RCCC Board Meeting Minute

21st April 2021 - online via Zoom

Adopted on:	01/06/2021
Last reviewed on:	01/06/2021

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	In Person
Alison Deuchars	SSA support (minutes)	In Person

1. *Welcome*

Graham welcomed everyone to the meeting

2. *Apologies*

There were no apologies

3. *Conflicts of Interest - Register*

There were no conflicts of interest to record

4. *Minutes of previous meetings*

Kevin queried two items in the minute of the meeting of 17th March 2021. This was discussed briefly and Graham advised he would contact Alison after the meeting to discuss amendments.

> **🅐 Graham to contact Alison to discuss amendments to the minute of the meeting of 17th March 2021 [21/04/2021.01]**

5. Matters Arising

Strategic Plan SWOT and PEST paper circulated for previous meeting.

Bruce advised that this paper, though in mind for the current strategic Plan update, is intended more for the 2023-27 Strategic Plan. The board discussed the papers in relation to the current and future Strategic Plans in relation to consultation with the members.

Stephen suggested the post Covid strategy should reflect the potential change in focus of resources.

> **Ⓐ Bruce to issue a draft interim Strategic Plan for discussion as soon as possible [21/04/2021.02]**

6. Review action Log

The Action Log was reviewed and updated. There was a short discussion around the survey issued to members who have 'paused' their membership.

7. CEO Report on Strategic Outcomes

Report circulated

Bruce talked the Board through his report with reference to facilities and funding for them. Stephen requested details of the status of ice rinks and Nick agreed to issue the information he has.

Bruce noted the passing of Honorary RCCC member HRH The Prince Philip, Duke of Edinburgh. Further to this, Bruce suggested there be a discussion around the reason and process for consideration of additional Honorary Members at a future meeting.

Stephen suggested membership numbers need deeper analysis as it is a critical issue. Nick explained some detail around membership numbers and a discussion touching on financial implications and a marketing campaign followed. The discussion also highlighted dropping membership numbers as a risk and Stephen asked if there was information around this for other sports to benchmark against. Kerra advised she is aware of participation numbers increasing in women's football.

Bruce advised the development team will prioritise retaining members and new members and they are working with the Scottish Ice Rink Association on a joint marketing campaign.

The World Mixed Doubles Curling Championship 2021 will be held in Aberdeen, 17th - 23rd May and is supported by funding from UK Sport. A discussion around the promotion of this WCF event followed and Bruce advised it is being promoted jointly by Scottish Curling and British Curling to the press and media providers. WCF will generate less broadcast output than at the Men's and Women's World Championships. Liz suggested the success of the Men's team could be a springboard for publicity regarding Scotland hosting the Mixed Doubles.

The Indoor Grand Match originally scheduled in October 2020 is now postponed to October 2022 and future events will be looked at in relation to the calendar to see if it continues at 5 yearly intervals from then or reverts to years ending in 0 or 5.

The departure of Nick was recognised as a risk to the organisation and the recruitment process for a new Head of Development has already begun. A continuity plan will be put in place to cover the period of time between Nick's departure and the new postholder starting and getting up to speed. The post of Disability Officer will be appointed when curling resumes.

The online courses for the volunteer workforce continue to be a success.

Team Mouat took silver at the recent Men's World Championships. The performance teams are now on some time off and the academy athletes are now doing on- ice training.

The focus for equalities is now on next season, Margaret advised that **sport**scotland are changing the criteria for Equalities standards and nothing can really be done until the details around the new standards are issued from **sport**scotland but as a sport, Scottish Curling is receptive to government messaging around engaging with the disadvantaged in society.

The budget has been to the Audit Committee with assumptions highlighted. The investment from **sport**scotland is still to be advised but is expected to be the same as last year. Memberships currently paused will return to active in August. The Winter Olympics and Paralympics are expected to have a positive impact next season and a number of initiatives will take place around them. Stephen asked if things should be looked at differently this year in terms of redirecting resources and assumptions around membership numbers. Bruce explained the Development team are working on engaging with curlers to return to the sport and though the development funding is the same amount, it is being spent differently.

There was discussion around funding in relation to sponsorship and marketing. The Board discussed using reserves for this purpose and no one was against the idea. It was recognised that marketing, communication and engagement would have to move quickly to put a strategy in place. Nick stated that additional budget would be welcome to target new members as there is not much flex in the current budget. It was noted that dropping below 10,000 members will have a negative impact on the number of WCF reps from Scottish Curling.

It was agreed the Development, Membership and Sponsorship Groups should work with the Marketing Officer around membership development. There was further discussion about implementation of the strategy and Margaret advised that planning is happening at a local level as each rink has a plan but they need to be brought together in a coherent strategy.

Ⓐ Nick to issue ice rink information [21/04/2021.03]

Ⓐ Graham to arrange a separate meeting to discuss membership [21/04/2021.04]

Ⓐ Bruce and staff to draft a proposed marketing strategy to retain and attract members and submit it to the Board in two weeks [21/04/2021.05]

🄳 The budget was approved as interim, subject to review and alignment to strategic priorities to be agreed.

🄳 The Board agreed in principal to use reserves to fund strategic priorities

8. Operational Plan 2020-21

Report circulated.

Nick advised the Academy athletes are back on the ice supported by British Curling extending protocols for them. The Skill Awards programme for young curlers is being revamped with investment from WCF and will be an app, it will also be available to beginner adults.

9. Risk Register

Report circulated.

Kevin advised he was unable to comment as he had not had a chance to review the report as yet. The Board discussed the report and Stephen suggested the Sponsorship section should be expanded to include failure to attract sponsors. Corrie suggested adding the risk of losing a WCF rep.

❹ **Bruce to amend the risk register in light of comments from the Board [21/04/2021.06]**

10. Committee/Group Updates

10.1. Audit Committee (AC)

Report circulated

Kevin talked the board through the report highlighting financial responsibilities regarding Cairnie House. A short discussion followed, Kevin advised the accountants have no concerns around this. No additional action is required at this time.

The board noted that the AC agreed to remain with the current accountants for an additional year to assist with the move to the Xero accounting system which is cloud-based and will save on costs.

The AC looked at the costs and benefits of an audit for the RCCC and Kevin presented the paper on this to the board. The board approved the paper and agreed that financial audit should be undertaken on a regular basis as required. The Memo and Articles will need to be updated in relation to this and the later date of the AGM in 2022 will allow time for completion of the first full audit.

🄳 **The Board unanimously approved the Proposal for consideration of an Audit paper**

🄳 **The Board unanimously approved the Revised Audit Committee Terms of Reference**

10.2. Umpires Committee

No report

10.3. Competitions Committee

Susan advised there has been no activity in relation to competitions, Jayne is due back off furlough at the beginning of May and work will then begin for next season.

The Competitions Committee suggested a working group is set up to review the Scottish Championships and another group for competitions below elite level for club curlers keen for competition as advised by the Selection Working group. Nick advised he will set up the Scottish Championships group up before he leaves. Margaret asked if the groups should be opened up to members and Nick advised the Scottish Championships group should pull a knowledge base together as specific expertise is required. Bruce asked for clarification of what the 'other' competitions are. A discussion around competitions followed and Susan suggested bringing people in from existing groups and the members in general to look at competitions with Scottish Curling facilitating and promoting these competitions though not running them.

❹ **Nick to draft a proposal in relation to the Scottish Championships and submit to the Board in two weeks time [21/04/2021.07]**

10.4. Coaching Committee

No report

10.5. Member Development Committee

Report circulated

The Board were advised four new members have been appointed to the committee

10.6. Commercial Group

No report

10.7. Equalities

Report circulated.

Margaret reiterated the report is an update to the' **sport**scotland Equality Standard for Sport Review'.

10.8. Structure Review Group

Report circulated.

Jim talked the Board through the report and there was a discussion around the feedback and recommendations. Opinion was sought from Sarah in regards to **sport**scotland's perspective in regards to gender balance.

- **The Board agreed to only proceed with the Presidential restructure including gender balance for voting at the 2021 AGM.**

10.9. Scottish Curling Trust (SCT)

Report circulated.

Margaret advised the group has considered the option of a physical museum but it is not a valid proposition at the moment. Cataloguing and valuing the collection is proceeding well and at pace with 1,000 items on eHive. .
The Board briefly discussed the Memorandum of Understanding and agreed to approve the paper

- **The Board unanimously approved the SCT-RCCC MOU**

10.10. CPPAG

No report

10.11. British Curling

Report circulated.

Graham highlighted the main points of the British Curling Board meeting from the report and there was a brief discussion around the recent Men's World Championships.

10.12. Selection Group

No report

10.13. Memorandum & Articles revision

No report

10.14. Governance Framework Group

Report circulated.

The Board discussed the Board Terms of Reference document in relation to Bylaw 6.

🄳 The Board unanimously approved the Board Terms of Reference

10.15. Nominations Committee

No report

11. AOCB

Media coverage of curling.

Keith raised concern around the lack of media coverage for curling noting the recent Men's World Championships had received little coverage. Bruce highlighted Radio Scotland had mentioned the progress of Team Mouat in daily sports bulletins but though media outlets are sent information there is no guarantee it will be used. Bruce stated he will be meeting with NIgel Holl (British Curling) to discuss this issue. Sarah suggested the **sport**scotland media team also be involved so there is a joined up approach.

🅐 Bruce to report back to the Board after meeting with Nigel Holl to discuss media representation of curling [21/04/2021.08]

Question re Proxy voting

Janine advised the Board that the issue of proxy voting at the RCCC AGM had been raised at her recent local club AGM. Concern was raised that, at the 2020 AGM, proxy votes could only be made through the Chair and the Articles state that a proxy can be given to anyone. The club would like to know if provision will be made to allow votes to be given to a proxy of a member's choosing. Bruce explained last year's method was on the advice of lawyers and this year's AGM will need to be done in the same way.

Graham thanked everyone for attending and, on behalf of the Board, thanked Nick for his effort and input over the past two years and expressed a wish that his time with scottish Curling could have been longer. Graham continued that everyone had enjoyed working with him and wished him well for the future. Nick responded expressing his thanks to the Board for the kind words and the welcoming nature of the sport.

Graham, on behalf of the Board, congratulated Team Mouat on their recent successes at the Mens' World Championship and the Grand Slam of Curling and how enjoyable it is to watch them play and it is heartening to have Canadians and Americans holding them in such high regard.

Graham closed the meeting at 12:50pm

Ⓐ *Action Summary*

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🄳 *Decision Summary*

🄳 The budget was approved as interim, subject to review and alignment to strategic priorities to be agreed.

🄳 The Board agreed in principal to use reserves to fund strategic priorities

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