Board of Management meeting minutes

4th June 2020 - online via Zoom

Version: 2
Adopted on: Pending
Last reviewed on: 2020.07.06

Attendee	Role	Attendance
Graham Lindsay	Chairperson	In Person
Louise Burke	Independent Director	In Person
Kevin Troup	Independent Director	In Person
David Hardie	Director	In Person
Hugh Templeton	Director	In Person
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	In Person
Bruce Crawford	CEO	In Person
Andrew Kerr	Vice President, 2019-20	In Person
Morag Wellman	Ladies Branch President, 2019-20	In Person
Nick Rennie	Head of Development	In Person
Sarah Birrell	sportscotland Partnership Manager	In Person
Alison Deuchars	SSA support (minutes)	In Person

1. Welcome

Graham welcomed everyone to the meeting

2. Apologies and any changes to the register of interests

Apologies: No apologies were applicable.

Register of Interests: Liz noted that she is to become a Trustee of Glasgow Ice Centre if the application to register as a Scottish Charitable Incorporated Organisation is accepted. Brian advised that he has a conflict of interest with a proposed AGM motion.

3. Minutes of previous meetings

The minutes of the meeting from 9th March 2020 were adopted subject to minor amendments.
Proposed: Jim

Seconded: Margaret

The Board adopted the minutes of the meeting from 9th March 2020 subject to minor amendments

Alison to amend the minutes of 9th March 2020 and circulate. [04062020.01]

4. Matters arising

The Board discussed a number of matters and it was agreed that the minute of 4th November 2019 are to be uploaded to the website and that all Board members should review the minute of 22nd January 2020 and 19th September 2019 and advise Graham of any amendments by 12th June 2020.

Bruce to upload the minutes of 4th November 2019 to the website. [04062020.02]

All to review the minute of 22nd January and 19th September 2019 and advise Graham of any amendments by 12th June 2020 [04062020.03]

4.1. Review action Log

Bruce advised that the Q1 and Q2 accounts have been uploaded and a number of Action Log items have been closed.

4.2. Comms Strategy

Paper circulated.
Louise advised that a meeting had taken place with the Marketing department staff to discuss the Communications Strategy and emphasised the action plan to support it will be developed by staff. The strategy is the high level document to raise awareness at Board level.

Discussion around the strategy followed and it was suggested that information from coaches could be included in the plan and having a facility within the website to book lessons. The Try Curling programme was discussed briefly and Liz was invited to join the review group.

Comments on the Communications Strategy to be submitted to Graham by 18th June 2020 [04062020.04]

4.3. Cairnie House

Graham advised the Board that he had been in contact with RHS and is getting the details around Cairnie House tied down.

5. CEO report on Strategic Outcomes

Paper circulated.
Bruce talked the Board through the paper and a discussion around participation in relation to Covid19 followed. Nick gave a summary of the membership numbers and will share his presentation.

Margaret advised that members in the Edinburgh area have been surveyed to find out what their thoughts are on resuming curling next season and the majority indicated that they plan to resume curling at the start of the season.

Bruce advised that he will be meeting with ice rinks next week and will ask if they are planning to survey members.

Liz raised the question of financial forecast modelling for the potential drop in membership income. A discussion around clubs not restarting next season and the development of a strategy for this as rinks will be looking at the financial viability of short season opening as the Board need plans in place to mitigate loss. Kevin asked the CEO what the strategy is if members decide they don't want to pay the fees. Louise asked for a financial model analysis if there was a 30% fall in members fees. Bruce advised that this work is underway and a risk paper will be issued when it is ready.

Bruce advised that Coaching Futures funding has been secured for an apprentice coach role. The Board discussed this and the post David Ramsey retired from.

 Nick to share membership presentation with the Board [04062020.05]

6. Primary Items for Discussion

6.1. AGM Agenda and procedures

Bruce advised that the AGM will take place via Zoom webinar and that testing of the system had taken place with a further test set for 13th June and noted the Ladies section will be using this method for their meeting on 9th June. Bruce advised that this method allows large numbers to take part and that questions can be posed via a Q&A button. Bruce invited the Board to the test session on 13th June and David suggested having a trial test run for members who want to familiarise themselves with the technology.

All votes will be made via the membership database and will close 48 hours before the AGM to allow time for validation.

6.2. Motions for voting at the AGM

Paper circulated.

Bruce talked the Board through the submitted motions and there was a lengthy discussion around all of them. Brian left the call for the discussion that posed a conflict of interest.

 Bruce to develop a communication message around the selection policy in response to British Curling's statement [04062020.06]

 Graham to email Brian the proposal from the board in relation to the motion submitted [04062020.07]

6.3. Q3 Management Pack and notes

Papers circulated.

The Board discussed the draft Euro Champs 2020 and World Champs 2021 Selection Policies and voted to approve them by 10 votes for -0 votes against. David abstained due to a conflict of interest.

 The Board unanimously approved the draft Euro Champs 2020 and World Champs 2021 Selection Policies

6.4. Audit Committee Report

Paper circulated.

Kevin talked the Board through the report and advised that the Audit Committee is unable to recommend the accounts to the Board as there are some outstanding questions for Bruce. They are expected to be resolved before the AGM. The Board then discussed investments and it was noted that the organisation ran a small operating deficit this year, down from last year due to less income as highlighted previously. Kevin concluded that the impact of Covid19 is unknown at this time and the committee will need to monitor the situation and update the Board accordingly.

 Bruce to chase up a revised budget for 2020/2021 taking Covid into account [04062020.08]

6.5. Annual Accounts

Papers circulated. Bruce briefly talked the board through the reports and advised that there are one or two outstanding questions to be addressed with the AC.

 Graham to ensure the accounts have formal Board approval prior to the AGM [04062020.09]

6.6. Appointment of independent Directors

Paper circulated.
Graham read the relative article to the Board and a discussion around the topic followed.

 Jim to look at the details regarding the appointment of independent Directors [04062020.10]

7. For Information/approval

7.1. MOU#2

Paper circulated for information only.

7.2. Return to Curling Guidelines

Paper circulated.
Bruce advised that the draft will be reviewed regularly in line with changes to Scottish Government Policy announcements

8. Scottish Curling Trust

No report as there have been no further meetings.

9. British Curling

Paper circulated.
Graham updated the Board with details of the recent British Curling Board meeting and advised that he would circulate the minutes when they are available.

10. Equalities Matters

Paper circulated.
Margaret advised the Board that more work will take place around this once curling restarts after the enforced break due to Covid19 though the focus will initially be on the retention of members as curling restarts.

11. Welfare Matters

No report

12. Other Reports

12.1. Coaching Committee report

Paper circulated. No questions.

12.2. Commercial Committee report

Paper circulated. No questions.

12.3. Competitions Committee report

Paper circulated. No questions.
Graham advised that a refund policy is under consideration including an option to defer entries to a later date to allow a degree of flexibility.

12.4. Membership Development report

Paper circulated. No questions.

12.5. Umpire Committee report

Paper circulated. No questions.

13. AOCB

13.1. Glasgow Ice Centre

Paper circulated.
Liz talked the Board through the recent developments with the proposal for a Glasgow Ice Centre to replace the now closed Braehead. Liz outlined the fundraising proposal around donations and loans to enable the feasibility study to get under way.

The Board discussed funding facilities and the options to tap into various funds. The Board is supportive of the proposals but agreed to take the matter forward to another meeting to enable it to be discussed fully.

- **Bruce to speak to WCF regarding accessing funds for the feasibility Study [04062020.11]**
- **Graham to arrange a meeting to discuss the Glasgow Ice centre proposal [04062020.12]**

13.2. Dates for next years' Board meetings

Paper circulated.
Graham commented that the date for the review of the annual accounts will be a week later than the date in the paper.

Graham gave thanks to Morag and Brian who are stepping down as section Presidents and noted the unfortunate end to their tenure. Graham also thanked Hugh, who is stepping down from the board, for all his work including on committees. Graham then thanked David who has come to the end of his second period and is ineligible to stand for re-election for his committee input and innovations.
David thanked the Board for their support and friendship during his tenure.

Graham thanked everyone for attending and closed the meeting

Action Summary

- Alison to amend the minutes of 9th March 2020 and circulate [04/06/2020.01]

- Bruce to upload the minutes of 4th November 2019 to the website. [04/06/2020.02]
- All to review the minute of 22nd January and 19th September 2019 and advise Graham of any amendments by 12th June 2020 [04/06/2020.03]
- Comments on the Communications Strategy to be submitted to Graham by 18th June 2020 [04062020.04]
- Nick to share membership presentation with the Board [04/06/2020.05]
- Bruce to develop a communication message around the selection policy in response to British Curling's statement [04/06/2020.06]
- Graham to email Brian the proposal from the board in relation to the motion submitted [04/06/2020.07]
- Bruce to chase up a revised budget for 2020/2021 taking Covid into account [04/06/2020.08]
- Graham to ensure the accounts have formal Board approval prior to the AGM [04/06/2020.09]
- Jim to look at the details regarding the appointment of independent Directors [04/06/2020.10]
- Bruce to speak to WCF regarding accessing funds for the feasibility Study [04/06/2020.11]
- Graham to arrange a meeting to discuss the Glasgow Ice centre proposal [04/06/2020.12]

Decision Summary

- The Board adopted the minutes of the meeting from 9th March 2020 subject to minor amendments
- The Board unanimously approved the draft Euro Champs 2020 and World Champs 2021 Selection Policies