

Interim Board Meeting Minutes



Date: 25th February 2019 – WebEx meeting commenced at 19:34

Participating directors (4):

- Lorna Powell (LP) - Interim Chair
- Emily Knight (EK) - Women's Performance Director
- Jan Heumann (JH) - League Director
- Lee McCrohan (LM) – Finance Director

Quorum is present (4), Board is competent

Agenda

1. Actions arising from Previous Minutes
2. Finance Director update
3. AGM
4. EGM minutes
5. Sportscotland requirements update
6. Interim Board updates

Decisions

Accountancy standards should be improved (accountancy software can be bought for £20/month (Quickbooks)) - recommendation to subscribe to Quickbooks

Unanimous approval -> LM authorised

AGM date – 27th April 2019

2016/17 accounts will be presented at the 2019 AGM

EGM - Resignation letters of directors will be shared, motions will not

Updates

Finance Director

HSBC mandate - LP and LM as signatories submitted, previous signatories removed

Margaret Rose (accountant) - helpful and direct on how LS managed finances. £1,500 is usual fee for accounts, but was £2,500 in the previous years

Lee has already set up Quickbooks information from 31st SEP 2017, all is ready to go

AGM

13th or 27th April - accounts and job descriptions are the critical items. 27th was agreed.

AGM requires annual accounts - 2016/17 were not passed at 2018 AGM, could be done at the upcoming AGM, 2017/18 accounts verbal update, but not full presentation

Lee proposes to present 2016/17 accounts – all agreed

Staggered terms discussed to avoid all posts becoming available at the same time – succession planning risk.

Roles available will be per the Articles of Association

Additional roles will be determined by the new Board appointed at the AGM

EGM Minutes

Minor updates needed before they are issued

Sportscotland requirements update

Child Protection / Child Wellbeing in Sport Standards – Rob Powell will determine the work needed to close the gap from 22% to 100% in the self-assessment tool

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Development Audit - LM to give some input to LP

PVG numbers - 4 clubs have reported, more chased (JH)

Pension – done – backdated payments still to be completed (LP)

Interim Board updates

Handovers from retiring directors / staff - carried forward to next week (LP, EK)

- Louise - nothing more to handover
- Dale - gave too early day, new date requested
- Lee Cousins - no much to expect
- Anna - promised date, but no day confirmed yet

Comms (Letter from the Chair) - What has happened with LS in late 2018/beginning 2019 so membership has no/conflicting accounts of events

GDPR is a hurdle - membership 1,002, but only in 432 in mailing list. Could be that they did not react to the GDPR request in 2018

Actions Arising From Previous Minutes

ID	Description	Owner	Target	Status
20190218-01	Get job descriptions, from Fern, for Board positions	LP		Ongoing
20190218-02	Only discuss a single subject in each email. Where necessary split an email into its own trail	All	N/A	Complete
20190218-03	Contact Lee & invite him on to Interim Board as Finance Director	LP	20/02/19	Complete
20190218-04	Carry out employer activities following Fern's resignation	LP	25/02/19	Complete
20190218-05	Understand Fern's workload & get handover underway	LP + 1 other Board member as available	Early March	Complete
20190218-06	Send another draft of membership communication with Fern included (e.g. 4 directors before, Fern subsequent resignation after EGM)	LP	25/02/19	Complete
20190218-07	Use MailChimp for membership comm - Lorna will check if complete, email will catch most, but not all	LP	25/02/19	Complete

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20190218-08	AGM communication, may need to consider snail mail too	LP		
20190218-09	Update FIL board on Scotland's status relating to Indoor WC	LP	25/02/19	Complete
20190218-10	Comprehensive communication strategy to be agreed	New Board		New Board
20190218-11	Produce box lacrosse document	EK		Complete
20190218-12	Consider FIL's offer of consultants	New Board		New Board
20190218-13	Letter to retiring board draft to be agreed	EK, JH		Complete
20190218-14	Sent letter to retiring board	LP		Complete

New Actions Arising

ID	Description	Owner	Target	
20190225-01	Contact Malcolm/David Grinter how money was spent in 2018 (e.g. what is an acceptable amount as part of oversight/diligence)	LP		
20190225-02	Arrange with Fern the upcoming ELF payment and bank download	LP/EK	asap	
20190225-03	Establish who has authority to spend money from each account – documentation of all authority	LP/Fern Mitchell		
20190225-04	Set up Quickbooks	LM		
20190225-05	Liaise with Gordon Mavor re KPMG red flag work	LM		
20190225-06	2016/17 accounts to be made ready for presentation at 2019 AGM	LM		
20190225-07	2017/18 verbal presentation of accounts to be made ready for 2019 AGM	LM		
20190225-08	Send out a Save the Date email for AGM	LP		
20190225-09	Find out if there is simple opt-in option with MailChimp	LP		
20190225-10	Minor updates to be made. EK to contact Mike Mather	EK		
20190225-11	Pay backdated pension contributions	LM / LP		

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20190225-12	Comms to member to ensure they all hear one version of events	LP		
20190225-13	Handovers from Board	EK		
20190225-14	Back up data on office computers until we can get it backed up on to Cloud	LP		