



SCOTTISH FENCING LTD

Meeting of the BOARD of DIRECTORS of SCOTTISH FENCING LIMITED
28 OCTOBER 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)
	David Carson	Finance Director (DS)
	Hugh Kernohan	Director of Governance (HK)
	Martin Foley	Director of Events (MF)
In Attendance	Vincent Bryson	Chief Executive Officer (VB)
	Blair Cremin	Pathways Manager (BC) – Items 1 and 2 only
	Barry Cook	Sportscotland Partnership Manager (BCK)
	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.</p> <p>1.2. <u>Declaration of conflicts of interest</u></p> <p>There were no new conflicts of interest declared.</p>	
2.	<p>Refereeing Update</p> <p>BC gave an update on Refereeing. British Fencing was working on a plan to standardise the Level 1 and Level 2 Refereeing Courses. Currently, Home Nations take responsibility for Levels 1 and 2 and British Fencing for Level 3. British Fencing was finding that those who took the Level 3 course were of varying standard, so aimed to standardise and rebrand the Level 1 and 2 courses.</p> <p>Level 1 would be an “Introduction to Refereeing” and Level 2 “Regional Referee”. The only change for Scottish Fencing would be how the courses were staffed as they would now be run by two people: a Referee Instructor/Assessor/Examiner (name to be determined), who will be responsible for the delivery of the course, and a mentor. At Level 2 this person would be responsible for mentoring the referees on the course, as happened currently at Level 3.</p> <p>All current examiners would have to apply for either or both of the new roles. BC noted that this was not a big problem for Scottish Fencing as there was only one active refereeing examiner. Scottish Fencing’s Referee Advisory Group (RAG) was looking to develop some online content; this new initiative would come first and Scottish Fencing would be in a good place to run courses online, which would make them far more accessible. The new courses would be branded British Fencing along with the Home Nations.</p>	

	<p>SA was slightly cautious given that Scottish Fencing was looking for income-generation streams currently and if there was only one person in Scotland who could qualify Referees then more people would be required. BC noted that currently, Refereeing courses did not generate income for Scottish Fencing. The RAG had discussed Referee Examiners many times and there were currently a couple of people actively looking at obtaining this qualification, although this may have been affected by COVID-19.</p> <p>It was noted that it would be a member of the RAG group who would liaise with British Fencing for all aspects of Refereeing.</p> <p>BC was thanked for his update.</p>	
3	<p>Minutes of Previous Meeting and Matters Arising</p> <p>3.1 <u>Review of Minutes of 30 September 2020</u></p> <p>The minutes of the meeting of 30 September 2020 were agreed.</p> <p>3.2. <u>Matters Arising from Minutes of 30 September 2020 but not on the Agenda</u></p> <p>a) Girls' and Women's Fund Report – VB had circulated the report to the Board and noted that Scottish Fencing was the only SGB named on the front page of the appendix (Appendix 4).</p>	
4	<p>CEO Report</p> <p>VB circulated the CEO report. He noted that membership numbers were sobering, with 715 in October 2020 compared with 921 in October 2019. Usually there would be a strong number of students and the 3-month beginners' memberships but these were not happening this year. British Fencing's numbers were 9,348 in October 2020 versus 10,575 in October 2019.</p> <p>The Women and Girls in Sport week had been a success and VB shared the social media data. Thanks were expressed to BC for the planning and co-ordination of the social media posts. SA suggested that, given the engagement with the membership, a similar campaign on another theme was considered, and VB agreed to speak to BC and LA. HK also noted the importance of the Anti-doping message and VB agreed that this should also be disseminated amongst the members.</p> <p>A COVID-19 Support Fund bid to sportscotland was being worked on by the CEO, Chair and FD.</p> <p>Two Scottish athletes had been invited by British Fencing to join the training squad for the Olympic Zonal qualifiers.</p> <p>The sportscotland six-month review had been completed.</p> <p>British Fencing had launched the Talent 2032 Programme.</p> <p>The Scottish Fencing Awards had been launched and it was agreed that the date of the AGM should be published after the next tranche of COVID-19 guidance had been disseminated.</p>	<p>VB</p> <p>VB</p>

5	<p>Priority Areas</p> <p>5.1 Board Vacancies</p> <p>HK explained that there were four directors whose terms expired in March 2021 and an election would be held to fill these vacancies. It was noted that the election, which had worked well the previous time, would be run on the same basis with nominations noted at the start of December, then three weeks to receive nominations. The four Directors whose terms expire could each stand again. MS's appointment as an additional director had been to address the Board's gender balance, and that appointment would also expire on 31 March 2021. HK explained that an additional director may not be required depending on who was elected to the four posts and it may be that the normal process would produce a gender-balanced Board. The election would be held and, when the results of that were known, the Board would consider the Board composition and then decide whether to appoint an additional director.</p> <p>As Gail Prince had stood down from the Board a decision was required about the appointment of an independent director to replace her. This was a Board decision and would be subject to approval at the following AGM, but it was up to the Board to recruit. SA noted that that this appointment should be made now and it was agreed that SA would put together a process and then decide who was involved.</p>	SA
6	<p>sportscotland Update</p> <p>BCK reported that there was a new Scottish Government strategic framework for dealing with COVID-19. All sports had had a chance to provide feedback which sportscotland would take to the Government and work on the parameters for sport. VB had relayed concerns to sportscotland over Fencing being classed as an indoor contact sport and BCK and VB were liaising on the development of guidance, which should include a clearer definition of what was a contact sport and what was permitted under these criteria.</p> <p>BCK and VB were also working closely on the COVID-19 recovery fund and there would be a meeting with John Lunn to discuss this further. Sportscotland would also have a Spectator Impact Fund, but BCK noted that Scottish Fencing should apply for the COVID-19 Recovery Fund and that there was no deadline on applications to this Fund. GDL asked about the projected investment for 2021-22 and BCK noted that the early indication was that it was likely to be on the same basis as that for the current year.</p> <p>VB noted that the staff were primed to issue five sets of guidance, with infographics, once the new Guidance had been confirmed.</p>	
7	<p>Financial Review</p> <p>DC reported that, having been sent the latest figures by LA, cash break-even was going to be optimistic. Work was ongoing on some outstanding invoices and he noted that break-even was the best case and it could be as low as a £6-7,000 deficit before the year end. The annual report on finance will be held until these figures are sorted.</p> <p>DC remained in discussion with French Duncan about the previous year's accounts and noted that this was the third year of a deficit, so reserves were gradually being eroded.</p>	

8	<p>Record of Decision Made Outside a Board Meeting</p> <p>8.1 Phase 3 Guidelines - the Board had updated the Phase 3 Guidance once since the previous Board Meeting and the Guidance was currently at version 3(f). A new, revised version of the Guidance would be issued shortly.</p>	
9.	<p>Submitted Papers and Areas for Discussion</p> <p>9.1 <u>Revenue Generation</u> MS submitted a paper on Revenue Generation which the Board discussed. The aim was for Scottish Fencing to raise £10-15K per annum and areas being looked at were online learning, webinars, grant applications, personal training, weapons coaching, fencing competitions.</p> <p>GDL noted that Scottish Fencing did not underestimate the challenge and Directors were asked to give any feedback to MS.</p> <p>DC felt that it was a very positive paper and that he was involved with a charity who had been extremely successful at grant applications and agreed to put MS in touch with them.</p> <p>MS agreed to circulate the names of the Trustees of the Robertson Trust.</p> <p>MS was thanked for producing the paper.</p>	<p>All</p> <p>DC</p> <p>MS</p>
9	<p>AOCB</p> <p>a) <u>Awards</u> – RS suggested that the Sword of Merit be named after the late Professor Bert Bracewell and GDL agreed to contact the family to confirm their support.</p>	GDL
9	<p>Calendar</p> <p>4 November 6pm – Board Meeting 19 November 6pm– Informal Board meeting 3 December 6pm – Board meeting 10 December 7pm- AGM</p>	