RCCC Board meeting minute

13th January 2022 - online via Zoom

Adopted on: **07/03/2022**
Last reviewed on: 2021.02.01

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
Lillian Carnegie	Ladies Branch President	Apologies
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	Apologies
Stephen Farrow	Independent Director	Apologies
Susan Kesley	Director, President	In Person
Susan Nimmo	Director	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 and thanked the Board for taking the time to undertake appraisals. Two are outstanding but will aim to be done next week. Graham highlighted Selection Policy has been added to the agenda.

2. *Apologies*

Apologies were received from Lillian, Mike and Stephen

3. *Conflicts of Interest - Register*

Liz highlighted a change to her entry.

Ⓐ Conflicts of Interest Register to be updated and uploaded to website [13/01/2022.01]

4. *Minutes of previous meetings*

The minutes of the meeting from 16 November 2021 were approved
Proposed: Fraser, seconded: Keith

5. *Matters Arising*

Graham noted he was still to check the amendment from September minute. (Action log ref: 16/11/2021.01)

6. *Review action Log*

The Action Log was reviewed and amended as appropriate.

Maggie advised some Board members are still to complete the sportscotland Safeguarding module and this should be done as soon as possible. Maggie will resend the link.
Safeguarding Policy to be updated

Ⓐ Maggie to resend Safeguarding module link [13/01/2022.02]

7. *CEO Report on Strategic Outcomes*
Risk Management Policy /Risk Register

Report circulated.

Bruce worked through the exceptions report and took questions. A discussion was held around WCF representation and member number thresholds. Bruce will seek clarification from WCF around this.

Maggie advised new information on ice rinks has just come in and she will update the report accordingly.

The Board was updated on and discussed the development plans for ice rinks. This was followed by a discussion around memberships and the impact of Covid, Maggie agreed to add membership to the exceptions report. Maggie advised the Development Officers are working to engage non member curlers at rinks.

Risk Register

Bruce highlighted the top four risks to enable the focus to be on key items and asked for feedback to the Audit Committee. Bruce advised that Risk Register would be added as a separate agenda item for future meetings.

Ⓐ Bruce to seek clarification from WCF around WCF representation and member number thresholds [13/01/2022.03]

Ⓐ Maggie to update the ice rink information in the exceptions report [13/01/2022.04]

Ⓐ Maggie to add membership to the exceptions report [13/01/2022.05]

Ⓐ Board to give feedback on risks to the audit committee [13/01/2022.06]

Ⓐ Bruce to add Risk Register as a separate agenda item [13/01/2022.07]

8. *Operational Plan 2020-21*

Report circulated.

Discussed during CEO report

9. *Committee/Group Updates*

The Board discussed how to keep track of committee members and their terms of service, including succession planning and the phased exit of long term committee members along with the terms of

co-options to committees. Maggie agreed to update and clarify the Terms of Reference.
The Board agreed committee conveners will advise staff of the details of their committee, staff will update the website accordingly.

🄳 The Board agreed committee conveners will advise staff the members and terms of their committee.

🅐 Committee conveners to provide information to Maggie on the members and terms of their committee [13/01/2022.08]

🅐 Maggie to update and clarify committee Terms of Reference [13/01/2022.09]

9.1. Audit Committee (AC)

Report circulated.

Janine talked the Board through the financial position in relation to the reserves and advised there is a lot of risk at the moment. Bruce talked the Board through his report on the financial situation, highlighting a number of points including the recent discussions on broadcasting the Scottish Championships.
The tendering process for Accountancy/Audit services will begin in February.

9.1.1. Area Standing Committee (ASC)

No report

9.1.2. Ladies Standing Committee (LSC)

No report

9.2. Umpires Committee (ASC)

No report

9.3. Competitions committee

Report circulated.

There were no questions around the report. Maggie will follow up with Elaine about distribution of the rule books.

🅐 Maggie to arrange distribution of the rule books [13/01/2022.10]

9.4. Coaching Committee

No report

9.5. Member Development

Report circulated.

Bruce outlined the background to the report and the Board discussed at length the issues affecting the sport including retention and growth and how to undertake a member survey. Maggie, Liz and Logan will meet to discuss the membership survey.

The Board discussed the potential for member development around the Winter Olympics. Maggie and Louise are working on the social media plan with British Curling. Maggie will circulate the plan when it is complete. Sarah advised sportscotland's Senior Media Officer will work with Scottish Curling to capitalise on communications in relation to curling at the Winter Olympics.

🅐 Maggie to circulate the meeting note from the most recent Member Development committee meeting [13/01/2022.11]

🅐 Maggie, Liz and Logan to meet to discuss the membership survey [13/01/2022.12]

🅐 Maggie to circulate the Winter Olympics social media plan [13/01/2022.13]

9.6. Commercial Group

No report

9.7. Equalities

No report

9.8. Safeguarding Issues

No report

9.9. Scottish Curling Trust

Report circulated.

No questions were raised around the report.

9.10. CPPAG

No report

9.11. British Curling

No report

9.12. Scottish Championship Group

Report circulated

Bruce brought the Board's attention to the review of ticket prices and the recent broadcasting discussions.

9.13. Memorandum & Articles revision

No report

9.14. Governance Framework Group

No report

9.15. Nominations Committee

Report circulated.

Nominations for Board members and RCCC Vice President are being sought, the advert will be live on the website and social media tomorrow. Closing date is 14 February 2022.

10. AOCB

There was a brief discussion around the date of the next meeting and it was agreed to have the meeting on 23 February at 5pm

11. Whistleblowing Policy update

Policy approved

12. Anti Corruption and Bribery policy

Policy approved

13. Equality Policy

Policy approved

14. Selection Policy for approval

The Board discussed the Selection Policy at length and it was agreed that Bruce and Graham would ask British Curling to clarify the amendments next week.

Ⓐ Bruce and Graham to ask British Curling to clarify the Selection Policy amendments next week. [13/01/2022.14]

15. *Close of meeting*

Graham thanked everyone for attending and closed the meeting at 7:20pm

Ⓐ *Action Summary*

Ⓐ Conflicts of Interest Register to be updated and uploaded to website [13/01/2022.01]

Ⓐ Maggie to resend Safeguarding module link [13/01/2022.02]

Ⓐ Bruce to seek clarification from WCF around WCF representation and member number thresholds [13/01/2022.03]

Ⓐ Maggie to update the ice rink information in the exceptions report [13/01/2022.04]

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Ⓐ Board to give feedback on risks to the audit committee [13/01/2022.06]

Ⓐ Bruce to add Risk Register as a separate agenda item [13/01/2022.07]

Ⓐ Committee conveners to provide information to Maggie on the members and terms of their committee [13/01/2022.08]

Ⓐ Maggie to update and clarify committee Terms of Reference [13/01/2022.09]

Ⓐ Maggie to arrange distribution of the rule books [13/01/2022.10]

Ⓐ Maggie to circulate the meeting note from the most recent Member Development committee meeting [13/01/2022.11]

Ⓐ Maggie, Liz and Logan to meet to discuss the membership survey [13/01/2022.12]

Ⓐ Maggie to circulate the Winter Olympics social media plan [13/01/2022.13]

Ⓐ Bruce and Graham to ask British Curling to clarify the Selection Policy amendments next week. [13/01/2022.14]

🄳 *Decision Summary*

🄳 The minutes of the meeting from 16 November 2021 were approved.

🄳 The Board agreed committee conveners will advise staff the members and terms of their committee.

🄳 The Whistleblowing Policy update was approved

🄳 The Anti Corruption and Bribery policy was approved

🄳 The Equality Policy was approved

🄳 Date of the next meeting was agreed as 23 February at 5pm