance of the Commonwealth Games for our athletes.</p>	CH to consult CGS about best approach	
12.	Finance update		
	<p>DA updated the Board that the auditors wish to make a late presentational adjustment relating to deferred income, to the 2022-23 financial accounts. This is likely to result in an additional surplus of £30,000 to the 2022-23 accounts and will mean a reduction to income of £30,000 to the 2023-24 forecast.</p>		
13.	Q1 Management Accounts		
	<p>DA updated the Board on the first three months financial performance. Quarter 1 has performed slightly worse overall, against expectations. A deficit of £55,000 was forecast against an actual deficit of £58,500.</p>		
14.	Equality update		

	<p>Inclusion in Sport framework. We were part of the pilot and will be in the first cohort going through the new Inclusion in Sport framework.</p> <p>FS transitioning to new role with increased time focussed on equality. FS will be working with CH and the team to develop a revised Equality Action Plan.</p>		
15.	Transgender inclusion in sport		
	<p>Tender for consultation around transgender inclusion is being published by UKA. Tender going out this month. The consultation will consider what steps can be taken within the boundaries of the rules set by World Athletics to support inclusion for trans athletes.</p> <p>Interim position still in place with UKA following the WA position for licensed events. Will be brought back to the SA board for further discussion at the appropriate time.</p> <p>FAQ's being developed across UKA and the HCAF's.</p> <p>TO asked if we are still monitoring the time committed to this work. CH confirmed that we are but that in recent months that commitment has mostly been for CH and FS to attend meetings.</p>		
16.	AOB		
	<p>UKA Board update – Tuesday 26th September – 18:30</p> <p>DO spoke on behalf of scottishathletics and thanked all directors, whose final term ends at the AGM on 30th September, for their significant contributions to the sport - Hugh Buchanan, Margaret Brown, Leslie Roy and Ron Morrison.</p>		
17.	Date of next meeting		
	<p>Board meeting dates for 2023</p> <ul style="list-style-type: none"> • Monday 20 November 2023 <p>AGM – Saturday 30th September (online) National Club Conference – Saturday 28th October, Glasgow Annual Awards Dinner – Saturday 28th October, Glasgow</p>		