# Minute of the Meeting of the Board of Directors

held on 4th November 2019 at Ochil House, Stirling

**Directors Present:**
Graham Lindsay, David Hardie, Hugh Templeton, Jim Cullen, Hugh Templeton, Margaret Nicol, Liz Burton-King, Bruce Crawford, Louise Burke, Kevin Troup, Brian McArtney

**In attendance:**
Morag Wellman, Nick Rennie, Andrew Kerr, Bruce Crawford, Sarah Birrell (**sport**scotland)

**Apologies:**
Susan Kesley

## 1. Welcome
Graham welcomed everyone to the meeting and introduced Alison Deuchars from the Scottish Sports Association and the service being provided. The **sport**scotland Framework document from the morning meeting was distributed.

## 2. Register of Interests
Kevin indicated an update to the register of interests.

## 3. Minute of previous meeting
The minutes of the meeting from 2nd May were agreed. Proposed by Jim, seconded by Margaret.
The minutes of the meeting from 7th May were agreed subject to amendments regarding attendance as discussed. Proposed by Jim, seconded by Brian.
The minutes of the meeting from 15th June were agreed subject to amendments as discussed. Proposed by Kevin, seconded by Hugh.
The minutes of the meeting from 19th Sept were discussed and a number of amendments are to be made prior to circulation for approval.

## 4. Matters Arising
The Board discussed the issues arising from previous meetings and it was agreed the Action Log would be updated in relation to the **sport**scotland Framework meeting. A discussion around the culture of Scottish Curling took place and it was agreed that a document for this would be written. The Board then discussed decision making processes and agreed that there should be a formal policy for this and Louise agreed to research this as it is her area of expertise. A brief discussion took place around skills and it was acknowledged that the Board skills matrix requires to be updated.

- Ⓐ Kevin to update the action log in relation to the **sport**scotland Framework meeting
- Ⓐ Bruce to assign responsibilities
- Ⓐ Margaret, Louise and Graham to write a document on the culture of Scottish Curling
- Ⓐ Louise to research decision making policies and report back to the Board
- Ⓐ Graham and Bruce to circulate and update the Board skills matrix, to be conducted by May 2020

## 5. CEO Report (circulated in advance)
Strategic Outcomes

Bruce invited comment and questions in respect of the update to the Strategic Plan advising that the details of the Operational Plan tied to the Strategic Plan will be circulated by the end of the year. Kevin suggested that the paper looked a little light and Graham advised that comments on the paper should be kept so the progression can be seen. Louise suggested that operational details are shown in the Management Committee financial detail with a synopsis of each department showing high level highlights.

❹ Bruce to report on the delivery of the Strategy with reference to delivery against Strategic KPIs and delivery against the new Operational Plan for 2020-2022

Coaching Committee

Hugh raised concerns that some coaches do not have PVG checks or child welfare validation and asked for the Board's thoughts on a way forward on this issue. Liz advised that coaches are being encouraged to get validated but Scottish Curling have to show a degree of flexibility towards this. Louise advised that PVG and child welfare checks are mandatory. Liz asked what responsibility Scottish Curling have over clubs and Bruce noted that there is nothing in the rules but clubs do have a responsibility in this area. Louise suggested that non-conforming clubs are a risk to Scottish Curling and coaches being PVG checked and having child welfare validation should be added to the terms and conditions for affiliated clubs. After a brief discussion, Graham stated that it is an issue that needs to be addressed but not at this Board meeting.

❹ Nick to meet with coaches to discuss the need for PVG and child welfare checks

Member Development Committee

Nick advised that he had met with **sport**scotland and delivered a presentation and that the member development committee's views have formed the direction of the report though it needs more detail.

British Curling Report

Graham led a brief discussion around British Curling and the relationship between British Curling and Scottish Curling. Graham advised the Board that he is trying to organise a meeting of the two bodies during the Scottish Championships and noted that British Curling are currently recruiting for directors

❹ Graham to obtain the minutes of previous British Curling Board meetings and details of the financial position

❹ Graham to check that the minutes of British Curling Board meetings are publicly available

**6. Primary Issues for Discussion:**

a. Audit Committee and Finance

Audit Committee Report (Paper circulated)

Kevin gave a summary of the paper and highlighted the lack of commercial revenue as competition sponsorship has not been secured. Louise recommended a monthly cash flow analysis is made available at Board meetings to enable the Board to see the financial situation clearly.

A discussion took place around the income from development which has decreased due to a change in structure and funding. Bruce advised the Board that he had been meeting with partner facilities for a number of months to develop the structure and a way forward explaining that a regional development structure will allow a greater reach of ice rinks than under the current structure. David raised concerns about the proposed structure and Nick explained further the discussions that had taken place to reach the proposal. Brian suggested it would be useful to compare the data across areas with and without a development officer. David raised the issue of potential redundancy liabilities and Bruce advised that conversations with partners had included this topic, TUPE regulations would be implemented and legal advice had been sought.

Graham noted that other reports had been circulated and the stated membership fee was incorrect and should be £20 not £19. There were no other comments or questions around the additional reports.

❹ Bruce to arrange for a monthly cash flow analysis to be prepared for Board meetings

❹ Bruce to arrange for Nick to have access to the development data and reports

❹ Audit Committee to discuss 2020-21 budget prior to presentation at 9th March 2020 Board meeting

❹ Budget for 2020-21 to be presented by the CEO for approval at the 9th March 2020 Board meeting

b. MOU with British Curling (paper circulated)

Graham advised that he is under pressure to sign the MOU as Chair of Scottish Curling but is reluctant to do so until it has been discussed by the Board. Graham outlined his thoughts on the document and highlighted a number of areas of concern. David suggested a small group is convened to go through the proposed MOU and Jim agreed. Jim explained the legal background of the MOU and advised that in his opinion it needs gone through line by line. Kevin asked if there would be any negative downside in not signing the MOU and was advised that there were no negative implications in Scottish Curling not signing the MOU. Bruce noted that he will ask the British Curling Board their vision for the next MOU at the Board meeting next week.

- ❹ MOU sub-committee to meet 11th November before the Roadshow event

c. Roadshow Presentations

The Board discussed the format of the Roadshows and who will be able to attend which venues. Bruce then worked through the presentation that will be given to members at the Roadshows. There was a lengthy discussion and comment around the presentation, particularly in relation to the proposed new committee structure as Jim gave details of the report from the committee about this topic. It was suggested that the gender of the attendees at Roadshows could skew the decision around the proposed structure and that the gender of attendees noted to take this into consideration.

- ❹ Board members to advise Bruce which Roadshow events they are able to attend
- ❹ Bruce to amend the Roadshow presentation in line with the comments and recommendations of the Board

**7. For Information:**

a. Risk Register

Bruce outlined the process and Louise agreed to take on the role of assessing the register.

- ❹ Louise to assess the Risk Register

b. Team Scotland Shirt Sponsor Prize Draw

Graham advised that entry forms are widely available and the discussion expanded to the lack of volunteers for the Commercial Committee. Graham suggested the Commercial Committee could benefit from the support of a staff member as other committee's do and thanked Davis for his time on the Commercial Committee. David proposed Liz to take on the role of lead on the Commercial Committee and she agreed to this.
Liz to lead on the Commercial Committee

**8. Scottish Curling Trust**

Margaret advised that there was nothing to report around the Scottish Curling Trust but was able to update the Board about the Anne Malcolm Legacy.

**9. British Curling**

Covered under earlier discussion - 6b

**10. Equalities Matters**

Bruce advised that there was nothing to report related to equalities. Bruce advised the Board that **sport**scotland had distributed grants to clubs to provide sanitary products at ice rinks and some clubs had declined the grant.

**11. Welfare Matters**

Nothing to report

**12. Any Other Business**

**WMCC 2020**

A discussion was held around the event and Graham was able to inform the Board that Glasgow Life are pleased with the ticket sales. Graham was further able to inform the Board that the event Director has left Glasgow Life and interviews for post take place next week.
Nick advised that the applications for sport specific volunteer roles at the World Championships are now open and that a synthetic rink has been ordered and will go out and about to promote the sport.
David asked if there will be any Scottish Curling merchandise on sale at the championships and Bruce advised that this is not yet known. David raised concern that the off-ice kit for the Scottish team's is not

of good enough quality and would be concerned if this is what would be on sale to the public. David asked who paid for the European play-off matches and Bruce was able to confirm that it had been British Curling.

Kevin asked as to the locations of future Board meetings and Bruce advised he would confirm them in due course.
Louise suggested that, in future, if papers are submitted after the deadline then the item should not be on the agenda and the Board agreed.
Bruce advised that he will be meeting with the Highland Show representatives to discuss Cairnie House and will update the Board in due course.

Graham thanked everyone for attending and noted that it had been a long day for those that had also attended the morning meeting.

Meeting closed – 17.15