

## CAMANACHD ASSOCIATION BOARD MEETING

TIME: 6PM – TEAMS

### a. Minutes of last meeting – 23<sup>rd</sup> November 2023

Attending	Apologies	Conflict of Interests Declared
1. Steven MacKenzie (SM) President		Beaully, Aberdeen University
2. Daniel Palombo (DP) Treasurer		Inverness
3. Burton Morrison (BM) Competitions		GMA
4. Lyndsay Bradley (LB) Equality	Apologies	Ardnamurchan, WCA
5. Roddy McCuish (RM) Culture & Heritage		Macaulay Association
6. Kirsty Deans (KD) Youth		Badenoch Ladies
7. John MacRitchie (JMR) Officials		Lovat Shinty Club
8. Alister Mackinnon (AM)		Beaully,
9. Alan Clark, (AC)		
10. John MacKenzie (JMK) Chieftain		Newtonmore, Shinty Memories
11. Richard Gall (RG) Vice Chieftain		Fort William
12. Derek O’Riordan, sportscotland	Apologies	sportscotland
13. Derek Keir (DK) CEO		Staff
14. Karen Williamson (KW) WCA President		WCA, Aberdour
15. Jacqui Dunlop, Minutes		

#### 1. Welcome

##### a) Apologies

SM welcomed everyone to the meeting. Apologies were intimated on behalf of Lyndsay Bradley and Derek O’Riordan.

b) Conflicts of Interest

SM asked for any new conflicts of interest. No new conflicts of interest were noted.

c) Code of Conduct

SM asked if there were any updates for the Code of Conduct or the Conflicts of Interest. DK advised he will be issuing paperwork for the Board members following the AGM.

d) Bereavements

SM noted condolences for the following bereavements:

Martin "Toad" MacLean, Beaulieu

Kirsteen MacLennan, Beaulieu

Calum MacKintosh, Strathspey and Kingussie

Donald MacVicar, Oban Camanachd

Peter MacCuish, Oban Camanachd, Oban Celtic and Oban Lorne

Jamie Savage, Fort William

Seamus Stewart, Newtonmore

e) Minutes of Previous Meeting

SM noted that the minutes of the meeting of 27 September 2023 had been circulated prior to the Board Meeting and asked for any amendments. When none were forthcoming, he asked for the minutes to be adopted as a true record.

Proposed – BM

Seconded - AC

SM asked if anyone wished for changes to the redactions. There were no changes and it was confirmed that they were ready to be published.

f) Actions Carried Forward SM confirmed that all actions had been completed with the exception of:

KD	Support pack for schools – KD advised that the formatting was just being finalized so that it would be ready for sharing.	ASAP c/f
DOR	List of those who have completed Safeguarding Training – DK confirmed that DOR had given the list of those who had completed the training.	Complete
DK	Measurement for Clubs re run-off - SM noted that a proposal had been submitted to the AGM but that some measurements needed checked so the action could stay on.	ASAP c/f

DK	Discuss integration of events with HLH – DK confirmed discussions had taken place and that this would now be part of business as usual with HLH.	Complete
AC	Update Facilities Strategy – AC noted there was an update in the Board report.	Complete
DK	Awards For All applications for shinty goals for HLH facilities – DK confirmed applications had been submitted.	Complete
DK	Arrange CPD for HLH staff – discussions had taken place to agree the training required for HLH staff and this would be planned into the operational plan for 2024.	Complete
DK	Upload March and May minutes to website – DK said he’d need to check if these had been uploaded. SM noted the September minutes could also be uploaded.	ASAP c/f
SM/DK	Produce terms of reference required for each sub-committee – SM noted this was an action he had not completed. It would need to be picked up by DK in conjunction with the new President and Board.	ASAP c/f
DK	Update files for risk management policy and risk register to Excel – SM noted this was another action he had not had time to complete but offered to format the files for the January Board meeting.	ASAP c/f
DP	Long term budget over 5 years to be developed – SM noted this was completed and in the Finance papers.	Complete
DP	Draft budget to be signed off by the Finance Committee and then Board by the November Board meeting – SM again noted this was in the Finance paper. It was to be signed off by the Board.	Complete
DK	Conflict of Interest Form/Code of Conduct to AM – DK noted that he would be updating the conflict of interest and the code of conduct to all new directors after the AGM.	Complete
DK	Send safeguarding link to AM – SM noted this was discussed previously and all directors would be receiving the link.	Complete
DP/SM	Proposal for staff bonus plus staff holiday and benefit report – SM noted that a proposal had been formulated and was included in the Finance paper.	Complete
DP	Update and align staff on change of Focus of Development Committee and integration into Coach & Volunteer – DK confirmed he had updated the staff on the Development Committee’s and how it would be combined with the Coach and Volunteer portfolio.	Complete
DK/DOR	Connect AC with sportscotland’s facilities team – AC confirmed Sarah Robertson from the Facilities team had been in touch.	Complete
DK	Update on UKAD education - DK noted that UKAD is primarily focused on performance enhancing drug taking rather than recreational use. UKAD do not allow any mitigation for athletes in the programme so all the International players, both male and female, have to complete the education ahead of testing. This is a significant time commitment for amateur athletes. DK noted caution if this was going to be rolled out to clubs, as it is a professional approach for amateur athletes and although understanding the rationale for wishing to pass onto clubs, he was not sure if it was fit for purpose for sports like shinty. DK added that the CA are already part of the UKAD programme and	Complete

	<p>disseminate the information provided by UKAD. The CA are subject to random testing the same as any other SGB, however he considered that paying for testing over and above this may not be value for money for the CA.</p> <p>SM asked if the CA had paid for any testing. DK confirmed that they are awaiting invoices, but no testing had been completed to date as the international teams had only completed the online education in the last few weeks.</p> <p>SM asked if the testing could only take place during the Internationals. DK noted that as far as he was aware anyone who had been through the training could be tested while playing for his own team.</p> <p>It was agreed that the action was complete.</p>	
DK/SM	Write proposal for Articles of Association for Chief and Vice-Chief Term Limits – SM noted this had been completed and put forward to the AGM.	Complete
SM/BM/DK	Finalise the order of AGM Resolutions – SM noted this had been finalized.	Complete
BM/DK	Discuss potential portfolios with Director applicants – BM confirmed discussions had taken place about potential portfolios.	Complete
SM/DK	Finalise the bye-law wording for run-offs for the AGM – SM noted this was complete.	Complete
DK	Update Board on figure for Working from Home Allowance – SM noted that it was covered by the staff pay rise proposal, DP confirmed he would cover it off in the Finance paper.	Complete
DK	Check with DP Debtors Figure – DK confirmed this had been checked at the Finance committee and had been updated.	Complete
SM/DP	Sign off Accounts – SM confirmed he had signed off the accounts.	Complete
JMR	<p>Officials Committee to provide report on proposed sanctions for abusing referees – JMR noted he'd attempted to call a couple of meetings but had been unsuccessful. He would arrange a paper for the next meeting.</p> <p>DK noted that there is an annual disciplinary meeting which may be worthwhile for JMR to attend and it could be discussed then. The meeting is being held in January and JMR agreed to attend.</p>	ASAP c/f
DK	Allocate staff member to support Officials Sub-Group – DK advised Will Cowie had been aligned to the officials and would provide admin support going forward.	Complete

## 2 Matters Arising

- a) International – Men and Womens - DK reported that the Internationals had gone ahead. The Mens was the most success international that he had experienced and the support for the GAA was really comprehensive, and they want to explore further what

the scope is for next year. There was a meeting with the Scottish Government representatives who are based in Ireland who want to see the event grow. The plan is for the International to be in Scotland next year, unless the GAA come back with a prospective opportunity. DK has arranged a meeting to follow up with the GAA in December and will update the Board following that.

DK noted that it was a positive experience and thanks were expressed to the staff for delivering on short notice.

SM added that 2024 was the centenary of the Tailteann Games and this was a significant anniversary for the GAA. They had numerous events planned although final arrangements had still to be confirmed. Shinty-hurling featured in the 1924 so that's why there's a possibility that we'll be invited back to Ireland.

KW reported that the Women's experience wasn't as quite as positive as the Mens although they had two Games which was great. Because of the flooding a lot of the club games were postponed and were played on the Saturday which left some of the squads quite short. The players had a great experience and the club who hosted them on the Saturday is keen to establish links.

- b) Budget 2024-2026 (2027&28) – SM asked if he wanted to cover off the budget issues listed under Matters Arising or as part of the Finance update. DP replied that he'd cover them off under Finance.
- c) Operational Plan Draft - DK shared the draft operational plan, noting that it was a download from the App and so some functionality had been lost. The Operational Plan had been drafted through team meetings but had still to go to the line managers. Staff were challenged to think ahead in line with the strategy and identify where the CA can deliver value and benefit to clubs and the Association in 2024. The finalised version will be available from the start of January.

RC asked if there was the possibility of adding in delivery dates and a traffic light system. DK explained that the dates were in the App and that he'd look to add the traffic light system.

BM noted that it was early stages and asked that it be broken down on how it relates to the Strategic Plan. DK explained that this would be done and invited BM to attend when the Plans were reviewed. *(Action DK / BM)*

SM clarified if DK wanted the operational plan adopted tonight. DK confirmed he did. SM suggested the Board adopt the plan in principle but have a more detailed session at the January Board meeting with the new Directors also in attendance. *(Action DK)*

SM asked if anyone objected to the operational plan being adopted. No one objected.

- d) AGM - DK shared the documents which had been prepared for the AGM and the running order of the day was considered. SM noted that Agenda should be reflected to

show that the next AGM will be between 23-30 November 2024. DK agreed to update this. (*Action DK*)

AC asked if would there need to be a vote for Directors positions. SM confirmed that no vote would be required as there were four vacant Board positions available for election and four Directors standing. SM also explained that Alister Mackinnon would be co-opted to the Finance Director role at the AGM as DP was standing down.

DK noted that the plenary session will include a consultation piece related to the Shinty Story and asked AC to update the membership on the Facilities Strategy if time permitted. AC agreed to do this.

### 3. Director Reports

- a) Finance - The Finance Report was circulated. DP reported that at the last Board meeting the CA had been looking at a loss of £[REDACTED]. The Finance Committee had reviewed the accounts and had adjusted this to a potential loss of £[REDACTED]. They had also identified an issue around the replacement of the Camanachd Cup and were looking for Board approval to view this as an asset as it would result in a surplus in the 2023 accounts.

DP went through the detailed lines of the accounts. DP noted that the cost of the replacement Camanachd Cup is £[REDACTED] and the Finance committee is recommending that this is depreciated over a number of years. DP was of the view that the accountants would be in agreement with this stance and this would take £[REDACTED] out of the accounts for this year and would result in the CA being in surplus. DP noted that he would discuss with the Accountant what period the Camanachd Cup should be depreciated over. SM asked for Board approval that the Camanachd Cup be regarded as an asset with the number of years for depreciation agreed in discussion with the accountants. This was agreed unanimously.

DP reported that the Actual figures are showing a loss of £[REDACTED] and this is due to income due to be received including the remaining tranche of the sportscotland investment and when everything is in the budget should be inline with forecasts.

RM asked what was the main reason or the increased costs in the Development camps against forecasts. DK explained that it was not clear, as there was a huge increase in the numbers attending, so it looks like the charge to attend wasn't enough to cover the cost of the event, especially taking into account Development Officer time. Costs have also increased significantly. The camp washed its face but historically the cost of staff time has not been included and because of the numbers attending the camps, more coaches were attending so there were extra fees.

Five Year Projections - DP reported that the five year projections had been distributed. The 2024 figures are accurate but 2025-2028 are difficult to project. There is an assumption that all sponsorship will continue, there will be a growth in membership numbers and fees and

costs will continue to rise.

The 2024 budget is forecasting a loss of [REDACTED], and this also includes an assumption that the membership fee increases will be approved at the AGM. If the membership fee increases are not approved there will be £10,000-£11,000 less.

Another item which was considered was the Development Camp, and following discussions with DK there will not be as many attending because operationally it was difficult to manage and there would be an increase for the boys camp from £250 to £275, if it remains at £250 it will hit the bottom line.

For competition income, the finance committee were recommending an increase of £3 on adult and concession prices.

Grants to the CA are a bit of an uncertainty as they are mostly reviewed annually.

So total income for 2024 is projected to be [REDACTED] but there are a few uncertainties which could impact this.

On the Expenditure side there are inflationary increases for a lot of the costs. The Finance committee have questions the value for money for the UKAD testing and the caman making fund. If these two areas were reduced or removed this would potentially save [REDACTED]

SM suggested that the decisions regarding the ticket prices, UKAD and Caman Making should be made by the Board elected following the AGM. (*Action DK*)

DK noted that a decision was required as soon as possible on the Ticket Prices in order that the marketing for these can be done as soon as possible. SM asked for Board approval to increase the ticket prices by £3 per adult and a concession ticket. The Board approved this unanimously.

Staffing - DK left the meeting and took no part in the discussions.

DP led a discussion around staff salary increases. He noted that going forward there will be more constraint on the finances. SM provided some context around the last three years and noted the Board had been keen to improve staff pay after COVID. The staff had received a [REDACTED] increase in 2021 and 2022 with a [REDACTED] agreed near the end of the financial year to be paid before Christmas. In 2022 this was a [REDACTED].

SM noted that that the package proposed exceeded the [REDACTED], although not all of this was in [REDACTED]. SM noted that the working from home allowance and the additional public holidays would be consolidated into the staff benefits package.

The Board considered the following:

- Eligible staff to be given extra [REDACTED] days public holidays to initially be taken over Christmas period.
- Eligible staff to be given [REDACTED] Christmas Bonus.
- The working from home allowance which is currently being paid as expenses to be moved to payroll at a cost of [REDACTED] per person for eligible staff.

DP reported that the above actions shows that the bonus and the working home allowance would account to approximately [REDACTED]% pay increase, on top of the [REDACTED]% which staff have already received and if the extra holidays are included this gives an increase of [REDACTED]. This would mean that the surplus would be reduced from [REDACTED].

SM asked the Board to approve the staff bonus proposal. The Board were keen to recognize the good work of the staff and unanimously approved the additional public holidays, Christmas Bonus and Working from Home allowance.

DK rejoined the meeting.

Events - A review of costs from the Events and Operations Lead has been requested for December to highlight the costs associated with hosting events and this will go to the Finance committee, ahead of being presented to the January board meeting.

Salary Sacrifice Scheme – DK is looking into a potential salary sacrifice scheme for electric cars and this will be taken to the Finance Committee for a decision.

Business Club – SM suggested that the Business Club is looked into to see if there were any businesses who would like to be part of it.

- b) Competitions – BM, reported that a meeting had been held on 7 November and highlighted the undernoted points.

A letter had been received from Ardnamurchan Shinty Club asking if they could remain in South Division 1 – the Committee approved this request.

A letter had been received from Inverness Shinty Club informally asking if they could move up to the National Divisions – the Committee did not approve this request although noted that there may be an opportunity to look at increasing the National from 8 to 10 teams.

Aberdour put in a request for South Division 2 to move to 10 aside shinty rather than 12 – the Committee denied this request.

Oban Camanachd asked for a byelaw regarding failure to play a scheduled game in North and South 1 as it is in North and South 2 – the Committee denied this request.

Kingussie requested the alteration in guidelines about the arrangement of games – the Committee denied this request.



BM concluded that it was a successful season with all games being completed in accordance with the competition structure which is in place.

SM thanked BM and the Competitions Committee for their hard work during the season but cautioned that despite a great year weather-wise except for the last couple of months the season only finished 3 weeks before the official season end. SM added that his own view was that eight team leagues would create space within the fixture calendar.

- d) Womens' Camanachd Association – KW reported that their AGM had been held and she had been voted in as President, a new Treasurer has come forward but the Vice President is vacant.

SM noted that the CA Board was keen to improve its gender balance but the Board had to be cognisant that the priority must be the WCA Board first before the CA Board. DK offered to promote vacant positions through the CA website. He also noted that the relationship between the CA and WCA was in a good place.

- d) Development Committee - AC circulated a paper highlighting the achievements of the Development team. The Facility Strategy is being worked on, and AC noted that it hadn't been reviewed or updated since 2018. Some things were still relevant but the baseline information needed to be refreshed so he is working with sportscotland on the data that is required. He noted that this work will take some time, possibly 4-6 months to get a draft, but once complete the Facility Strategy will help support Clubs with funding applications.

BM asked about the emphasis being put on artificial surface and AC noted that Ronald Ross is involved in the National Pitches Strategy, but it is something which needs considered going forward.

SM thanked AC for his work on the Facilities Strategy and suggested that the Board approve the process and direction of the Facilities Strategy. AC could then consider the timeframe which the Strategy should cover and take this back to the new Board in January. (*Action AC*)

- e) Officiating Report – JMR noted that there is still a struggle to get referees, which is a concern.
- f) Heritage, Culture and Comms – SM asked DK for an update on the Bught. DK advised the Bught is progressing well and work continues with the consultants on the Lottery funding application.

SM added that there were various other projects being pursued such as restoring some of the traditional medals. The Heritage committee would report back in due course.

- f) Youth/Child Protection/UKAD - KD explained that a proposed amendment to the Youth Byelaw in terms of representation had been considered by the Youth Development Committee. They were recommending that the Board approve the amendment.

SM added that as this was not byelaw 1 it did not need to go to the AGM for approval.

#### **Current Byelaw 4.5.1**

A youth player (Under 17) within a club that is not able to field an Under 14 or Under 17 team within Youth League or Cup competitions shall be able to represent another team without the need to transfer. A player can only represent one club at each age group, i.e. a player can only play Under 17 shinty for one club in that season, unless a transfer is requested and approved. This includes any Development competitions. The deadline for any youth transfers is the **30<sup>th</sup> of June** each year.

#### **Proposed amendment to Byelaw 4.5.1**

A youth player (Under 17) within a club that is not able to field an Under 14 or Under 17 team (including development competitions), within Youth League or Cup competitions shall be able to represent another team without the need to transfer (with the permission of the parent club). A player can only represent one club at each age group, i.e. a player can only play Under 17 shinty for one club in that season, unless a transfer is requested and approved. A club can borrow up to a maximum of two players in total and must enter the competition under a combined team name. This must be clearly detailed on the youth competition entry form and communicated to your respective Regional Development Officer. When the U14 & U17 youth leagues and cup competition commences the combined team name cannot be extended and players will be unable to move without a transfer being approved between the respective clubs. The deadline for any youth transfers is the 30<sup>th</sup> of May each year.

SM asked for Board approval. The Board unanimously approved the amended byelaw.

#### 4. Strategy and Targets

SM asked DK if there was anything in particular that DK wanted to draw attention to. DK noted that the Strategic Plan, the long term targets, the Annual Targets and the Risk Register / Management Policy had been circulated.

#### 5. AOCB

- AGM – SM noted that it was DP and KD's last Board meeting before they stood down at the AGM. He thanked both for their efforts. He added that it was also his last Board meeting after eight years and said that it had been an honour and a privilege to be President of the Camanachd Association.

- Videography – JMR asked there was a replacement for Norman Strachan. DK reported that contact has been made with UHI who are exploring similar technology to that which is used in hurling. It won't be the same as what Norman Strachan provided but hopefully it will be supported.
- Mowi Awards – AC noted that he was impressed with the Awards Evening, it was a great event, venue and showcased positive partnerships.
- Kingussie – KD noted that Kingussie had done some individual club testing.
- President - JMK congratulated all the Board and staff for a successful year. He offered special congratulations to SM on his leadership of the organisation over the last three years.

DK thanked the Board, noting that the staff benefit from their support. He also thanked SM for his support to the staff and Board but also personally. He said he knew how much time and leadership SM contributed to leading the Association and this was in addition to his full time job and young family.

#### Date of Future Meetings

24 November – AGM

#### **Actions carried forward:**

DK	Support pack for schools.	ASAP c/f
DK	Measurement for Clubs re run-off.	ASAP c/f
DK	Check if minutes have been uploaded to the website.	ASAP c/f
DK	Produce terms of reference required for each sub-committee.	ASAP c/f
DK (SM)	Update files for risk management policy and risk register to Excel.	ASAP c/f
JMR	Officials Committee to provide report on proposed sanctions for abusing referees.	ASAP c/f
DK	Share the Safeguarding Training link with those Directors still to complete and the new Directors.	Next meeting
DK	Feedback to DOR that some of the Safeguarding Training is confusing.	Next meeting
JMR	Attend annual disciplinary meeting in January.	January (date tbc)
DK	Add traffic light system to the operational plan.	Next meeting
BM / DK	Review operational plan with staff.	January (date tbc)
DK	Review operational plan with the new Board at January Board meeting.	Next meeting
DK	Change date of next AGM in the AGM Agenda	ASAP
DK	Include UKAD and Caman making fund on agenda for Board meeting	Next meeting
AC	Consider the timeframe which the Strategy should cover	Next meeting
DK	Review of costs - Events	Next meeting



