Board of Management meeting minutes

2nd July 2020 - online via Zoom

Adopted on: **Pending**
Last reviewed on: **2020.08.17**

Attendee	Role	Attendance
Graham Lindsay	Chairperson	In Person
Louise Burke	Independent Director	In Person
Kevin Troup	Independent Director	In Person
Keith Prentice	Director	In Person
Janine Wilson	Director	In Person
Susan Kesley	Vice-President, 2020-21, Director	In Person
Jim Cullen	Director	In Person
Liz Burton King	Director	In Person
Margaret Nicol	Director	In Person
Andrew Kerr	President, 2020-21	In Person
Bruce Crawford	CEO	In Person
Nick Rennie	Head of Development	In Person
Corrie Lawrence	Ladies Branch President, 2020-21	In Person
Sarah Birrell	sportscotland Partnership Manager	In Person
Alison Deuchars	SSA support (minutes)	In Person

1. Welcome

Graham welcomed everyone to the meeting with a special mention to new members Janine, Corrie and Keith.

2. Apologies

Apologies: No apologies were applicable.

3. Conflicts of Interest - Register

Register of Interests. Graham explained, for the benefit of new members, the purpose of the register.

- **Bruce to circulate the Register of Interests to all Board members [02/07/2020.01]**

4. Minutes of previous meetings

The minutes of the meeting from 4th June 2020 were discussed and minor amendments were agreed. The minutes were adopted subject to the minor amendments being made. A question was raised regarding the availability of Board meeting minutes on the website, now that all have been approved and Bruce agreed to check this.

Proposed: Liz

Seconded: Margaret

- **Graham to forward the 4th June amendments to Alison [02/07/2020.02]**
- **Bruce to check approved minutes are uploaded to the website [02/07/2020.03]**

5. Matters arising

5.1. Review action Log

No matters arising

6. Finance/Audit Committee Update

Kevin advised the Board the Audit committee have approved the accounts and raised concern around the length of time taken to receive answers from the CEO and to approve them resulting in queries being made by members very late on in the proceedings. The investments value issue has been followed up with Drummond Laurie who admitted a mistake had been made. Kevin drew attention to the lack of accounting skills within the Staff. Bruce advised that he will be meeting with Drummond Laurie to work towards a better budget process.

Kevin suggested that, in future, a cover letter accompanies the accounts when they are issued to members to explain them. The Finance Review within the Annual Report is not circulated to the Board and AC prior to publication. Kevin stated the AC would not agree with the conclusions in the Finance Review and suggested the AC should have sight of the Finance Review and agree it before it is finalised.

Kevin indicated the timeline to produce the accounts is too short in relation to the timing of the AGM and recommended moving the AGM to August/September to give time to the AC and to the members to properly review

the accounts and have a deadline for any queries around them from members.

A discussion was held around the accounts process including the timeline to the AGM, Graham agreed to review the AGM date at a future meeting. Janine suggested changing the date of the year end to March instead of April and was advised that this is difficult due to the timing of the curling season.

- **The Board agreed to take forward a review of the AGM date to the September Board meeting [02/07/2020.04]**

7. Allocation of Directors to Committees / Groups

Paper circulated.

Graham talked the Board through the directors currently convening committees and groups and the proposed changes to personnel. The AC recommended creating an Appointments and Remuneration Committee, Louise advised that it would need to be established what is meant by appointments and agreed to draft the Terms of Reference. The Board reviewed, discussed and agreed the changes to appointments to the various committees.

- **The Board agreed the allocation of Directors to existing committees and groups**
- **Louise to draft the Terms of Reference for a new Appointments and Remuneration Committee [02/07/2020.05]**
- **Nick to send the minutes of the Member Development committee meetings to Janine [02/07/2020.06]**

8. *Allocation of Directors to New Committees*

8.1. Memorandum & Articles

Graham advised that work is needed to update the Memorandum and Articles, Jim offered to look for a model to use as a template and Louise advised that Scottish Golf recently updated theirs and would send a copy to Jim for his consideration.

- **Louise to send Jim a copy of the Scottish Golf Memorandum and Articles [02/07/2020.07]**
- Jim to lead a review of and update to the Articles

8.2. Branding

The Board discussed the branding issue and agreed that there is a need to attract members to the group to work on this. Janine volunteered to be part of the group and this was accepted. The Board agreed there is a need to have a plan in place before the start of the season.

- **The Board to recruit members to the Branding Group [02/07/2020.08]**

8.3. Selection

The Board had an extensive discussion around the proposed Selection Committee and it was agreed that a remit, Terms of Reference and the composition of members of this committee needs to be worked out. The Board agreed that the Selection Committee needs to have input from athletes and members with the remit being round the Selection Policy and the communication of selection decisions to members. It was agreed that 2 directors: Keith, Susan would be assigned to the Selection Committee with Nick as the staff member.

- **Keith, Susan and Nick to draft Terms of Reference and roles for the Selection Committee [02/07/2020.09]**

8.4. Communications and Engagement Committee

The discussion that followed resulted in the recognition of the necessity to widen the communication aspect to all areas of curling matters, not just selection. Therefore, it was agreed that a Communications & Engagement Committee would be established with a link to the Selection Committee. Liz, Margaret and Janine agreed to be the initial members of the Communications and Engagement Committee.

- **The Board agreed to establish a Communications & Engagement Committee**
- **Liz, Margaret and Janine to draft a Communication & Engagement Strategy[02/07/2020.10]**

Keith raised an issue that a member had brought to him around dissatisfaction some members have with the decision the Board took regarding the selection policy. Graham acknowledged that the communication around the decision could have been better intimated to members and stated that he anticipated the new Communications and Engagement Plan would help improve the communications to members.

9. *Press Release*

This item was incorporated into the discussions around communication and engagement with members under 8.3 and it was agreed to issue a press release regarding the decisions around communicating with members as soon as possible.

Kevin advised the Structure Review Group consultation has been suspended due to the current circumstances and Jim agreed to update the Board with the progress so far.

Bruce outlined the reply to the letter from an elite athlete regarding competitions and concern was raised that the Board had not had sight of the reply prior to it being sent. Bruce agreed to circulate his reply to the Board. Susan proposed the Competitions Committee includes a current elite athlete, seconded by Liz. The Competitions Committee ToR to be amended accordingly.

- **Bruce to draft a press release and circulate to the Board for approval today [02/07/2020.11]**
- **Jim to prepare recommendations on the current situation and circulate to the Board [02/07/2020.12]**
- **Bruce to circulate reply to the elite athlete [02/07/2020.13]**
- **The Competitions Committee ToR to be amended to reflect the decision to include a current elite athlete [02/07/2020.14]**
- The Competitions Committee to include a current elite athlete. Proposed by Susan, seconded by Liz

10. *British Curling*

Graham intimated that British Curling have applied for funding to cover the move into the NCA.

11. *Director Inductions*

Information circulated to the new directors. Bruce advised that Sarah would be holding a session to give an overview from sportscotland's perspective. The session will be open to all Scottish Curling directors.

- **Bruce to schedule a Zoom call for Director inductions [02/07/2020.15]**

12. *Operational Plan 2020/2021*

Paper circulated.
Any responses to the plan should be sent to Nick using reply all to ensure all directors are aware of the points raised.

13. *Glasgow Ice Centre*

Liz informed the Board that the feasibility study contract had been signed, the previous day, with IPW. Three options will be considered and the report is due at the end of October. Liz advised that consultation will take place, with interested parties, throughout the process with a wider consultation at the end of the feasibility study. Liz was also able to inform the Board that the project has attracted a number of celebrity endorsements.

Liz stated that there is a strong team in place for the project and £16, 000 has been raised through the GoFundMe page and it is an exciting time to modernise and regenerate the curling talent in Glasgow.

Graham tabled a proposal for Scottish Curling to donate £2,000 to the fund. A unanimous vote found in favour of the proposal.

- **The Board unanimously agreed to donate £2,000 to the Glasgow Ice Centre fund**

14. Dates of future board meetings

Dates circulated.

Graham requestedBoard members advise him of any planned holiday time to facilitate scheduling Board meetings.

15. AOCB

Kevin asked how the staff are coping during the lockdown period. Bruce advised it has been an unsettling period but the staff are coping well. Additional laptops and mobile phones were purchased during the first week of lockdown to connect all staff to work from home. In line with the Scottish Government's phased easing of lockdown there are currently no plans to return staff to the office and this position will be reviewed at the end of August. A risk assessment will be required for the office.

Bruce advised the Board that Pamela had been furloughed to allow for childcare provision and will return to work at the end of July. Bruce also advised the Board that Heather Bennie (Marketing Officer) has resigned to return to college and her last working day will be at the end of July and that he will have a discussion with Pamela to evaluate future marketing provision on the staff team.

Nick advised the development staff are working hard but it has been difficult as the role involves engaging with people and facilities. They are progressing projects to develop curling when ice rinks reopen.

Bruce informed the Board that measures are in place to keep in contact with staff with a 'chat' environment being implemented to maintain social interaction as he is being mindful of wellness, mental health and isolation.

- **Nick to provide an update report on the development managers [02/07/2020.16]**

Janine enquired if groups and committees can make use of the Scottish Curling Zoom account to enable online meetings longer than 40 minutes and was advised that this can be done by contacting Suzy or Bruce though to be aware only one meeting can run at a time.

Keith advised the Board that an event contract has been received by Border Ice Rink, but held off from signing as the facility is currently closed and the new date can not be confirmed yet. Nick informed Keith and the Board that Jayne and the staff are looking at alternative dates and not to sign the contract until alternative dates are communicated.

Graham asked how much notice will be given for cancelling events. Nick advised that a normal season is being planned and the first tranche of competition entries closed at the end of June and numbers were not vastly reduced and as much notice as possible will be given if an event has to be cancelled.

Bruce advised the board that new guidelines have been issued by the Health and Safety Executive (HSE) regarding indoor air circulation presenting difficulties for ice rinks. Bruce explained that he has been working with ice skating and ice hockey to submit an exemption request for ice sports.

- **Bruce to circulate the HSE information to the Board [02/07/2020.17]**

Susan advised she had attended the European Championships selection meeting and considered it to be a good, fair process.

Graham enquired as to the status of the Prize Draw and Bruce was able to advise the Board that leaflet has been updated and the winners have been rolled over to next season. A decision will need to be made by the Board if the Prize Draw is to be continued.

Liz enquired about having more independent directors on the Board and it was agreed that the existing matrix will be consulted to identify skills gaps prior to advertising the roles.

- **Graham to analyse the matrix and identify skills gaps on the board [02/07/2020.18]**

Graham thanked everyone for attending and closed the meeting at 12:15pm

Action Summary

- Bruce to circulate the Register of Interests to all Board members [02/07/2020.01]
- Graham to forward the amendments to Alison [02/07/2020.02]
- Bruce to check approved minutes are uploaded to the website [02/07/2020.03]
- Louise to draft the Terms of Reference for a new Appointments and Remuneration Committee [02/07/2020.04]
- Nick to send the minutes of the Member Development committee meetings to Janine [02/07/2020.05]
- Louise to send Jim a copy of the Scottish Golf Memorandum and Articles [02/07/2020.06]
- The Board to recruit members to the Branding Group [02/07/2020.07]
- Keith, Susan and Nick to draft Terms of Reference and roles for the Selection Committee [02/07/2020.08]
- Liz, Margaret and Janine to draft a Communication & Engagement Strategy [02/07/2020.09]
- Bruce to draft a press release and circulate to the Board for approval today [02/07/2020.10]
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- Nick to provide an update report on the development managers [02/07/2020.15]
- Bruce to circulate the HSE response to the Board [02/07/2020.16]
- Graham to analyse the matrix and identify skills gaps on the board [02/07/2020.17]

Decision Summary

- The Board adopted the minutes of the meeting from 4th June 2020 subject to minor amendments
- The Board agreed to take forward a review of the AGM date to the September Board meeting
- The Board agreed the allocation of Directors to existing committees and groups

- The Board agreed to establish a Communications & Engagement Committee
- The Board unanimously agreed to donate £2,000 to the Glasgow Ice Centre fund