



Board Meeting Minutes

Minutes of the Board Meeting held at 10am on 31 January 2021, Zoom

Present

Graeme Marchbank (GM)	Chair
Euan Lowe (EL)	Chief Executive
David Beattie (DB)	Board Director
Kerry Christie (KC)	Board Director
Jackie Davidson (JD)	Board Director
Andrew Dunlop (AD)	Board Director
Andy Figgins (AF)	Board Director
Ian Fleming (IF)	President
Colin Kennedy (CK)	Vice President

In Attendance

Sharon MacDonald (SM)	Director of Development
Elaine Mackenzie (EM)	Director of Services
Deborah McGinniss (DM)	Finance Manager/Company Secretary
Helen Plank (HP)	Head of Marketing
Ally Whike (AW)	Director of Performance
Deborah Alexander (DA)	Minute Taker

Item No.

Action

1. Chair's Address

The Chair welcomed everyone to the Meeting, and acknowledged the unexpected situation of being amidst a full lockdown again. The Chair noted that it is a difficult time for the whole of the Swimming family, but acknowledged that it is the responsibility of the Board to look to the future, and ensure that the Association is set up for success as the lockdown eases.

The Chair noted his belief that there is genuine cause for optimism, in that the Association is much more knowledgeable, and therefore in a more able place to respond as lockdown eases. The skills, knowledge and relationships that have been built in the last 10 months will stand the Association in good stead. Increased focus from Government on physical activity is another positive, and the Association needs to recognise their position and voice in the conversation about the importance of physical activity.

2. Declarations of Interest

AF declared an interest due to his position as a coach and tutor.

3. Apologies for Absence

Apologies received from Caitlin McClatchey (CM).

4. Minutes of Previous meetings: Board Meeting, 18 November 2020

The minutes of the previous Board & Council meeting held on 18 November 2020 were agreed as a true record.

5. Actions from previous meeting: Board Meeting, 18 November 2020

EL updated the Board of the following actions from the previous meeting, and advised that all have been updated, either actioned or in progress:

Item 6.2 – the planning/mapping out of wider plan will be better dealt with in February, and will therefore be brought to the February meeting given the wider shifts that have been ongoing and the effect of the lockdown.

Item 6.8 – AW confirmed that there has been a request for a temporary suspension of the Swimming Regulations until the end of March, and that it was likely that there would be a request for a further suspension thereafter. EL suggested an extension until the end of April would allow discussion to be had at April Board meeting, and this would be his preference. The Board agreed that this item should be revisited at April Board meeting.

CK noted that the STO Convener had recently enquired as to the process for suspension of STO Regulations. EM stated that she will email the detail and this request can be fast tracked. **EM**

Item 6.3 – AD asked if an introductory letter had been sent to the new Sports Minister. EL confirmed that this had not been done yet, as there was a focus initially on a collaborative generic sport

communication piece (via the Sports Governing Body forum advice group), with an individual approach made later.

6. **Marketing and Communications Plan and Presentation**

HP acknowledged the team effort involved in producing the paper and thanked AD for sponsoring and his feedback and advice.

HP confirmed that all plans remain tentative given the ongoing uncertainty and hopes in on delivering the key priorities. The plan is focused, inclusive and flexible so that it is easily adaptable in the current climate.

HP noted that the three key objectives are broadly the same around Learn to Swim, Strengthening and supporting clubs and celebrating and highlighting Performance success. Safety is a key message for 2021 to promote swimming as a safe sport. The safety message is essential from a Learn to Swim perspective and a COVID compliance perspective.

In light of the pandemic, the Association has not grown as it would have in normal circumstances – membership is down, as is website engagement. The subscribers list has grown, but this has been by a smaller than expected margin. Social media presence also growing, but again in smaller numbers than expected.

HP explained the 5 key priority areas for 2021-2022.

1. Grow the number of children learning to swim
2. Support and strengthen our clubs, members and partners
3. Improve and expand our digital communications
4. Create content and communications that are real, relevant and relatable
5. Source sponsorship by developing new and existing partnerships

Firstly, on Learn to Swim, there was a drop in numbers due to pools being closed, and there is a need to rebuild the Learn to Swim programme. Despite 85% of leisure trusts opening Learn to Swim in some capacity in October, there have been swimmers lost at the top end. It is essential that the importance of water safety and COVID compliance is communicated to persuade parents that it is safe to get children back in the water.

The second priority is strengthening relationships with clubs, members and partners. In this regard, there focus is on mental health, the plan is to develop, educate, and signpost members to the help they need. We will also see a return to events to give opportunities for athletes to compete but these may look and feel different from before.

In relation to recruitment and retention, the Association is working on a joined up approach with the Home Countries and British Swimming, with a campaign linked to the Olympics and Paralympics. The project will involve linking the British Swimming website to the Scottish Swimming website, and creating digital assets and graphics, which Clubs can utilise.

On digital communications, there will be a new website, which is well needed. This will be designed primarily for mobile users, as this reflects the biggest engagement currently. The intention is to build in an opportunity for sponsors to advertise and ensure it is attractive to potential partners, as well as to increase the digital offering for events (i.e. live streaming).

In relation to content, the focus is on keeping it real, relevant and relatable. Real, by providing information as and when it is needed to respond to wider changes; Relevant by ensuring all members remain engaged (use of TikTok to reach younger members for example); and Relatable by gauging the mood and keeping up to date with current events.

There is an intention to look outwards to the media and influencers to amplify the Case for Swimming initiative, and the aim is to use success stories to build relationships with the media and government.

HP explained that the final priority area is sourcing further sponsorship and a specific paper will be brought to the April Board meeting in this respect. There have been a number of positive discussions with current sponsors.

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HP invited comments on the plan and in particular, what the Board believes works well, and whether the priorities are correct.

AD acknowledged that the team have done great job at staying in touch with clubs, members and sponsors during the difficult time. AD agreed that the less is more approach is the right one, and the whole area of sponsorship is vital, given the huge pressure on public funding. AD noted his support for a separate Board discussion on sponsorship, and to efforts grow relationships with the press.

JD commented that the plan was a good and sensible approach, and clear in terms of being focused, inclusive and flexible.

The Chair noted the strategy is excellent and referred to the need to focus efforts where they will have the most impact.

The Chair agreed with the rationale behind the change of terminology, to 'remain' members and agreed that it helps evolve the understanding of the audience, however stressed that the core message remains the same. It needs to be about selling the benefit of the aquatics lifestyle. The Chair encouraged the chasing of opportunities, which arise, provided that they meet the key strategies, and that the pace of progress is not compromised.

DB agreed that an in depth discussion would be welcomed in terms of sponsorship and the Chair noted the potential benefit in developing a standalone commercial strategy paper.

AF noted that in relation to different social media platforms, there can be a benefit in linking between various platforms to encourage greater engagement. HP confirmed that the Association does adapt and change messaging depending on the platform used and does monitor engagement.

7.

Items for Decision

7.1 Staff Salary Paper

The Chair confirmed that Board met prior to the Board & Council meeting call. All members aligned and agreed with the paper as it stands. The Chair stressed that the Board is appreciative of the work this year, and extended thanks and gratitude to all staff. The Chair stressed that the decision on salary is not based on performance, but rather on circumstances.

The Chair noted that the last part of the recommendation was to put the salary review on hold and bring it back to the Board in the future. The Chair accepted this but noted that there was a requirement to agree when it would be revisited so it does not get lost.

Consideration will also be given to the financial impact of working from home for staff and EM noted that all staff are aware of the home working tax relief. As we moved to what we believed to be a short term temporary measure we made sure staff had access to equipment, however, as we move to a return to the workplace with a blend of home working this will need to be revisited.

7.2 Membership Renewals

The Chair welcomed Blair Prentice to the meeting.

EM introduced the paper, noted the difficulties with it, and thanked DB as sponsor and for the contributions received.

EM confirmed that the Membership year runs from April 1st, and the renewal window opens in March. EM explained that marketing for renewals would normally have started by now, with plenty of communication to make sure Clubs were set up for renewals.

EM explained that there is a perception from the Clubs that their Scottish Swimming fee equates to time in the water, and they are reluctant to pay this given that they have been out of the water for some time, with no return date.

When lockdown began in March 2020, the Association was already three weeks in to the renewals window, and many clubs and members continued to renew despite the Association not putting pressure on in this regard. There is now a belief that membership figures are overstated, as feedback from the Clubs (and a small pilot) indicates that Clubs are struggling to retain members. There is a concern that asking for a fee at this time may further reduce membership across Clubs. EM noted that membership income equates to around 26% of total income, so it is substantial.

The SMT have discussed this at length, to address the concern that without a significant discount members will not register/renew until they are back in the water.

EM noted that regardless of the approach, the communication will be essential to make sure that members know that the discount cannot be sustained into next year, and be clear in how the

budget has been managed this year. The SMT believe that the discount is essential to ensure that renewals are made to support the long term stability of the sport.

DM reassured the Board that the SMT are committed to ensuring that the Association's reserves, which currently sit at £295,000, will not be depleted by the proposed discount, and that it is affordable and necessary to invest back into the sport at this time. DM confirmed that the Association has a contingency fund which will fund the shortfall, together with savings made as a result of the inability to deliver events over the last 12 months, and in addition the **sportscotland** grant allows greater flexibility. DM invited questions from the Board.

DB highlighted the importance of listening to what members are saying, and requested more information from management on comments being fed back from members. On the level of discount, DB indicated that there may be some debate on the level of discount and there needs to be a discussion on that. DB noted EM's earlier comment and also raised his concerns about setting precedent, and agreed that communication is vital to prevent this. DB considered the governance impact and highlighted that it will be important to use the time between now and 10 February to understand the impact on finances, and what could be done to cut back spend in other areas if this is ultimately needed.

The Chair highlighted that an important part of the discussion today is to ensure that there is an understanding behind the intent of each of the proposals.

KC commented that it was a really good and thought provoking paper, and suggested that the Association should look at what other sports are doing, as this is likely to be something parents will consider.

EL noted that this has been explored, and they have looked to the other Associations across the Home Countries. There is a variety of different approaches being taken, including extending renewal windows, discounts on fees being offered, freezes on membership and a mixture of all of these.

BC noted that across the sport sector, there has been a variety of different approaches taken, and the correct approach will depend on a number of variables. The key consideration is listening to membership. BC noted that one model which has worked successfully for some, is offering a reduction in fees, but with the option to pay the full membership fee if the member wishes to support the sport.

AD sought clarification and to understand whether the 40% reduction in fees will this incentivise greater membership if this is agreed on.

It was noted that the focus needs to be on the long-term future and the sustainability of the sport, even if that means a short term financial hit. AD was reassured that the Association is a prudent and well-managed. AD would prefer not to draw on the **sportscotland** funding to meet this discount.

AW noted that the feedback from clubs is that members are making decisions now as to whether or not they wish to stay in the sport, and the aim is to assist clubs in retaining their members, by trying to delay the membership decision being taken by individual members.

IF noted that there needs to be work done to establish how this is communicated, given there remains a lot of hurt from last year, with a view from some members that they did not get much for their money.

AF confirmed that he would fully support the SMT in their preferred option, as it incentivises members to join more quickly. AF attended a Club committee meeting recently, and it was decided that the Club will not take a fee at a club level, so that members will only be required to pay Scottish Swimming fee. AF noted that a number of members over 18 have indicated that they would not join until water time is guaranteed.

There was a consensus that any discount agreed should be for both swimmer and non-swimmers to ensure that volunteers feel valued.

CK echoed the previous comments and agreed that there is likely to be a drop-off of older swimmers, in addition to the normal drop off/wastage. CK noted that the East district is looking to signpost clubs to other funding streams, and that the key communication needs to be that the

Scottish Swimming membership fee does not actually cover the time in the water, but rather the membership of the Association, and all that that brings.

JD echoed AF comments regarding intent. There is a requirement to protect the Association whilst also get the sport going again, and there is a fine balance to be struck. JD noted that the regional team has had a lot of engagement with the Clubs, and would hope that only a minority of members would say that they have had nothing for their money. JD considered that option A looked like a very good gesture, but also struck a good balance.

EL highlighted the difficult situation, but stressed that it is temporary. EL noted that the best-informed view around the feelings in Clubs is that option 8 is preferred, but accepted that none of the options come without a consequence. EL highlighted the need for good communication from the Association, and also from districts and committees to stress that it is temporary.

SM highlighted the importance on retaining as many members as possible, and accepted that recruitment is going to be difficult, particularly for Learn to Swim if pool time is limited. SM commented that it could reasonably take 12 -24 months to get back to the pre-COVID membership levels.

The Chair agreed with AF's point regarding intent and noted that there needs to be a modeling exercise carried out and a clear rational as to the level agreed on. This is essential to ensure that ongoing monitoring is possible. Is the intent to increase membership, or protect clubs? The Chair noted that many clubs may not pass the discount on and the Association cannot force this.

The Chair noted that there is a risk about communication and how this looks. There is work to be done in this regard. The Chair raised a concern that it drives home the connection between access to water and the Scottish Swimming membership fee, and there is a need to reiterate the distinction. The Chair also highlighted that there may also be difficulties with the broader stakeholder group, and there is a risk in saying that the discount is affordable, as this may undermine later conversations with funding bodies, and could lead to questions around management budget and delivery of services. There is a need to be clear on what is being cut in order to afford the discount.

EM confirmed that the SMT have discussed these issues at length and the intent is to sell positive message to Clubs that there is a wish to help Clubs retain members, and to keep members in the sport, and get back to pre-lockdown position.

AF noted that it is vital to consider what would happen if no action was taken, i.e. that numbers drop and members do not stay within the sport. AF acknowledged SM's comments that recruitment will be difficult for some time, and considers that this heightens the importance of ensuring that members are not lost.

EM reiterated that members do equate their membership with getting into the water, and it is ill-timed to try to change this perception, but it has to happen with communication from the committee and the Clubs down. Need to make members aware that without the Association they may not be able to compete/be insured etc.

Chair noted that across all sports, the difference for a member between the governing body dues and the sport is tenuous, and in general, it is rare to see a tangible value of the membership. The Chair noted that he remains to be convinced that discount will drive membership; however, he believed that there remains a benefit in the discount proposed. Showing the Clubs that the Association is supporting the sport is vital. If the Association can support the community, Clubs and members, then it absolutely should. In framing the discount in this way, it supports the community, and also helps to distance the discount from the continued inability to be in the water.

BC agreed with the Chair and reiterated the importance of not setting a precedent, and ensuring that the members know that it is a one off.

EL noted that it may take a time to develop papers, and therefore these may not be ready until very close to the 10 February meeting, and thanked the Board for their understanding in this regard.

JD noted the importance of the retention piece and considered it is vital to consider how many people will be retained. JD did not believe that there is anything wrong with the communication about it being a one off gesture, but the communication does have to be strong.

The Chair noted that option 8 is the Board's preferred option and the level of discount remains to be evolved. That needs to happen prior to meeting on 10 February, and there will be a need to have the messaging and communication lined up. The Chair accepted that there is a need for deep conversation with **sportscotland**, to ensure the intent behind this is fully understood.

The Chair noted a desire to have a Council meeting prior to 10 February, and would like ARC to look at the risks around the potential discount, and what that might mean from a financial point of view.

On Governance, the Chair confirmed that the Board does not have authority to make the decision, or the authority to offer discount on membership fees, but they need to consider how to take the proposals forward within the structure.

EM advised that Blair Prentice has confirmed that the Board does not have jurisdiction to set the membership fee, and that any change to the membership fee would need to be done by way of a proposal to change at an EGM, and then the fees put through thereafter. EM has also discussed Club affiliation fees with Blair Prentice and had considered collecting these fees direct to Scottish Swimming. Blair has however suggested that if this approach was taken, there would also have to be consideration of Swim School fee and/or Composite team fee at the EGM.

EM noted that the wording is not currently accurate, and the Editorial Board would confirm the exact wording to ensure the proposal is clear. An EGM will need to be arranged, with 21 days' notice required. It was acknowledged notice cannot sensibly be given, without a note of what is to be discussed. Realistically looking at closer to 10 March 2021, before the EGM will be held.

Blair Prentice noted that if there is a desire to waive the Club Affiliation fee, then this should be done by way of separate motions at the EGM to ensure that all options do not fail because of one option is rejected.

The Chair noted that the vital communication will be to explain the affordability to Clubs, and to be clear on what services will be cut as a result. Many Clubs may be keen to pay their dues to ensure there is no impact on the services.

IF queried the process for ensuring there is a fair playing field for Clubs who pay their dues (so are therefore affiliated), and those who do not. The Chair noted that this point can be considered prior to the meeting on 10 February, but that there will be a benefit in ensuring that any proposal to the EGM is kept as simple as possible.

The Chair concluded the discussion by thanking the SMT, the RSDMs and all staff for their work on this point, which is appreciated by the Board.

7.3 2021–22 Annual Targets

EL introduced the paper and noted that targets have not been agreed as **sportscotland**. EL understands that the **sportscotland** targets will be broad and generic in nature, and based more on a qualitative assessment of how the business is recovering. The SMT intend to set other targets, and these are included in the appendix of the paper.

BC noted that **sportscotland** are aiming to be as flexible as possible with all governing bodies this year, and highlighted that last year all targets were withdrawn to allow the governing bodies the maximum opportunity to keep their sports afloat, and to focus on staff and business continuity. This year, there is an intention to set targets but these will be focused around recovery, and are unlikely to be based on membership numbers this year.

The Chair opened the paper for discussion, but there were no comments.

7.4 Learn to Swim Awards (Badges & Certificates)

SM introduced the paper and explained that the Learn to Swim awards are used to recognise children's progress within the Learn to Swim program. SM confirmed that previously significant funds were generated from the sale of badges and certificates. Since the introduction of the Learn to Swim framework (which had more of a development focus) there has been a decrease sales of badges and certificate, which has been reported to the Board in recent years, and monitored closely in the last 24 months. At the last Board update, it was agreed that a further discount would be trialed; however, this has not resulted in a significant uptake.

SM noted that Falkirk Community Trust are to be taken back in house to the Council (and Local Authorities are considering similar) and there is a need to consider what the impact of this will be. Public funding is likely to be under intense scrutiny, and there is a need to consider if

Councils will have the funds to purchase these going forward. There were no purchases last year because of the pandemic, and it is now being considered if it is the time to move to a digital option/app to replace the certificates.

SM concluded by advising that there is currently stock which is unlikely to be sold, and if this is retained there will be a management fee to consider, as well as distribution fees to dispose of it.

DB noted that he was very interested in exploring what digital offers are used, and AD added that he does not believe that the awards should be given up on completely, given at one point that it was generating £100,000. AD referred to Strava awards and how these are well received by children and adults. AD would not support abandoning the recognition area completely, and would support research into this area as part of 4 year plan, which could include looking at what other organisations are doing. AD has no difficulty in writing off stock, but would not support giving up on the recognition element completely.

IF agreed with AD regarding digital platforms, and noted that there was a good appetite for apps for adults. IF noted that it would be a challenge to set this up, but he would be keen on a digital offering being developed.

7.5 Disciplines Planning and Investment for 2021-22

SM introduced the paper and noted that the disciplines been adversely affected by the pandemic in slightly different ways. The Masters have been affected by the restrictions on over 18s, and therefore has seen the largest fall in membership, and water polo has been adversely affected because of funding proposals. With the uncertainty of pools reopening, SM believes that it would be prudent to recommend the same levels of funding pre-COVID, but there does need to be due consideration in the new corporate plan, with a new approach as to how the disciplines are developed going forward.

The Chair agreed with this, and noted the need to consider what the outcomes are which are hoped to be achieved by investments in to disciplines, and whether or not a significant change could be made by investing a small amount more.

DB considered that there may be a benefit in not making any decisions on budget for next year until the wider picture is considered, to allow the budget to be considered as a whole.

The Chair concluded by noting that whilst it is a small amount of money, it would be prudent to wait for the paper to be formally approved and membership dues are signed off. The Chair noted that this is the only budget that the disciplines receive, and therefore there is no intention not to approve this, but that formal approval should be withheld until 10 February.

7.6 Board & ARC Content Planning

EL introduced the paper and thanked the Management team for their work, and invited comments from the Board.

AD noted that a discussion about sponsorship needs considered in this paper, and noted that it may be useful to prepare a broader commercial paper. The Chair noted that if a commercial paper is to be included in the next meeting, this item should form part of that discussion. The Chair noted that the June Board & Council meeting is always a packed agenda, and one which the young volunteers are included and attend. The Chair noted that this strong connection with young volunteers must be prioritised, and there is a need to ensure that items are not added to the agenda, which could undermine the attendance of the young volunteers.

EL/SM

7. 2021 Scottish Swimming AGM Information

7.7.1 2021 AGM Draft Proposals

EM introduced the paper and confirmed that the Editorial Board have pulled together an early draft of the AGM proposals. The purpose of this paper is to give the Board advance notice of the AGM and if there is any feedback at this early stage, EM happy to take this back to the Editorial Board.

This paper and the following 3 are provided at this stage to provide information, and to avoid a huge amount of information being introduced at the June Board & Council meeting. EM opened the discussion for feedback.

IF noted that he was happy with this approach and agreed that it was helpful to have a starting point.

The Chair concluded by noting that Council receive this paper as part of a Board pack, and will get the full pack in advance of their next meeting. The Chair asked that any feedback gathered from consultation groups is concluded by June to avoid late feedback or commentary being received, the earlier the better in this regard.

7.7.2 Scottish Swimming Governance – Club Constitutions

This paper is just for information, and it is for Council to make decision on this paper, however if any changes are made, this could mean governance changes that will be required for the AGM, which would in turn affect the Board.

7.7.3 2021 AGM Proposals (DRAFT 05)

This paper is just for information

7.7.4 2021 AGM Governance Documentation – Editorial Changes not going to AGM

This paper is just for information

8.

Items for Discussion

8.1 Management Accounts (Qtr. 3)

DM introduced the paper, thanked the SMT for all their work and recognised that it had been a tough year. The projected year-end figures shows a surplus totaling £6k (previously a deficit -£30k). DB asked if the association could make further savings over the next three months, however DM confirmed that the budgets have been reviewed again with additional savings made across all three business areas.

AF asked DM if there were situations where the association and local authority / university coach is co-hosting posts, and the employing body had put the post on furlough. AW advised that there were some situations where an individual was furloughed, however we were able to recover the investment. In other situations, for example with Edinburgh Leisure, performance coaching was able to continue.

The Chair summarised by noting that the situation has been well managed, and remarked that the paper was in good shape, and thanked DM and the team for the work put into this.

8.2 Audit & Risk Committee Minutes

AF confirmed there was nothing that needed to highlighting, other than the impact of COVID on aging pools, which makes the facilities issue prominent going forward. Pools which were struggling previously will have been further affected, and some may not re-open. The Chair confirmed that facilities planning has been brought forward to the April Board meeting, which was vital as this is an area which could really have an impact going forward.

BC noted that himself, EL, and some of the facilities team met recently and it was agreed that regular work would be carried out to ensure that risks are identified in terms of facilities. The team have done a good job in speaking to local partners, and there has been good information received from the re-opening of facilities prior to Christmas.

The Chair enquired if there may be a benefit in producing a paper that helps the Board understand the potential impact of local authority trusts being taken back into the local authority directly, and what the pros and cons of this are. The Chair queried if this could form part of the facilities paper. EL noted that this could be considered, and agreed that this was a relevant factor. Paper to be tabled at the April meeting.

EL

8.3 Wellbeing & Protection Update

8.3.1 Scottish Swimming Anti Bullying policy DRAFT

EL introduced the paper, noted that the focus is on health and wellbeing, and the anticipated increase of wellbeing issues, and how this could affect the sport. EL also noted that there has been a need to write a letter Disclosure Scotland because the delay in processing PVGs, which is now unacceptable and causing issues for members keen to be recruited to regulated roles.

EL commented on the updated anti-bullying policy, and noted that there is a question in the paper which seeks to obtain the Board feelings about making elements of the policy mandatory, rather than the current cultural approach.

EM commented that there have been around 600 non-swimming members signed up as COVID officers, and had the pools been open, these individuals would not have been able to act as COVID officers because of the PVG delay. There is a need to be mindful of this when asking for another £10 at renewal time, as this may cause reluctance.

BC confirmed that Scottish Swimming is not the only governing body having issues with the PVG system, and that **sportscotland** have also raised this and sought to put pressure on in this regard. COVID officers are vital to the safe return of sport, and if they cannot act in this capacity as a result of the PVG situation, much of the work of the governing bodies will be undermined.

EM confirmed that the internal process is also being looked at to see if the process can be short circuited without compromising the process.

The Chair noted that the specific question from the paper is in relation to the inclusion of language in the anti-bullying policy, and the Board had no comment to make. EL confirmed that if there were no strong feelings either way, then it would be strange to go against national body.

9.

Reports from the Company

9.1 Management Team Report

Services

EM sought formal approval from the Board for the British Swimming Judicial Panel Nominees. These nominations would be for Margaret Sommerville to move to the appointments panel. Allan Fletcher has agreed be re-nominated, and Moraig Macdonald has agreed to step into the Judicial panel. The Chair approved this as no opposition was made.

EM noted that she is attending monthly/6 weekly meetings with the University and making plans for when it is possible to return.

EM agreed to bring a paper to the April Board re: AGM/Awards Dinner.

EM

Finance

The Chair commented that the **sportscotland** funding has not been confirmed yet, but extended gratitude to **sportscotland** for their ongoing support.

The Chair noted that Kevin Reynard is keen to continue his role as ARC Chair, and asked if there was any objection to this continuation. There were no objections and the Board extended their thanks Kevin for his time and efforts and their appreciation that he is taking on the responsibility for a further term.

Development

SM noted that there has been a lull in the engagement with clubs and RSDMs have noted low engagement. All of the drop in sessions run by RSDMs and have very poorly attended. SM noted that it is hoped that things will ramp up once there is a date for pools opening.

On education, SM noted that it was hoped to start developing teaching qualification at beginning of the year, but this has not been possible given the lockdown. Currently looking at beginning to deliver the theory side of things as soon as there is a date for pools reopening.

Performance

AW noted that the review group of the swimming committee will soon publish a return to competition guidance, which will discuss what can happen in each of the different protection levels. AW noted that plans for April have now been cancelled, and the focus is now on the summer, with dates for Scottish Nationals and the summer meet penciled in, it is likely however that this time will be used to resume as much of the sport as possible, rather than focusing on specific areas.

AW thanked the Board for the feedback around Manchester competition, and noted that there have been no repercussions from that. As focus is turned to internal competitions, the Association is beginning to implement weekly testing with athletes, which will help manage who can and cannot compete. AW noted that after Christmas there was one positive test, which was well managed.

AW noted that Duncan Scott's pre-selection for the Olympics has been officially announced, and likewise something from Paralympics is expected soon. On the Commonwealth games section, the draft policy is attached to the paper and expecting that to be finalised in the coming days.

9.1 Birmingham 2022 Aquatics Selection Policy Draft

The Chair highlighted some inconsistency in terminology. The policy refers (at 3.1) to Scottish 'swimming sports specific selection standards', but later to 'sports specific selection policies and standards'. There is a need for consistency here to avoid confusion.

The Chair noted that the focus needs to be around the lessons learned from the inability to hold the qualifying events, and if they cannot be held next year, there is a need to be clear if the selection policy falls straight to 5.4, or if the nominated event can be changed. It was noted that this is dealt with at the start of the policy, which states that if the events cannot take place, the policy can be amended.

JD noted that it is not Team Scotland's aims and objections in section 2, and in respect of the first one, it is not clear what the intention is, as she understands that the athletes have to meet selection standards to get to the games. EL confirmed that he will check wording, but the intention is that if athletes get to the games, there is an expectation that they will meet the standards which were met to get there in the first place.

EL

10. Directors' Reports – verbal – None

11. British Swimming Update – verbal

The Chair confirmed that there has not been a Board meeting since last call, but there has been the decision issued from UK Sport about the reduction in overall funding.

The Chair confirmed that the memorandum of understanding has been concluded now, but likely to get more information at next Board meeting on how this will be managed.

EL noted that from a UK funding point of view, there have been informal discussions about trying to understand rationale, and what is likely to happen next.

12. AOCB

BC extended his thanks to the SMT and the wider staff for their engagement and general conversations which are ongoing on a daily basis. Over last 10/11 months the relationship has become closer and there have been regular and shorter conversations. BC would welcome this going forward.

13. Date of Next Meeting(s):

Council Meeting, Sunday 21 February, 10.30am via Zoom
Board Meeting, Wednesday 21 April, 6.30-9.00pm, via Zoom

cc	Board & Council Barry Cook, sportscotland	Editorial Board National Chairs	Harper Macleod Kevin Reynard
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