RCCC Board Meeting minute

3rd February 2021 - online via Zoom

Adopted on: Pending
Last reviewed on: 2021.03.22

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Bruce Crawford	CEO	In Person
Andrew Kerr	President, 2020-21	In Person
Corrie Lawrence	Co-Opted Director & Ladies Branch President, 2020-21	In Person
Janine Wilson	Director	Apologies
Jim Cullen	Director	In Person
Keith Prentice	Director	In Person
Kerra Mckinnie	Independent Director	In Person
Kevin Troup	Independent Director	In Person
Liz Burton King	Director	In Person
Margaret Nicol	Director	In Person
Nick Rennie	Head of Development	In Person
Stephen Farrow	Independent Director	In Person
Susan Kesley	Director, Vice 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.

2. *Introduce Kerra and Stephen*

Graham introduced Kerra McKinnie and Stephen Farrow as Independent Directors, each attendee introduced themselves.

3. *Apologies*

Apologies were received from Janine.

4. *Conflicts of Interest - Register*

There were no new conflicts to note.

5. *Minutes of previous meetings*

The minutes of the meeting from 9th December 2020 were agreed subject to minor amendments.

◻ **The Board unanimously approved the minutes of the meeting from 9th December 2020, subject to minor amendments.**

6. Matters Arising

Matters arising will be covered within the meeting agenda..

6.1. Review action Log

The Action Log was reviewed and a number of items closed off.

7. CEO Report on Strategic Outcomes

Report circulated.

Bruce talked the Board through his report and advised the Board the mid-term review is underway and a recommendation will come to the board in due course.

Kevin asked if the 4 year strategy would be re-written and targets be reset as a result of the current situation. He was advised that the strategy will be updated in regard to targets but will not be fully re-written.

A discussion was held around the government funds available for facilities.

The report continued noting development work is underway to capitalise on the 2022 Olympic and Paralympic Games though limited discussions with rinks as they are currently closed. Nick advised a webinar, with stakeholders, has been scheduled for early March to discuss the restart of curling.

A discussion around competitions was held, Bruce advised the Board that the Competitions Manager is part-time furloughed until April, working two mornings per week.

Nick to survey recent former members to get a better understanding of reasons for not renewing memberships. Margaret suggested asking 'paused' members their intentions for next season.

🅐 **Bruce to submit mid-term review to the Board by the end of February [03/02/2021.01]**

🅐 **Nick to issue a survey to members not renewing and those pausing their membership [03/02/2021.02]**

8. Operational Plan 2020-21

Report circulated.

Nick advised the Board there has been good levels of engagement with online sessions. Liz congratulated Nick and the team on the Curl Up sessions and stated she had heard great feedback around them. Nick stated the Curl Up sessions had energised the team and the sessions will continue until the end of the season.
A discussion around the return to curling followed.
Kevin suggested the Operational Plan be improved around IT, Risk Management and HR. Bruce advised there are existing policies for these areas and IT and HR are covered by external support.

🅐 **Bruce to review and report on these areas. [03/02/2021.03]**

9. Committee/Group Updates

9.1. Audit Committee (AC)

Report circulated.

Kevin talked the Board through the revised budget and recommended it for approval. A short discussion around the budget, including a draft budget for 2021/22022 followed. The Board agreed, unanimously, to approve the revised budget.

🄳 The Board unanimously approved the revised budget.

🅐 2021/2022 Budget to be drafted [03/02/2021.02]

9.2. Competition Committee

Report circulated.

Susan advised that after some discussion it had been agreed to cancel all remaining competitions this season and continue with planning for the Indoor Grand Match to be held in October.

Discussions with British Curling took place around the calendar timing of the Scottish Championships in relation to the Olympics.

9.3. Umpire Committee

No report, a meeting of the Umpire Committee has not been held since the previous Board meeting.

9.4. Coaching

No report, a meeting of the Coaching Committee has not been held since the previous Board meeting. The next meeting of the Coaching Committee is scheduled for 4th March.

Liz stated the communications around online coaching sessions have been very good and suggested the Marketing Department could promote the sessions to encourage new people to access the Level 1 courses.

9.5. Member Development

Report circulated.

Nick advised new committee members had been sought and four have been accepted from the applications received, subject to approval by the Board.

🄳 The Board unanimously approved the four proposed Member Development Committee members.

9.6. International Relations

No report

9.7. Commercial

Report circulated.

Liz advised the Branding and Logos Group and the Stakeholder Communication and Planning Framework Group have been disbanded as the reports have been submitted and approved, noting some outstanding actions

9.8. Equalities

Report circulated.

Margaret advised the Board the committee is part of the Global Initiative for Diversity, Equity and Inclusion in Curling and had agreed to share the Scottish Curling Equality policy and action plan to help those without appropriate policies.

9.9. Structure Review Group

Report circulated.

Jim advised the Group met on 1st February with the next meeting scheduled for 15th February and the draft report will be available for the next Board meeting.

Ⓐ Structure Review Group draft report to be submitted to the Board for the meeting on 18th March 2021. [03/02/2021.03]

9.10. Scottish Curling Trust (SCT)

Report circulated.

Margaret was delighted to announce the first Anne Malcolm Legacy award has been made to Jayne Stirling. The Board was advised that the archiving is going very well with items being uploaded to eHive, an online cataloguing system.

A discussion around the Leslie Ingram Brown Legacy took place and the Board agreed the proposal from Bruce. SCT terms are to be reviewed.

Any changes to the MoU to be sent to Bruce in the next week so the final version can be circulated to Board members.

Ⓓ The Board unanimously agreed the proposal around the Leslie Ingram Brown Legacy.

Ⓐ Bruce to send Jim the link to the SCT Terms to review [03/02/2021.04]

Ⓐ Jim to issue his findings of the SCT Terms review to the Board [03/02/2021.05]

Ⓐ Changes to the SCT MoU to be sent to Bruce [03/02/2021.06]

Ⓐ Bruce to circulate the finalised MoU to the Board [03/02/2021.07]

9.11. CPPAG

No Report

9.12. British Curling

Report circulated.

Graham advised the next British Curling Board meeting and AGM are due to take place this month. Bruce advised a decision has to be made as to who, from the Board of Scottish Curling, will attend the British Curling AGM as the Scottish Curling representative. Graham advised the date has not yet been set and he will check who is available once the date is set.

❹ Graham to contact board members with British Curling AGM date. [03/02/2021.08]

9.13. Rules

No report, a meeting of the Rules Committee has not been held since the previous Board meeting.

9.14. Selection Group

Report circulated.

Susan advised the selection meetings went well and offered thanks to Nick for the hard work he had put into the webinars. Graham enquired as to the programme to move forward. Susan advised the proposal is for the Selection Group to meet to compile a report which will then go out to members for comments. Recommendations will then be put to the Board.
Nick advised that a selection panel will sit before the next Board meeting and a Board member needs to be put forward to sit on the panel. It was suggested Susan takes on the role as she has the relevant experience. Susan agreed to this and will be the Scottish Curling representative on the Selection Panel.

🄳 Susan agreed to be the Scottish Curling representative on the Selection Panel

9.15. Branding & Logo's Group

Report circulated.

A discussion took place around the information around the Branding Strategy paper and it was agreed some minor amendments will be made. Kerra asked how this information will be imparted to members, Bruce advised an article will be published in the next Your Curler, due out in the next few weeks.

🄳 The Board agreed the Branding Strategy paper subject to minor amendments.

❹ Bruce to circulate the branding article, for Your Curler, to Liz prior to publication [03/02/2021.09]

9.16. Engagement & Consultation Plan

Report circulated.

Margaret asked if the 'general public' could be added as a consultation group. Stephen asked for clarification around the background and when wider consultation is required. A short discussion around this took place and it was agreed that the board will determine where consultation is required. The Board agreed to approve the Engagement and Consultation Plan.

🄳 The Board approved the Engagement and Consultation Plan.

9.17. Governance Framework Group

Report circulated.

The next meeting of the group is 4th February, a report of the meeting will be submitted to the Board in due course.

9.18. Nominations Committee

Draft ToR circulated

There was a short discussion around the paper and minor wording to clarify what a member is in this context will be amended.

 The Board agreed the Nominations Committee ToR subject to minor amendments as discussed.

10. AOCB

10.1. Glasgow Ice Centre

Liz updated the Board on the progress of the Glasgow Ice Centre advising they continue to put out positive messages and engage with the general public around ice sports. A recommendation has been made from the feasibility study and talks are continuing with stakeholders.

10.2. Additional Board Meeting

Graham stated he considered the gap between the March and June Board meetings is too long and suggested a meeting should take place in April. The Board agreed to 21at April. It was also agreed to move the March meeting to 17th from 18th)

 The Board agreed an additional Board meeting to be held on 21st April 2021 at 10am.

10.3. Cairnie House

Graham advised he and Bruce had been to Cairnie House the previous day and the refurbishment work is going well and is due to be completed in the first week of March. The move from Stirling is expected to take place on 10th March.

10.4. AOCB round the table

Kevin asked about the review of the Memorandum and Articles and was advised that Graham and Jim have looked through them and they are now with Bruce who agreed a document can go to the Governance Committee Next week.

🅐 **Bruce to pass the Memorandum and Articles document to the Governance Committee. [03/02/2021.10]**

Corrie advised the Ladies Branch Operations Manual has been updated and requires ratification by the Board.

🅐 **Corrie to email Board members with the Ladies Branch Operations Manual. [03/02/2021.11]**

Graham thanked everyone for attending and closed the meeting at 1:00pm

Ⓐ *Action Summary*

🅐 Bruce to submit mid-term review to the Board by the end of February [03/02/2021.01]

🅐 Nick to issue a survey to members not renewing [03/02/2021.02]

🅐 Action TBC by Graham [03/02/2021.03]

🅐 2021/2022 Budget to be drafted [03/02/2021.04]

❹ Structure Review Group draft report to be submitted to the Board for the meeting on 18th March 2021. [03/02/2021.05]

❹ Bruce to send Jim the link to the SCT Terms to review [03/02/2021.06]

❹ Jim to issue his findings of the SCT Terms review to the Board [03/02/2021.07]

❹ Changes to the SCT MoU to be sent to Bruce [03/02/2021.08]

❹ Bruce to circulate the finalised MoU to the Board [03/02/2021.09]

❹ Graham to contact board members with British Curling AGM date. [03/02/2021.10]

❹ Bruce to circulate the branding article, for Your Curler, to the Board prior to publication [03/02/2021.11]

❹ Bruce to pass the Memorandum and Articles document to the Governance Committee. [03/02/2021.12]

❹ Corrie to email Board members with the Ladies Branch Operations Manual. [03/02/2021.13]

🄳 *Decision Summary*

🄳 The Board unanimously approved the minutes of the meeting from 9th December 2020, subject to minor amendments.

🄳 The Board unanimously approved the revised budget.

🄳 The Board unanimously approved the four proposed Member Development Committee members.

🄳 The Board unanimously agreed the proposal around the Leslie Ingram Brown Legacy.

🄳 Susan agreed to be the Scottish Curling representative on the Selection Panel.

🄳 The Board agreed the Branding Strategy paper subject to minor amendments.

🄳 The Board agreed to clarify the consultation determination process.

🄳 The Board agreed the Nominations Committee ToR subject to minor amendments as discussed.

🄳 The Board agreed an additional Board meeting to be held on 21st April 2021 at 10am and to hold the March meeting on 17th.