Board of Management meeting minutes

22nd January 2020 - Lanarkshire Ice Rink, Hamilton

Version: 1
Adopted on: Pending
Last reviewed on: 2020.01.22

Graham Lindsay	Chairperson	In Person
Louise Burke	Independent Director	Apologies
Kevin Troup	Independent Director	In Person
David Hardie	Director	Apologies
Hugh Templeton	Director	Apologies
Susan Kesley	Director	In Person
Jim Cullen	Director	In Person
Liz Burton King	Director	In Person
Margaret Nicol	Director	In Person
Brian McArtney	President, 2019-20	Apologies
Bruce Crawford	CEO	In Person
Andrew Kerr	Vice President, 2019-20	Apologies
Morag Wellman	Ladies Branch President, 2019-20	In Person
Nick Rennie	Head of Development	In Person
Sarah Birrell	sportscotland Partnership Manager	Apologies
Alison Deuchars	SSA support (minutes)	In Person

1. Welcome

Graham welcomed everyone to the meeting and introduced Nigel Holl, British Curling Performance Director, who gave a presentation on Team Selection.
Nigel thanked Graham and Scottish Curling for giving him the opportunity to outline the proposal for GB Team Selection from 2020-2021. After the presentation, a discussion was held around the key points within the proposal and how to communicate these to athletes and supporters. The draft proposal will be circulated for consultation.

Graham thanked Nigel for the presentation and open discussion.

? Bruce to circulate the British Curling presentation [22012020.01]
? Board members to pass selection proposal feedback to Graham [22012020.02]
? Graham, on behalf of the Board, to contact Nigel for clarification around aspects of the selection proposal [22012020.03]

2. Apologies and register of interests

Apologies were noted from Louise Burke, David Hardie, Hugh Templeton, Brian McArtney, Andrew Kerr and Sarah Birrell.

Kevin indicated an update to the register of interests.
Graham highlighted his conflict of interests with British Curling and has discussed with both boards and will step back at meetings when appropriate.

3. Minutes of previous meetings

The minutes of the meeting from 4th November 2019 were discussed and are approved subject to minor amendments.

▯ The Board agreed the minutes of 4th November 2019. Proposed by Jim, seconded by Kevin

▯ Alison to amend the 4th November 2019 minutes and email to Bruce for circulation [22012020.04]

4. Matters arising

4.1. Review action Log

There were no matters arising

5. CEO report

Paper circulated.
The Board asked for the CEO paper to be set out in a different way and be colour coded as per the Operations paper to enable the Board to have an easily read summary.

▯ Bruce to amend the layout of the paper [22012020.05]

5.1. Braehead paper

Liz advised that she is working with the Braehead Working Group and brought the board up-to-date with the position of the curling clubs playing out of Braehead. The board discussed the situation and transition options for players. Liz further advised the Board that the impact of Braehead closing could be bigger than is being realised at the moment. Graham commented that a number of other rinks are at risk of closure and Kevin suggested that a sub-committee could review facilities at risk. Nick advised that there is potential for the new structure to assist with this and Margaret stated that a risk management report on each facility would be a useful thing to have. Nick advised that this will be better known once the new staffing structure is in place

▯ Nick to work on options to retain Braehead curlers as members during a transition period with the Operations Group [22012020.06]

▯ Nick to develop and re-assess the paper to better reflect risks and identify problems with facilities [22012020.07]

5.2. Province designations

There was a short discussion around this paper and it was agreed that this is not a Board of Management discussion and it will be passed to the Area Standing Committee (ASC) to make a decision

▯ The Board agreed to pass the issue regarding Province designations to the ASC

Bruce to pass the Province Designations paper to the ASC for their next meeting [22012020.08]

6. Primary items for discussion

6.1. Board Skills Audit 2020

Paper circulated

The Board discussed the results and identified areas of concern where Board members stepping down will create a skills gap. Curling expertise, income generation, communications and marketing were highlighted as areas of particular concern and this prompted a discussion around staffing in the area of competitions and having a director with skills in the sphere of competitions.

Bruce to review the number of Board members [22012020.09]

6.2. Roadshow meetings

Jim gave an update on the roadshows and gave the Board a summary of the findings.
Jim to to collate the roadshow feedback and present a proposal at the next Board meeting [22012020.10]

- Selection Process
Liz stated that the selection process will have to be communicated clearly and well to the members. A discussion around the communications plan for this followed and Bruce suggested that the selection process communication to members should be delivered jointly by Scottish Curling and British Curling with the initial plan assessed by Liz then put to the Board.

Bruce to arrange for the Scottish Curling and British Curling marketing officers to collaborate on the communication of the new selection process to members [22012020.11]

6.3. Structure Review

Jim advised that the feedback from the roadshows around this topic had been positive and is deliverable. The Structure Review Group will produce a full report and present it to the next Board meeting.

The Board agreed to have a discussion and make a decision about the structure and selection at the next Board meeting

6.4. Audit Committee

Paper circulated.

Kevin talked the Board through the paper and advised that the committee is still to see a cash flow projection. The accounts reports will take on a different format from the start of the new financial year in May. Jim asked about the discrepancies between income from subs and the forecast and Bruce was able to explain that this was due to more clubs than usual paying earlier and the forecast has now been adjusted to take this into consideration. There followed a discussion around budgets, income and staffing.

□ **Bruce to pass the bank statements to the Audit Committee as a matter of urgency [22012020.12]**

□ **Bruce to chase up his request for a cash flow analysis [22012020.13]**

□ **Bruce to pass next year's budget to the Audit Committee in early March with an action plan as per the Audit Committee report [22012020.14]**

6.5. Policy schedule and updates

Bruce advised that all the policies for update and/or renewal are available from the Dropbox for review and comment by Board members

□ **Bruce to review policies [22012020.15]**

7. For information/approval

7.1. AGM and director nominations 2020

This item was covered under the CEO report but it was noted that director nominations should be coordinated through Graham taking diversity into consideration

7.2. Board Code of Conduct

Bruce advised that hard copies of the Code of Conduct were available for Board members to sign at the end of the meeting

□ **All Board members to sign the Code of Conduct [22012020.16]**

7.3. Organisational Culture document

Louise, Graham and Margaret are working on this and the document will be circulated in due course.

7.4. Decision Making Policy

Louise is working on the Decision Making Policy and was unable to attend this meeting so will update the Board in due course.

8. Scottish Curling Trust

Margaret advised the Board that there had not been a meeting of the Trust since the last Board meeting, the trust AGM will be held in Perth on Friday 14th February. Margaret was pleased to be able to advise the Board that the Anne Malcolm Legacy has been successful in accumulating funds and is now open for applicants to apply for funding. Details of criteria and how to apply are on the Scottish Curling website.

9. British Curling

9.1. MOU

Graham advised the Board that he had signed the MOU and returned it to Nigel Holl and the next version is being developed.

9.2. Board update

Graham circulated the minutes of the November British Curling Board meeting.

9.3. British Curling AGM

The British Curling AGM will be held on 13th February in Perth, three new directors are to be appointed.

Graham advised that the Board of Scottish Curling has been invited to meet, informally, with the Board of British Curling on 13th February at 4pm. Everyone agreed that this was a good idea and that it would be beneficial for the Boards to meet in this way.

Graham to confirm the details of the informal meeting of the Scottish Curling and British Curling Boards. [22012020.17]

10. Equalities Matters

Margaret and Nick met to review the Equality Policy and standard and how to implement and maintain them

11. Welfare Matters

Nothing to report

12. AOCB

12.1. Decision on Tie Breaks

Paper circulated. Graham and Susan and the Competitions Committee will discuss the tie break rule with the aim of aligning with World Curling Federation rules. A report will be brought to the next Board meeting.

Competitions Committee to report, at the next Board meeting, on aligning the tie break rule with World Curling Federation rules. [22012020.18]

12.2. PVG confirmation

Paper circulated.
The Board discussed the Volunteer Scotland Disclosure Service recommendations as set out in the paper by Lindsey Booth and agreed to maintain the status quo.

The Board unanimously agreed to maintain the status quo in regards to current PVG practices and processes.

12.3. Other reports

The following reports were received late (Coaching Committee report, Commercial Committee report, Competitions Committee report, Membership Development report, Umpire Committee report, CPPAG minutes of last meeting) and Board members were asked to read them and bring any thoughts on the papers to the next Board meeting.

Liz advised that the Commercial Group requires the remit to be clearly defined and that she will start a conversation with Heather around commercial activities.

- **Bruce and Graham to consult on the Commercial Group remit. [22012020.19]**
- **Bruce to speak with Glasgow Life regarding Scottish Curling selling merchandise at the World Men's Curling Championships. [22012020.20]**

Meeting closed 1:20pm

Action Summary

- Bruce to circulate the British Curling presentation [22012020.01]
- Board members to pass selection proposal feedback to Graham [22012020.02]
- Graham, on behalf of the Board, to contact Nigel for clarification around aspects of the selection proposal [22012020.03]
- Alison to amend the minutes and email to Bruce for circulation [22012020.04]
- Bruce to amend the layout of the paper [22012020.05]
- Nick to work on options to retain Braehead curlers as members during a transition period with the Operations Group [22012020.06]
- Nick to develop and re-assess the paper to better reflect risks and identify problems with facilities [22012020.07]
- Bruce to pass the Province Designations paper to the ASC for their next meeting [22012020.08]
- Bruce to review the number of Board members [22012020.09]
- Jim to to collate the roadshow feedback and present a proposal at the next Board meeting [22012020.10]
- Bruce to arrange for the Scottish Curling and British Curling marketing officers to collaborate on the communication of the new selection process to members [22012020.11]
- Bruce to pass the bank statements to the Audit Committee as a matter of urgency [22012020.12]
- Bruce to chase up his request for a cash flow analysis [22012020.13]
- Bruce to pass next year's budget to the Audit Committee in early March with an action plan as per the Audit Committee report [22012020.14]
- Bruce to review policies [22012020.15]
- All Board members to sign the Code of Conduct [22012020.16]
- Graham to confirm the details of the informal meeting of the Scottish Curling and British Curling Boards. [22012020.17]
- Competitions Committee to report, at the next Board meeting, on aligning the tie break rule with World Curling Federation rules. [22012020.18]
- Bruce and Graham to consult on the Commercial Group remit. [22012020.19]
- Bruce to speak with Glasgow Life regarding Scottish Curling selling merchandise at the World Men's Curling Championships. [22012020.20]

? *Decision Summary*

? The Board agreed the minutes of 4th November 2019

? The Board agreed to pass the issue regarding Province designations to the ASC

? The Board agreed to have a discussion and make a decision about the structure and selection at the next Board meeting

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