RCCC Board meeting minute

9th June 2022 - online via Zoom

Adopted on: Approved
Last reviewed on: 2021.MM.DD

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
Alison Taylor	New 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
Susan Kesley	Director, President	In Person
Susan Nimmo	Director	In Person
Sarah Birrell	sportscotland Partnership Manager	Apologies
Rebecca Murphy	SSA support (minutes)	In Person

1. Welcome

Alison Taylor, the new Ladies Branch President was welcomed as an observer

2. Apologies

Apologies were received from Lillian Carnegie, Liz Burton King, and Sarah Birrell.

3. Conflicts of Interest - Register

None to report.

🅐Bruce will update the Register to include Alison Taylor before the next meeting [09.06.2022.01]

4. Minutes of previous meetings

The minutes of the meeting from 12th April 2022, Janine under item 10 requested that the wording of the discussion be amended. She circulated an email on 6th of May to all Board members and it has been changed to 'the board approved a 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 £2450.'

🄳Board approves this amendment to previous minutes[09.06.2022.01]

Mairi - Change to her AOCB point from last meeting regarding Coaches recognition.

Janine - There were verbal updates given in previous meetings that the minutes declared were 'reports circulated', this needs to be amended.

> ⒶRebecca - Minutes will be amended to reflect that the reports that weren't actual documents circulated are removed[09.06.2022.02]

Logan - Minutes from previous meetings appear to be only summaries of Actions and Decisions and have little context.

> ⒶRebecca- we endeavour to add further comments and not just actions and decision summaries[09.06.2022.03]

Keith - do we still need CPPAG?

Graham - CPPAG still ongoing

> ⒶGraham - Graham to set specific date of next CPPAG meeting[09.06.2022.04]

Mairi proposed, Margaret Seconded

5. *Matters Arising*

6. *Review action Log*

The Action Log was reviewed

Action 12.04.2022.01 is Graham and is ongoing, he is now in discussions with Catriona and Scott will report back in next fortnight - terms of reference for member development committee have been amended now Logan is Convener and Maggie has left.

Action 12.04.2022.02 Bruce - Working group making progress with new selection policy, and the current draft is on the portal for the Board to look at. There's a meeting tonight and another meeting tomorrow and then hopefully it can be out for consultation with athletes and coaches this month and then to have the policy finalised in July.

Logan - need to make sure the deadline column is populated

> ⒶRebecca to request deadlines be set at time actions are discussed. [09.06.2022.05]

Action 12.04.2022.0.6 Graham, Logan and Bruce to meet this month to discuss, once they have any suggestions from the Board, current MOU in place until September. This document needs to go to British Curling as it's a two party document. Harper and McLeod will be asked to give legal feedback once it's finalised.

> ⒶMOU Feedback needs to be submitted by the board in the coming week and Logan, Graham and Bruce will meet within the next 10 days. [09.06.2022.06]

Action 12.04.2022..08 Marketing spend, Head of Development and marketing team to put together a document to be circulated, this has not been completed yet as Sandrine is on holiday, Bruce will liaise with the Development and marketing teams - changed Action to Bruce rather than Board. Deadline is the next meeting.

Action 12.04.2022.10 Bruce - Teams listed as winning teams, Normal procedure to list Coach and alternate if appropriate in annual report and news articles and Bruce has put this to the staff to make this standard going forward

Graham - Alan Hannah was asking for the Coach to be listed with the members of the winning teams at championships and competitions. At the moment only the 4 or 5 players get listed.

Mairi - The question was whether we could change it so that if there is a winning team that the coach is listed in an annual with them. Maybe this needs to go to membership, or brought up at the AGM.

Bruce - Is this for all competitions from U14 Slam up or just national championships?

Graham - This needs further thought and discussion

Action12.04.2022.11 Catriona to attend Coaching committee meeting, still pending, next meeting is 25th of August, Catriona be advised to attend then.

Action 12.04.2022.13 Misdirected as this is not an action for Fraser, but for Bruce and Graham regarding athlete welfare. British curling didn't mention it in their report, so Fraser suggested it be followed up. Graham stated Sportscotland very much involved in support, however:

> 🅐Graham or Bruce will make contact with some of the athletes to make sure they were offered support. [09.062022.07]

Action 12.04.2022.15 Policy 'In Event of Patron's Death' has been circulated however it needs to be updated since the passing of the Duke of Edinburgh last year. Board can send comments through to Bruce if they want to give feedback on the policy.

> 🅐Mairi will email to Bruce suggestion that letter should say 'from the members'[09.06.2022.08]

> 🄳Board will only discuss 'open' or 'pending' actions, not 'closed' ones. [09.06.2022.02]

Action 07.03.2022..03 Maggie to discuss marketing activity and spend - this has not been circulated,

> 🅐Bruce will see if Scott or Catriona have access to this information in order for it to be given to the Board. Logan will also have a look if some of this report has been presented at Member & Development committees and will circulate to board if it has been.[09.06.2022.09]

Action 07.03.2022.04 Transgender policy,

> 🅐Bruce to delegate to the new Head of Development who starts the day before the next board meeting, date deadline end of September.[09.06.2022.10]

Action 07.03.2022.06 Audit Committee haven't met yet, but will discuss at next meeting in a couple of weeks.

Action 13.01.2022.09 Maggie to update terms of reference

> 🅐Graham will pick this up with Catriona and Scott before next board meeting 16/7/2022 [09.06.2022.11]

Action 16.11.2021.12 Child Wellbeing and Protection Sportscotland e-learning course, some board members still to complete.

> 🅐Logan will look at the emails Maggie circulated and will email everyone with the link and all will endeavour to have it done before the next board meeting.[09.06.2022.12]

7. CEO Report on Strategic Outcomes

Report circulated.

Bruce - Management accounts, Drummond Laurie sent through the Management Accounts for the Year End, and there are discrepancies to discuss as at the moment they are showing a significant swing from a loss to a surplus. He will speak to accountant on Monday, and then once finalised

> 🅐Bruce will send the management accounts to the audit committee for them to scrutinise and then for the annual accounts to be produced which will be brought to the board for approval. Simultaneously FourM will be doing the audit of the Annual Accounts when they are approved by the board.[09.06.2022.13]

International Curling Championships - WCF were considering bids for hosting future events. Dumfries Curling have bid for 2 events, at which Scotland do not compete. Curl Aberdeen have expressed interest in 2 different events, which do involve Scotland. If Aberdeen's bids are successful, UK Sport and Sportscotland may provide grant funding which may need to be channelled via RCCC to LOCs.

Future Strategic Plan - over a thousand responses had been received via Survey Monkey, currently being analysed - good amount compared to previous years.

Susan - asked whether there a potential risk regarding marketing now that Maggie has left, before the next Head of Development starts?

Bruce - the new HOD starts 18 July. The work being done over the summer is for the new season and has been planned for several months now, Maggie had left colleagues with clear project plans and priorities.

Fraser - it would be worth strategizing to see what more they need and what we could do, do they have enough resources? Can this be included in the marketing report that is being presented to us?

Mike - Marketing and Communications are two separate skills, one about encouraging new curlers and the other engaging existing members. Worth adding to the report coming to board.

Mike- more information needed to be sent to members on the zoom meetings for the strategic review, as they were only advertised in ' Your Curler'. Is it worthwhile emailing members to let them know?

> 🅐Bruce confirmed that further comms were planned ant that the email that was scheduled to go out on Monday will go out tomorrow with the reminder. It will also indicate how to register There will be further opportunities once curling re-starts for members to engage with the development of the new strategy after the initial work has been completed and the board has agreed the new priorities.[09.06.2022.14]

Logan - Scottish Curling Banter forum helped to promote the survey, not because it was marketed heavily which is worth taking note of.

Bruce - I will pick this up, the survey went out as a direct email while the Webinars were advertised in Your Curler.

ⒶBruce Get webinars promoted on our Social Media and on the website on the homepage with a link to it so that it's easier to find. And a link on the homepage and will also ask Suzy how many people have booked for the Webinars and email board members with numbers [09.06.2022.15]

8. Operational Plan 2021-22

Report circulated.

ⒶBruce - The Ops Plan is currently on hold but he will work with new Head of Development to set out the Annual Operational Plan for 2022-23 and report will be circulated after AGM[09.06.2022.16]

Fraser -requested seeing the marketing report before the new season if we can.

9. Risk Register

10. Committee/Group Updates

Risk Management Policy /Risk Register

No change since the last meeting. The Audit Committee plan to look at it and they will be meeting shortly.

10.1. Audit Committee (AC)

Verbal report by Janine.

Bruce covered it in the CEO strategic report. Want to see Q4 Management accounts and annual accounts. Audit committee will meet the week beginning the 20th of June.

10.2. Area Standing Committee

Report circulated.

Susan Kelsey - Discussion about Carrington Letter. Lindsay Scotland spoke to Susan and wanted confirmation that the suggestions made in the original letter were discussed by the board at the time. Susan has requested the original letter be circulated to the board again and discussed. (Original discussion was minuted at the meeting 2202.03.07 and appeared in the AOCB section)

Noted that Susan and Bruce have both replied personally, and some of the suggestions made in the letter have already been enacted. Should a structure working group be formed, they will be invited to join it.

ⒶBruce - Susan, Bruce, Mike and Graham will meet next week to formulate a response that will go back to Carrington and respond to the points raised in the letter and that they are aware that the board need get back to them more fully [09.06.2022.17]

10.3. Umpires Committee

Report circulated

Graham - one committee member coming to the end of 2nd term, so the position has been advertised. Request by some members of Scottish Curling to consider expenses the Umpires are being paid due to current inflation and cost of living. Next season's umpires committee meets on 16th of July to allocate the umpires, and the committee is mindful of distances they travel and where they may have to stay overnight, the issues seem to arise for the bigger competitions.

10.4. Coaching Committee

Report circulated From 11th of April

10.5. Member Development

Report circulated.

Logan - Taken over as convener from Liz. Want to provide more support for the Development team and encourage them to liaise with members on various issues. Logan made a presentation on a proposal to rediscover that thriving curling community that will result in flourishing businesses.
The aim is to have a much improved model in time for the next olympics.
This will require a significant level of commitment from all stakeholders. This needed to be discussed at board level because there is an element of risk. Want to put a steering group together to drive this forward with the new Head of Development.
Mike - Really do need to include Ice Rinks in this. Many Ice Rinks are already developing and making changes, and Rinks are not just Curling.
Bruce - we wanted to bring this to the board first to see about using an independent body to gather the data. We need to pull together all of the information in order to put it into a framework, with an end goal of finding a workable way to grow the sport especially after the dual impacts of Covid and rising energy prices. Need to work with the ice rinks to get through this difficult period.

☐ Yes the board is happy to give the mandate to the development committee and come back at a later meeting with further information[09.06.2022.03]

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

Report circulated.

Margaret - I am standing down from the RCCC board at the AGM in August, but the trust wants me to continue as a trustee.

☐Board - approve. Margaret to stand down but who will continue at SCT as trustee. SCT will need to appoint another director to sit on the board[09.06.2022.04]

10.10. CPPAG/ Selection Group

Draft Selection Policy had been circulated.

The group are meeting with British Curling tomorrow and once agreed we will circulate the draft after that.
Bruce - recommended that we should use 'Sports Resolutions' an agency partly funded by UK Sport as the agency that appeals go through. Would require changing the appeals policy. They have agreed to do it and they want to see the draft policy. There would be a £750-£1250 cost to each appeal. They said that if you have the right policy you shouldn't have many appeals.
Fraser - raised questions about who can vote on selection, olympic/paralympic head coach and Scottish Curling rep(s)?
Bruce - UK Sport believe that the performance director should have a vote
Fraser - suggested a change to improve consistency, 'in that event, the board of Scottish Curling will determine whether the selector should take part'

Bruce - Committee would meet and usually know conflicts of interest ahead of time
Fraser - Shouldn't it be the same nomination process as how a selector is appointed in the first place?

ⒶBruce - wording in draft to be changed to reflect that in the event of conflict of interest the nomination of a new selector would be the same process as initial selectors [09.06.2022.18]

10.11. British Curling
10.12. Memorandum & Articles revision

Report circulated. [also available on the website]

10.13. Rules Committee

Graham - Alan Stanfield comes to the end of his 4 year term this year. Alan is a very respected umpire. Graham, Bruce and others seconded the notion for him to stand for another term. When it comes to the end of his term, we would look to appoint his successor earlier in the year.

10.14. Governance Framework Group

10.15. Nominations Committee

Report circulated.

Susan Nimmo - We actively recruited for an Independent director and for Chair. For the Independent director we had one application. We will put that application on hold and will re advertise the role and try to get more candidates to consider. Regarding the Chair, we had two applications, Graham has kindly offered to extend for another 12 months as the other applicants were not a viable option for the board. We are grateful to Graham for extending and we will do a more thorough recruitment process later in the year.

🄳 Board approves this decision and congratulates Graham[09.06.2022.05]

Ⓐ Susan - March/April 2023 Nominations Committee will actively recruit Chair role.[09.06.2022.19]

11. AOCB

Logan - Workshops coming up, which will cover the results of the survey, will they also cover the AGM and motions?
Bruce - Yes we will cover the AGM motions will be added to the agenda, but we won't be discussing selections until we have consulted with the athletes first
Mairi - Will the AGM have online facilities? Can those attending online ask questions? Do members know it is in person?
Bruce - We have advertised in 'Your Curler' that it is also online as well. Its hybrid, online participants can only ask questions through the chat function but they will not be able to speak to the meeting
Mairi - we should communicate that to the membership so they know in advance

ⒶBruce - discuss with Suzy, who is organising the AGM, to make sure the members are notified that they are only able to raise questions via the chat service if they attend online [09.06.2022.20]

Fraser - Can we get dates of meetings after the AGM

ⒶGraham - to circulate dates of upcoming meetings to all board members[09.06.2022.21]

Graham thanked everyone for attending and closed the meeting at 19:21pm

Ⓐ *Action Summary*

ⒶBruce will update the Register to include Alison Taylor before the next meeting [09.06.2022.01]

ⒶRebecca - Minutes will be amended to reflect that the reports that weren't actual documents circulated are removed[09.06.2022.02]

ⒶRebecca- we endeavour to add further comments and not just actions and decision summaries[09.06.2022.03]

ⒶGraham - set date of next CPPAG meeting[09.06.2022.04]

ⒶRebecca - request deadlines be set at time actions are discussed. [09.06.2022.05]

ⒶMOU Feedback needs to be submitted by the board in the coming week and Logan, Graham and Bruce will meet within the next 10 days. [09.06.2022.06]

ⒶGraham or Bruce will make contact with some of the athletes to make sure they were offered support. [09.062022.07]

ⒶMairi will email to Bruce suggestion that letter upon death of the sovereign should say 'from the members'[09.06.2022.08]

ⒶBruce will see if Scott or Catorina have access to this information in order for it to be given to the Board. Logan will also have a look if some of this report has been presented at Member & Development committees and will circulate to board if it has been.[09.06.2022.09]

ⒶBruce to delegate transgender policy wording to the new Head of Development who starts the day before the next board meeting, date deadline end of September.[09.06.2022.10]

ⒶGraham will discuss terms of reference update with Catorina and Scott before next board meeting 16/7/2022 [09.06.2022.11]

ⒶLogan will look at the emails Maggie circulated regarding the Child and Wellbeing Elearning course the board member are to complete and will email everyone with the link .[09.06.2022.12]

And all board members will endeavour to have it done before the next board meeting.[09.06.2022.12.1]

ⒶBruce will send the management accounts to the audit committee for them to scrutinise and then for the annual accounts to be produced which will be brought to the board for approval. Simultaneously 4M will be doing the audit of the Annual Accounts when they are approved by the board.[09.06.2022.13]

ⒶBruce to move up date of email that was scheduled to go out on Monday to go out tomorrow with the reminder about the various webinar dates.. It will also indicate how to register There will be further opportunities down the line for members to engage with the results of the strategic plan survey.[09.06.2022.14]

ⒶBruce Get webinars promoted on the Social Media and on the website on the homepage with a link so it's easier to find. Will also ask Susie how many people have booked for the Webinars and email board members with numbers [09.06.2022.15]

🅐Bruce will work with new Head of Development on the New Operation Plan and report will be circulated after AGM[09.06.2022.16]

🅐Bruce - Susan, Bruce, Mike and Graham will meet next week to formulate a written response to Carrington and respond to the points raised in the letter and that they are aware that the board need get back to them more fully [09.06.2022.17]
🅐Bruce - wording in draft to be changed to reflect that in the event of conflict of interest the nomination of a new selector would be the same process as initial selectors [09.06.2022.18]
🅐 Susan - March/April 2023 Nominations Committee will actively recruit Chair role.[09.06.2022.19]
🅐Bruce - discuss with Susie who is organising the AGM to make sure the members are notified that they are only able to raise questions via the chat service if they attend online [09.06.2022.20]
🅐Graham - to circulate dates of upcoming meetings to all board members[09.06.2022.21]

🄳 *Decision Summary*

🄳Board approves amendment to previous minutes and approves minutes[09.06.2022.01]

🄳Board will only discuss 'open' or 'pending' actions, not 'closed' one. [09.06.2022.02]

🄳 Board has given the mandate to the development committee to conduct further research and come back at a later meeting with the results[09.06.2022.03]

🄳Board has approved that whilst Margaret will stand down, she will continue at SCT as trustee. SCT will need to appoint another director to sit on the board[09.06.2022.04]

🄳 Board approves the Nominee Committees decision and congratulates Graham who continues as Chair[09.06.2022.05]