RCCC Board meeting minute

10th August 2021 - online via Zoom

Adopted on: 2021.09.29
Last reviewed on: 2021.09.29

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Bruce Crawford	CEO	In Person
Janine Wilson	Director	In Person
Keith Prentice	Director	In Person
Kevin Troup	Independent Director	In Person
Lillian Carnegie	Ladies Branch President	In Person
Liz Burton King	Director	Apologies
Logan Gray	Director	In Person
Mairi Milne	Director	In Person
Margaret Nicol	Director	In Person
Mike Ferguson	Vice President	In Person
Stephen Farrow	Independent Director	In Person
Susan Kesley	Director, President	In Person
Maggie Wilson	Head of Development	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*

Apologies were received from Liz.

3. *Conflicts of Interest - Register*

Stephen has declared a directorship of GB Badminton

4. *Minutes of previous meetings*

- D **The minutes of the meetings from 1st June 2021 were approved.**

5. *Matters Arising*

There were no matters arising.

6. Review action Log

The Action Log was reviewed and updated. Lengthy discussions around Membership and the Strategic Plan ensued and it was agreed a meeting outwith a scheduled Board meeting is required to fully discuss matters related to the Strategic Plan, Operational Plan and Covid recovery. A poll to find a suitable date will be sent to Board members.

> Ⓐ **Bruce to circulate a Doodle Poll of potential meeting dates to Board members [10/08/2021.01]**

7. CEO Report on Strategic Outcomes

Report circulated.

Bruce talked the Board through the Strategic Plan update. A lengthy discussion around the formula used to code outcomes and the presentation of the update ensued. The discussion also covered the base level of measurable targets in the Strategic Plan. Bruce agreed to draft a paper around the way targets are measured and coded within the Strategic Plan and submit it to the Board for review.

The Board discussed membership at length and will continue the discussion at a separate meeting to be convened in the coming weeks.

Communication to members was discussed and Maggie advised an email from the President will be sent to members on Friday. It was agreed that this communication will be amended to include an acknowledgement of issues raised at the AGM.

> Ⓐ **Bruce to draft a paper around the way targets are measured and coded within the Strategic Plan and submit it to the Board for review [10/08/2021.02]**

> Ⓐ **Maggie to liaise with Pam regarding the AGM issues acknowledgement and pass it to Susan and Graham for approval [10/08/2021.03]**

8. Operational Plan 2020-21

Report circulated with the Strategic Plan.

> 🄳 **Discussion of the Operational Plan delayed until a separate meeting as agreed at agenda item 6.**

9. Risk Register

Report circulated

> 🄳 **Discussion of the Risk Register delayed until a separate meeting as agreed at agenda item 6.**

10. Committee/Group Updates

A discussion was held around the President, Vice President and Ladies Branch President attending, as observers, at the various committees. It was agreed the committee's Terms of Reference would be reviewed, updated where necessary and submitted to the Board for approval. The general consensus of the Board was for attendance at committees by the President, Vice President and Ladies Branch

President should be an informal arrangement between themselves, with no more than one of them at any one meeting.

Ⓐ Maggie to review the committee's Terms of Reference and submit to the Board [10/08/2021.04]

10.1. Audit Committee (AC)

Kevin gave a short verbal update to the Board as the latest meeting of the AC had taken place the previous day. A written report will follow in due course.

10.2. Umpires Committee

Report circulated.

Graham advised that a meeting of the Umpire Committee is due shortly and requested the Board approve the submitted appointments of Convener being John McGowan and two committee members, Jim Hogg and Graeme Prophet.

🄳 The Board approved the appointments to the Umpire Committee

10.3. Competitions Committee

No report

10.4. Coaching Committee

Report circulated.

Stephen asked for further information around the coaching courses listed and was advised the detail is in the Operational plan. Keith and Maggie to liaise to provide more detail at the next meeting.

10.5. Member Development

Logan is joining the Member Development Committee along with Scott Andrews. A meeting is to be scheduled in the next few weeks.

10.6. Commercial Group

Graham and Bruce have had discussions with Mike, as he has experience of commercial and sponsorship matters, therefore he will be involved, along with others, in the Commercial Group.

10.7. Equalities

A meeting is set for the end of August. Funding of the Disability post is on the agenda

10.8. Structure Review Group

On hold until the season has started

10.9. Scottish Curling Trust (SCT)

Report circulated.

Margaret advised that the SCT are holding a strategic planning day on 23 August and a report will be submitted to the Board in due course.

10.10. CPPAG

Bruce gave a verbal report, there were no specific actions arising from the meeting.

Keith highlighted the potential of the Olympic team not competing at the Scottish Championships and being selected for the World Championships may be an area of contention. The Board discussed this possibility in respect to the timing of a team returning from the Olympics and the start of the Scottish Championships. Further discussion around the selection policy ensued.

10.11. British Curling

Graham advised he had attended the meeting on 14 July. The performance foundation budget was discussed with nothing of note concerning Scottish Curling.

10.12. Scottish Championship Group

Bruce advised the Board the report is being finalised and talked the Board through the work so far Players have been consulted in relation to entry fees and prizes. Bruce has also met with an agent to discuss generating player sponsorship. The Board discussed the proposals around entry fees and prizes.

Bruce further advised he has had a meeting with the BBC and is sending further information to the new contact there.

The workforce at Dumfries are very excited to be hosting the Scottish Championships and are keen to use the venue to its maximum capacity with fringe development events being held alongside the Championship. They have also built the event website and are looking to be involved in future years to help develop the social side of the championships, though this may be more in year two and beyond.

The Board discussed the broadcasting process in regards to having live web streams alongside the BBC broadcast.

10.13. Memorandum & Articles revision

On hold until the season has started

10.14. Governance Framework Group

On hold until the season has started

10.15. Nominations Committee

Report circulated.

The group met recently to discuss recruiting two new independent directors. Six applications have been received, two have applied previously. Interviews have been arranged with three of the new applicants. Graham gave a brief resume of each applicant.

11. AOCB

Graham requested Board members review the policy updates listed on the agenda. Bruce will amend the dates and highlight the changes to simplify this process.

> **Ⓐ Bruce to amend the dates and highlight changes in the policies to be reviewed. [10/08/2021.05]**

Sarah explained the **sportscotland** Development Audit purpose and process to the Board, Scottish Curling have an interim audit scheduled for the last week of August.

> **Ⓐ Bruce to add the previous sportscotland Development Audit report to the Board portal [10/08/2021.06]**

Mike asked if last years' Presidents would be given an opportunity to attend events in a representative capacity as they had been unable to last year. Susan advised this had been discussed and the individuals were not keen.

Janine noted she has potential dates marked for a meeting at Inverclyde. Graham advised Inverclyde is not available on these dates therefore, it will just be an ordinary meeting. Bruce suggested a number of dates for a meeting at the end of September and will issue a poll to assess availability to determine the date of the meeting.

> **Ⓐ Bruce to issue a DoodlePoll to find a suitable date for a meeting at the end of September [10/08/2021.07]**

Logan asked about the timescale for Board papers being made available and was advised they should be issued one week prior to the meeting. Logan also asked when the member engagement and consultation plan would be finalised. Bruce advised it is currently up and running but needs to be reviewed. Maggie advised she is meeting with the development team tomorrow to discuss the plan and gather feedback to report to the Board. Staff will follow the general themes of the plan in their working practices.

Margaret asked if an updated Return to Curling guidance document is available. Maggie advised a link to the document will be included in the email to members from Susan being issued on Friday.

Graham thanked everyone for attending and closed the meeting at

Ⓐ *Action Summary*

Ⓐ Bruce to circulate a Doodle Poll of potential meeting dates to Board members [10/08/2021.01]

Ⓐ Bruce to draft a paper on the Strategic Plan coding formula and submit it to the Board for review [10/08/2021.02]

Ⓐ Maggie to liaise with Pam regarding the AGM issues acknowledgement and pass it to Susan and Graham for approval [10/08/2021.03]

Ⓐ Maggie to review the committee's Terms of Reference and submit to the Board [10/08/2021.04]

Ⓐ Bruce to amend the dates and highlight changes in the policies to be reviewed. [10/08/2021.05]

Ⓐ Bruce to add the previous sportscotland Development Audit report to the Board portal [10/08/2021.06]

Ⓐ Bruce to issue a DoodlePoll to find a suitable date for a meeting at the end of September [10/08/2021.07]

🄳 *Decision Summary*

🄳 The minutes of the meetings from 1st June 2021 were approved.

🄳 Discussion of the Operational Plan delayed until a separate meeting as agreed at agenda item 6.

🄳 Discussion of the Risk Register delayed until a separate meeting as agreed at agenda item 6.

🄳 The Board approved the appointments to the Umpire Committee