Royal Caledonian Curling Club
Minute of the Meeting of the Board of Directors
17:30 on Thursday 1st July 2021, via Zoom

Directors Present:
Graham Lindsay, Margaret Nicol, Liz Burton-King, Keith Prentice, Janine Wilson, Logan Gray, Mairi Milne, Kevin Troup, Stephen Farrow, Susan Kesley, Bruce Crawford

Observers in attendance:
Sarah Birrell, Maggie Wilson , Mike Ferguson, Lillian Carnegie

Margaret asked about the resignation of Kerra McKinnie, an independent director, which was announced at the AGM. Graham stated that Kerra had tendered her resignation a few weeks beforehand due to a change in her employment. Margaret recommended that an exit interview takes place and Graham agreed to set that up.

1. Welcome and Introductions
Graham welcomed everyone to the meeting, particularly those attending the board for the first time, following the AGM. Each Board member gave a brief overview of their involvement and background.

2. Dates of Meetings 2021-22
The list of dates previously circulated was discussed with a couple of amendments. There will be a mixture of Zoom and in-person meetings. All board meetings should allow for directors to join via zoom. There were requests for meetings to be evenings, not all during working hours.

- 1 July 2021 – Zoom (at 17:30)
- 10 August – Zoom (at 17:00)
- 27/28 September or 30/1 October – Inverclyde or Zoom
- 16 November – venue TBC (at 17:00)
- 13 January 2022 – on Zoom (at TBC)
- 23 February – in Dumfries at the Scottish Champs.
    - 2pm Joint meeting with ASC and LSC
    - 5pm Board Meeting with Zoom option
- 12 April – venue TBC (at TBC)
- 9 June – venue TBC (at TBC)
- 19 July – venue TBC (at TBC)
- 20 August – AGM venue TBC (at 14:00)

I have also attached the draft of the Register of Interests, which will require information for the new board attendees where appropriate.

3. Sportscotland offer of an Away Event for Board and Staff at Inverclyde
Sportscotland has offered complimentary use of the national training centre at Inverclyde with two days use of the meeting facilities with an offer of accommodation. The facility opens at the end of August and several staff will only be vaccinated by the start of September. Request for start or end of the week. Sarah to check availability of dates for the week starting 27 September, ideally starting 30 Sept.

4. Director appointments to committees
Graham highlighted allocation of directors to committees of the board. These are:

Committee/Group	Convenor	Director	Other Members
Audit	Kevin	Janine	Stephen
Nominations	Graham	Kevin	Janine
Governance	Graham	Janine	Kevin
Coaching	Mairi	Keith	
Competitions	Keith	Logan	
Umpires	*	Graham	
Rules	Alan Stanfield	Graham	
Member Development	Liz	Logan	
Commercial / Merchandising	Liz	Graham	
Sponsorship	Stephen	Graham	
Equalities		Margaret	
Structure Review Group	**	Susan	
Scottish Championship Group		Liz	
CPPAG	Keith	Mairi	
International Relations	Susan (rep)	Graham	Bruce (rep)

External appointments	
Scottish Curling Trust	*Margaret*
British Curling Board	*Graham*

Following the resignation of Kerra, and the fact that Kevin steps down from the board in October, after completing his 3 year term, there will be a review by the Nominations Committee looking at the latest skills audit. This will influence the skill requirements that will be advertised in the recruitment process for two new independent directors.

*There will be an article in Your Curler seeking nominations for the Umpire Committee and Graham hopes to step aside from the position of convenor in the coming months, but will remain on the committee.
[** The Board had previously agreed to consider the terms of this group and members, pending the outcome of the AGM.]

5. Register of Interests
Bruce has received information regarding each of their personal and professional interests from the new board members and has received an update from Stephen. The revised Register of Interests will be published on the website. If there are any other changes please send them to Bruce.

6. Code of Conduct
The new board members have been sent a copy of the Code of Conduct. Bruce to send copy to all the board members.

7. Board Skills Audit
Bruce received completed forms from Logan, Mairi and Mike. The summary document will be used by the Nominations Committee to help identify skills shortages on the board, to be fed into the recruitment process.

8. Matters arising from the AGM
Correspondence from members had been received following the AGM. The questions and points raised by members will be taken forward in the work of the board and committees over the coming months.

Logan highlighted the need to improve engagement and communication with members, as evidenced over the last two AGMs. It was suggested that we tend to reach the same members with engagement and we should seek ways to reach more people by using different platforms. Several ideas were suggested, including a Presidents Blog issued after each board meeting, surgeries at ice rinks and on zoom, as well as webinars and roadshows.
The lack of ASC meetings over the last year did not help our communications. Susan is in the process of setting dates for the coming year so there should be greater engagement and involvement of the ASC members. The board needs to increase communications with the ASC and LSC as we move forward. The board also expects reports from ASC and LSC after their meetings and papers developed for the board to consider.

The Engagement and Consultation Plan that was approved by the board last year should be reviewed. Action Plans should be created to highlight the processes and timescales for specific projects and these should be made available to the board with reports on progress.

The resolutions that were not approved at the AGM should be put back on the drawing board for analysis and consultation with members. As an example, the resolution related to who can put motions to the AGM was a solution to a problem that had been given to the board, but there have been suggestions of other solutions to this problem, including that individuals should be able to put resolutions to the AGM, rather than just clubs. As a matter that affects every member this should be thrown wide open as this underpins the values of the organisation made up of individuals and founded on clubs. Susan has already committed to discuss this with the ASC and that should fit into a wider plan of engagement and consultation with members in the coming months.

The board recognised that there are a number of matters that are not clear to members, so would benefit from there being greater clarity and information provided on the website.

Mike sought clarification on the status of the role of Vice President and other observers on the board. Graham confirmed that the observers are provided with all the board papers and their contributions at board meetings are welcomed. When matters come to a vote, only the directors are counted. Very few matters are reserved for the directors only and would generally be in relation specific items such as companies house business or compliance.

The board recognised that the number one priority facing us at the present time has to be the job of getting the curlers back on the ice, increasing participation, retain members and development of the opportunities for people to play the game.

The next board meeting will be via Zoom on 10 August at 17:00 hrs.