

Minutes of the 60th meeting of The British Dietetic Association, Scotland Board, held on Tuesday 16th February 2021 from 10.00-12.00 via Zoom Meeting.

Present:

Janie Gordon	Board Chair
Maureen Murray	Board Member
Dahlia Campbell	Board Member
Jo Teece	Board Member
Lynne Stevenson	Board Member
Dawne Ramage - Bloodworth	Board Member, Non Exec, BDA

In Attendance: Tracy MacInnes (TM) BDA, Policy Officer Scotland (minutes)

Item **ACTION**

60/1 Welcome and Apologies

Janie opened the meeting and welcomed colleagues.

Apologies had been received from Lorna Breeze and Andrea Wilson. It was noted that we had sent flowers to Andrea, following her recent bereavement.

60/2 Minutes of previous meeting, 4 November 2020

The minutes were accepted and approved as a correct record of the meeting.

60/3 Matters arising from previous minutes

Members felt that all points under matters arising were included in the main agenda.

60/4 SB Membership

- Appointments – presently the Board has 3 vacancies, 2 ordinary members and the position of chair. A recent recruitment campaign failed to attract any candidates for the position of chair. There was a general discussion based on Andy's email and questions about what stops people applying to become a board member. It was felt a positive proposal, to recruit a deputy chair when next out to advert for the position of chair. Seeking the support of SDLN to identify possible future chairs and ordinary board members.
- Structure – A general discussion took place on the Board structure. It was felt that looking at holding the meetings in the evening might increase board members availability, widening the membership of the board, complying some testimonials raising the benefits of being a board member. Janie, will feedback to Andy on the above suggestions.

JG

60/5	<u>BDA Draft Strategic Plan</u>	<p>The Strategic Plan directs the BDA's work plans, priorities and broad direction of travel. The current three- year plan expires at the AGM 2021 and we are now moving to the second phase of development for the next one.</p> <p>Dawne raised the importance of board members and the branches engaging with the BDA Strategic Plan Consultation- Survey 2021 which can be found here, by 28 February 2021. Following the survey results it was felt that it would be useful to invite Louise to discuss them at the next Board meeting.</p>	ALL
60/6	<u>BDA Scotland Contacts Spreadsheet</u>	<p>Tracy spoke to the purpose and development of this spreadsheet and thanked Jo for initiating this work. It was seen as a useful document but board members appreciated the challenges that had emerged as a result of completing the spreadsheet.</p> <p>Dalhia agreed to forward on to Tracy some updated information on one of the groups. Any other amendments or additions please forward directly to Tracy.</p> <p>The next stage of this work was agreed in that Tracy would write to the Chairs of the UK specialist groups to seek how they engage with what is happening in Scotland and if there is identified representation from Scotland on the specialist groups.</p>	TMac
60/7	<u>BDA SB Achievements – 2020</u>	<p>Board members found this to be a very useful document that demonstrated what the board had achieved in the past year and that it should be shared widely within the branches, SDLN and on the BDA Scotland page.</p>	Chairs / TMac
60/8	<u>Draft BDA SB Workplan for 2021 – 2022</u>	<p>Janie led a discussion on the draft workplan for 2021/2, which was generally supported but for further consideration given to the inclusion of an objective in respect to students and EWAW. Janie and Tracy will pick this up and bring back an updated version</p>	JG/TMac
60/9	<u>Existing projects</u>	<p>Lynne updated the board on recent discussions with EWAW. It was agreed to invite EWAW colleagues to join us at the next board meeting.</p>	LS
60/10	<u>Student Placements Update</u>	<p>Board members were asked to note the letter attached to the agenda. Janie and Tracy continue to meet with Jacklyn Jones and Pete Glover, the next meeting is the 16th March. It was noted the great progress of everyone in supporting students to complete their placements. There will be an evaluation of the new placement model, which should include everyone delivering placements, the scope of this evaluation has not yet been defined but will come to the board.</p>	

60/11

Standing updates/feedback forms

Janie thanked colleagues for their feedback forms which were noted. A discussion took place in respect to how we could ensure that the information within these reports could be shared more widely. This will come back to a future meeting.

ALL

Dawne informed the board that the key updates from the BDA board meeting were focussed on the financial position this year and for next year's budget and were considering a balanced 3–5-year budget position, reflecting known risks and business plans.

The other main area of discussion was of course the revised strategic plan and the engagement that is happening with this. The survey is now out and opportunities to comment on direction of travel and the final document will be presented at AGM

Other than that, noted vacancy for country board chair and new policy officer appointment to the EPP team.

60/12

AOCB

- Janie informed the board that she will be having the 2nd meeting with the chairs of the other country boards in the coming weeks.
- Dalhia raised the change in language from focus to function and how this discussion was made and then communicated to the membership. Tracy agreed to pick this up with EPP colleagues.
- BDA BoD minutes can be found [here](#)

TMac

60/13

Date of next meeting

The next board meeting will take place on the 18 May 2021, from 10 until 12, via Zoom.