

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
30 SEPTEMBER 2020 BY MICROSOFT TEAMS

Present	George Liston	President (GDL)
	Sheila Anderson	Director of Operations (SA)
	Ross Morrison	Director of Safeguarding (RM)
	Paul Vaughan	Director of Talent and Performance (PV)
	Morven Shaw	Commercial Director (MS)
	Adam Szymoszowskyj	Director of Development (AS)
In Attendance	Vincent Bryson	Chief Executive Officer (VB)
	Barry Cook	Sportscotland Partnership Manager (BCK)
	Liz Anderson	Minute Taker

	Item	Action
1	<p>Introduction</p> <p>1.1 <u>Welcome and Apologies for Absence</u></p> <p>The Chair welcomed everyone to the meeting. Apologies were intimated on behalf of Hugh Kernohan (Director of Governance), Gail Prince (Independent Director), Martyn Foley (Director of Events) and David Carson (Finance Director).</p> <p>1.2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interest declared.</p>	
2	<p>Minutes of Previous Meeting and Matters Arising</p> <p>2.1 <u>Review of Minutes of 26 August 2020</u></p> <p>The minutes of the meeting of 26 August 2020 were agreed.</p> <p>2.2. <u>Matters Arising from Minutes of 26 August 2020 but not on the Agenda</u></p> <p>There were no matters arising from the Minutes of 26 August 2020.</p>	
3	<p>CEO Report</p> <p>VB reported that he was involved in discussions around the future of sport in Scotland and the funding required to support smaller SGBs during the current pandemic. Media coverage was mainly focused on larger professional sports – football and rugby – and VB was ensuring that the smaller SGBs were also heard.</p> <p>Working with other SGBs, VB had regular discussions with Stewart Harris (SH). On Friday he was due to meet with SH and the Minister for Sport. Fencing was in a good place and VB was helping to raise the Sport’s profile in these meetings. VB had highlighted Project Forte and the changing lives focus; with one club (Salle Ossian) expanding their facility and</p>	

	<p>another (Dunblane Fencing Club) looking to find a facility these were positives to show how sport was still growing and adapting to changing circumstances.</p> <p>Supported by VB, LA had applied for a place on the next cohort of Changing Lives Champions.</p> <p>AS updated the Board on his discussion with Phil Carson (PC) regarding the coach education review. AS agreed to keep PC informed. SF needed to take this time to reflect and to build a strategy around people development. CIMPSA was a fantastic opportunity but SF would need time to develop this.</p> <p>VB reported that members were down 99 from the same time the previous year. It was unlikely that SF would see the increase in student membership that was normally seen at that time of year.</p> <p>LA and PV had been in touch with Scottish Student Fencing to ensure student clubs were aware of, and operating within, current guidance. BCn and Matt Pocock (MP) were planning a workshop with student clubs to support them further with their risk assessments. VB added that MP was very effective and engaged in this process.</p> <p>SA offered to develop a paper regarding finance. Over time, SF had reduced the number of ways it could raise money and membership fees were key to SF funding.</p> <p>BCn launched the next Pathways squad earlier that week: some fencers had already signed up. The related budget was shared in the Board folder. This year there was only one payment for fencers (unlike the previous year, when payments were made separately for hoodies and for the contribution to staff costs for Poland). With everything included this time (hoodie, contribution to staff costs) the total amount was similar to what had been paid last year. BCn hoped that there would be a surplus at the end of the year. The Pathways this year will segue into BF's performance programme as Sam Parfitt from the True Athlete Project is the expert adviser. Sam currently works with BF on their performance programme.</p> <p>BCn is working on a joint project with Scottish Archery around a performance coaching series with Allistair McCaw (AMc) for November. Board members would receive an invitation. Whilst this was a <i>pay what you can</i>, there was a suggested amount for attendees to pay. The format is two sessions with AMc, who would set some work for attendees to complete before the second session. Between sessions, BCn would facilitate a session for participants to discuss the homework set by AMc. SF and Scottish Archery would receive half of any funds raised as these training sessions would be open to anyone from the wider sporting community.</p> <p>The Scottish Open had been officially cancelled with Inverclyde and VB/GL would announce this in the next Board communication which goes to members.</p> <p>VB attended SSA AGM; there was nothing to report.</p> <p>The Board discussed selection for next year's CJCFC. RM suggested that there could be so few eligible for selection in some weapons that SF could pick a team at Christmas and arrange training in the following months. CFCs were now in line with World Cup events; teams of four but five could fence in the individual event. Should SF consider sending a team of four? It was suggested that the staff team was Head of Delegation (Team Manager) plus three coaches.</p>	<p>AS</p> <p>SA</p> <p>VB/ GL</p>
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	VB updated the Board on BF's future athlete performance programme.	
4	<p>Priority Areas</p> <p>4.1 Lockdown Activity</p> <p>BCn was working with Actify under the Changing Lives banner to create an information hub. The videos Keith created earlier would go live on the hub. There were three topic areas:</p> <ul style="list-style-type: none"> • How to (which would include Fencing at Home and eventually People development) • Fencing with plastics (for anyone leading a fencing activity without a background in fencing) • Changing lives <p>The priority area was building content for the How To Fence at Home section. This would launch in the coming weeks.</p> <p>4.2 AGM</p> <p>The board suggested 10 December 2020 as a potential date for the AGM. VB agreed to start work on an Annual Report.</p> <p>The AGM was likely to be an limited scope of business: there were no director vacancies and no awards. (<i>Post-meeting note: status of awards to be reconsidered.</i>) The AGM was likely to be a financial update followed by the opportunity for members to ask questions.</p> <p>VB will ask directors for reports in the coming weeks.</p>	<p>VB</p> <p>all</p>
5	<p>sportscotland Update</p> <p>BCK reported that updated guidance had been released, with the major change being that anyone coaching indoors had to wear a face covering. There was a recognition that there needed to be a balance between wearing a face covering and how coaches communicated, particularly when coaching younger people and sportscotland was looking for feedback on this change.</p> <p>Following the announcement of the COVID recovery fund BCK reported that sportscotland could release details on what SGBs can apply for and the application process in the coming weeks. There are no details available yet. BCK added that he expected that SF would be eligible.</p> <p>Regarding the first 6 months of investment, SF was to complete a tracker document giving a breakdown of what finance was looking like and what funds if any were diverted to staffing. There was still a lot of work behind the scenes and SGBs were achieving a lot of sport development; this tracker allowed SGBs to highlight this. sportscotland would issue another tracker for the final 6 months at the end of the investment period.</p> <p>BCK added that VB was well informed as Chair of the CEO group and assured the Board that SF's voice, and that of other SGBs, was being heard within both sportscotland and the Scottish government.</p>	

6	<p>Financial review</p> <p>DC submitted a report by email. The £10K grant from City of Edinburgh Council for COVID had given SF an 18-month period of grace before SF would require to use reserves.</p> <p>The Board noted their thanks to sportscotland for the flexibility in SF's investment which was of great benefit to the organisation.</p> <p>Work was still needed on finding ways of revenue generation. VB reported that Morven had shared ideas for income generation . GDL suggested discussing this outwith the Board meeting.</p> <p>VB would look for advice on the job-support scheme to see if SF was eligible. Board may decide to look other ways to save funds. VB would share details once he had further information.</p> <p>AS suggested a series of coach education with speakers on different topics. Attendees sign up and pay monthly. VB had asked BF asked for weapon coaches for a technical master class: VB to follow up. This would be charged for and not a <i>pay what you can</i>.</p>	<p>VB</p> <p>VB</p>
7.	<p>Record of Decision Made Outside a Board Meeting</p> <p>7.1 Phase 3 Guidelines "Update to Phase 3 Guidance" following Scottish Government announcement was issued on 22 September 2020.</p> <p>SF guidance was updated to include wearing masks when coaching indoors and there were also further updates on making the guidance more equitable. Board agreed this update to guidelines.</p> <p>7.2 Coach Education / People Development Strategy</p> <p>VB reported this had been captured by PV and actioned by AS.</p>	
8.	<p>Submitted Papers and Areas for discussion</p> <p>The Board had no further business to discuss.</p>	
9	<p>Calendar</p> <p>15 October 6pm – Informal Board Meeting 4 November 6pm – Board Meeting 19 November 6pm– Informal Board meeting 3 December 6pm – Board meeting 10 December 7pm- AGM</p>	