

CAMANACHD ASSOCIATION BOARD MEETING

TIME: 6PM – TEAMS

a. Minutes of last meeting – 27th September 2023

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

1. Welcome

a) Apologies

SM welcomed everyone to the meeting. Apologies were intimated on behalf of Daniel Palombo (DP), Roddy McCuish (RM), Alister Mackinnon (AM), Richard Gall (RG), and Derek O’Riordan (sportscotland, Partnership Manager)

b) Conflicts of Interest

No conflicts of interest were noted.

c) Code of Conduct

There were no updates for the Code of Conduct.

d) Bereavements

SM noted condolences for the following bereavements:

Donnie Grant - Camanachd Association, President and Kingussie

Alastair MacIntyre - Kilmallie and Camanachd Association

Donnie Fraser - Beaully

Jetta MacKay - Beaully

Stevie McIntosh - Beaully

Iain "Tumba" MacDonald - Caberfeidh

John MacGregor - Caberfeidh

Jim Coyle - Newtonmore

e) Minutes of Previous Meeting

SM noted that the minutes of the meeting of 26 July 2023 had been circulated prior to Board and asked for any amendments. When none were forthcoming he asked for the minutes to be adopted as a true record.

Proposed – BM

Seconded - LB

SM asked if anyone wished for changes to the redactions. There were no changes.

Actions Carried Forward

- i. Support Pack for Schools – LB confirmed that she was still working on this – c/f LB
- ii. Plan for rolling out of UHI Teacher session to other areas – another session was held at UHI with discussions ongoing about rolling out to other universities. Complete.

- iii. Include mandatory helmet wear / U25 for AGM - SM noted they would cover as part of the byelaw review in Matters Arising. Complete
- iv. Canvas Clubs as to why they abstained at AGM – cover as part of Matters Arising. Complete.
- v. Shinty Hurling International Planning – SM thanked DK for his tenacity in pursuing the discussions with the GAA. It had not been easy but thankfully the GAA have now committed to the fixture. DK confirmed the fixture is scheduled for 21 October in Newry and have arranged for a press call at Croke Park for Thursday 12 October 2023. Complete.
- vi. Board Safeguarding Training – DK to check with DOR if he had a list of those who had completed the Safeguard Training – c/f DK
- vii. Club Pitch Run-Offs – DK confirmed that he had received the measurements today, and that it will inform the Bye-laws but that it would be kept on the agenda – c/f DK
- viii. Hugh Dan MacLennan Retirement – SM confirmed he had presented the silver mounted caman Hugh Dan MacLennan at Eden Court on the Friday Night before the Camanachd. It also got re-presented at half-time for the BBC and at the Camanachd Cup post-match reception. Complete.
- ix. Arrange Forbes Dunlop Meeting – SM confirmed that he had attended a seminar for sports governing body chairs in Glasgow and had caught up with Forbes Dunlop. He had also attended the Camanachd Cup. SM asked DK to if he wanted to update further. DK explained that Forbes Dunlop had spoken with various Directors. Dougie Luke had also taken the opportunity to speak to Forbes Dunlop and Maree Todd, the Sports Minister, about GMA's issues with Peterson Park. DK noted Forbes Dunlop was impressed with the Event, and for his first experience with the sport it showed Shinty in a positive light. DK noted there was a discussion around the Team Scotland brand and whether shinty could be part of this but there were complications with the rights which were owned by the Commonwealth Games Scotland brand. SM noted that the sportscotland Chairs meeting he had attended had shown the CA in a positive light and the Board and staff should be very proud of where they are and what has been achieved following COVID as there are a lot of challenges facing governing bodies. Complete.
- x. Discuss integration of events with HLH – DK noted that communications have improved and more attention is being paid to Shinty at a strategic level but there is still some work to be done. c/f DK
- xi. Facilities Strategy – AC reported that he had reviewed the current strategy which covered the period 2017-2022 and it was still valid today. It talked about development needs, funding resource, partnerships and development and identifies various facilities. There are also appendices which cover pitch conditions and data. The challenge is that the details need to be updated but there is still some good data that can be worked with. AC noted that he is struggling currently to contact [REDACTED] from sportscotland and he doesn't want to progress with the new Facilities Strategy without speaking to sportscotland. AC noted that work will be done throughout the winter with the Development team to get information. DK agreed to speak to DOR to find out what the delay was and to help connect AC with the sportscotland's facilities team. c/f AC
- xii. Awards For All applications for shinty goals for HLH facilities – no update c/f DK
- xiii. Arrange CPD for HLH Staff – DK confirmed that this planned but there is no date fixed – c/f DK
- xiv. Upload Redacted Minutes – DK noted that March and May minutes online but July required board approval. Complete

- xv. Update on UKAD Education – KD had submitted a Boad paper and noted that the aim will be to roll out the education with the first group being the Men’s International, athletes and coaches. This will include a workshop with real life scenarios to help them understand the process and give more information, and a review will be conducted following this. DK explained the practicalities of the course noting that both the men and women’s international squad will go through a 90 minute on-line tutorial that all must attend. Then there is a practical, in person, CPD which will be carried out at training in early October and both of these need to be completed by all participants before any testing can be carried out. Practically speaking it will be almost impossible to deliver across the sport and the CA needs to be pragmatic about its efforts. The aim is to upskill athletes, it’s robust, but UKAD is preventative and educational and a large part focused on performance enhancing drugs for professional athletes and DK felt that aiming it at the highest level in shinty is the only practical place that it could be delivered. SM confirmed that the original action point had been completed and DK would add to the Agenda for the November meeting for a full discussion. Complete
- xvi. Produce terms of reference required for each sub-committee. Carried forward – DK / SM
- xvii. Write Proposal for Term Limits around Observer Roles on the Board – SM asked DK to present the options. DK noted that SM and DK had discussed either two three-year terms or two five-year terms. BM suggested that two three-year terms would be most appropriate to align with the President and Directors. He suggested these should not be due for renewal at the same time as the President to allow for some continuity. BM noted that the current Chieftain and Vice Chieftain’s role started in 2019 and using the 2 x 3 year term would take them to 2025. It was agreed that the term would be 2 x 3 year term with the decision resting with the Chieftain and Vice Chieftain if they wish to take up the second 3 year term. DK and SM agreed to write an amendment for the articles to go to the AGM. c/f SM / DK
- xviii. Review risk management policy and risk register – SM noted that he had updated the risk register by transferring to Excel. SM added that the other documents needed converted to Excel and the colour schemes standardised. c/f SM / DK
- xix. Long term budget over 5 years to be developed. c/f DP
- xx. Draft budget to be signed off by the Finance Committee and then Board by the November Board meeting – c/f DP
- xxi. Sponsorship policy to be updated – DK confirmed this was complete. Complete.
- xxii. Circulate draft accounts – SM noted the draft accounts had been circulated. He was waiting for DP to finalise the accounts and would sign them off once ready. Complete.
- xxiii. 2024 membership fee proposal – SM noted this would be agreed in Matters Arising. Complete.
- xxiv. Conflict of Interest Form/Code of Conduct to AM – DK confirmed that he would check that this had been done – c/f DK
- xxv. Website update on meeting with John Finlayson – SM confirmed that the decanter presentations for John “Slippy” Finlayson and Willie “Can” MacDonald for their time on the Board had both been completed and were posted on the website. Complete
- xxvi. Send Safeguarding link to AM – c/f DK
- xxvii. Make Eorpa Mental Health programme available on the website – SM confirmed the link had been resent. DK confirmed that the link had been shared through various mental health channels. Complete.

- xxviii. Press release for Camanachd Cup replacement to eb released before CC Final – SM noted the press release had been made and the feedback had been almost universally positive. Complete.
- xxix. Byelaw amendments for AGM to be reviewed at September Board – SM noted they would be discussed as part of the Matters Arising. Complete.
- xxx. Provide Paper on Potential Staff Bonus – c/f DP
- xxxi. Update Staff on Change of Focus of Development Committee – c/f DK
- xxxii. Work with UHI on 3D scans of traditional medals – SM advised that this action had been superseded. He had been in discussions with Inverness Trophy Centre who already provide medals for our competitions. He had asked them to scan the original medals for our competitions and was just waiting for prices to be quoted. This would be taken to the Culture & heritage committee and if needed, Finance and Board. Complete.

2 Matters Arising

- a) AGM Proposals - DK circulated the draft slides for the AGM. AGM resolutions were circulated including the proposed Resolutions for the mandatory wearing of helmets and faceguards. DK explained that advice had been sought from Harper Macleod on the order that these resolutions for the proposed Helmet Rule changes should be done at the AGM. The four proposals were noted as:

Proposal 1 - The proposal is that all players must wear a compliant helmet and faceguard in practice, training and games from 2025.

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

Proposal 3 – The proposal is that all players must wear a compliant helmet and faceguard in practice, training and games from 2024.

Proposal 4 – The proposal is that all players aged U25 on or after 1 January each year of the playing season must wear a compliant helmet (with faceguard) in practice, training and games from 2024.

There was a robust discussion on the proposals, noting that the health and safety of players was paramount. There was a feeling that the Resolutions as set out may cause some confusion and DK explained that on the day it will be clearly explained and the graphics will reflect this. DK noted that last year the Resolutions the Mandatory wearing of helmets fell by two votes, with the Faceguard resolution slightly more.

It was unanimously agreed that the above resolutions would go to the membership at the AGM. DK agreed to confirm the order with Harper Macleod. (Action SM/BM/DK)

The Membership Fee increases, which were a recommendation from the Finance Committee were discussed. It was noted that fees had not increased for at least four years and it was unanimously agreed that there would be an increase of £5 and £2 on the senior and junior fees respectively. There are no increases to the insurance costs.

The CA made a profit of [REDACTED] in the accounts which were being presented at the AGM, that there should be an explanation of why the increase was being recommended, including that the organisation was projected to make a loss this year. It was noted that this resolution requires a simple majority.

Board Nominations – DK explained that there was one nomination for President. There are five applications for Directors to fill four vacancies, this includes the co-opted Directors who will stand for election at the AGM. BM and DK will meet with each of the applicants to discuss the roles. (*Action BM/DK*)

Bye-law 1.1.13 and 1.1.14 – the Board approved the byelaws which relates to the field of play and run off distances. These changes are required due to some of the pitches not meeting the current bylaws. Bye-law 1.1.13 will relate to Premiership teams and a recommendation for other teams but not a requirement, and 1.1.14 for all teams. Information which has recently been gathered on all pitches, when analysed, will determine the minimum distances and this figure is being worked on. (*Action SM/DK*)

The aim will be to further refine next year when there is more time, and also to link into the Facilities strategy.

Bye-Law 3.10.1 – DK explained that these are Board proposals which go to the AGM but are not voted on by the membership. BM explained that these bylaws relate to competition rule anomalies which were highlighted in the past season including clearing the eligibility criteria, how the Semi Final Draw is carried out in the McTavish Cup, and the insertion of 30 minutes of extra time in the result of a draw. The Board unanimously adopted the changes and thanks were expressed to the Competitions Committee.

- b) International Men and Womens – DK repeated that work has been progressing with the GAA, with a press conferences planned for early October and liaison with local schools in Newry. The events are confirmed for 21 October (Men) and 4 November (Women). This will be a celebration of the sport. Flights are being booked and the kit is on order. Macron are the kit provider and there is an incredible amount of work being undertaken by them in order to get the kit organised. The Teams have been selected, a training weekend organised and UKAD in place. SM thanked DK for his perseverance in the organisation of the Internationals.

3. Director Reports

- a) Finance - The Finance Report was circulated.
- i) Membership Fees - The Board approved the membership increase as part of the AGM resolution.
- ii) Staff Working From Home - DK explained that for Staff Working from Home there has been a fee given to cover associated costs, and this is currently done via expenses form. There are tax implications for this and the Finance committee are recommending that this goes through payroll rather than expenses. SM asked DK for the final proposal to be shared with Board or if a quicker decision was required for it to be circulated via e-mail. (*Action DK*)
- iii) Annual Accounts – the Annual Report and Unaudited Financial Statements for the Year ended 31 December 2022 were circulated. DK noted that the cost of competitions has gone up considerably and there is varying levels of financial support from local authorities and partners depending on where competitions are held. DK noted that for next year there will be a loss from the outset.

Following COVID, staff travel and associated expenses is now back to normal.

AC queried the debtors figure and DK agreed to check this with DP. (*Action DK*)

The Board approved the Annual Report and Unaudited Financial Statements for the Year ended 31 December 2022 and SM noted he was to arrange sign-off with DP. (*Action SM/DP*)

- iv. 2023 Budget – DK explained that the current year budget is predicting a loss of [REDACTED] and is projecting a better year on income, however expenditure has increased. The increases include the increased cost of competition, cost of new Camanachd Cup and the costs of implementing UKAD. SM asked if the Tulloch contribution to the Camanachd Cup replica was included. DK confirmed it was. SM noted that some budgeted expenditure was unlikely to be spent and asked if this had been factored into the accounts. DK advised that a more complete picture will be known in November.
- b) Competitions – BM explained that the competition programme is going well and all the cup finals have been completed with a summary of the Games included in the Competition Report. The Board approved all the Bye-Law changes relating to competition and BM confirmed that there will be one more meeting of the Competitions Sub-Group just to tie up loose ends. SM thanked all Directors for supporting the League presentations and thanks were expressed to the Competition and BM for the season.

- c) Womens' Camanachd Association – KW reported that there are not many games remaining and three league presentations had taken place. The team for the internationals should be finalized shortly, with the team going to Cork on 3 November and playing two games, one on the Friday and the main game on Saturday afternoon. The WCA's AGM will take place on 18 November.
- d) Development Committee - AC confirmed that a report had been circulated. He reported that the Development Team had been busy with the events and finals and work will begin shortly to go over the information that currently held on Clubs, what information the CA would like to have and how to plan development based on the information there is. The information gathering exercise will include visiting clubs as it is important that there are strong relationships and provide information on what the CA can offer Clubs. Another person has been identified to join the Committee.

DK noted that another school of shinty has been established in the Central region.

SM noted that the Development Committee needed integrated with the Club & Volunteer portfolio, and staff aligned accordingly.

- e) Equality Portfolio – LB confirmed that a report circulated. The Committee held a good first meeting and the current action plan is being circulated and the Committee members will consider this and see where the CA is and what the next steps are.
- f) Officiating Report – JMR noted that a meeting with ■■■ had been held regarding body cameras and harnesses and seeing what the best options are, with the aim of having these for next season. Unfortunately respect for officials has taken a dip so a more meaningful sanction for clubs and supporters who abuse officials may have to be considered, as the CA are losing officials due to this. It was agreed that a Board Paper recommending sanctions prepared by the Officials Committee would be brought to a future Board meeting. (*Action JMR*)

SM asked if a member of staff was aligned to help JMR to prepare a Board report. DK agreed to allocate a staff member to support the Officials Sub-Group in for the next Board meeting. (*Action DK*)

- g) Heritage, Culture and Comms – SM confirmed that a report had been circulated. The replacement of the Camanachd Cup has been publicized and work will progress on this. Work is also ongoing on digitalizing year books and replacing medals and these will be reported on at a future date.

DK noted that the Bught project is an enormous piece of work and this will be taken into account when operational plans are prepared to ensure that space is created for staff to do the work.

- h) Coaching and Volunteering - SM noted a report was submitted and that the Development committee needed integrated with Coaching & Volunteering portfolio.
- i) Youth/Child Protection/UKAD – KD confirmed that a report was submitted. The first meeting of the Youth Committee has been held and this was really positive. SM thanked KD for her efforts on behalf of the CA as she is standing down at the AGM.

4. Strategy and Targets

- a) Strategic Plan– The Strategic Plan was circulated. DK confirmed that he will provide something more detailed for the November Board as the Operational Plan and 2024 budget will be available.
- b) Long Term Targets (2022-2026) - Long term targets were circulated.
- c) Annual Targets – Annual Targets were circulated.
- d) Risk Register/Management Policy – work is ongoing to change to Excel and this will be circulated to the Board.

5. AOCB

- a) Risk Management Policy – The Risk Management Policy was circulated. DK noted that this was one of the actions from the KPMG Audit and was now complete.
- b) Feedback from Camanachd Cup – DK noted that there had been positive feedback from the Camanachd and he had shared these with the Board.
- c) Finance Manager – DK confirmed that the post has been advertised. Support is being provided by Ritsons and there will be some short-term additional work for some staff members until the position is filled.
- d) Director – Thanks were expressed to KD as she is stepping off the Board at the AGM. DK noted that the staff had enjoyed working with her.

- e) Camanachd Cup Reception – JMK noted that he felt slightly disappointed in the reception in terms of support for the players and felt that the history of the occasion should not be lost as it was the biggest occasion in the sport.

SM noted that the feedback from the last international was that the players wanted a Civic Reception and ideally both clubs would have been speaking but the Council had advised there was a limit to the number of speakers. There had been correspondence with both clubs to discuss the issues and the feedback will be taken on board for 2025.

DK noted that the change to a Civic Reception had been made with the best of intentions and that it meant the reception had been hosted in one of the most prestigious locations in Inverness.

Date of Future Meetings

22 November – Board Meeting – Online

24 November – AGM

Actions carried forward:

Who	Action	When
KD	Support pack for schools	ASAP c/f
DOR	List of those who have completed Safeguarding Training	ASAP c/f
DK	Measurement for Clubs re run-off	ASAP c/f
DK	Discuss integration of events with HLH.	Next meeting
AC	Update Facilities Strategy	ASAP
DK	Awards For All applications for shinty goals for HLH facilities	Next meeting
DK	Arrange CPD for HLH staff	Next meeting
DK	Upload July minutes to website	Next meeting
SM/DK	Produce terms of reference required for each sub-committee.	Next meeting
DK	Update files for risk management policy and risk register to Excel.	Next meeting
DP	Long term budget over 5 years to be developed.	Next Meeting
DP	Draft budget to be signed off by the Finance Committee and then Board by the November Board meeting	Next Meeting
DK	Conflict of Interest Form/Code of Conduct to AM	Next Meeting
DK	Send safeguarding link to AM.	ASAP
DP/SM	Proposal for staff bonus plus staff holiday and benefit report.	Next Meeting
DP	Update and align staff on change of Focus of Development Committee and integration into Coach & Volunteer.	ASAP
DK/DOR	Connect AC with sportscotland's facilities team.	ASAP
DK	Update on UKAD education	Next meeting
DK/SM	Write proposal for Articles of Association for Chief and Vice-Chief Term Limits	ASAP
SM/BM/DK	Finalise the order of AGM Resolutions	ASAP

BM/DK	Discuss potential portfolios with Director applicants	ASAP
SM/DK	Finalise the bye-law wording for run-offs for the AGM.	ASAP
DK	Update Board on figure for Working from Home Allowance	Next Meeting
DK	Check with DP Debtors Figure	ASAP
SM/DP	Sign off Accounts	ASAP
JRM	Officials Committee to provide report on proposed sanctions	Next meeting
DK	Allocate staff member to support Officials Sub-Group	ASAP

