

Minutes of the Board					
Date/Time	18 November 2024	Location	Caledonia House		
Attendees	Initials		Attendees	Initials	
David Ovens	DO	Chair	Dawn Allan	DA	Head of Operations
John Rodger	JR	President	Mark Pollard	MP	Head of Performance
Colin Hutchison	CH	Chief Executive Officer	David Fallon	DF	Head of Development
Diane Ramsay (online)	DR		Peter Jardine	PJ	Head of Communications
Helen Fallas	HF		Julie Mollison	JM	Head of Coaching and Welfare
Alistair Aitchison	AA		Ally Love	ALO	Head of Competition
Jill O'Neil	JO'N		Francesca Snitjer	FS	Executive and Equalities Officer
Chuxx Onyia (online)	CO				
Michael Johnston	MJ				
Alison Lunn	AL	sportscotland Representative			
Graeme Oudney	GO	Chair of Audit and Risk Committee			

Apologies	Initials	
Terry O'Hare	TO'H	
Eilidh Doyle	ED	

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 09 September 2024 and matters arising	All
5.	CEO Report – with updates and discussions on critical items and sub-strategy	CH
6.	National Records Ratification	DR
7.	CRM System	CH
8.	BACOS sub strategy – Foundations, Leadership & Culture	CH/DA
9.	BACOS sub-strategy – Clubs and Pathways	DF
10.	Grangemouth Stadium	DO/CH
11.	Commonwealth Games	CH/MP
12.	Anti-Doping	MP/ED
13.	Annual Awards	JR/CH
14.	Finance Update	DA
15.	EDI Update	FS/CH
16.	AOB	All
17.	Date of next meeting: Monday 20 th January 2025 Other meeting dates for 2025:	All

	<ul style="list-style-type: none"> Monday 17th March 2025 Monday 9th June 2025 Monday 8th September 2025 Monday 17th November 2025 		
Ref	Discussion/Resolution	Action	Update
1, 2	Welcome, Introductions and Apologies.		
	DO welcomed everyone to the meeting. Apologies were received from TO'H and ED. DR and CO joined the meeting remotely.		
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 9 th September 2024 were approved. Matter arising: Item 11 – An update on Grangemouth Stadium is on the agenda.		
5.	CEO report		
	<p>CH updated on the circulated report highlighting the following:</p> <p>Item 1: CH advised that the recruitment process for a new Board member will now commence following the departure of Jo Butterfield. CH/DO will carry out a review and gap analysis of skills and experience before going out to ad.</p> <p>scottishathletics staff will be moving into their new office accommodation at Peffermill on the 2nd December. Storage requirements are being reviewed.</p> <p>Item 3: Thanks were relayed to scottishathletics Membership Administrator, Carol Robison, and Historian, Arnold Black, who are both retiring before the end of the year.</p> <p>Item 4: Congratulations were relayed to the athletes who have been nominated for the Olympic and Paralympic World Class Programme for 2024/25. Also noted were those selected for the Futures Programme.</p> <p>It was advised that David Smith, Connor Henderson and Derek Rae have announced their retirement. The Board relayed their thanks to all three athletes for their commitment to the sport and for their contribution to athletics across Scotland and the UK.</p> <p>CH highlighted actions which are currently being worked on to further enhance relationships, collaboration and growth across event groups, including a series of roadshows in 2025.</p> <p>Item 8:CH updated on the positive start to the cross country season with high entry numbers at both the National Cross Country Relays and the Short Course. The Annual Awards Dinner continues to receive great support and was attended by approximately 490 guests.</p>		

	<p>Item 9: Congratulations were relayed to all nominees and winners at the various Awards. scottishathletics have been shortlisted for Governing Body of the Year at the Team Scotland Awards next month.</p> <p>Item: CH updated the Board on welfare and disciplinary matters.</p> <p>CH invited any questions.</p> <p>There was a short discussion on the annual awards. The importance of engaging with stakeholders effectively was highlighted, including how decisions on nominations are made. CH advised that this item is on the agenda later for further discussion, however, stakeholder management and the Marketing and Communications Plan are actions in the sub-strategy.</p>		
6.	National Records Ratification		
	<p>The following records were approved by the Board:</p> <p>OUTDOOR</p> <ol style="list-style-type: none"> 1) 3 x 800 Metres –Men – National, Native and All-comers (existing record 5:44.48 – Cambuslang Harriers, 2023) 5:43.19 Cambuslang Harriers Ayr 23 June 2024 Team: Christopher McLew, Jamie MacKinnon, Andrew McGill Event: Scottish Relay Championships 2) 3 x 800 metres – Women – All-comers (existing record 6:46.71 – City of Glasgow AC, 1992) 6:43.21 Edinburgh AC Ayr 23 June 2024 Team: Margot Wyrwoll, Kirsty Walker, Beth Ansell Event: Scottish Relay Championships Note: Not eligible for National or Native records as Wyrwoll & Ansell do not have Scottish eligibility 3) 1500 metres – Women - National (existing record 3:54.50 – Laura Muir, 2021) 3:53.79 Laura Muir (Dundee Hawkhill Harriers) Paris 7 July 2024 Event: Meeting de Paris & Wanda Diamond League 4) 800 metres – Under 20 Men (existing record 1:47.53 – Graham Williamson, 1979) 1:47.46 Jamie Phillips (Kilmarnock Harrier & AC) Bury 24 July 2024 Event: BMC Gold Standard Races 5) 80 metres hurdles – Under 15 Boys (existing record 11.12 – Joel McFarlane, 2015) 11.06 Murray Taylor (Inverness Harriers AAC) Grangemouth 4 August 2024 Wind speed: +0.9 Event: UK Youth Development League – Scottish Final 		

	<p>6) Pentathlon – Under 13 Boys (existing record 2,020 – Ross Finlayson, 2000) 2,089 Joseph Lanahan (Shettleston Harriers) Dundee 14 July 2024 1.56 HJ, 12.66/+0.5 75mH, 9.44 SP, 5.18/-1.2 LJ, 2:36.59 800m Event: Scottish Combined Events Championships</p> <p>7) 800 metres – Women - National (existing record 1:56.73 – Laura Muir, 2021) 1:55.61 Jemma Reekie (Kilbarchan AAC) London 20 July 2024 Event: London Athletics Meet & Wanda Diamond League</p> <p>8) 1500 metres – Men - National (existing record 3:29.05 – Josh Kerr, 2021) 3:27.79 Josh Kerr (Edinburgh AC) Paris 6 August 2024 Event: Olympic Games</p> <p>9) 1500 metres – Women - National (existing record – see 3 above) 3:53.37 Laura Muir (Dundee Hawkhill Harriers) Paris 10 August 2024 Event: Olympic Games</p> <p>10) Long jump – Under 13 Boys (existing record 5.33 – Connor Malley, 2013) 5.59 Joseph Lanahan (Shettleston Harriers) Grangemouth 11 August 2024 Wind speed: +0.2 Event: Scottish Under 13 Championships</p> <p>11) 1500 metres steeplechase – Under 17 Men (existing record 4:18.07 – Scott Green, 2009) 4:18.02 Andrew Baird (Ross County AC) Loughborough 31 August 2024 Event: UK School Games</p>		
7.	CRM System		
	<p>CH updated on the process to assess and identify a new CRM supplier from April 2025. He advised that the focus of the current provider is now on developing systems for clubs and therefore scottishathletics requires to change system to maintain pace with customer expectations and developments within CRM systems.</p> <p>scottishathletics is now seeking the Board's approval to enter a 3-year contract with JustGo to provide our CRM system.</p> <p>This was approved by the Board.</p>		
8.	BACOS sub strategy – Foundations, Leadership & Culture		

	<p>CH and DA presented on Foundations, Leadership & Culture highlighting the following:</p> <p>The Coaching Focus Group met for the first time last week.</p> <p>The progress, priorities and challenges under Leadership and Culture, including:</p> <ul style="list-style-type: none"> • facilities infrastructure and how we best position ourselves to unlock funding in the future • recruitment into commissions and sub-groups • stakeholder engagement plan – preparing for future audits and ensuring a link to Marketing and Communications plan. • Mid-term review of the strategy • Articles of Association review and redraft. <p>The progress, priorities and challenges under Foundations including:</p> <ul style="list-style-type: none"> • EDI –culture and leadership identified as the two areas of initial focus • Promotion of female leaders and tracking females in leadership roles • The need for more focus on sustainability <p>CH relayed thanks to DA for her time and efforts on the office move.</p> <p>DO asked if there were any areas of challenge for staff? DA advised that there are a lot of reporting requirements for senior management. AL noted that reports are a requirement of public funding.</p> <p>There was a discussion about how to communicate the changes and improvements being made, and the importance of monitoring them.</p>		
9.	BACOS sub-strategy - Clubs & Pathways		
	<p>DF presented on Clubs and Pathways highlighting the following:</p> <ul style="list-style-type: none"> • An update on club education, membership and national projects, including the new Run, Push, Jump, Throw initiative. • The success of the 2024 National Club Conference • An update on membership figures, highlighting that individual membership as of November 2024 is at 13,347, which is the highest ever figure. • 142/147 clubs have affiliated for 2024/25 so far. • An update on Club Together investment and funding • Cohort 4 of the Club Leaders Academy including development and future sessions. DF relayed thanks to JO'N for her support on the Academy. • The launch of the new Run, Push, Jump, Throw project. <p>DF invited questions.</p> <p>There was a discussion on the decline of some age groups for membership and the possible reasons behind this. There is hope that a new CRM system will provide more accurate break down of club members as well as those who are entering our events.</p>		
10.	Grangemouth Stadium		

	<p>CH updated on Grangemouth Stadium, advising that a business plan was submitted to Falkirk Council at the end of September. Initial feedback from the Council has been received and a response is now being prepared.</p> <p>Any updates received before the next meeting will be communicated to the Board via email.</p>	<p>Updates on Grangemouth to be communicated in due course</p>	
11.	Commonwealth Games		
	<p>MP provided an update on the Commonwealth Games for 2026, which will be held from 23rd July to 2nd August.</p> <p>It was agreed for the selection policy to go to Board for ratification.</p> <p>JO'N thanked PJ for the positive messaging on social media around the Games.</p>		
12.	Anti-Doping		
	<p>MP updated on anti-doping and advised that a paper would be circulated post meeting.</p>		
13.	Annual Awards		
	<p>Following some discussion on social media around the shortlists for the Annual Awards, JR updated the Board on how the awards are decided by the Nominations Committee. There are criteria for each award, and this is reviewed regularly. It was agreed to update the criteria and Terms of Reference for the Committee for next year and to communicate this to the wider sport.</p> <p>It was advised that criteria for the open nominations is published on the nominations form.</p> <p>Honorary Life Membership receives a large number of submissions each year</p> <p>CO enquired how things are communicated, and if the criteria should be published on the website for members for all the award categories.</p> <p>It was also highlighted that the coach and athlete awards are separate awards based on their own criteria. These are looked at independently from each other.</p>	<p>Nominations Committee to review/update Awards criteria and Terms of Reference to be published each year</p>	
14.	Finance Update		
	<p>DA presented to the Board highlighting variances, and timing differences. Income from affiliation fees and levies is higher than expected, whereas membership is lower than expected. These variances are related to the timing of the receipts, and this is expected to level out over the course of the year.</p> <p>As with quarter 1, quarter 2 is ahead of expectations, by around £18k.</p>		
15.	EDI Update		
	<p>CH advised that the Transgender Policy went to the UK Athletics Board in October, but the Board have requested further changes. The final policy will be communicated to the Board in due course.</p>		
16.	AOB		
	<p>The Board wished to acknowledge the centenary season of the East District League and in particular the role of Alex Jackson who was seconded as secretary to the League in 1984, and has since played a key role in all 119 meetings.</p>		
17.	Date of next meeting		

	Monday 25 th January 2025.		
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