

CAMANACHD ASSOCIATION BOARD MEETING

TIME: 6PM – TEAMS

a. Minutes of last meeting – 26th July 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		Ardnamurchan, WCA
5. Roddy McCuish (RM) Culture & Heritage		Macaulay Association
6. Kirsty Deans (KD) Youth	Apologies	Badenoch Ladies
7. John MacRitchie (JMR) Officials		Lovat Shinty Club
8. Alan Clark (AC) Club & Volunteer		
9. Alister MacKinnon (AM)		
10. John MacKenzie (JMK) Chieftain	Apologies	Newtonmore, Shinty Memories
11. Richard Gall (RG) Vice Chieftain	Apologies	Fort William
12. Derek O’Riordan, sportscotland		
13. Derek Keir (DK) CEO		Staff
14. Karen Williamson (KW) WCA Vice President	Apologies	WCA, Aberdour
15. Jacqui Dunlop, Minutes		

1. Welcome

1.1 Apologies

SM welcomed everyone to the meeting and wished John MacKenzie a quick recovery from his recent illness. Apologies were intimated on behalf of KD, JMK, RG and KW.

1.2 Conflicts of Interest

No conflict of interests were noted.

SM asked DK to send AM the link for the Code of Conduct and Conflict of Interest Forms.
(Action DK)

1.4 Bereavements

The President and Board noted the following condolences for the following bereavements:

Willie Matheson, Lovat Shinty Club

Liz MacDonald, Lochaber Shinty Club

2 Minutes of Previous Meeting

SM asked if everyone had reviewed the minutes. SM clarified if November was correct in the HLH update. DK confirmed it was. SM also asked if there were any more redactions. With the minutes agreed SM asked for them to be proposed and seconded.

Proposed - JMR

Seconded - BM

2.1 Actions Carried Forward

- a. Conflict of Interest – complete.
- b. Support Pack for Schools – filming was done at a recent camp and it is expected that this will be completed by the next Board meeting – c/f
- c. Plan for Rolling out of UHI Teacher Sessions – LB has contacted all Universities involved and has had some positive responses and work is progressing. c/f
- d. Form Equality Committee – LB detailed in the Board paper. Complete
- e. Include Mandatory Helmet Wear U25 for AGM – Sept c/f
- f. Canvas Clubs as to why abstained at AGM – Sept c/f
- g. Meeting with John Finlayson – completed and agreed that a news article would be uploaded to the website. (Aarron Duncan-MacLeod/DK)
- h. BBC Alba Update – DK reported that a [REDACTED] has been signed with BBC Alba which goes up to [REDACTED]. complete
- i. Shinty Hurling International Planning – Despite efforts by DK to contact GAA it is proving difficult to finalise the arrangements for the Shinty Hurling International. A meeting has been arranged with the GAA for 1 August. There was a discussion about how late the decision should be made to cancel, and what compromises would be acceptable as currently it is planned to be a Senior and U21 international. DK noted that there was a considerable amount of work to organise kit and flights but felt that there was still time for this to be done and there was recognition of the importance of the international. It was agreed that a final decision would be made following the meeting on 1 August and DK agreed to provide an update to the Board. c/f
- j. Online Safeguarding Training – DOR agreed to provide a list of those who have completed the training. (Action DOR) DK agreed to send the link to AM. (Action DK)

- k. Get accurate measurements for Clubs re run-off – DK reported that Ronald Ross has met with High Life Highland and agreement has been made that Active Schools staff will measure the pitches so this will be independent. This will also happen in Argyll and Bute which will leave a few remaining pitches to be done following that. c/f
- l. Hugh Dan MacLennan Retirement – SM reported that this was progressing. c/f
- m. Eorpa Programme on Shinty and Mental Health – DK confirmed that the link had been sent to Board members. (complete) DK agreed to put it on the website. (Action DK)
- n. Meeting with Forbes Dunlop, CEO sportscotland - SM suggested the Camanachd Cup may be an opportunity. BM noted that the day before or after might be more suitable given how busy Camanachd Cup day is. DOR agreed to check with Forbes Dunlop. c/f
- o. Integration of Events with High Life Highland – DK reported that this was ongoing. c/f
- p. Update Facility Strategy – AC reported that he has had discussion with Graham Finnie from sportscotland. There are meetings regarding the National Pitches Strategy and the CA are represented at these. AC noted that he hasn't managed to get a copy of the CA's original strategy from 2015 but felt that there needed to be a complete refresh and this was a large piece of work. He has made contact with Sarah Robertson from sportscotland who will be the direct contact and will arrange to meet her next time she is in the Highlands. AC noted that he is aware of the issues around Peterson Park and Mossfield and is happy to support on behalf of the CA and will discuss with DK and DOR. c/f
- q. Awards for All Applications for Shinty Goals for HLH – c/f
- r. CPD for HLH Staff – work is progressing. c/f
- s. Share Leisure Trust MOU with Live Argyll – DK explained this is in hand and will be signed off on 19 August. c/f
- t. Upload Redacted March Minutes – c/f
- u. Update on UKAD Education – c/f
- v. Produce Terms of Reference for Sub-Committees – SM noted work had started on this but needs finalized. c/f
- w. Term Limits and Clarity Around Observer Roles on Board – SM explained that this was a recommendation from the KMPG Audit which will require the Bye-Laws to be amended at the AGM. The Board agreed that a limit should be introduced but there was no consensus on how long this should be and how many terms could be served. It was agreed that DK would write up a proposal for the Board to consider in September. c/f
- x. Review the Risk Management Policy and Risk Register – SM explained that he and DK had discussed the documents and agreed that the general format of each document was good. However, work was required on the colour coding and formatting, and then the actions and mitigations needed reviewed. c/f
- y. Long Terms Budget over Five Years to be Developed – c/f
- z. Draft Budget to be signed off by the Finance Committee and the Board by the November Board Meeting – (Action DP) c/f
- aa. Sponsorship Policy to be Updated – (Action DK) c/f
- bb. Finalise and Prepare Draft Accounts for July Board to Approve – DP confirmed that the Accounts are with the accountant but were not available for the Board meeting but should be available for the next one. Once the accounts are in draft form DP will circulate ahead of the meeting to get signed off by 30 September. (Action DP) c/f

- cc. Staff salary increases – DK said he would cover off during his Board paper. Complete
- dd. Share Business Club Leads – [REDACTED] have been confirmed as Business Club. DK noted that if any Board member has leads on companies to join the Business Club to let him know. Complete
- ee. 2024 Membership Fee Proposal – c/f to September 2023 (Action DK) c/f
- ff. Confirm 2024 MacTavish Cup host – DK confirmed Newtonmore had been advised they were successful, and Kingussie and Fort William thanked for their interest. Complete
- gg. Share Information Pack for USA Girls Camp – DK noted that this is going well with some schools committing deposits ahead of the summer holidays. A financial planner is in place and the costs will be firmed up over the summer once the flight prices are known. Complete
- hh. Progress Silver Camanachd Cup Replica – SM explained that work is ongoing with Hamilton and Inches and the order will be put in. The scan from UHI wasn't as detailed as they would like so work is ongoing for a more detailed scan which UHI will pay for, so the costs may be lower than expected. Complete. The replica will not be ready until next year but SM asked that a press release be issued ahead of the final. (Action DK)
- ii. Share costs of Camanachd Cup replicas – complete
- jj. Review operational plan, annual plan, long-term plan and risk register – SM noted this was a duplicate action. Complete.

2.2 Matters Arising

- a. AGM Proposals - AGM resolutions were circulated, SM noted that last year's AGM was two votes off getting approval for mandatory helmet wearing across the sport. The wearing of faceguards was close, but not as close. The strategy of splitting up the two items has meant that they are closer to getting past. This year's AGM will be clearer in the CA's aspiration and present the proposal as below:

Proposal 1 - The proposal is that all players must wear a compliant helmet in training and games from 2024.

Proposal 2 – The proposal is that all players must wear a compliant faceguard in training and games from 2024.

Work is ongoing with clubs asking them to support the proposals and this will continue over the summer and DK confirmed that the Development staff have this as an action.

SM noted that if the above two proposals are not passed, an additional proposal as undernoted will go ahead:

All players under 25 must wear a compliant helmet in training and games from 2024.

The Board unanimously approved the above proposals to go to the AGM.

DK explained that some tidying up of the Bylaws will also be required and DK agreed to

have the wording ready for approval at the September Board meeting. (*Action DK*)

- b. Tulloch Homes Camanachd Cup – Plans and Ambassador – DK reported that there have been 562 tickets sold on line so far for the Cup on 16 September. Plans are progressing well for the event and Hugh Dan MacLennan was proposed as the Ambassador for the event. This was unanimously agreed.
- c. Appointment of Committee Members to Disciplinary Committee – LB noted a conflict of interest and took no part in the discussion.

DK presented:

- a) Kate Bradley – Behaviour in Sport – approved unanimously.
- b) Christine Lind – Disciplinary or Appeals Panel – approved unanimously for appeals. It was noted that due to the demographics of the Disciplinary and Appeals panel the personnel on each would be considered and there may be some movement between the two.

If there are any other nominations to the committees these should be sent to DK.

3. Director Reports

- a) Finance - DP reported that the Finance Meeting took place on 7 July and the report had been circulated. DP explained that the deficit is now forecast to be [REDACTED]. Projected income is [REDACTED] and expenditure is £[REDACTED], with actuals being [REDACTED] income and expenditure of [REDACTED]. There is a surplus [REDACTED].

A reconciliation needs to be done on the membership income, if the actuals are correct, it may be that the membership income has been over stated by up to [REDACTED]. DP will provide an update at the next meeting.

The bank balance is healthy with [REDACTED] in the bank. The year end accounts are with the accountant and DP confirmed that the draft will be circulated ahead of the next Board meeting.

SM noted that there was a significant upside on the budget from the Balliemore with net income projected to be £[REDACTED], and this may be due to the location of the Finals. DK suggested that waiting for the teams to be announced to decide on the location of the final may be something that the Competitions committee may like to consider.

Sponsor Update -

[REDACTED] have signed a new three year deal for [REDACTED] which includes an increase to cover the Disability Festival.

[REDACTED] have signed a new two year deal for [REDACTED].

██████ – four year agreement up ██████, includes some of last year.

These are embargoed for at least a month when there will be a press release.

Staff Salaries – DK noted a Conflict of Interest and left the meeting.

DP noted that the finance committee had met to look at potential staff salary increased. DK had provided different figures and cost implications. The finance committee are proposing a ██████ increase to staff who have been with the CA for more than 6 months.

DOR asked how much of the associated costs will be absorbed the sportscotland uplift of 2.5% and it was noted that the CA would contribute the remaining ██████

The Board approved a ██████ increase in staff salaries with the potential to look at a bonus in December. DP agreed to provide a paper on a potential bonus for the September Board meeting. (*Action DP*)

DP reported that DK is also looking at annual holiday entitlement and other staff benefits but noted that the Finance Committee did not think that was something that they could consider. SM suggested that would be a board decision but needed to be considered as part of any bonus discussion.

- b) Competitions – BP reported that the Competition Committee met on 26 July 2023 and a report was circulated. Competitions are progressing well for both the Cups and Leagues.
- c) Womens' Camanachd Association – LB reported that events are progressing well and an International has been booked for Cork in November.
- d) Development Committee – Terms of Reference - AC reported that the terms of reference had been produced. Great things are happening with girls shinty continuing to grow, CPD for teachers being produced, and work on pathways are progressing.

Following a discussion with Ronald Ross it agreed that although the current Development Committee is a really worthwhile group it is primarily focusing on operational issues relating to schools and youth. The Development Committee will be broader with more focus on linking to the strategic outcomes and will involve local authorities, sportscotland and CA Clubs. The key focus will be pathway, planning and strategic opportunities and AC will report to the Board on a two-monthly basis on terms of progress made. The Board agreed to the focus of the Development Committee.

SM noted that there was a Development paper and a Coaching and Volunteering paper. These should be brought together under a Club and Volunteer Board report that AC would have responsibility for. The current work focusing on youth and schools will fall under the remit of the Youth Committee, led by KD.

DK noted that the Development Group will also be scrutinizing data and be able to identify

gaps which would be very beneficial. SM asked where the Girls Only Shinty activity with Kirsty Lobban lie. DK suggested it should be within the Development Committee activity. SM agreed and noted this should be included in the Club and Volunteer paper.

DK agreed to update the development staff team on how their activity aligned to Director reports. (*Action DK*)

- e) Equality Portfolio – LB confirmed the Equality Group was confirmed as Elaine Cameron, James Tangney, John Robertson, Brian Spalding, Iain Beaton, Lyndsay Bradley & Ronald Ross

- f) Officiating Report – JM reported that it continues to be a struggle to get officials every Saturday. Two or three experienced officials have now returned to the sport. All the new strips have been distributed. A meeting is to be held to allocate officials to finals and semi finals. A request has been put out for match assessors, with 30 people being asked and only two people committed. A briefing has been sent to clubs regarding respecting officials and following this, things have improved greatly.

- g) Heritage, Culture and Comms – The Heritage, Culture and Comms Committee met on 11 July and a report was circulated. Work is progressing with Hamilton and Inches for the replica Camanachd Cup. Online ticketing is being used for the Camanachd Cup and this was also successfully done for the Sutherland Cup.

SM noted that one of the priorities beyond the Camanachd Cup is to work with UHI to do 3D scans to restore some of the traditional medals. SM will work with Aarron Duncan-MacLeod on this. (*Action SM*)

SM noted that a budget of £500 has been allocated to work with Shinty Memories to digitise the Shinty Year Books. This will be a valuable piece of work for staff and for linking into the Bught Park Project. Hugh Dan MacLennan had sent out a tender for this work.

SM noted a consultant has been appointed for 15 days of consultancy to prepare funding applications for Shinty's Story. There was also some flexibility built into this should this be insufficient.

- h) Coaching and Volunteering A report was circulated and DK noted the amount of courses and opportunities which are being offered. SM expressed thanks on behalf of the Board to the staff for this work.

- i) Youth/Child Protection/UKAD – A report was circulated. SM noted the UKAD education is progressing with the resources available. RM felt that the CA does not shout loud enough about the good work that it does and would like to see a step up in communication, although noted that it is difficult to do and staff are working hard.

4. Strategy and Targets

- a) Strategic Plan– The Strategic Plan was circulated.
- b) Long Term Targets (2022-2026) - Long term targets were circulated.
- c) Annual Targets – Annual Targets were circulated.
- d) Risk Register/Management Policy – SM and DK will work on the formatting and check mitigations. Will Cowie has been recruited into post and there are a number of CPD opportunities in Argyll and Bute.

Membership numbers will be looked at, with last year being an anomaly, and this year will be a truer reflection of numbers.

KPI are being worked on, including increasing the number of girls participating in Shinty, with the trip to America encouraging people to get involved and stay involved. Work will be done to identify which KPIs relate to each portfolio.

5. AOCB

- a) CA Sponsorship of the Hoolie in the Hydro – An approach had been made from Gary Innes regarding the CA sponsoring the Hoolie in the Hydro, although there was no [REDACTED] outlay required by the CA. The Board approved the sponsorship.

6. Date of Future Meetings

SM asked for feedback on whether the September meeting should be face to face or on TEAMS. DK noted that September was an extremely busy period so it would be in everyone's interest for a TEAMS meeting. SM agreed and noted:

27 September – Board Meeting - Online

22 November – Board Meeting – Online

24 November – AGM - Fort William / online

Who	Action	When
KD	Support pack for schools	ASAP c/f
LB	Plan for rolling out of UHI Teacher session to other areas	ASAP c/f
DK	Include mandatory helmet wear / U25 for AGM	ASAP c/f
DK	Canvas Clubs as to why they abstained at AGM	Sept c/f
DK	Shinty Hurling International Planning	ASAP c/f
DOR	List of those who have completed Safeguarding Training	ASAP c/f
DK	Get accurate measurements for Clubs re run-off	ASAP c/f
SM	Hugh Dan MacLennan Retirement	Aug c/f
DOR	Arrange Forbes Dunlop meeting	ASAP c/f
DK	Discuss integration of events with HLH.	ASAP c/f
AC	Update Facilities strategy	ASAP c/f
DK	Awards For All applications for shinty goals for HLH facilities	ASAP c/f
DK	Arrange CPD for HLH staff	ASAP c/f
DK	Upload redacted March minutes	ASAP c/f
KD	Update on UKAD education	ASAP c/f
SM/DK	Produce terms of reference required for each sub-committee.	ASAP c/f
DK	Write proposal for term limits around observer roles on the Board.	ASAP c/f
DK	Review risk management policy and risk register.	ASAP c/f
DP	Long term budget over 5 years to be developed.	ASAP c/f
DP	Draft budget to be signed off by the Finance Committee and then Board by the November Board meeting.	Nov '23
DK	Sponsorship policy to be updated.	ASAP c/f
DP	Circulate draft accounts	ASAP c/f
DP	2024 membership fee proposal	ASAP c/f
DK	Conflict of Interest Form/Code of Conduct to AM	Next meeting
DK	Website update on meeting with John Finlayson	Next meeting
DK	Send Safeguarding link to AM	Next meeting
DK	Make Eorpa Mental Health programme available on the website	Next meeting
DK	Press release for Camanachd Cup replacement to be released before CC Final	ASAP
DK	Byelaw amendments for AGM to be reviewed at September Board	Next meeting
DP	Finance committee to propose potential staff bonus plus Staff Holiday and Benefit report.	Next meeting
DK	Update staff on change of focus of Dev Committee	ASAP
SM	Work with UHI on 3D Scans on traditional Medals	Next Meeting

