

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
 7 NOVEMBER 2018 at CALEDONIA HOUSE, EDINBURGH

Present George Liston President and Chair (GDL)
 David Carson Finance Director (DC)
 Hugh Kernohan Director, Performance and Governance (HK) - via Phone
 Ross Morrison Director, Safeguarding/Development (RM)
 Gail Prince Independent Director, Communication and Events (GP)
 Sheila Anderson Director Human Resources and Equality (SA)
 Martyn Foley Director of Events (MF)
 Jennifer Griffin **sportscotland** Partnership Manager (JG)

In Attendance Vincent Bryson Chief Operating Officer (VB)
 Jacqui Dunlop Minute Taker

	Item	Action
1	<p>Introduction</p> <p>1. <u>Welcome and Apologies for Absence.</u></p> <p>Apologies were intimated on behalf of Morven Shaw.</p> <p>2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interested declared.</p>	
2	<p>Minutes of Previous Meeting and Matters Arising</p> <p>2.1 <u>Review of Minutes of 5 September 2018</u></p> <p>It was unanimously agreed that the minutes of the meeting of 5 September 2018 were a true and accurate reflection of the meeting.</p> <p>2.2 <u>Action Points from Previous Minutes</u></p> <p>Action points from the previous minutes were gone through.</p> <p>a) <u>Safeguarding</u> – RM confirmed that he had gone through the Safeguarding Standards with LA and will circulate to the Board and there nothing outwith Scottish Fencing’s control which would stop them achieving the 100% required by March 2020.</p> <p>b) <u>Swordmark</u> – it was agreed that the Swordmark actions would remain.</p> <p>c) <u>#ThisGirlFences</u> – VB noted that this was a good idea which hadn’t been executed well. There is still some ongoing activity and LA has picked this up.</p> <p>d) <u>sportsaid</u> – HK confirmed the application process for sportsaid, with Scottish Fencing to submit 6 applications. Those interested in applying have been asked to submit their applications to HK by 23 November and then Scottish</p>	RM

	<p>Fencing will make the selection. HK agreed to lead the selection process but would appreciate volunteers to help with this and GDL agreed to assist.</p> <p>It was noted that all other actions had been completed.</p>	<p>HK/GDL</p>
3.	<p>Chair's Report</p> <p>a) <u>World Championships</u> - GDL congratulated SA on her success at the World Championships where she won lady veteran individual bronze medal and team gold. Congratulations were also extended to Mike McKay who won Gold in the Team event. The Board wished Stephen Rennie a quick recovery following his recent accident.</p> <p>b) <u>Commonwealth Fencing Federation</u> – the calling notice for the AGM of the Commonwealth Fencing Federation had been received. GDL agreed to speak to those out in Australia who would be able to represent Scottish Fencing at the AGM.</p> <p>c) <u>sportscotland</u>– GDL thanked JG for her support of Scottish Fencing and congratulated on her new appointment when she will leave sportscotland to take up a position with Scottish Rugby.</p> <p>JG noted that Scottish Fencing's presentation at the recent Investment Review had been positive and there had been admiration from sportscotland representatives for how far the organisation had come. The panel had noted the detailed data provided and there is now confidence in the organization with a buzz around the sport. Sportscotland had felt that there was confidence in the plan and that the investment was being used in an appropriate way. A decision on the investment should be known in February 2019.</p> <p>GDL thanked the members of the Strategy Sub-Group for the contribution and noted that it was important to ensure that Scottish Fencing delivered on the plan.</p> <p>VB confirmed that he had submitted detailed targets to sportscotland following the investment review meeting.</p> <p>d) <u>Volunteers</u> – GDL noted that there will be a focus on parallel data capture of current volunteers to ensure that there are no last-minute Facebook pleas for volunteers.</p>	<p>GDL</p>
4	<p>Priority Areas</p> <p>Development Review – Blair Cremin (via Telecon)</p> <p>Blair Cremin reported that his two main areas of focus are the Swordmark clubs and Membership Growth. He is now six months in post and have seen all of the main clubs and met all the Swordmark Clubs.</p> <p><u>Swordmark</u> - He gave an update on the seven clubs which he thought should achieve Swordmark status by the end of the year, and with three clubs currently Swordmarked that would make 10. GDL noted that he was pleased with the geographical spread of the Clubs. GP will be in the Highlands in December and offered to visit Elgin Duellists if that would be beneficial.</p> <p>It was noted that the target was for 12 Swordmark Clubs by the end of March. Blair</p>	

	<p>Cremin noted that these clubs were ones which he was confident would achieve by the end of March; there were other Clubs which may also achieve Swordmark status, so he was confident that the target would be met.</p> <p>There was a discussion around the Edinburgh Fencing Club and Blair Cremin agreed to contact them to see what support could be offered.</p> <p>It was agreed that the Swordmark clubs would be given more prominence on the Website.</p> <p><u>Membership Growth</u> – South Lanarkshire Leisure are providing taster sessions for schools in the area and it is hoped a new club can be formed from these sessions.</p> <p>Royal High School are starting a new club and currently there are 12-15 pupils interested. A committee is in place and active schools are involved. It is hoped that it will be a metal club and are relying on a funding application for equipment. If the funding application is not successful, they will look at borrowing equipment or use plastic until they can fundraise. It was noted that the costs involved for starting a club are £10,000. Blair Cremin noted that when creating new clubs, they will ensure that it will be Swordmarked from the outset.</p> <p>Universities are another area of growth. One university has claimed it has 200 members, but this is not reflected on Sport80. Blair Cremin noted that he has had discussion with SSS to see what can be done to encourage student recreational fencers and what support is required from Scottish Fencing.</p> <p>It was noted that there needs to be opportunities for all novice fencers to compete against their peers.</p> <p>Actifence – this is a small club in Laurencekirk with 6-10 juniors who will hopefully be signing up to U18 membership in January.</p> <p>West Fife – there is a relationship with Active Schools and they are delivering sessions for them. 4th year pupils could select Fencing and this activity is being carried out at Wellwood.</p> <p>Disability Fencing – conversations were happening to provide better opportunities for Disabled Fencers and a meeting with SDS would be held at Wellwood. SDS was keen to help write a fencing-specific disability inclusion training course. GDL noted a spinal unit in Glasgow had expressed an interest in fencing; BDFA was pursuing this and he would keep the Board updated.</p> <p>Blair Cremin was thanked for his informative update.</p>	VB
5	<p>Record of Decisions made Outside a Board Meeting</p> <p>An invoice had been returned to Wales (COO to provide details)</p>	
6.	<p>Chief Operating Officer's Report</p> <p>VB submitted a report (copy on file). The Monthly summary was noted as:</p>	

	<ul style="list-style-type: none"> • Scottish Open 2018 Delivery achieved. • CFC preparations continued: only 2 staff travelling. • Membership currently 945 (Monday 4th November). • Strategic Review delivered to sportscotland September 19th. • New partnership manager appointed: Barry Cook, an external appointment from Active Schools East Renfrewshire. • Coach Education weekend completed: 2 new coaches at Level 2. • 1st YDS event completed with support from SF Development Grant. • “Champion Minded” conference with Allistair McCaw and coalition delivered 3rd-4th November. • CFC preparations “on piste” were now complete. <p>Other points which arose:</p> <ul style="list-style-type: none"> • Competitions Sub-Group was going live imminently: candidates from competition providers identified by DIRDEV. • Draft Volunteer strategy issued to Board as part of papers – role descriptors drafted by CDM and Administrator. 	
7.	<p>Sportscotland Update</p> <p>JG reported that ActiveScotland Outcome framework had surveyed 10 governing body clubs which had received DCI or were hubs. They now wanted to redo they survey at the end of month and survey all clubs, after which sportscotland would collate and provide Scottish Fencing with any information which related to its clubs. It was agreed that Scottish Fencing would like to be part of the survey and this should be confirmed to Patricia Horton by 12 November.</p> <p>A women and girls in Sport Award would be launched. This would be a closed application process and further information would be disseminated at a later stage.</p> <p>The women in Sport Leadership Award was now active and applications would close at the end of the month.</p> <p>A regional development day was being held on 21st November and it was confirmed that both the COO and CDM were attending on behalf of Scottish Fencing.</p> <p>The partnership manager, Barry Cook, would be in touch with the Board. JG thanked the Board and noted that she had genuinely enjoyed working with Scottish Fencing and was excited for where the organisation was now.</p>	

8.	<p>Submitted Papers</p> <p>1. <u>Financial Position</u></p> <p>DC had submitted reports and noted that the cash position at the end of October was £75,000.</p> <p>SA noted that there had been discussion in June about concerns over the budget; however work had been done to cut back on various items and there had not been a loss from the Scottish Open as had been anticipated. DC noted that there was no danger of Scottish Fencing running into its reserves.</p> <p>The accounts for the year to 31 March were submitted and showed an operating deficit of £4,500 for the year. It was noted that, over the last four years, one year there was a loss then the organisation built up reserves and DC noted that it would be better to have a smoother cycle and that a budget should be produced and then this should be stuck to. It was noted that the locations of competitions can have a huge impact on budgets. It was agreed that having two years' investment would help with the financial planning.</p> <p>VB noted that SSA had a preferred accounting partner and he would contact them to get a quote for auditing the accounts.</p> <p>It was agreed the new presentation of the accounts was good and that it allowed for better financial planning.</p> <p>2. <u>Directors' Terms</u></p> <p>HK had issued a report to the Board on the Election, Appointment and Retirement of Directors. The Board approved the recommendations as undernoted:</p> <p>a) DC was re-appointed for a four-year term.</p> <p>b) GP's appointment would run for four years, in line with those of the elected directors.</p> <p>c) COO was to make the necessary return about MS to Companies House immediately.</p> <p>d) Scottish Fencing would announce an intention to seek nominations for three Directors, with an election to be held in February, if more than three nominations were received, and invite members to consider whether they wish to stand.</p> <p>e) HK to draft bye-laws for the nomination and election procedures.</p> <p>It was noted that the elections for Directors ran separately to the AGM and there was no requirement to have an AGM in order to elect Directors. It was agreed that the AGM would be publicised at the same time as the Directors' appointments were announced; it would take place during June (date to be confirmed).</p>	<p>VB</p> <p>VB</p> <p>HK</p>
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8.	<p>AOCB</p> <p>a) <u>Scottish Open</u> – MF submitted a report on the Scottish Open. The event made a profit of £520 compared to a loss of £2,796 the previous year. MF noted that his was primarily due to the hall hire. The areas for consideration for next year’s competition included:</p> <p style="padding-left: 40px;">Date of competition (October was a busy time) Consideration given to making it a 3-day event Event Categorisation Student Discount Prize Money Buy a backdrop Size of Venue Consider using Movers</p> <p style="padding-left: 40px;">GDL thanked MF and his team for organising the Event. VB confirmed that a de-brief had been carried out.</p> <p>b) <u>Volunteer Strategy</u> – GDL had submitted an input to the developing Volunteer Strategy and this would be progressed. Job Descriptions were being produced.</p> <p>c) <u>Board Meetings</u> – it was agreed that the next meeting would be on 16th January 2019. SA agreed to submit a proposal on how many Board meetings there should be in a year.</p> <p>d) <u>Scottish Schools Competition</u> – GP had received communication from a parent of a fencer regarding the clash of dates with the Scottish Schools and an event in London. RM noted that he had discussions with the organiser of the Scottish Schools but noted that a lack of action on behalf of Scottish Fencing had meant that the date had not been changed. It was noted that the Scottish Schools Championship was not a Scottish Fencing event and the Calendar Sub-Committee was being put together to address related issues.</p> <p style="padding-left: 40px;">The parent had also offered support and advice to Scottish Fencing on how Curling ran their events and VB agreed to contact them regarding this.</p> <p style="padding-left: 40px;">VB confirmed that the parent had also been invited to provide input via the Calendar Committee.</p> <p>e) <u>Commonwealth Games Youth Trust Award</u> – HK noted that two fencers had been successful in the Commonwealth Games Youth Trust. The two lady sabreurs would each receive £1,000 next year and for the next two years should they continue to progress. VB agreed to publish this information on the website with the sportsaid information when that was available.</p>	<p style="text-align: center;">SA</p> <p style="text-align: center;">VB</p> <p style="text-align: center;">VB</p>
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