RCCC Board meeting minute

12th April 2022 - online via Zoom

Adopted on: **Approved**
Last reviewed on: 2022.05.04

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	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	Resigned
Susan Kesley	Director, President	Apologies
Susan Nimmo	Director	Apologies
Maggie Wilson	Head of Development	In Person
Sarah Birrell	sportscotland Partnership Manager	Apologies
Alison Deuchars	SSA support (minutes)	In Person

1. Welcome

Graham

2. Apologies

Apologies were received from Stephen Farrow - who has resigned, Susan Kesley, Susan Nimmo and Sarah Birrell

3. Conflicts of Interest - Register

As previously discussed

4. Minutes of previous meetings

The minutes of the meeting from 7th of March proposed by Keith and seconded by Margaret

5. Matters Arising

6. Review action Log

The Action Log was reviewed and amended as appropriate.

Ⓐ Graham to discuss with Maggie feedback from staff on the 'role of the convenor in committees' in terms of reference. Staff feedback on whether the convenor will arrange meeting, chair meeting, manage minute taking and distribute minutes as stated in the terms of reference. [12/04/2022.01]

7. CEO Report on Strategic Outcomes

Report circulated.

Ⓐ Bruce to meet with New Selection Policy Working Group on 14th April to discuss Draft 1. Following the meeting, once Draft 2 is finalised it will be distributed to the board for feedback, as well as seeking legal advice on it. Then it will be distributed to British Curling for their input. This feedback will inform the Working Groups 3rd Draft, which once completed will be shared with athletes, coaches, and members to get their feedback. Final Draft will then be distributed to the board for final approval. Aim to be completed before next season's competition. [12/04/2022.02]

Ⓐ Bruce to follow up with Mike regarding Sponsorship opportunities. [12/04/2022.03]

Ⓐ Bruce to draft Advertisements for Independent Director and Chair of the Board. Ads will be circulated to the board before being published next week. Closing Date 20th May [12/04/2022.04]

Ⓐ Bruce to email a copy of the current MOU to all board members [12/04/2022.05]

Ⓐ Bruce, Graham & Logan to meet to draft the new MOU for next 4 year period. Board to submit any ideas/thoughts/feedback on existing MOU to inform this meeting. [12/04/2022.06]

8. Operational Plan 2021-22

Maggie reported on current position of Strategy and Ops plan, updated document on portal

Ⓐ Athlete visits to Junior Clubs (creation of prioritised list) to be written into the new MOU [12/04/2022.07]

9. Risk Register

10. Committee/Group Updates

Risk Management Policy /Risk Register

10.1. Audit Committee (AC)

Report circulated.

Budget discussed

◻ The Board approved the draft budget subject to an amendment to reflect a net zero position on membership number growth. This will result in an overall projected loss of £2,450

Ⓐ Marketing Spend - Board to further analyse how the allocation is spent and where in order to be most effective for next meeting [12/04/2022.08]

◻ Board approve lowest tenders accountancy support and preparation of annual accounts, and tender for annual audit

10.2. Umpires Committee

no report issued as Committee has not met since last Board meeting

10.3. Coaching Committee

Mairi issued minutes of the Coaching Committee after the Board meeting.

Ⓐ Mairi to email to the board regarding the committees request for all Coaches and Support staff are qualified and have a PVG. [12/04/2022.09]

Ⓐ Bruce to consider what will appear on the website regarding having images of coaches alongside winning teams [12/04/2022.10]

Ⓐ Katorina (Safeguarding Officer) to attend next Coaching Committee meeting [12/04/2022.11]

10.4. Member Development

Report circulated.

Ⓐ Maggie to email a copy of the strategic review survey to all board members once it is completed by Thursday[12/04/2022.12]

10.5. Commercial Group
10.6. Equalities
10.7. Structure Review Group
10.8. Scottish Curling Trust (SCT)
10.9. CPPAG

10.10. British Curling

Report circulated.

Ⓐ Fraser - noted there was no mention of Athlete Support in the Report. Once Team Patterson's complaint is resolved, now it has been escalated, it would be a good opportunity to get feedback from the athletes of what support they did get. [12/04/2022.13]

10.11. Selection Group

Report circulated.

10.12. Memorandum & Articles revision

Report circulated.

Ⓐ Bruce - circulate reduced number of proposals to go to the 2022 AGM to LSC and ASC by Bruce at their next meetings [12/04/2022.14]

10.13. Governance Framework Group

10.14. Nominations Committee

Graham gave a verbal update.

11. AOCB

Ⓐ Bruce to circulate policy in Event of Patron's death [12/04/2022.15]

Graham and all the Board Members thanked Maggie for all her hard work and wished her all the best in her future endeavours. Graham then thanked everyone for attending and closed the meeting at 19.16pm

Ⓐ *Action Summary*

Ⓐ Graham to discuss with Maggie feedback from staff on the 'role of the convenor in committees' in terms of reference. Staff feedback on whether the convenor will arrange meeting, chair meeting, manage minute taking and distribute minutes as stated in the terms of reference. [12/04/2022.01]

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Ⓐ Marketing Spend - Board to further analyse how the allocation is spent and where in order to be most effective for next meeting [12/04/2022.08]

Ⓐ Mairi to email to the board regarding the committees request for all Coaches and Support staff are qualified and have a PVG. [12/04/2022.09]

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❷ Bruce to circulate policy in Event of Patron's death [12/04/2022.15]

🄳 *Decision Summary*

🄳 Board approve minutes of previous meeting 07/03/2022

🄳 Board approve Budget, amending the membership numbers target of net 0. Budget will be amended to reflect this decision and the changed figures.

🄳 Board approve lowest tenders accountancy support and preparation of annual accounts, and tender for annual audit

🄳 Logan appointed Safeguarding Champion