RCCC Board Meeting minute

17th March 2021 - online via Zoom

Adopted on: **21/04/2021**
Last reviewed on: **2021.04.08**

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	In Person
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	Apologies
Alison Deuchars	SSA support (minutes)	In Person

1. Welcome

Graham welcomed everyone to the meeting.

9.11 Selection Group Report

Graham introduced Nigel Holl (Executive Performance Director, British Curling).
Susan highlighted two important issues of concern raised by the Selection Group in regards to the Scottish Championships. The selection group would like to see provision or an incentive for non funded teams to enter the Scottish Championships and the marketing, TV and sponsorship all need to be worked on. The Selection Group recommended a working group is set up specifically around these issues as it is not the remit of the Selection Group.
The Selection Group also recommended the Selection Policy be transparent so athletes know what is required to gain selection and members will also have clarity. The group also recommended the Scottish Curling member of the Selection Panel should be a national selector and appointed at the beginning of the season and is identified to the members.
Nigel recognised the comprehensive work undertaken by the Selection Group and agreed the selector from Scottish Curling being named was a positive move and saw the biggest strength as the potential engagement with British Curling throughout the year.
The board acknowledged and thanked the Selection Group for their work, Margaret suggested the Board should actively pursue the recommendation to set up a working group around the Scottish Championships. Susan thanked Nick for leading the group and for the hard work he had put in on this

issue.
A comprehensive discussion followed and issues raised included the term of the MoU, teams competing at the Scottish Championships, selection criteria and the composition of the selection panel. Nigel confirmed all the funded teams would commit to playing in the Scottish Championships subject to scheduling in Olympic years. Graham personally thanked everyone involved in the group and all the work they have done.

Graham thanked Nigel for his time and Nige left the meeting.

> 🄳 **The Board unanimously agreed to accept the recommendations from the Selection Working Group.**
>
> 🅐 **The Board agreed to form a working group to assess the Scottish Championships [17/03/2021.01]**

2. Apologies

Apologies were received from Sarah Birrell.

3. Conflicts of Interest - Register

Stephen to update his information.

> 🅐 **Stephen to update his information in the Conflicts of Interest Register [17/03/2021.2]**

4. Minutes of previous meetings

The minutes of the meeting from 3rd February 2021 to be slightly amended.

> 🅐 **Graham to send the amendments to Alison [17/03/2021.3]**

5. Matters Arising

Matters arising will be covered within the meeting agenda.

6. Review action Log

The Action Log was reviewed and a number of items were closed off as agreed

A discussion was held around the new date for the AGM and the Board agreed on 20th August from 2022. Liz highlighted the need to follow the Communications Policy when communicating the new date to members. The Board also discussed income generation.

> 🄳 **The Board unanimously agreed the 2022 AGM will be held on 20th August.**

7. CEO Report on Strategic Outcomes

Report circulated.

Bruce talked the Board through the report raising the subject of government support to ice rinks and Andrew thanked Bruce and Mike Ferguson for all the work involved in securing the funding. Kevin raised a concern about the possibility of rinks not reopening and Bruce confirmed Scottish Curling are supporting rinks as much as possible.

Bruce advised the Board that staff are actively pursuing memberships and Nick is contacting 'paused' members. A discussion around memberships followed and Liz highlighted that membership could be paused by a club secretary without the knowledge of an individual. Nick talked the Board through the work the Development team are doing around memberships including an article in Your Curler and addressing paused and lapsed members. Nick further advised there is a process in place to contact members before they are removed from the database, There was a discussion around communications to members with Bruce advising the return to curling document is monitored fortnightly to be in line with current government guidance.

Bruce informed the Board he has recently had meetings with Scottish Government and submitted papers for Ministerial approval to allow the Mixed Doubles event in Aberdeen to go ahead in May.

Janine asked about consultation and involvement of stakeholders in the updated Strategic Plan, Bruce advised the core structure will remain but the outcomes will be reviewed as things have changed.

Ⓐ Bruce to amend the facilities risk level. [17/03/2021.4]

Ⓓ The Board agreed to delay discussion of SWOT and PESTEL analysis to the next meeting.

8. Operational Plan 2020-21

Report circulated.

Nick advised the board the online Curl Up programme continues to be well received by members with the recent session on tactics attracting 100 participants.

Positive discussions have been held with Sophie Jackson, Academy Manager and British Curling with a view to National Academy athletes returning to the ice as soon as possible. An extended pre-season, from July, is being planned for National Squad and National Academy athletes.

Nick advised the Operational Plan will be revised once the revision of the Strategic Plan is completed.

9. Committee/Group Updates

Risk Management Policy /Risk Register

A comprehensive discussion was held and a number of Board members raised concerns about the status and detail of items on the Risk Register with particular regard to membership, rinks, sponsorship and safeguarding. Liz offered to help amend the register if required. Kevin advised the AC has reviewed the Register and amended some items. Kevin also highlighted the poor financial management systems within Scottish Curling are not on the register and should be incorporated in the Risk Register.
It was agreed that Bruce would make revisions and the AC will review it. Graham advised the Risk Register should be a standing item on the Board agenda.

Ⓐ Bruce to add financial management to the risk register. [17/03/2021.5]

Ⓐ Bruce to review and amend the levels of risk on the register. [17/03/2021.6]

Ⓐ The Board to review the Risk Register and Policy for discussion at the next meeting. [17/03/2021.7]

Ⓐ Graham to add the Risk Register as a standing agenda item. [17/03/2021.8]

9.1. Audit Committee (AC)

Report circulated.

Kevin began with the Audit and Risk Committee Terms of Reference and the Board, in light of the previous discussion, were happy to approve them.

The discussion moved on to the Management Accounts. Kevin raised concerns around Cairnie House expenditure and allocation of revenue streams. Bruce is meeting with Iain Bilsland next week to discuss accounting around Cairnie House and will update the AC after the meeting. A more detailed discussion took place around Cairnie House and how to communicate the costs and move to members.

Kevin advised the AC is considering an audit of the accounts as the committee are conscious the financial management system and budgeting is poor and there is little financial experience within the organisation. A detailed discussion followed and Jim advised the forthcoming change to the accounts system should improve reporting.

🅐 Bruce to send the Fixed Asset Register to Janine to add the Risk Register as a standing agenda item. [17/03/2021.9]

🅐 Graham and Bruce to seek advice on the situation at the end of the ground lease on Cairnie House. [17/03/2021.10]

🄳 The Board unanimously approved the Audit Committee ToR subject to Kevin updating reporting to the Board.

[Stephen left the meeting]

9.2. Umpires Committee

Report circulated.

9.3. Coaching Committee

Report circulated.

9.4. Member Development

Report circulated.

9.5. Commercial Group

No report.

9.6. Equalities

Report circulated.

9.7. Structure Review Group

Report circulated.

Jim talked the Board through the report and recommendations. The group consulted extensively around the structure in regards to the Presidential structure and uniting the women's and men's game and proposed a recommendation to the Board while noting potential challenges in implementing the change.

A comprehensive discussion was held around the report. Jim will make the amendments as agreed and circulate the revised report. A vote was held on the Groups' recommendations and the Board agreed, by a majority, to put the proposals to the AGM.

Ⓐ Jim to amend the Structure Review Group Report and circulate to the Board [17/03/2021.11]

🄳 The Board agreed to put recommendation 1 from the Structure Review Group to the AGM. For: 11, Against: 1.

🄳 The Board agreed to put recommendation 2 from the Structure Review Group to the AGM. For: 9, Against: 2.

[Janine left the meeting]

9.8. Scottish Curling Trust (SCT)

Report circulated.

9.9. CPPAG

No Report

9.10. British Curling

Report circulated.

9.11. Selection Group

Report circulated.

Item taken at the beginning of the meeting.

9.12. Memorandum & Articles revision

Report circulated.

9.13. Governance Framework Group

Report circulated.

9.14. Nominations Committee

Report circulated.

10. AOCB

Nick advised that he will arrange member webinars on the proposed MNC for 7th and 11th April .

Graham thanked everyone for attending and closed the meeting at 1:38pm

Ⓐ Action Summary

- Ⓐ The Board agreed to form a working group to assess the Scottish Championships [17/03/2021.01]
- Ⓐ Stephen to update his information in the Conflicts of Interest Register [17/03/2021.02]
- Ⓐ Graham to send the amendments to Alison [17/03/2021.03]
- Ⓐ Bruce to amend the facilities risk level. [17/03/2021.04]
- Ⓐ Bruce to add financial management to the risk register. [17/03/2021.05]
- Ⓐ Bruce to review and amend the levels of risk on the register. [17/03/2021.06]
- Ⓐ The Board to review the Risk Register and Policy for discussion at the next meeting. [17/03/2021.07]
- Ⓐ Graham to add the Risk Register as a standing agenda item. [17/03/2021.08]
- Ⓐ Bruce to send the Fixed Asset Register to Janine to add the Risk Register as a standing agenda item. [17/03/2021.09]
- Ⓐ Graham and Bruce to seek advice on the potential costs at the end of the Cairnie House ground lease period . [17/03/2021.10]
- Ⓐ Jim to amend the Structure Review Group Report and circulate to the Board [17/03/2021.11]

Ⓓ Decision Summary

- Ⓓ The Board unanimously agreed to accept the recommendations from the Selection Working Group.
- Ⓓ The Board unanimously agreed the 2022 AGM will be held on 20th August.
- Ⓓ The Board agreed to delay discussion of SWOT and PESTEL analysis to the next meeting.
- Ⓓ The Board unanimously approved the Audit Committee ToR subject to Kevin updating reporting to the Board.
- Ⓓ The Board agreed to put recommendation 1 from the Structure Review Group to the AGM.
  For: 11, Against: 1.
- Ⓓ The Board agreed to put recommendation 2 from the Structure Review Group to the AGM.
  For: 9, Against: 2.