

## Board Meeting – Approved Minutes

3pm, Thurs 5<sup>th</sup> November 2020 – Online via Zoom

**Directors:** Jonathan Binny; Jennifer Cardno; Nigel Clark; Jo Dytch; Lucy Fraser; Steve Gough; Kat Jones; Ron Neville; Brian Shackleton (President).

**CEO & Company Secretary:** Stuart Younie.

**Observers:** Alistair Todd (Associate for Snowsports Touring), Hazel Meehan, Dominic Hall, Ilona Turnbull

**Apologies:** Megan Griffiths (sportscotland)

### 1.0 Welcome and Apologies

JB opened the meeting and apologies were noted from BS who had been delayed in joining the meeting due to a medical appt. JB welcomed Hazel, Dominic and Ilona to the meeting who were attending as observers in advance of their nomination for appointment to the board at the AGM.

### 2.0 Declaration of Interests

A copy of the declaration of interests' form had been circulated with the papers, along with a reminder to those who are remaining on the board to complete the form and send it back to SY.

### 3.0 Draft Minutes of the meeting of 20<sup>th</sup> August 2020

The minutes were approved

- **Action Note from board Covid – 19 Coms meeting on 18<sup>th</sup> Sep.**

The action note was approved

### 4.0 Actions and matters arising not tabled elsewhere in the agenda

- **Actions from Board meeting on 20<sup>th</sup> Aug**
  - No additional comments had been received from Directors on the Operational plan and SY was following up with staff to finalise priorities for the next 6 mths prior to submission to sportscotland.
  - SY had spoken to DB to pass on the boards recognition of the quality of work he is delivering on behalf of the organisation, and confirm continued support for his post despite the loss of funding from the BMC.
- **Actions from Covid Coms meeting on 18<sup>th</sup> Sep**
  - Camping and visitor management – Working groups have been meeting and SY has contacted the CEO of visitscotland to offer support and ask if recreational groups will be given the opportunity to contribute to the work of these groups.

## **5.0 Call for AOCB**

No additional business had been tabled in advance of the meeting

## **6.0 Strategic and Operational updates – Combined report**

### **6.1 CEO**

SY updated on the 6 mth reviews which were taking place with the senior team and at a recent staff meeting had highlighted the importance of staff health and wellbeing and the continued commitment to flexible working and supporting staff whilst working from home. SG raised a question about assessing the health and safety of staff home working arrangements and SY confirmed that this would be carried out. The report on the MTUKI proposal to change registration process was noted and that SY was attending the MTUK&I meeting on Sat.

**Action:** JB asked SY to pass on the thanks on behalf of the board to the staff for all their efforts since the start of lockdown.

### **6.2 Member Services and Communication**

Membership performance had held up well in Sep with individuals performing strongly, although clubs were forecast to be down. Scottish Mountaineer was confirmed as going to print for the November edition and further discussions were required to plan for 2021 given continued economic uncertainty. Plans were progressing with the third year of #Thinkwinter with positive engagement with Scot Govt, WildScotland and a meeting had also been set up with visitScotland to discuss their support for the campaign.

JD asked about the potential for more online engagement due to the cancellation of mountain safety courses and SY confirmed that this was already under discussion with staff. The potential for introducing payment to attend these sessions was highlighted.

**Action:** SY to take forward development of online training sessions with staff team.

### **6.3 ClimbScotland**

Advice and support is being provided to climbing walls to help them with opening and also in relation to one of the walls which has been visited by local authority health and safety inspectors. The experience and learning from this visit was being shared with other walls. Robert was confirmed as having passed the Rock Climbing Development Instructor Award and Calum expected to qualify early next year. LF highlighted the difficulties in getting the delivery of instruction for children and young people restarted in climbing walls.

**Action:** JB asked SY to pass on congratulations to Robert on behalf of the board for passing the RCDI award.

#### **6.4 Access and Conservation**

BS joined the meeting at this point. SY confirmed a response has been submitted as part of the consultation on the A83 route options. DB has been analysing the wider impact of the P & K rural clearways and an article would be submitted for members in Scottish Mountaineer. Confirmation had been received that work has started on the repair of the Cairngorm funicular. AT highlighted the potential pressure on car parking during the winter and particularly the ski resorts.

**Action:** SY to speak to DB and snowsportsotland about engaging with the ski resorts about potential parking pressures.

#### **6.5 Mountain Safety**

In response to increased restrictions SY confirmed the decision to cancel the St Johns and SMART weekends, night navigation courses and the Arrochar nav courses. SY also highlighted the amount of activity delivered since exit from lockdown by the Mountain Safety team and the continued high level of demand for courses. NC raised the issue about how to target new people on the hills which has been a recurring issue for the MSG.

BS asked whether there continued to be a shared view from the MSG partners on the approach to dealing with the impact of Covid 19 and NC and SY confirmed that the group continued to be aligned and it provided a valuable forum for discussion between the organisations represented. BS asked to record thanks to NC and SY for co-ordinating the work of the MSG which had been important in supporting the response to Covid – 19.

### **7.0 Finance Report**

#### **7.1 Treasurers Report - Management accounts to Q2**

JB handed over the chair of the meeting to BS. JC provided an update on the Q2 position as discussed by the FAG on the 23<sup>rd</sup> Oct. Membership income is up 19% compared to last year as a result of new member recruitment, improved retention and also the effect of the increased membership fees approved in 2019. There are some risks on University club income as many clubs are not active. The current forecast to year end is a £12k deficit with the potential for this position to improve further from the budgeted deficit of £25k. The end of year accounts have now been signed off for submission to companies house.

BS invited SY to provide an overview of the scenarios which were considered by the FAG and he confirmed that it had been agreed to adopt the most conservative position to the year end, however having the additional scenarios was useful to support future planning for 2021/22.

BS convey thanks on behalf of the board to JC for her report and for all her work she has done over the last 3 years.

**Action:** It was agreed to continue with the monthly monitoring meetings of the FAG.

## **8.0 Governance**

### **8.1 Board Appointments**

The following nominations for appointment to the board were approved:

- **Director for Snowsports Touring** – Alistair Todd proposed by Brian Shackleton
- **Director of Finance & Treasurer** - Hazel Meehan proposed by Jennifer Cardno
- **Director Landscape and Planning** – Dominic Hall proposed by Jonathan Binney
- **Director for Governance, HR & Equalities** – Ilona Turnbull proposed by Steve Gough

### **8.2 AGM 2020 – Update**

SY reported that an initial planning meeting was held on 2<sup>nd</sup> Nov, and a dress rehearsal had been scheduled for Monday 16<sup>th</sup> Nov to walk through the meeting and the technical aspects of using Zoom. 80 members were currently registered and Directors were reminder that they also need to register for the meeting to get the unique dial in details, or to let Helen / Jane know and they can assist. An annotated agenda would be provided to all members providing a walk-through guide to how the business will be managed on the night. BS stressed the importance of sharing the answers to questions which had been submitted in advance of the meeting and highlighting there would be limit time for questions on the night.

**Action:** It was agreed to increase the capacity of the Zoom account if required to avoid excluding any members from attending the AGM.

### **8.3 Policies and Procedures Review Schedule status report**

The report was noted and that items highlighted in blue have been reviewed. It was agreed there was a need to overhaul the company policies and procedures and streamline them wherever possible and this was something that should be progressed following the AGM.

## **9.0 Standing Agenda Items**

### **9.1 Risk Register**

The report was noted and also the recommendation following the development audit that there was a recommendation that a "Risk Policy" is developed for the organisation. BS suggested that an alternative approach to governance around risk should be considered as part of the review of the policy. HM offered to support the review of the current procedures given her previous experience as a risk manager.

**Action:** SY to work with IT and HM to review the current approach to managing risk and develop a new risk management policy.

### **9.2 Health & Safety**

Nothing to report.

### **9.3 General Data Protection Regulation**

Nothing to report

### **9.4 Child Protection**

Directors were reminded to complete the online introductory module on child protection available through Perth and Kinross Council as a requirement of our MOR for Children First.

<https://www.pkc.gov.uk/article/20447/Child-protection-e-learning-module>

## **10.0 Future meetings**

- AGM – 4.30pm Saturday 21 Nov 2020

**Action:** It was agreed to hold a short meeting on Thurs 3<sup>rd</sup> of December and SY would circulate a schedule of future board meetings for 2021.

BS closed the meeting by expressing his thanks for the contributions that Jonathan, Steve and Jennifer had made to the organisation during their time on the board and invited them to say a few words. JB said he was happy to be leaving the role with the board that was currently in place and wished everyone the best of luck for the future. SG thought that Mountaineering Scotland was in a very good place and it had been a pleasure to get to know everyone and he looked forward to meeting everyone in person at the 2021 AGM. JC expressed her thanks and that it had been great to met and work with everyone over the years and hoped to see everyone in the hills at some point. BS thanks everyone again for their contributions and closed the meeting.

**Issued by Stuart Younie, CEO & Company Secretary**

**Approved – 04/02/21**



