Board of Management meeting minutes

9th December 2020 - online via Zoom

Adopted on: **Pending**
Last reviewed on: **2021.02.04**

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Kevin Troup	Independent Director	In Person
Keith Prentice	Director	In Person (until 12:40pm)
Janine Wilson	Director	In Person
Susan Kesley	Director, Vice President 2020-21	In Person
Jim Cullen	Director	In Person
Liz Burton King	Director	In Person
Margaret Nicol	Director	In Person
Bruce Crawford	CEO	In Person
Andrew Kerr	President, 2020-21	In Person
Corrie Lawrence	Ladies Branch President, 2020-21	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 and introduced Nigel Holl advising he is in attendance to discuss the amendments to the Selection Policy.

2. Selection Policy

Nigel thanked the Board for inviting him to the meeting and advised the amendments to the Selection Policy are necessary due to the cancellation of a number of qualifying events, due to Covid-19, making a number of aspects of the policy irrelevant or redundant. Nigel talked the Board through the amendments as per the copy they had received prior to the meeting and advised that he had held a number of discussions with Nick.

A discussion took place around selection criteria wording and lack of viable competition data. Nigel stated that the athletes in the performance programme are aware that every match they play, including training matches, counts as data towards selection in this unusual year. Nigel was able to inform the Board that all matches played at the NCA are being played according to WCF rules and many matches are being streamed. Graham thanked Nigel for his attendance and input and Nigel left the meeting.

The Board discussed the Selection Policy further.

> **The Board unanimously agreed the amendments to the Selection Policy subject to a minor changes to wording.**

❹ **Nick to meet with Nigel to finalise the revised Selection Policy and Bruce to confirm with Nigel [09/12/2020.01]**

3. Apologies

There were no apologies.

4. Conflicts of Interest - Register

There were no new conflicts to note.

5. Minutes of previous meetings

The minutes of the meeting from 27th October 2020 were agreed.

🄳 The Board unanimously approved the minutes of the meeting from 27th October 2020.
Proposed: Margaret
Seconded: Keith

6. Matters Arising

There were no matters raised.

6.1. Review action Log

Graham talked the Board through how to effectively use the Action log and updated current open actions.

❹ **Bruce to review Scottish Curling Policies and list the review dates for the next Board meeting. [09/12/2020.02]**
❹ **Bruce to issue the Code of Conduct to any Board members not completed. [09/12/2020.03]**

7. CEO Report on Strategic Outcomes

Report circulated.

Bruce talked the Board through the latest information regarding facilities from the Scottish Government and advised it will change in line with future information on tiers from the Scottish Government.

Bruce advised that more members have now paused their membership and the Development are working on keeping members engaged with the sport during this time. Kevin raised the issue of membership value and Nick advised staff are engaging with members about what Scottish Curling does for members. Graham stated it is important to make it clear to members that by continuing to pay their membership fee even though they can not currently play, it ensures the RCCC will continue and be there in the future. Kevin asked what analysis needs to be done when losing 10% of our members.

Nick explained the 'Curl Up' initiative to the Board, Liz noted this initiative has her full support. A discussion around how to publicise this and the streamed GB squad matches taking place at the NCA followed.

Bruce advised that all competitions scheduled for January and February have now been cancelled and a decision will be made in January about competitions scheduled for March and April. In terms of workforce, Bruce was able to advise the Board that a number of courses have moved online with a good uptake.

Ⓐ Bruce to review qualitative and quantitative data on member loss over past three years.
Ⓐ Bruce and Nick to work with development team to engage with members who took the pause option.

8. Operational Plan 2020-21

Report circulated.

Nick talked the Board through the updated report and advised that numbers attending online CPD courses are up and Level 1 and 2 will be moved online as much as possible. Nick also advised there had been limited on ice coaching. The schools programme is limited but funding from WCF has allowed more floor curling packs to be bought and sent to schools with sessions for teachers being held online.

9. Committee/Group Updates

9.1. Audit Committee (AC)

Report circulated.

Kevin advised the Board that the Audit Committee had met and the budget will be revised due to the government's covid restrictions impacting across all areas of the business. Bruce indicated that he would have the revised budget ready in a few days.

9.2. Competition Committee

Report circulated.

Susan and Keith drew the Board's attention to the cancelled events to the end of February and the decision making timetable for the remaining events in January for the remainder of the season.

9.3. Umpire Committee

Report circulated.

Jim advised that umpire training has successfully moved online. Graham confirmed that the committee had met.

9.4. Coaching

Report circulated, following the recent committee meeting.

Keith advised there has been limited coaching taking place. The Coaching Committee has been working with the Development managers, the next meeting of the group will be in January.

9.5. Member Development

Report circulated.

Nick talked the board through the highlights of his report and a discussion around membership categories followed. Liz stated she liked the name change from Virtual to Gateway, everyone agreed and supported the change.

🄳 **The Board agreed to keep the Supporter membership category on the back burner.**

9.6. International Relations

No report

9.7. Commercial

Report circulated.

Liz highlighted the main outcome, the proposal for a shop on the website to increase revenue by offering a wider range of merchandise. Liz will write a paper in regards to the online shop proposal. The Board discussed sponsor options, Bruce advised he is currently in discussions with a company.

🅐 **Liz to write a paper around increasing merchandise and an online shop [09/12/2020.04]**

9.8. Equalities

Report circulated.

Margaret advised the Board that Scottish Curling has joined The Global Initiative for Diversity, Equality and Inclusion in Curling. Several international workshops have been set up and Scottish Curling will be participating in them.

🅐 **Margaret to circulate The Global Initiative for Diversity, Equality and Inclusion in Curling Charter to Board members. [09/12/2020.05]**

9.9. Structure Review Group

Report circulated.

Jim talked the Board through the matters highlighted in his report and advised he had attended a joint meeting of the ASC and LSC for feedback. The meeting approved the direction the Board is going in, though work is required on the detail and transitional arrangements. Jim advised he had also received feedback from the Ladies Branch. Sarah expressed concerns on the length of time it was taking for the Structural Review to progress.
A lengthy discussion around voting rights followed. As a result of the discussion the Board unanimously agreed to co-opt Corrie Lawrence as a director on the Board with full voting rights as per the Articles of Association until the AGM 2021.

🅐 **Jim to circulate the Ladies Branch survey results to Board members. [09/12/2020.06]**
🄳 **The Board unanimously agreed to co-opt Corrie Lawrence to the Board, with immediate effect.**

9.10. Scottish Curling Trust (SCT)

Report circulated.

Margaret advised the RCCC has recently received some historical items to add to the collection and stated a MoU between RCCC and SCT is required sooner rather than later.

- **Bruce to write a MoU between RCCC and SCT. [09/12/2020.07]**

9.11. CPPAG

No report yet, but will be circulated when available.

Graham outlined the purpose of the group being a joint initiative between Scottish Curling and British Curling, established to help develop matters of shared interest. The Board discussed the issues raised at CPPAG around the date of the Scottish Championships 2022, to avoid clash with the Olympic Games. The matter will be considered at the competitions committee meeting.

- **The Competitions Committee, to consider dates for 2022 championships. [09/12/2020.08]**

9.12. British Curling

No report.
Graham advised the next meeting of British Curling Board is 10th December and a report will follow.

9.13. Rules

No report.

9.14. Selection Group

Report circulated.

Nick advised a survey was circulated to members to maximise engagement in shaping the consultation process with 900 responses. 115 were curlers who had represented Scotland and a clear preference was for consultation meetings to be held on weekday evenings. The consultation events on Zoom will take place in January with a report to the Board by the end of February.

9.15. Branding & Logo's Group

Report circulated.

Graham thanked the group for all the work they have done around branding as it had been well received. The report is now with Bruce and Pam to implement.

9.16. Consultation & Engagement Group

Report circulated.

The Board noted that a revised policy would be drafted by the next meeting.

❹ **Bruce to update the Consultation and Engagement Plan before the next Board meeting. [09/12/2020.09]**

9.17. Governance Framework Group

ToR circulated.

Kevin asked for clarity on a number of points and the remit of the group. Bruce advised that the group will define responsibilities between Board members and staff and agreed to clarify the wording. Graham, Janine and Bruce will discuss the paper further.

❹ **Graham, Janine and Bruce to discuss the Governance Framework paper further. [09/12/2020.10]**

9.18. Nominations Committee

Draft ToR circulated

Graham advised the draft ToR had been discussed by email and the suggestion was for Janine, Kevin, Margaret and Graham to meet to discuss it further.

❹ **Janine, Kevin, Margaret and Graham to meet to discuss the Nominations Committee ToR further. [09/12/2020.12]**

10. AOCB

10.1. Disciplinary Policy

Bruce advised the updated policy is now available online.

10.2. AOCB

Corrie expressed thanks to Alison for taking time to show her round the portal and how to operate it and suggested this is done for all new Board members.

❹ **Chair to ensure new Board members receive guidance on the use of the portal. [09/12/2020.13]**

Kevin asked fellow Board members to support Graham by submitting reports at least a week before Board meetings.

Margaret advised that 18 applications for the Non Executive Independent Director positions had been received and four candidates will be interviewed next week.

Susan asked if sportscotland will be hosting more courses available to Board members, Sarah advised they will be and Nick has recently received details.

❹ **Nick to circulate details of sportscotland courses to the Board. [09/12/2020.14]**

Janine asked for details of the Audit Committee remit to be sent as it is not on the website. Graham noted that minutes of the AC are not on the website and this will be rectified.

❹ **Bruce to send AC remit details to Janine and have the AC minutes uploaded to the website. [09/12/2020.15]**

Graham noted that Board appraisals take place next week and asked everyone to complete and return the skills matrix. Bruce advised that the skills matrix is being updated and the new version will be circulated.

Ⓐ Bruce to circulate the revised skills matrix. [09/12/2020.16]

Graham wished everyone a Merry Christmas and thanked everyone for attending and closed the meeting at 12:55pm

Ⓐ *Action Summary*

Ⓐ Bruce and Nick to meet with Nigel to finalise the revised Selection Policy [09/12/2020.01]

Ⓐ Bruce to review Scottish Curling Policies and list the review dates for the next Board meeting. [09/12/2020.02]

Ⓐ Bruce to issue the Code of Conduct to Board members. [09/12/2020.03]

Ⓐ Bruce to review qualitative and quantitative data on member loss over past three years. [09/12/2020.04]

Ⓐ Bruce and Nick to work with development team to engage with members who took the pause option. [09/12/2020.05]

Ⓐ Liz to write a paper around increasing merchandise and an online shop [09/12/2020.06]

Ⓐ Margaret to circulate The Global Initiative for Diversity, Equality and Inclusion in Curling Charter to Board members. [09/12/2020.07]

Ⓐ Jim to circulate the Ladies Branch survey results to Board members. [09/12/2020.08]

Ⓐ Bruce to write a MoU between RCCC and SCT. [09/12/2020.09]

Ⓐ CPPAG, in consultation with the Competitions Committee, to write a recommendation to the Board and to consider dates for 2022 Championships. [09/12/2020.010]

Ⓐ Bruce to update the Consultation and Engagement Plan before the next Board meeting. [09/12/2020.11]

Ⓐ Graham, Janine and Bruce to discuss the Governance Framework paper further. [09/12/2020.12]

Ⓐ Bruce to clarify the wording of the Governance Framework ToR. [09/12/2020.13]

Ⓐ Janine, Kevin, Margaret and Graham to meet to discuss the Nominations Committee ToR further. [09/12/2020.14]

Ⓐ Chair to ensure new Board members receive guidance on the use of the portal. [09/12/2020.15]

Ⓐ Nick to circulate details of sportscotland courses to the Board. [09/12/2020.16]

Ⓐ Bruce to send AC remit details to Janine and have the AC minutes uploaded to the website. [09/12/2020.17]

Ⓐ Bruce to circulate the revised skills matrix. [09/12/2020.18]

🄳 *Decision Summary*

🄳 The Board unanimously agreed the amendments to the Selection Policy subject to a minor change.

🄳 The Board unanimously approved the minutes of the meeting from 27th October 2020.

🄳 The Board agreed to keep the Supporter membership category on the back burner.

- The Board unanimously agreed to co-opt Corrie to the Board.