RCCC Board meeting minute

1st June 2021 - online via Zoom

Adopted on: 2021.08.10
Last reviewed on: 2021.08.10

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Bruce Crawford	CEO	In Person
Andrew Kerr	President, 2020-21	Apologies
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
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 and thanked them for attending.

2. Apologies

Apologies were received from Andrew Kerr and Sarah Birrell.

3. Conflicts of Interest - Register

There were no conflicts to record.

4. Minutes of previous meetings

- The minutes of the meetings from 21st April and 17th March were approved.

  Proposed: Keith

  Seconded: Jim

5. Matters Arising

Graham advised he is still to arrange a meeting to discuss membership.

❹ **Graham to arrange a meeting to discuss membership [01/06/2021.01]**

6. *Review action Log*

The Action Log was reviewed and updated. There was a discussion around the actions related to membership.

7. *CEO Report on Strategic Outcomes*

Report circulated.

Bruce advised that little has changed since the previous meeting. Bruce highlighted the success of the Mixed Doubles team at the recent World Mixed Curling Championship held in Aberdeen. Bruce advised current activity is with the development team and preparation for the forthcoming AGM. The Board discussed the Ice Rink Status report and Stephen stated he would like to see a strategy around ice rinks. Bruce explained how the status of rinks was reached.

The Board discussed, at length, the content of the report and identified development, membership and facilities as areas requiring more detail. The board requested detailed information in relation to post Covid recovery around the identified areas. Bruce explained this report is high level and the detail will be fleshed out in the annual Operations Plan over the next two months.

Bruce advised he will be meeting with Maggie (new Head of Development) on Wednesday 2nd June to discuss the Operational Plan and priorities.

❹ **Bruce and staff to collate more detailed information to support the Strategic Plan [01/06/2021.02]**

8. *Operational Plan 2020-21*

Report circulated.

Discussed as part of the CEO report.

9. *Risk Register*

Bruce explained the updated changes to the Risk Register. Kevin suggested Board members have not had enough time to look at the Risk Register and it should be taken forward to the next meeting, Liz suggested a separate meeting with a few Board members be held to discuss the Risk Register.
A discussion followed, the level of optimism in some instances and the inherent risks were questioned. Kevin stated the AC should have input to the Risk Register.

❹ **Bruce to amend the Risk Register to better reflect the points raised [01/06/2021.03]**

10. *Committee/Group Updates*

10.1. *Audit Committee (AC)*

Report circulated.

Kevin talked the Board through the draft accounts explaining the deficit in relation to loss of membership revenue. Kevin explained the budget being a little out due to unexpected costs around the Cairnie House refurbishment and the outsourcing of minute taking.

The Board discussed the accounts in detail and a meeting is to be arranged to take the accounts forward and approve them in time to be issued with the AGM papers.

Ⓐ Graham to arrange a meeting to approve the accounts [01/06/2021.04]

10.2. Umpires Committee

Report circulated.

There were no questions in relation to this report

10.3. Competitions Committee

Report circulated.

Susan presented the Competitions Committee report and it was noted the date of the meeting needs to be corrected. Susan was able to inform the Board that the competitions for next season have all been confirmed as rinks have agreed contracts.

Bruce advised the Competition rule changes around technical elements will go forward to the AGM

10.4. Coaching Committee

No Report

10.5. Member Development

No report

10.6. Commercial Group

No report

10.7. Equalities

Report circulated.

Margaret advised there was little to report but tabled the Scottish Disability Sport Strategic Plan 2021-2029 for information.

10.8. Structure Review Group

Report circulated.

Jim advised that much of the structure review will depend on the AGM therefore it is on hold until after the AGM.

10.9. Scottish Curling Trust (SCT)

Report circulated.

Margaret advised the Trust has been very active with over 1,300 artefacts on eHive and this project is moving well and quickly. Liz advised a deal has been brokered with Scottish Television to digitise and upload a number of VHS tapes to YouTube, many from the 1980s. Margaret thanked Liz for her help with this. The SCT meet this week and will discuss how to promote and publicise the archive.

10.10. CPPAG

No report

10.11. British Curling

Report circulated.

Graham advised the Board of British Curling met on 12 May, UK Sport funding was a topic for discussion.

10.12. Scottish Championship Group

Report circulated.

Bruce advised the group had an enthusiastic meeting the previous day, around developing and transforming the Scottish Championships and a note of the meeting will be distributed when it is available.. One key discussion was around prize money for games won to make entry attractive to teams. This option has been costed and the group is keen to cover the cost through sponsorship and for Scottish Curling to underwrite the cost.

The Board discussed prize money and sponsorship options in more detail and agreed in principle investing in a prize fund would be beneficial in developing the Scottish Championships. This led to a wider discussion around the marketing of the event across different audiences.

There was a discussion around the resources required to engage with potential sponsors and suggestions were made around the way forward for this. The Board agreed the need to have someone coordinate and manage sponsorship for the event. Bruce advised he is currently looking for someone for this position and a member of staff was suggested as they have the skill set though it is not currently within their remit.

🄳 **The Board agreed, in principle, a prize fund for the Scottish Championships**

🅐 **Bruce to circulate the paper from the Scottish Championship Group meeting held 31 May [01/06/2021.05]**

🅐 **Bruce to draft a paper regarding allocating money to underwrite Scottish Championship prize money [01/06/2021.06]**

10.13. Memorandum & Articles revision

Report circulated.

Bruce outlined the, mostly, administrative changes prepared by Jim. A discussion around schools memberships followed. The Board also discussed the option to raise fees with various suggestions being discussed. The board acknowledged members will need to see a good case made for the fees increase and agreed that investment in curling development makes the case.

The Board noted that subs had been static since 2018 and agreed to a proposal to be put to members at the AGM, that fees would be increased from September 2022 to Adults £25, Juniors £10.
Proposed by Liz, seconded by Jim.

🄳 **The Board unanimously agreed an increase in fees from September 2022.**

🅐 **Bruce to arrange a draft paper to be written around fees increase for Board approval [01/06/2021.07]**

10.14. Governance Framework Group

No report.

10.15. Nominations Committee

No report.

11. AOCB

11.1. Marketing Proposal

A working group had met and considered how to better market the sport to increase participation in the Olympic season. TryCurling has been identified as the best vehicle to attract new members. Kerra talked the Board through the proposal summary, it was unanimously agreed to support it.

🄳 **The Board unanimously agreed to support the TryCurling programme**.

11.2. Letham Grange Motion

The Board discussed the motion proposal from Letham Grange. A typo was identified and the Board agreed a slight change to the wording, a discussion around the Board's supporting statement followed.

🄳 **The Board agreed the wording of the motion from Letham Grange**.

🅐 **Bruce to circulate the Board's supporting statement for the Letham Grange motion [01/06/2021.08]**

Graham thanked everyone for attending and closed the meeting at

🅐 *Action Summary*

🅐 Graham to arrange a meeting to discuss membership [01/06/2021.01]

❹ Bruce and staff to collate more detailed information to support the Strategic Plan [01/06/2021.02]

❹ Bruce to amend the Risk Register to better reflect the points raised [01/06/2021.03]

❹ Graham to arrange a meeting to approve the accounts [01/06/2021.04]

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❹ Bruce to arrange a draft paper to be written around fees increase for Board approval [01/06/2021.07]

❹ Bruce to circulate the Board's supporting statement for the Letham Grange motion [01/06/2021.08]

🄳 *Decision Summary*

🄳 The minutes of the meetings from 21st April and 17th March were approved.

🄳 The Board agreed, in principal, a prize fund for the Scottish Championships.

🄳 The Board unanimously agreed an increase in fees from September 2022.

🄳 The Board unanimously agreed to support the TryCurling programme.

🄳 The Board agreed the wording of the motion from Letham Grange.