RCCC Board meeting minute

29th September 2021 - online via Zoom

Adopted on: **2021.11.16**
Last reviewed on: **2021.11.16**

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Bruce Crawford	CEO	In Person
Fraser Montgomery	Director	In Person
Janine Wilson	Director	In Person
Keith Prentice	Director	In Person
Kevin Troup	Independent Director	Apologies
Lillian Carnegie	Ladies Branch President	In Person
Liz Burton King	Director	In Person
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
Susan Nimmo	Director	In Person
Maggie Wilson	Head of Development	In Person
Sarah Birrell	sportscotland Partnership Manager	Apologies
Alison Deuchars	SSA support (minutes)	In Person

1. *Welcome*

Graham welcomed all to the meeting and introduced the new Board members, all other attendees briefly introduced themselves.

2. *Apologies*

Apologies were received from Kevn and Sarah .

3. *Conflicts of Interest - Register*

Bruce advised new Board members details have been added to the Conflicts of Interest Register and is available on the website,

4. *Minutes of previous meetings*

The minutes of the meeting from 10th August 2021 were approved subject to a minor amendment as discussed during Matters Arising. .

Proposed: Keith. Seconded: Margaret.

🄳 **The minutes of the meeting from 10th August 2021 were approved subject to a minor amendment.**

5. Matters Arising

Stephen raised a point about an Active People Survey (which is used by Sport England), Bruce advised he had discussed this with sportscotland and they are not in a position to undertake a survey of that kind at this time. A researcher at sportscotland is currently compiling data and Bruce will distribute it once it is received.

A discussion took place around what Scottish Curling can do to get an indication of active participant numbers, particularly non members. Mike advised rink managers are keen to capture this information and may be able to assist.

6. Review action Log

The Action Log was reviewed and updated with discussion around two open actions (01/06/2021.01 and 01/06/2021.03). It was agreed to add 'Membership' as an agenda item for the meeting to be held on 13 January 2022. The Board agreed for Graham and Bruce to update administrative actions without the need for Board involvement to save time at meetings. .

🅐 **Graham to add 'Membership' as an agenda item for the meeting to be held on 13 January 2022. [29/09/2021.01]**

🄳 **Graham and Bruce to update administrative actions outwith Board meetings.**

7. CEO Report on Strategic Outcomes

Report circulated.

Bruce talked the Board through the report, highlighting areas of note. Keith asked how the move to Xero for accounting is working out. Bruce advised staff are finding it user friendly and a time saver but there have been forecasting issues with the accountants that are to be addressed. A discussion around the current accountancy provider followed and it was agreed that Graham and Bruce would arrange a meeting with Drummond Laurie.

Mike raised a concern around staff turnover and the impact staff changes have had. Bruce advised it is not exceptional for the sector and though there has been an impact, it has not been excessive.

Mike also raised a concern around communications to members and was assured communication levels are being maintained with an additional 'Your Curler' issued in the summer. The Board discussed the potential for content from Your Curler to be published as editorial across social media channels. Bruce will discuss with Pam to see if there is scope to increase this.

A lengthy discussion around the communications plan in relation to strategic issues followed with Susan (Nimmo) suggesting social media is being used more as a message board and a communications audit could be beneficial. Suggestions around additional communication methods were also discussed, noting the need for non-digital solutions.

Bruce indicated a major communication programme is planned including a radio advertising campaign, on air soon, and feedback will be sought afterwards.

Logan enquired about the disability curling post and if there is an appetite and funding for it. Bruce advised the process of getting this in place is currently underway.

Bruce intimated a new World Curling rep from Scottish Curling is required. To comply with gender balance the replacement must be female and applications are invited from anyone qualified,

- **Ⓐ Bruce and Graham to arrange a meeting with Drummond Laurie. [29/09/2021.02]**
- **Ⓐ Bruce to discuss increasing social media output with Pam. [29/09/2021.03]**
- **Ⓐ Maggie to meet with Susan Nimmo to discuss communications plan. [29/09/2021.04]**

8. Operational Plan & Covid Recovery Plan

Report circulated.

Bruce explained the format and how to read the Operational Plan and agreed to amend the report to include a top line summary figure in the facilities section . Janine requested a review of the terminology to ensure consistency across reports.

The Board discussed the competitions and Maggie advised she will expand on the details to better reflect the feedback received, Maggie advised the development team are looking to grow disability competitions and this work will increase with the appointment of the disability officer. Maggie also highlighted a reduction in competition entries, particularly in the younger junior age groups, due to the impact of Covid and advised the development team plan a lot of work in this area to get numbers back to where they were.

Janine noted the Workforce operational plan is incomplete but Maggie advised the website version is to be updated and will rectify this as soon as possible.

The Board raised concerns around the lack of detail and operational objectives in relation to equalities and agreed work is required in this area.

Janine requested clarification around the Covid Recovery Plan and was advised points within this plan are pulled from other areas of the Operational Plan with a high degree of crossover, a brief discussion followed.

There was further discussion around communications with members.

Bruce highlighted the colour coding used in the Strategic Plan and a brief discussion around the coding and style of the report followed.

Logan noted there are no strategic objectives around Scottish Curling representation at international level within WCF development activities. Bruce advised this is the responsibility of the International Relations Group and will include it in the Strategic Plan.

Bruce talked the Board briefly through each section of the updated Covid Recovery Plan and invited questions. Stephen noted there is nothing around commercial sponsorship within the Covid Recovery Plan. Bruce advised commercial is an area of staff work and will look at the Covid Recovery Plan to see where commercial could be noted.

Mike suggested getting feedback from ice rinks around how the return to curling has gone as this could produce a positive message for marketing purposes. Margaret suggested this becomes an article in Your Curler. Mike advised ice rink's social media channels are currently putting information out.

Bruce advised a Parasport Festival is being hosted at Murrayfield on 22nd October with 'come and try' sessions and the opportunity to meet Paralympians as well as online interactions. The event is an initiative of the British Paralympic Association. Murrayfield Club and the Lothian Wheelchair curling club are giving their support to the event. Bruce noted it as one of a number of opportunities Scottish Curling is getting involved with.

Bruce moved on to the Governance Plan within the Operations Plan, a brief discussion around this in relation to the Governance Group followed and Bruce agreed to add the work of the group to this area of the Operational Plan.

A discussion around Board responsibilities in relation to the Strategic and Operational Plans with future meetings focussing on the Strategic Plan with areas of concern in the Operational Plan highlighted.

Bruce noted the progress with the 'Try Curling' initiative and highlighted issues with the website developer.

Ⓐ **Bruce and Maggie to check metrics for consistency. [29/09/2021.05]**

Ⓐ **Maggie to supply more details to the competitions section. [29/09/2021.06]**

Ⓐ **Maggie to update website with the most recent Operational Plan. [29/09/2021.07]**

Ⓐ **Bruce to include international representation in the Strategic Plan. [29/09/2021.08]**

Ⓐ **Bruce to include Commercial Sponsorship in the Covid Recovery Plan. [29/09/2021.09]**

Ⓐ **Maggie to ask the Development Managers to request stories from ice rinks to include in Your Curler. [29/09/2021.10]**

Ⓐ **Bruce to include the Governance Group to the Operational Plan. [29/09/2021.11]**

🄳 **The Board agreed to focus on the Strategic Plan at future meetings .**

9. Risk Register

No report.

10. Committee/Group Updates

10.1. Audit Committee (AC)

Report circulated.

Fraser requested an interim report prior to the Board meeting on 16th November.

10.2. Umpires Committee

Report circulated.

10.3. Competitions

No report.

10.4. Coaching Committee

Report circulated.

It was noted participation has increased with coaching clinics moving online.

10.5. Member Development

No report.

10.6. Commercial Group

No report.

10.7. Equalities

No report.

10.8. Structure Review Group

No report.

10.9. Scottish Curling Trust (SCT)

Report circulated.

Margaret advised SCT has made a contribution to 'This Girl Can Curl' to enable an athlete motivational speaker to attend.

10.10. CPPAG

No report.

10.11. British Curling

Report circulated.

The issue of team selection for the Winter Olympics was raised and Graham advised upcoming competitions will be part of the consideration. The Men's and Mixed teams will be announced on 11 October with the BOA announcement around 22-25 October.

10.12. Scottish Championship Group

No report.

10.13. Memorandum & Articles revision

No report.

10.14. Governance Framework Group

No report.

10.15. Nominations Committee

No report.

11. AOCB

11.1. Sponsorship Policy 2021
11.2. Gifts and Hospitality Policy
11.3. Complaints Policy
11.4. Reserves Policy 2021
11.5. Conflict of Interest Policy 2021

The policies were taken together and, after a brief discussion, were unanimously approved by the Board subject to the amendment of one word.

> 🄳 **The Board unanimously agreed the Sponsorship, Gifts and Hospitality, Complaints, Reserves and Conflict of Interest policies.**

11.6. Keith

Keith raised a question around playing against unvaccinated players and was advised personal health data is a private matter.

11.7. Logan

Logan asked for any 'take-aways' from the WCF General Assembly and was advised they are in the CEO report and rules have been updated accordingly. Also enquired as to who the Data Controller is for Curling School membership and was advised the Data Officer is Suzy and any legal advice is provided by Harper McLeod

11.8. Ladies Branch President request

Lillian left the meeting during this discussion.
The request asks the Board to co-opt Lillian to the Board for the duration of her term as Ladies Branch President. The Board discussed this at length and were in agreement that this was appropriate this year while the structure issues left from the previous year had been left hanging. It was noted that the decision does not make this a customary appointment.

Lillian rejoined the meeting and was advised the Board had agreed that Lillian will be co-opted to the Board as an individual, not as Ladies Branch President and with a remit to work with the Board to bring everyone together. Graham will follow this up by writing to Lillian in the coming days outlining the parameters of the co-option

> 🄳 **The Board agreed to co-opt Lillian.**
>
> Ⓐ **Graham to write to Lillian outlining the parameters of the co-option. [29/09/2021.12]**

Graham thanked everyone for attending and closed the meeting at 7:47pm

Ⓐ *Action Summary*

Ⓐ Graham to add 'Membership' as an agenda item for the meeting to be held on 13 January 2022. [29/09/2021.01]

Ⓐ Bruce and Graham to arrange a meeting with Drummond Laurie. [29/09/2021.02]

Ⓐ Bruce to discuss increasing social media output with Pam. [29/09/2021.03]

Ⓐ Maggie to meet with Susan Nimmo to discuss communications. [29/09/2021.04]

Ⓐ Bruce and Maggie to check metrics for consistency. [29/09/2021.05]

Ⓐ Maggie to supply more details to the competitions section. [29/09/2021.06]

Ⓐ Maggie to update website with the most recent Operational Plan. [29/09/2021.07]

Ⓐ Bruce to include international representation in the Strategic Plan. [29/09/2021.08]

Ⓐ Bruce to include Commercial Sponsorship in the Covid Recovery Plan. [29/09/2021.09]

Ⓐ Maggie to ask the Development Managers to request stories from ice rinks to include in Your Curler. [29/09/2021.10]

Ⓐ Bruce to include the Governance Group to the Operational Plan. [29/09/2021.11]

Ⓐ Graham to write to Lillian outlining the parameters of the co-option. [29/09/2021.12]

🄳 *Decision Summary*

🄳 The minutes of the meeting from 10th August 2021 were approved subject to a minor amendment.

🄳 Graham and Bruce to update administrative actions outwith Board meetings.

🄳 The Board agreed to focus on the Strategic Plan at future meetings.

🄳 The Board unanimously agreed the Sponsorship, Gifts and Hospitality, Complaints, Reserves and Conflict of Interest policies.

🄳 The Board agreed to co-opt Lillian.