Minute of the Meeting of the Board of Directors
held on Wednesday 13th February 2019, at Dewars Ice Rink, Perth.

Directors Present:
Rob Niven, David Hardie, Susan Kesley, Hugh Templeton, Helen Hally, Graham Lindsay, Jim Cullen, Bruce Crawford, Louise Burke,

In attendance:
Brian McArtney, Margaret Nicol, Judith McCleary

Apologies: Kevin Troup, Sarah Birrell (sportscotland).

1. Welcome
Rob welcomed everyone to the meeting, then introduced Russell Keillor, David Murdoch and Graeme Thompson to make a presentation and discuss item 1.a. after which they left the meeting.

1.a Method of choosing Scotland's Representative Teams
Graeme (Performance Director) had circulated a paper in advance of the meeting and gave a presentation to highlight the risks and rationale underpinning the preferred method for selecting teams for men, women and mixed doubles teams. A separate paper summarises the discussion.
The board gave "approval in-principle" for the Performance programme staff's preferred option which would see a selection process being used to choose teams to go to the World Championships. Selection would be based on Scottish Championship performance, WCT results and performance data. The board requested further detail on the selection criteria and wanted to determine how British Curling would be able to support Scottish Curling.

2. Conflicts of Interest
No new interests were noted, Rob reminded the meeting that his company did sponsor two of the performance teams and David reminded members that his son is in the performance programme

3. Minute of previous meeting
The minute of the previous meeting on 27 November was approved with a couple of amends to provide clarity. Brian noted that there were some omissions from the minute, Rob suggested any amendments should be made when the draft minute is issued.

4. Matters Arising
The board noted that all the actions from the last meeting had been completed or would be covered during this meeting. The Action list was updated and will be appended to the minute.

5. CEO Report (circulated in advance)
Bruce gave some updates on sponsorship, including sponsorship from Fred Olsen Cruise Lines who have become Title Sponsor of the National Masters Championship and are offering a cruise for curlers.
HB Rutherford have become a sponsor and will be providing Value In Kind supply of programmes for 3 championships as well as bidding for other work and are providing excellent quality and value.
Live streaming by TechNative at the Scottish Juniors via Facebook was a success. The same company will be filming the Scottish Championships Finals and it will be broadcast by the BBC online. TechNative will also be filming the last 2 days of the WWhCC. At the end of the season we will be looking at the monetizing of the investment in video production.

6. Development Update

Judith had previously circulated her updated Operational Plan. Hugh raised a question on whether we have sufficient number of trained timers for competitions, Judith advised that there had been two courses planned but lack of uptake resulted in competitions not running. The Umpire Committee will be looking at this tomorrow.

7. Primary Issues For Discussion:

a. Audit Committee

The Board approved the policy document setting out the purpose and remit of the Audit Committee, as drafted and circulated by Bruce. Rob sought directors to volunteer to be appointed to the Audit Committee. Kevin, Louise and Jim were approved as the members of the Audit Committee. **Action: Committee to meet before the AGM**.

b. Open recruitment of the Chairman

At the 2018 AGM, the members approved a change to the Articles the "open recruitment of a chairman of the board". This means that the person applies through an open process and could be an existing director, an existing member or someone independent from the organisation. The board approved the document as circulated on the open recruitment of the chairman to be appointed in June 2019. Louise, Hugh and Helen were appointed to be the directors to form the appointment panel for the recruitment process, which would be coordinated by the CEO. Rob offered to provide support and advice to the panel as well as candidates. It was agreed that if no suitable person applied the board would appoint an interim chair, rather than appoint someone lacking in the necessary skills. It was agreed that the term of the chair would be up to three years, with a maximum of two terms (max 6 years), including continuous time served previously as a director. **Action: CEO to implement process**.

c. Committee Terms of Reference

The board approved the revised Terms of Reference with a few amendments, this will be posted on the committee page of the website. The process is designed to attract people with the right skills to join committees. The document will be circulated to committees for consultation and any changes arising from that consultation may be incorporated into a future version. The board recognised that the document will require additional change, pending the Structure Review Group recommendations which aim to propose that the committee structures are revised at the AGM in four months time, whether by creating new committees or ceasing to operate others. It was agreed that the maximum term should be three years with a maximum of 2 terms (max 6 years in total), one exception would be the umpires committee which operate with 4 year cycles, so max 8 years. Graham suggested that all of the committees should include at least one volunteer and this was agreed. If a WCF rep is not a director, a director will be appointed to THE International Relations cttee. Graham noted that he had found it useful to attend a number of committees while president, but appreciated the need to reduce the workload of the president. **Action: Bruce to update and circulate**

It was noted that delegated authority is given to the committees and it was agreed that the board does have ultimate authority for the organisation.

While on this subject the Board approved the appointment of Alan Stanfield as the convenor of the Rules Committee.

d. Staff Consultation: Action Plan

The Development Officer part of the review by Helen Hally had been shared by email with the Development Officers and no changes required. Bruce shared the update on the Hally report and the outstanding item regarding the update to the Staff Handbook was under development and hope to complete by the next board meeting.

Action: Bruce to share the Hally reports with new directors

e. Organisational Structure Review Group

Jim informed the board of the progress made in the first few meetings. He reported on the drivers for change and barriers that currently exist. The group have not reached conclusions in all areas of their work and want to seek ideas and input from members through a questionnaire circulated after from late February to mid March and then develop proposals to go forward for the members to determine the way forward at the AGM. **Action: Jim and OSRG to get consultation started with members**

8. **For Information:**

a. British Curling Update

Rob had circulated a paper on the recent personnel changes in board and staff at British Curling.

b. 2019 World Wheelchair Curling Championships

Bruce reported that the LOC and Steering Group are meeting this week and he will circulate updates.

c. 2020 World Men's Curling Championships

Bruce reported that LGT are the new Title Sponsor with WCF. Glasgow Life have now got the marketing team in place and websites, ticketing etc will be operational before the 2019 World Mens champs in Lethbridge. There will be a sales rep in Lethbridge to sell tickets. The LOC are working with Goldline and they are supporting the marketing for the event. Hugh requested a meeting with the Event Manager and Bruce confirmed that the next board meeting will be in the Emirates Arena and there will be a presentation from Jill from Glasgow Life. **Action: Glasgow Life to give update at next SC board meeting**

Billy Howat has started to get involved with the LOC side of planning for the event and will attend the next board meeting. Bruce agreed to pass fliers to Brian to take to the World Juniors.

9. **Scottish Curling Trust**

The board were advised of the opening of the exhibition "CURLING – made in Scotland" will be after the Joint meeting of ASC, LSC and board (to which all are invited). Through the Volunteer Action Programme the trust is working on the inclusion of volunteers with mental health.

10. **Equalities Matters**

No report.

11. **Welfare Matters**

We are now refreshing volunteers PVGs after 3 years, in line with best practice. There has been some reluctance from some quarters but progress is being made.

12. **Any Other Business**

a. Executive Reports

Louise and Kevin requested that the CEO reported regularly on progress against KPIs in the strategic plan. The format that this would ensure the board is given the right information to allow them to support, check and challenge for the benefit of the board to stick at the strategic level and not get distracted on operational matters. **Action: Audit Committee to discuss KPIs and report back to board**

b. Anne Malcolm Foundation

The board noted sad news of the passing of former director Anne Malcolm. Margaret raised the idea that a fund be opened to promote women's curling in the name of Anne Malcolm. The board supported this and it was agreed that the Scottish Curling

Trust would be the most appropriate place for this Foundation to gain the benefit from Gift Aid. **Action: Margaret to draft paper**

c. Event programme designs
It was noted that some design elements of the event programmes let us down and improved proofing was recommended to ensure quality remains high. **Action: Bruce to discuss with the marketing team.**

d. Helen Hally
As this is the last meeting Helen will be attending, Rob recorded his and the boards thanks for the excellent work that Helen had undertaken over the past three years. Helen expressed how much she had enjoyed her time on the board and wished everyone success in the future.

e. Director Applications
Bruce reported that 4 people have put their names forward to be elected as directors and one person as Vice President. Applications close tomorrow.

f. Safeguarding Training
The board undertook training delivered by Lyndsey Booth in the afternoon following the board meeting.

13. Date, times and locations of future board meetings.

20 February 2019 –Joint Meeting and Exhibition opening at Hampden Stadium
2 May 2019 – 10am. Emirates Arena, Glasgow
15 June 2019 – AGM, Perth

The list of **actions** will be updated and circulated separately