

**SCOTTISH FENCING LTD**

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
16 APRIL 2020 at CALEDONIA HOUSE, EDINBURGH

Present	George Liston	President (GDL)
	Sheila Anderson	Director of Operations (SA)
	Ross Morrison	Director of Safeguarding (RM) - item 2
	Hugh Kernohan	Director of Governance (HK) – by Conference Call
	Gail Prince	Independent Director, Strategy (GP)
	Paul Vaughan	Director of Talent and Performance (PV)
	Morven Shaw	Commercial Director (MS) – by Conference Call
	Adam Szymoszowskyj	Director of Development (AS)
In Attendance	Vincent Bryson	Chief Executive Officer (VB)
	Jacqui Dunlop	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 Martyn Foley, Director of Events and Barry Cook, sportscotland Partnership Manager.</p> <p>1.2 <u>Safeguarding</u></p> <p>Liz Anderson joined the meeting to provide an update on a Safeguarding case.</p> <p>1.3. <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 12 February 2020</u></p> <p>After changing the minute to reflect that it was 3 months' free membership, it was unanimously agreed that the minutes of the meeting of 12 February 2020 were a true record.</p> <p>2.2. <u>Matters Arising from Minutes of 12 February 2020 but not on the Agenda</u></p> <p>There were no matters arising from the minutes of 12 February 2020.</p>	
3.	<p>Chair's Update</p> <p>GDL and VB had a call with British Fencing to discuss the current situation and membership trends. GDL noted that the staff of Scottish Fencing had done a great job, being ahead of the game and having disseminated a lot of information to Clubs and members. The Board expressed thanks to the staff.</p>	

	<p>The current situation may allow time to identify pieces of work which can be progressed by the Board and staff without the normal operational pressures eg dialogue with current and potential volunteers.</p> <p>VB noted that it was likely that the sportscotland review would be deferred. The downside of this was that Scottish Fencing's fifth year in the investment cycle would be at Year 4 funding levels and there would not be the opportunity to apply for additional sportscotland investment. The proposed cost-cutting and income generation would now be carried into Year 5, although the first six months of 2020 were likely to be highly unusual in terms of expenditure.</p> <p>There has been a weekly on-line staff check-in which Board members were able to join and VB expressed thanks to the Board members who had joined as it was appreciated by the staff.</p>	
4	<p>Priority Areas</p> <p>4.1 <u>Lockdown Activity</u> – VB noted that a lot of focus currently was on communicating with members through social media, including the “Big Hit” podcast. Staff members had scheduled annual leave which had been taken. Blair Cremin had been contacting clubs to check-in with them and providing information about grants which may be applicable to them. The next phase would focus on education, with the aim of Scottish Fencing arranging some webinars and work was ongoing to engage guest speakers.</p> <p>Support had also been received from sportscotland, who had confirmed that they would provide 50% (£48,000) of the agreed annual investment in the next week. This would come with very few conditions attached, but it would provide payroll for staff members. The next 50% of the investment should be available in July or August. Sportscotland was also providing an opportunity to bid for post-DCI funding and Blair Cremin would update clubs on any developments on this.</p> <p>VB had been in constant communication with Barry Cook, sportscotland Partnership Manager, and was also involved in online groups for CEOs of Governing Bodies, which was proving beneficial. Sportscotland had also offered support from their communications team, so that the message for sport was maintained as there was a risk that all governing bodies would lose members. It was noted that, when any lockdown were lifted there would be no “switch flicked” which would allow facilities to open and sport immediately to return to normal. VB confirmed that currently the membership was a healthy 740 but there was the risk that members would not renew their membership and it would take three to four months to ascertain the level of renewals. Work would need to be done before then to encourage members to renew and the importance of people staying part of their clubs was highlighted.</p> <p>It was considered important that there was an exit strategy and the future of fencing in Scotland is from September onwards was discussed. The only event which Scottish Fencing has currently planned was the Scottish Open; the booking for this had been made at Inverclyde and if it went ahead it was crucial that it at least breaks financially.</p> <p>British Fencing had confirmed that all their events scheduled for April, May and June had been cancelled.</p>	

	<p>VB had contacted Team Scotland ahead of the lockdown to apply for the £5,000 grant for the Commonwealth Junior and Cadet Championships during 2021; hopefully this income would be received soon. Confirmation had also been received from British Fencing that their next payment to Scottish Fencing would be in the next three days and will be for £3,500.</p> <p>Sportscotland had asked for an anonymised cashflow forecast and LA and VB would work on these projections and send to Dave Carson for approval before submission to sportscotland.</p> <p>MS asked if the clubs were expressing worries to Scottish Fencing about their future. VB confirmed that most were not responding; the one club that had come back with concerns and they have been signposted to grants.</p> <p>PV noted that, when the lockdown ended, there would be a gradual reintroduction of employment, schools and activities and sport would likely be one of the last to be restarted.</p> <p>The Board expressed thanks to the staff team for the work they had done over the lockdown period.</p> <p>4.2 <u>2020-2021 Activity</u> – VB noted that the strategy work will continue, along with the communications and direct club engagement . He noted that the future of sports organization was unknown and there may be a different attitude on what sports bodies look like if there sports budgets are cut, noting a concern about the potential reduction in lottery funding.</p>	
5.	<p>Finances</p> <p>VB shared a budget spreadsheet which showed that, at the end of this financial year, there was estimated to be a balance of between £18,600 and £32,000. He noted that the figure was so variable because of the current situation. Dave Carson had still to review the figures and the tax situation, and a possible payment for national insurance may still be included.</p> <p>MS asked if a decision had been made regarding the furloughing of staff. VB confirmed that, as the staff were publicly funded, they were unable to be furloughed.</p> <p>RM noted that the budget projections were not as bad as they could be, as everything included in the budgets was a conservative estimate. VB noted that, if the restrictions continued, there would be no need to spend money on programmes and sportscotland and Project Forte would not recover any underspend.</p> <p>VB concluded that the end-of-year figures would not be any worse than £18,366 as long as no unexpected bills were received. VB agreed to make the spreadsheet available for the Board and discuss with Dave Carson over the following few days.</p> <p>There was still money being paid for kit storage in Fife and it GDL asked if a discussion could be held with Inverclyde regarding the storage; VB agreed to contact them.</p> <p>Thanks were expressed to VB and LA on pulling together the spreadsheet.</p>	<p>VB</p> <p>VB</p>
6.	<p>sportscotland Update</p>	

	VB confirmed that he would prepare the anonymized cashflow forecast for sportscotland.	VB
7.	<p>Record of Decisions Made Outside a Board Meeting</p> <p>There were no decisions to record.</p>	
8.	<p>CEO's Report</p> <p>The Chief Executive Officer submitted a Flash report. The two-month summary was noted as:</p> <ul style="list-style-type: none"> • Board Away Day complete – all directors and staff attended with sportscotland Partnership Manager. • Staff switched to remote working on 12th March. • Year-end Cash position was c.£27,000. • Chair and CEO joined BF home-nations' call to discuss membership (summary from BF HQ in board papers) – SF retention of 75% higher than all other home nations. • CEO joined Scottish Sport CEO's group for sharing practice (and problems). • All staff invited to SSA COVID-19 sharing channel on Slack: <ul style="list-style-type: none"> ○ Operations Manager and Pathways Manager also involved and contributing. • CEO weekly contact with sportscotland Partnership Manager. • Weekly staff/board check-in call on Wednesday – great to have so many people take part. • Sportscotland investment due in bank 22nd April (approximately). <p>SA noted that the Veterans' Home-nations' Match had been postponed until 2021 with England still to organise. Scotland had been due to host the Senior Five-nations' Match in the 2020/2021 season but had a date had not been decided. VB agreed to contact the other nations to confirm that the event would not be going ahead in November.</p>	VB
9.	<p>Submitted Papers and Areas for Discussion</p> <p>No papers had been submitted.</p>	
10.	<p>AOCB</p> <p>a) <u>Format of Meetings</u> – GDL noted that the medium of on-line meetings was working well for Scottish Fencing and would also reduce costs. It was agreed that the Board meetings would continue to be held virtually, with a periodic face-to-face meeting (when social distancing permits).</p>	
11.	<p>Calendar</p> <p>6.00 pm 7 May 2020 – informal Board check-in 6.00 pm – 10 June – Board Meeting</p>	