



Quarterly Board Meeting

Video Conference via Zoom

3pm – February 7th 2021

Present:	Lisa Tausney	President/ West Scotland
	Jennifer Boyle	Vice President
	Victoria Bichener	Secretary
	Kathryn Hillier	Treasurer
	Leanne Caird	South Scotland
	Emma Davies	Mid Scotland and Fife
	Claire Mullen	Lothian
	Leanne Wrench	Highlands and Islands
	Kendall Smith	North East Scotland
	Katie Rutherford	At-Large Director

Item	Topic
1.	Welcome and Introductions
	Victoria Orton-Bichener (VO) welcomed everyone to the meeting and introduced Kathryn Hillier as Treasurer.
2.	Apologies
	The Chair noted that apologies had been received from Lynsey MacKenzie.
3.	Director Roles
	VO outlined the expectations on board members for the 2021-2022 term. These were stated as follows: <ol style="list-style-type: none"> 1. To attend a minimum of two board meetings per year, plus the AGM. 2. To be proactive in their role. 3. To actively build contacts with local coaches to better represent their interests to the Board.

	<p>A WhatsApp group will be set up to keep board members informed as tasks progress, allowing for immediate feedback and collaboration. It was concluded that if each board member took on more small, manageable tasks, that SportCheer Scotland would be set for increased productivity in 2021.</p> <p><u>Discussion</u></p> <p>Jennifer Boyle (JB) encouraged Regional Directors to contact their local Community Sports Hub for information regarding any support available to local programmes and offered help to Directors in establishing a point of contact.</p> <p>The Board discussed the use of an online shared workspace to share files and garner feedback between meetings.</p> <p>Actions: -Victoria Orton-Bichener will start a WhatsApp group for the SportCheer Scotland Board. -Clare Mullen and Kathryn Hillier will research online workspaces and provide an update to the Board.</p>
<p>4.</p>	<p>Website Upgrade</p>
	<p>Kathryn Hillier (HO) expressed concern that the SCS website is currently one of the largest expenditures of the organisation - approximately £60 per month - with many features only beneficial to companies operating in the United States. It is proposed that the Board research an affordable website provider with appropriate functionality for the organisation's requirements.</p> <p>KH furthered that membership payments could be processed through the website, therefore reducing expenditure in PayPal fees, outlining that SportCheer Scotland currently incurs a £0.39 transaction fee on every £3 athlete registration. By comparison, the same registration processed on the website would incur a transaction fee of £0.26.</p> <p><u>Discussion</u></p> <p>Alternative website providers were considered, and it was decided that Wix would be the most suitable option.</p> <p>Lisa Tausney (LT) advised that the current website provider can be cancelled at any time without charge.</p> <p>Proposal #1: To approve the update of the SportCheer Scotland website to be hosted on Wix.com.</p> <p>Proposed: Lisa Tausney Seconded: Jennifer Boyle - Proposal #1 was approved.</p> <p>Action: -Kathryn Hillier will work with Katie Rutherford, Kendall Smith and Lisa Tausney to build a new website for SportCheer Scotland.</p>

5.	<p>Committee Powers and Authority</p>
	<p>JB opened discussion on what each committee has the power to do and when decisions should be deferred to the Board for approval. The Board is accountable for the decisions of the committees, therefore there should be a degree of oversight, however waiting for Board approval can be a hindrance in situations where a decision is time sensitive.</p> <p><u>Discussion</u></p> <p>LT commented that board members knowledgeable in a specific area are likely already involved in that committee, therefore the majority of decisions can be made from within. Clare Mullen (CM) contributed that the Ethics Committee faced difficulty drafting policies without input as the implications of a policy can be far reaching.</p> <p>VO suggested that committees could refer to the Board in situations where they sought to make a significant change from normal practice. CM furthered that the use of an online shared workspace would assist in making the work of committees more visible to the Board and allow feedback on ongoing work.</p> <p>It was concluded that JB, in her role as <i>ex officio</i> member of all committees, will have oversight of the powers of each committee and will use her discretion to decide what should be brought to the Board for approval.</p> <p>Proposal #2: Committees have the authority to make decisions unless there is a change of direction, or there is an impact to the wider community. Each committee will operate under a designated Chair and terms of reference.</p> <p>Proposed: Kathryn Hillier Seconded: Leanne Caird <i>- Proposal #2 was approved.</i></p> <p>Action: -Jennifer Boyle and Kathryn Hillier will draft a template terms of reference for committees.</p>
6.	<p>SportCheer Scotland Board Director Elections</p>
	<p>There are four unfilled positions on the Board of Directors:</p> <p>Regional Director for Glasgow Regional Director for Central Scotland Director-At-Large x2</p> <p>VO requested that the Board share the job advertisement with any coaches, staff or athletes whom they feel may be interested.</p> <p>LT suggested that SCS clarify that roles are open to all within the allstar community and are not restricted to traditional cheerleading programmes.</p> <p>Action: -Katie Rutherford will readvertise the Board vacancies on SCS social media.</p>

7.	Committee Updates
a.	<p>National Team</p> <p>The National Team Committee has nothing to report.</p>
b.	<p>Ethics</p> <p>The Ethics Committee has nothing to report.</p>
c.	<p>Coach Education</p> <p>LT updated the Board that a junior coaching course for athletes aged 14-18 is in development and will be trialled in March. The course will concentrate on appropriate behaviour, social media, and communications.</p> <p>The Committee has organised a workshop with Coach Caric to be provided for free to all Scottish coaches. It will be held on Thursday 18th February at 6.30pm via Zoom.</p> <p>LT further updated that the Committee has arranged a camp with Eric Little, a prominent cheerleading choreographer, and asked for input from the Board on how the camp should be operated. The cost to SportCheer Scotland will be \$300 and it is intended that SCS members should benefit from reduced entry costs.</p> <p>The workshop will be limited to 100 places and will be advertised to SportCheer Scotland members in the first instance before advertised to the wider cheerleading community.</p> <p>It was decided that the camp would be priced at £5 presale for members and general sale will be priced at £8.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Lisa Tausney will work with Katie Rutherford and Leanne Wrench to organise the Eric Little camp. - Leanne Caird will assist Lisa Tausney in developing a Junior Coaching course.
d.	<p>Coronavirus Response</p> <p>Following the discussion at the AGM the Committee acknowledged and thanked LT for her work in setting up the Scottish Coaches' Support Group and confirmed that it currently has 138 members. JB encouraged the Board to share anything they feel would be valuable to the community in the group.</p>
e.	<p>Membership</p> <p>VO provided an update to the Board that membership application forms now process online payments. This is intended to streamline the current procedure and reduce the administrative workload of the membership committee.</p>
8.	Treasurer's Report
	<p>The financial report was shared with the Board.</p> <p>KH advised that the transfer of signatories for the SCS bank account is in process.</p>

	<p>The accounts for the financial year ending 1st February 2020 are due to be submitted to HMRC by 28th February 2021.</p> <p>It is proposed that the financial year will be changed to run from 1st of August to 31st of July to align with membership and competitive season. Due to the ongoing Coronavirus pandemic there is a reduction in transactions going in and out of the SCS bank account, therefore this will be an opportune year to make this adjustment.</p> <p>KH further advised that she will obtain quotes to secure an auditor with knowledge of limited company accounts to produce an auditor's report and update the Board at next meeting.</p> <p>The SCS bank account is currently with Bank of Scotland costing £7.50 a month. This account charges 2.75% on international payments. Payments processed for the ICU Championships are the largest expenditure of SportCheer Scotland, and fees on these transactions are a significant loss. The proposal was introduced to move the account to Starling Bank which does not levy fees on international payments.</p> <p>SCS has standing costs for insurance, office space, affiliation and website and is operating on reduced income from national team training and merchandise. Methods of income generation were discussed to cover this deficit and it was determined that the online camps provided by SCS should bring sufficient income to cover expenses in the short term.</p> <p>Due to the requirement that SCS filed accounts cover the financial transactions of Team Scotland KH will contact national team management to initiate greater financial oversight of the committee.</p> <p><u>Discussion</u></p> <p>CM enquired what accounting standards were applied to the accounts, KH clarified that it was cash basis.</p> <p>Proposal #3: To move the SportCheer Scotland bank account to Starling Bank.</p> <p>Proposed: Jennifer Boyle Seconded: Leanne Wrench <i>- Proposal #3 was approved.</i></p> <p>Proposal #4: To change the financial accounting year to run from 1st August to 31st of July.</p> <p>Proposed: Kathryn Hillier Seconded: Clare Mullen <i>-Proposal #4 was approved.</i></p>
9.	Scottish Student Cheerleading Committee
	<p>The Scottish Student Cheerleading Committee (SSCC) is an independent committee focussed on the promotion of cheerleading in Scottish colleges and universities. VO introduced the proposal that the committee should be incorporated within the formal structure of SCS.</p>

The ICU World University Cup is held each January in Orlando, and SCS has secured the approval of the ICU to enter teams at the event. It is intended that this can provide a national team pathway for college and university athletes.

VO proposed that there should be a director representative of the SSCC on the SCS Board. This position would be nominated from within the committee and approved by the membership.

Discussion

The Board discussed the form in which cheerleading will attend the World University Cup; whether as a unified national team or as a single university team awarded the bid.

LT enquired whether one of the current Directors At-Large positions could be reserved for the SSCC representative. VO responded that this would cause difficulty due to the annual cycle of SCS elections falling in January and the academic term beginning in September. The specific manner in which a representative will be elected will be brought back to the Board for update.

Proposal #5: To incorporate the Scottish Student Cheerleading Committee into SportCheer Scotland.

Proposed: Victoria Orton-Bichener

Seconded: Jennifer Boyle

-Proposal #5 was approved.

Action:

-Victoria Orton-Bichener will arrange a meeting with a representative of the Scottish Student Cheerleading Committee.

10. Appointment of Officer Roles

Each board member will have an allocated area of focus to aid progression of key objectives. These were assigned as follows:

Ethics	Clare Mullen
	Emma Davies
Communications	Katie Rutherford
	Lisa Tausney
Athlete Development	Jennifer Boyle
	Leanne Caird
Coach Education	Stacy Greer
Adaptive Abilities	Leanne Wrench
Membership	Victoria Orton-Bichener
	Kendall Smith

Action:

-VO will contact board members not in attendance for their preferred role.

11. A.O.B.

	Leanne Wrench (LW) enquired whether persons not on the Board could assist on tasks. VO responded that board members are free to contact, consult and delegate to any qualified person as required.
12.	D.O.N.M.
	The next meeting will be Sunday 25 th April at 3pm.

The meeting ended at 17:15.

