Minute of the Meeting of the Board of Directors
held on 19th September 2019, at Ochil House, Stirling.

Directors Present:
Graham Lindsay, Jim Cullen, Susan Kesley, Hugh Templeton, Margaret Nicol, Liz Burton-King, Bruce Crawford, Kevin Troup, Brian McArtney.

In attendance:
Morag Wellman, Nick Rennie, Sarah Birrell (Sport Scotland)

Apologies: Louise Burke, David Hardie

1. Welcome
Graham thanked everyone for coming to the meeting.

2. Conflicts of Interest
No new interests were noted.

3. Minute of previous meeting
The minute of the previous meeting on 2nd May 2019 was discussed and a number of changes highlighted by Kevin were suggested to improve accuracy of discussion and actions.
ACTION: Bruce to edit and circulate a revised minute for approval.

The board had also met for a brief meeting on 7th May in Edinburgh, to discuss selection matters, Rob had made a note. The board also met on 15th June after the AGM and a note of that meeting should also be recorded for completeness.
ACTION: Bruce to circulate a note of each of these meetings.

4. Matters Arising
The board noted that all the actions from the last meeting had been completed or would be covered during this meeting, with the following exceptions
Jim noted that the appointments committee had not yet been formed and that this was to be led by Louise. Graham agreed, noting that there had not been any requirement for it recently and confirmed that appropriate action would follow to establish terms of reference and the recruitment of members thereafter.
ACTION: Louise and Graham to develop ToR for Appointments Cttee
ACTION: A revised Action Log would be circulated.

5. CEO Report (circulated in advance)
Bruce presented the CEO report and explained the of new format of the CEO report that reflected the long term strategic objectives and this would be used for future meetings.

6. Primary Issues For Discussion:

a. Finance Presentation

In the first slide Bruce explained to the board, the sources of income and how they are attributed as expenditure to ring-fenced projects or available as unrestricted or general funds, depending on the source. It was noted that member income from subscriptions and activities equates to a third of the income and Sportscotland grant equates to 40% of the income.
The second slide illustrated the model employed to secure project funding in partnership with the Scottish Curling Trust. It was agreed that the scrutiny of the process for expenditure of the SCT funds could be improved, to protect Scottish Curling's interests. Kevin recommended a clearer governance process for the SCT to receive donations from Scottish Curling and there to be clarity on the approval process for expenditure.

Bruce explained that donations made to SCT were accompanied with a letter expressly ring-fencing the funds. Kevin asked for a single page summary of the financial transactions and approval processes.
ACTION: Bruce to provide a written statement for directors on the SCT processes
The third element of the presentation was around the performance end of the sport, showing financial mapping and inter relationships that Scottish Curling has with British Curling, Sport Scotland and UK Sport.
ACTION: some of the financial information should be prepared to share with the members, so they can appreciate the complexity of the arrangements that exist.

b. Directors Skills Matrix. Training and Appraisals
Graham proposed that a workshop be held in the morning of the next board meeting on 4 November 2019, looking at governance and operations. Sport Scotland have offered to provide a governance facilitator Michael Cavanagh (past chairman of Commonwealth games Scotland). Most of the board expressed their availability and committed to attend the workshop 10.00-13.00 followed by lunch with the staff and board meeting 14.00-17.00.

c. Member Consultation Roadshow meetings
The dates for the Roadshow of open meetings will be set soon, likely to be in November. There will be 7 meetings in: Aberdeen, Perth, Stirling, Edinburgh, Braehead, Kelso, Stranraer. The purpose of the Member Roadshows is primarily to Consult with members on the issues of the Structural Review and Selection options and hear their views.
ACTION: Nick to fix dates with ice rinks, to be held after 4th November.

Bruce shared (on screen) the working document that will form the presentation at the Roadshows. The principal agenda items for discussion will be:

1: Structure Review.
2: Scottish Championships Review and Action Plan (incl. Selection Options).
3: LGT 2020 World Men's Curling Championship.
4: Questions from Members.

Within item 2 of the Roadshows there will be opportunity to share with members the work we have been doing on reviewing Rule C.12(b) and defining the best method for selecting Team Scotland, including the SWOT analysis, Risks and Benefits and Timescales for implementation of the status quo versus selection of national teams. It had previously been anticipated that proposals on team selection would be in place for discussion at roadshows but changes at British Curling will mean there will not be an actual proposal in time, but the principles will be presented. Any decision to change from the status quo would need to be approved by the board before the start of May 2020, the last board meeting prior to May is scheduled for 9 March, which should be the target date for the board to make any decisions on future policy. Graham noted that British Curling is currently more receptive to and aware of our needs pressures and risks, so a more informed decision can be made.
Liz sought clarification as to who is our Head Coach as specified in the rule book. Bruce confirmed that the term Head Coach in the rule book means the person who is the most senior technical coach of the Scottish/British performance programme. Currently this is David Murdoch, though his current job title is National Coach.

7. For Information:

a. WCF Congress report
The board noted the positive report from the recent Congress, attended by our 4 reps.

b. ASC report
The board noted the report from Brian. The board noted the questions raised regarding the proposed changes to the Development Officers employment. Graham has written to and spoken with one ASC rep who had some questions and there is now more clarity.

Bruce and Nick are committed to continue meetings with the local partners and recognise that the process is underway but certainly not concluded. The board recognised that this was an operational matter and supported the CEO in making the necessary arrangements.
ACTION: Bruce and Nick to continue to pursue funding options for the continued future employment of local Development Officers.

<u>c. Audit Committee Report</u>
The Audit Committee had met prior to the board meeting and were awaiting management report from the accountants and will report on them once received. The committee had considered the KPMG Audit which was graded at the highest standard and improved since the previous audit. The recommendations were regarding whether the board is comprised of people with the right skills, how appraisals are conducted for directors.

<u>d. Coaching Committee Report</u>
The board noted the written report from Hugh. The board approved the appointment of Alan Hannah and Gordon Kier as new committee members. Seven applicants had been received.

<u>e. Membership Development Committee Report</u>
The board noted the written report from Hugh. The board approved the appointment of Faye McInnes, Dottie Burt and Elanor Cormack as new members of the Membership Development Committee. The committee will be meeting next week.

<u>f. Umpires Committee</u>
The board approved the appointment of Kaye Patterson to the Umpires Committee.

<u>g. Rules Committee Report</u>
The board noted the written report from Graham. The board had agreed to a proposal that alcohol should be banned on field of play at Scottish Curling national championship competitions and Junior Slams, this would require consultation with umpires to ensure it can be sensibly written into the rule book.
ACTION: Graham to progress this with the rules and umpires committees.

<u>h. Competitions Committee</u>
The board noted the written report from Susan. The committee had not met recently but draws have been sent out.

<u>i. Commercial Committee</u>
Liz confirmed that via the website we are currently seeking 2 new members to join the commercial committee. She also advised that we are close to completing the information letter regarding the Shirt Sponsor Prize Draw. The details will be shared in the coming week.
A meeting with a potential sponsor is being set up by Liz and Bruce.
There had been a meeting with BBC regarding World Men’s and additional curling coverage in the lead up to the World Men’s 28 March-5 April 2020.

<u>j. World Men’s Curling Championships 2020</u>
There had been an LOC meeting yesterday and good progress was reported across the functional areas. The temporary ice pad tender is underway and dehumidification component is being further assessed. Ticketing is progressing well. Great number of curlers have applied to be volunteers.

<u>k. Structure Working Group Report</u>

Jim had circulated a report following the last meeting of the working group. The board noted the contents and agreed that this would be progressed on the basis proposed. It will be used in the consultation roadshow meetings. Following the roadshows and further meetings of the working group the board will prepare one proposal to be put to the members at the next AGM. Points and questions had been raised by Brian for consideration as the new structure emerges after the consultation roadshows. These include processes for selecting committee reps, representation of Province and Area matters and future roles of ladies centres.

8. **Scottish Curling Trust**

It was noted that Margaret Nicol was appointed by RCCC to the SCT as a Trustee. Margaret reported on a recent ad-hoc meeting of the trustees in the new larger store, shared with Scottish Curling. The Hampden exhibition had been a success and possible future exhibitions are being considered at the Peoples Palace in Glasgow to coincide with World Mens and a future possibility at the Rozelle Gallery in Ayr.

The Trust have agreed to support Future Leaders programme for the second year, with a small grant.

The Anne Malcolm Legacy Fund has raised several thousand pounds and the Trust are in the process of putting together the governance arrangements for applications and awarding of grants to women curlers. The committee set up to disburse the funds raised is Margaret Nicol, Peter Malcolm and Marion Craig.

9. **British Curling**

Graham reported that he had attended a British Curling board meeting earlier today and would provide a written report forthwith.

Nigel Holl commences in the new PD role from 1 November 2019. Applications for new directors are to be advertised soon and recruiting 4 directors over the coming six months.

10. **Equalities Matters**

No issues or concerns to report to the board.

11. **Welfare Matters**

Nick reported on the progress made in on a case that is live. The staff have met with the relevant club and ice rink and any progress will be reported to the board.

12. **Any Other Business**

a. **WMCC tickets**

Hugh asked for the date when tickets will go on sale for the World Mens. This has not been announced but likely to be late October, pressure is being applied to WCF to release when the Scotland games are likely to be known.

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

4 November 2019
22 January 2020
9 March 2020
4 June 2020
27 June 2020

Graham thanked everyone for their attendance and contributions.