

**Notes from the meeting of the Forum Working Group held in
Dunblane New Golf Club on Monday 7 May 2018**

<p><u>Present</u></p>		<p>Stewart Darling, Alan Cargill, Vic Skelton, David Fleming, David Gemmell, Allan Shaw, Peter Abbott, Derek McGlynn, Jim Ewing, Frank Gloag, Jean Forrest, Paul Gibson, Neil Hampton, Tom Cummings, Chic Nash, Karin Sharp</p>
<p><u>Feedback on notes from last meeting</u></p>	<p>1</p>	<p>Clarity sought by CN on how the Regions had been agreed at last meeting – confirmed that group discussion at first meeting and consensus reached that County structure as start point would be used. AS had provided feedback that Course Rating should be added as a Core Agenda Item – consensus of group was this should be included</p>
<p><u>Forum Format</u> Dates & Venues</p>	<p>2</p>	<p>Following discussion it was agreed that in future years the optimum timing of Forums would be Mar, Jun, Sep on Regional basis, with a National Forum late November. Initial venues were proposed, with each Regional forum then having responsibility for choosing the next location (or choosing to stay at same venue) with Golf Clubs being the choice location in each instance: North – Craigie Hill GC South – Dumfries & County GC East – Glenbervie GC West – Hags Castle GC</p>
<p>Identification of club representatives and club manager reps in each Region</p>		<p>KS advised that a Scottish Golf Club bulletin was scheduled for 10 or 11 May and an opportunity presents to include a short advert within the bulletin. It was suggested that the advert be sent to the forum group members ahead of the bulletin being distributed so that information could be circulated directly to Clubs and Club Managers through existing distribution groups. KS to share the advert with the group by close of play 8 May. TC advised he would circulate to SGCMA members to encourage applications from Club managers and with 100 active members felt achieving the number of participants would be achievable. Each County & Area to be contacted and asked to provide their single nominations to KS for collation. It was agreed that closing date for applications would be 31 May for all participants. Selection process was discussed and intent is to ensure a wide spread of clubs represented in the Forums. Depending on volume of applicants a process to determine participation might be required but this would be devolved to each Regional Group to determine, with all applicants to be invited to first meeting</p>

Core Agenda Items & Additional Agenda Items

(although recognizing a common-sense approach to the numbers would be needed). As quickly as possible following close of applications, KS to circulate a doodle poll for each Regional Forum with potential date and time options to meet in late June/early July.

Following discussion it was agreed that the core items would be:

- Communication
- Membership Retention & Recruitment
- Club Support Services
- Sharing Experiences/Case Studies
- Championships
- Coaching
- Volunteers
- Course Rating

Additional consideration was given to Governance & Affiliation Fees, however it was agreed that provision of an Executive Summary from Scottish Golf, covering a brief financial overview and departmental updates with the Agenda and wider papers for any Regional Forums would be an opportunity for these specific areas to be considered or discussed if need be, rather than have specific Agenda items. A request was made that KPI trackers also be included, however following discussion it was acknowledged that this would be an evolving piece as the strategic ambitions are costed and implemented and whilst important to track progress this would not be an immediate priority focus.

It was agreed that a Terms of Reference for the Regional Forums would be helpful in ensuring consistency and through provision of a framework and strict approach to timings of Forums (managed by Chair) that a controlled Agenda linked to strategic objectives should be the aim. Additional agenda items or off topic discussions would be managed by the Chair depending on time available within each relevant session.

It was recognised that for the forums to be successful, there needs to be collective responsibility from participants that we are all Scottish Golf and that we should use the opportunity of the forums to enable not inhibit what is happening within the game in Scotland. Equally it was recognised that the forum process would evolve over the first few meetings, with learnings and adaptations made to ensure that it serving the purpose of a productive debate on the key strategic priorities to drive growth in golf in Scotland.

<p>How outputs of the meetings will be shared?</p>		<p><i>An additional point of clarity, post meeting, in relation to Course Rating – responsibility for driving the programme, the timeframe and approach to Course Rating all remain a core responsibility for Scottish Golf who will work closely with local rating teams to ensure delivery. This is not an activity that will be fully devolved to any Regional or Local associations to take responsibility.</i></p>
<p><u>Communication</u></p>	<p>3</p>	<p>A dedicated section on the Scottish Golf website will be created to act as a central portal for minutes, case studies, best practise etc to ensure these are visible to any interested party to view. It was also suggested that the TOR consider an appropriate timeframe for publishing of such documentation post meeting.</p> <p>It was agreed that there needs to be a collective responsibility to communication regarding the Regional Forums. Clubs should be encouraged to get messages out to golfers; Counties & Areas to encourage club and golfer engagement, with Scottish Golf using bulletins and social media opportunities to try and increase awareness and understanding amongst clubs and golfers. It is hoped that through a shared approach and with outputs being visible the profile of Regional Forums will increase as they become established events in the calendar.</p>
<p><u>Any Other Business</u></p>	<p>4</p>	<p>How will the Regional Forums be evaluated? Whilst too early to state given this still the set-up phase, the aspiration is that through contribution from local community of golfers to issues impacting the game we will be able to draw positive outcomes that support the strategic ambitions for golf in Scotland.</p>