RCCC Board meeting minute

21st July 2022 - online via Zoom

Adopted on: **2022.09.01**
Last reviewed on: 2022.09.01

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	Co-opted Director	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	In Person
Susan Kesley	Director, President	In Person
Susan Nimmo	Director	In Person
Eilidh McCalll Lawrie	Head of Development	In Person
Sarah Birrell	sportscotland Partnership Manager	Apologies
Rebecca Murphy	SSA support (minutes)	In Person

1. Welcome

Graham welcomed everyone to the last meeting before AGM and welcomed Eilidh McCall Lawrie as the new Head of Development

2. Apologies

Apologies were received from Lillian Carnegie and Sarah Birrell

3. Conflicts of Interest - Register

Updated Register Circulated

4. Minutes of previous meetings

The minutes of the meeting from 9th June were proposed by Margaret and seconded by Keith

🄳 **Board approves minutes of previous meeting**

5. Matters Arising

None

6. Review action Log

Graham asked for members to review outstanding actions as soon as possible and complete them.

7. Motions for the AGM

9.1 Carrington CC Motion - Document Circulated
9.2 Crocketford CC Motion - Document Circulated
9.3 Selection Policy - Document Circulated

Carrington Motion - Change to Article 5.1,insert "AGM to be held no later than the 30th of June".
The Audit Committee and Bruce drafted a response. Janine explained that getting fully audited accounts by June is difficult given the end of the financial year is the end of April. So if the AGM is earlier than August then the board may submit unaudited draft accounts. The Audit Committee's recommendation is to put it to the members to vote on, though their preference is for the AGM and all members to have fully audited accounts to consider. Margaret supported both Janine and this being voted on by members. Graham advised that it is a competent motion, however it requires a 75% majority of the membership to vote for a change in the articles in order for them to be altered. Susan Kelsey agreed with Margaret and spoke in support of Janine.
Bruce asked Janine if she and the audit committee prefer the accounts to be audited annually or audited periodically. She stated that the preference is ideally yearly but whether they should be or not may be informed by the results of this year's audit. However she emphasised that members need to be fully aware that an earlier AGM date will mean the accounts submitted will be draft accounts.
Fraser stated that there is a small risk with not having accounts to distribute at an earlier AGM, or draft ones which would mean the membership would not get the full complete financial picture. And that annual auditing is positive as it is a third party giving assurances that the accounts are truthful and properly accounted for and if RCCC chose to apply for funding elsewhere at any time they have certified accounts.
Bruce suggested an adjustment be made to the wording of the response to reflect the board's view after this discussion.

Ⓐ Graham and Bruce to adjust the wording of the final paragraph of the response to reflect boards views and will be sent to the members of the board by the beginning of next week [21/07/2022.01]

Crocketford Motion - Graham spoke to Mike Baird over a week ago to see if they were prepared to have a meeting and discuss their motion. Mike put it to those who put the resolution together as he was only the secretary and they responded with an emailed letter detailing various questions. Graham responded to those questions, that the motion was a competent motion and would go forward to the AGM, that he could not speak to whether the motion itself was a true account of the events contained therein, and that the motion is applicable to the whole board not an individual or group of individuals on the board. Susan Kesley attempted to speak to David Hardie and Robin Halliday. She did get in touch with David Hardie and asked for clarification on what they wanted, as at present it affects all the board and Janine sent a letter advising that if their motion was carried, the board could be left without quorum, so the board would be unable to make decisions. David questioned whether the selection process was followed. They haven't named any board members in the motion as they don't know who to name. He stated that there should have been an investigation last year into the selection process. Susan stated that the board did take action, that they have made changes and sought legal advice at the time. David made clear this motion is not coming from the athletes. David said he would speak to the others involved

and would come back to Susan. Susan clarified that the investigation David was referring to is regarding the team going to the 2022 Men's Worlds. There was also mention of some previous selection issues, however those matters were investigated at the time. Susan stated that they are looking to see what legal advice the board received at the time. Bruce stated that there was a second appeal, which there wasn't a provision for under the policy but was one that was given after the board received legal advice because team Patterson had not had a first appeal and they were an interested party as the selected team.
Graham stated that it is a competent motion and will go to the AGM. Margaret sought clarification on whether this was one motion or 4 motions, Bruce stated he believed it was one motion.
Fraser asked about the timeline before the AGM, when would the papers would be published? next Friday, and those papers therefore must go to the printer next Thursday. Motions will also appear on the website next Thursday. What are the consequences if the motion carries and the directors are removed, what happens at the AGM? 'We will need a contingency plan and prepare a short statement in case it happens'.
Mike stated that transparency is important and that the board had nothing to hide as all procedures were followed. However the criticism the board regularly receives is 'communication'. 'We need to be more transparent in general, and on this issue in particular'.
Susan Nimmo stated that it would be informative for the board to go through the motion together and discuss each point collectively and respond in a detailed way before the AGM.
Bruce stated that the procedure is to publish the Crocketford Motion and the Boards response at the same time.
Janine stated that the articles state that 'you are a director of the board until the end of the AGM', all changes voted on at the AGM occur once it is over. Bruce confirmed this.
Bruce stated that they have already had legal advice from Harper Macleod regarding what would happen if the motion carried.
Susan Kesley stated that the board needed to answer all of their charges in detail. However 'we are relying on the members to read the response to the motion, the board needs to present all the evidence'.
Graham and the board received a response from Hugh Baird via email stating that the group do want the motion to go to the AGM and they do not want to meet to discuss it further.
Mairi recommends that the entire board must have input on the response.
Fraser stated that they will need as many members as possible to have read both the motion and the board's response in order for an informed vote at the AGM. Need a plan.

Ⓐ Board to meet after the conclusion of this board meeting to discuss Crokenford motion and provide a written response [21/07/2022.02]

8. Risk Register

Updated Risk Register Circulated

9. Committee/Group Updates

9.1. Audit Committee (AC)

Report circulated. Minutes from two meetings Circulated. Unaudited Accounts Circulated.

Janine stated they have had 3 meetings since the last board meeting. Draft accounts are now at the auditors. First set of accounts from Drummond & Laurie declared a loss of £10,000. The difference between the loss that we have now of around £41,000 and the original loss is due to a number of factors. One is the indoor grant match income that was included in competitions income this year. The indoor grant match has been cancelled so that money has to be refunded to the clubs. That was taken out of

incomes and that had a £27,000 effect on the bottom line. In addition the audit fee had not been accrued which put the deficit up by another £4,000. The Audit Committee reported to the board a deficit that was less than the £41,000 and that was due to several reasons including the indoor grant match monies, some under budgeting in terms of performance costs. There was increased costs for travel because there was an additional competition that the junior women went to. And some other general increases. It was offset by some reduced development costs and some reduced by income from the BBC. The draft accounts have now been sent to the auditor and the audit committee has requested to view the Q1 management accounts before the board meeting so they have a sense of where the organisation is with that. On balance the committee are satisfied with what they have seen.
Fraser stated that these deficits are not sustainable and it was quite a journey to get the correct figures.
Logan queried the reduced development costs and Janine and Bruce clarified that there is £11,000 carried forward to the next financial year. It's not a sportscotland grant.
Fraser proposed the accounts and Liz seconded them.

🄳 **Board approves unaudited accounts**

9.2. Area Standing & Ladies Standing Committee Joint Notes

Report Circulated

9.3. Ladies Branch Committee

Report Circulated

9.4. Umpire Committee

Graham gave a verbal report. Umpires committee met last Saturday to allocate umpires for all competitions.

9.5. Member Development

MDC Report circulated.
VIV Board Paper & Schedule Circulated

Logan stated that whilst there has not been a member development committee meeting since the last board meeting, there have been some sub committee meetings and the VIV board paper has been circulated. Logan asked for the board to approve the VIV plan and budget and provide approval to procure a research agency. He took advice from several other organisations, including sportscotland, and the budget for such a research undertaking ranges from £25k-£40k to hire a research company. The difference in costs relates to how much face to face consultation RCCC will require.
Fraser thanked Logan and the staff for their work on this project and he supports the plan and the budget in the upper level. He also restated Susan Nimmo's comments at the previous board meeting of applying the results to one or two rink's to begin with seemed like a good idea.
Janine commended the work that had gone into the board paper. She queried the broad range of costs (25-40k) and what RCCC would get on their investment. She also asked whether this would have to go out to formal tender. Having worked on the budget for the 2022-2023 season she cautioned that there is very little room for extra expenses, so does the cost for this project come out of reserves, grant funding or could there be partner contributions?

Logan - Sportscotland doesn't usually fund this sort of project, however Sarah Birrell advised that it might be worth including in the upcoming budget/4 year cycle. The group has not yet explored other grant options. Perhaps other board members could advise? Scottish curling has a procurement policy we would use. Sportscotland has recommended a number of organisations that have completed this sort of work in the past that RCCC can approach.
Mike stated that Ice Rinks want to be involved because it impacts on rinks, however regarding funding he can't comment without taking it to the members and getting their thoughts.
Logan - the range of the costs is that for £25k the work is purely digital, but to travel to the rinks and hold consultations at all of them it would be approximately £40k
Margaret stated she fully supported the paper and budget, but cautioned that they should make sure that aren't underfunded, as someone with a background in this type of research she said that when researchers engage with the public, with 'non curlers' that is where the costs come from.
Susan Nimmo - given the deficit of 41k for this financial year, would it be possible to approve a partial budget of 25k and see what the results are from that and then increase the budget based on the evidence the board gets to review?
Logan - that's entirely reasonable. In some discussions the committee has looked at 2 stages. The Development stage where all ideas are formed and brought forward, and the commercial stage looking at the impact of those ideas.
Bruce - commended the work as brilliant. Suggested a way to bring some of the costs down was for some of the ground work to be done internally before involving a consultant so they would be working from an informed position. New development manager Elidih and her team could do a small number of projects and then the 'Blue Sky' thinking could come from the external company and agreed that using an external company was a good idea as they would add credibility and offer different ideas. He stated it was worth focusing on the specific outcomes so that when the report comes in the suggestions can be implemented. Current paper is quite broad. He suggested getting some of the work done at RCCC so they don't have to spend as much money as quickly.
Logan stated that the timeline for the project is already quite compressed. He asked how much time Bruce thought Eilidh and her team would need to do the groundwork. The plan is for it to begin at the start of the season.
Bruce - worth sitting down, looking at the objectives, deciding what is fundamental to this year and then looking at what internal resources are available. That will inform the proposal that goes out. There needs to be a briefing paper. No more than a few weeks.
Who is producing the brief that will go to the consultant?
Logan - At some point it needs to be handed over to staff. 'I can do it if needs be'.
Mairi - If this could save the sport the board should invest. If a bit more time is spent on narrowing the scope of what RCCC wants, and then it is sent out to consultants and they come back with a cost, the board will have a clearer idea of how much it will be. Board can approve that we are going forward with it, and recognises there will be costs involved. She cautioned about doing work internally as it needs to be done properly, no disrespect to the staff or Eilidh but it would be worth getting a professional organisation to handle this. Otherwise it could get bogged down and delayed. If there are reserves they should be used. Time for action and stop the rot.
Fraser- seconded Mairi and said don't delay, do it now. Having been on the board since September, there have been 5 board meetings and every meeting he has asked about a marketing review or marketing analysis. He has yet to see it. If it is not done now there could be another 6 month delay, something needs to be done urgently.
Liz - agreed with Fraser
Margaret - Needs a tighter research brief before they can send it out for costing and can start it properly.

Logan - 'Margaret could you go through it and give feedback on tightening it up'? If it should be prescriptive, to be able to cost it, it could help.
Margaret - 'we can have a conversation about it, happy to help'.

🅐 Margaret, Eilidh and Logan to discuss and tighten up the brief next week [21/07/2022.03]

Janine - Agreed with Margaret, asked the board if they are happy to use reserves to fund this, how much or should that decision wait until they hear from the agencies about what the board will get for the investment?

Mike - Should we explore what other Governing bodies for funding? Ice Skating? Hockey?

Liz - Whilst those sports will want to offer their support not sure they want to offer funds

Logan - 'Can Margaret and I tighten up the scope, get the procurement policy, get the external responses and bring it to the next board meeting?'

🅐 Logan - source the procurement policy, sign off electronically, approach external companies and bring to next board meeting for vote [21/07/2022.04]

Susan Nimmo offered to help next week.

Bruce suggested that Eilidh will help Logan and Margaret to tighten the scope and identify areas that the staff may be able to do.

Logan cautioned that there aren't any researchers on staff and the more that the RCCC undertake the more the results could be tainted as they wont be independent.

Bruce clarified that the staff won't be doing research but there is background information they can compile.

9.6. Competition Committee

Report Circulated

9.7. Scottish Curling Trust (SCT)

Report circulated.

The Ingram Brown bequest has been released.
Margaret - SCT are moving quickly and digitising their items quickly. Material is much more publicly available.

9.8. CPPAG
9.9. British Curling
9.10. Selection Group
9.11. Memorandum & Articles revision

Articles Changes Slides - Detailed Articles Wording Circulated
Bruce - content of the slides is the result of the consultation meetings they had with members. The 5 changes like changing 'Chairman' to 'Chair' are to make the language more inclusive. Increase the number of protected characteristics that are in the articles, both of those received full support, the new membership categories we've been operating for a number of years were broadly accepted, there was a suggestion that the gateway clubs may not get a vote as they aren't full paid up members, but the consultation feedback was that they should get a vote as they contribute to the organisation and they should be more involved. The 16-18 one is for members to decide. Last one was rather than using dates

regarding closing dates for applications for Vice President and Directors, would it be better if it was a number of days before the AGM, and whether the AGM is in August or June.

Fraser - generally support all of these, but the tone of the language around 'Board recommends' especially on the 16-18 year olds, Board shouldn't leave that open, board should decide.

Bruce - some consultations had broad support for this change, at one meeting there was one member who did not.

Mike - we should try to be more inclusive, I support changing it from 18 to 16.

Mairi - agree

🄳 **Board votes to lower the age to vote at the AGM from 18 to 16.**

9.12. Governance Framework Group

9.13. Nominations Committee

10. AOCB

MOU#3 First Draft

Graham - Logan has some comments which will be added to the first draft. Graham and Bruce will finalise the selection policy with British Curling and then complete the MOU.

🅐 **Graham/Bruce to add Logans comments to the first draft of the MOU#3 [21/07/2022.05]**

Fraser - will the board get legal advice?
Graham - We can get advice from Harper Macleod.
Liz - could board ask Jim Cullen he worked on MOU1#
Bruce - yes.

🅐 **Graham/Bruce to speak to Jim Cullen and get his legal advice on the first draft of the MOU#3 [21/07/2022.06]**

Susan Nimmo - Has minutes from the nomination committee meeting, can they be published as requested?

🅐 **Bruce to organise publication of minutes from Nomination Committee meeting [21/07/2022.07]**

Logan - wanted to voice his frustration and disappointment at the attendance for the workshops for the AGM. Only 8, 14 and 6 members attended. There were over a 1000 responses to the survey, and it was in the October/November board meeting where it was discussed that the board needed to improve its communication with members so that there could be a positive AGM and successful motions going through. Flabbergasted at the comms around the AGM workshops on the website and social media. Seemed like a limp attempt to speak to the members to get some engagement. Returning to the comms engagement plan from the start of last year appears to have changed absolutely nothing. They should hold those workshops again.

Mike - Agreed. Looking at other Sports Governing Bodies, e.g Scottish Bowls they are doing a load of publicity and marketing, communicating with the athletes, the competitors and the members.

Alison - Minutes from the 12th of April aren't published on the website, and as an example of poor communication , members had to search for the webinars on the website. It could be easily rectified.

Logan - It was highlighted last meeting that they were hard to find, an email was sent out too late. Then once they saw how few went to the first meeting, they didn't do anything to improve those numbers. They continue to make the same mistakes and not learn from them.

Mairi - Was it not agreed to add additional dates for the webinars?

Bruce - RCCC could publicise webinars after the AGM papers are published? So members have a chance to discuss the issues from an informed perspective.

🅐 **Bruce to speak to marketing team to see if there could be additional dates for Webinars in early August to be advertised on front page of website and all socials[21/07/2022.08]**

Susan Kesley - That will allow the board the chance to discuss the issues with the members, but it needs to be on the front page of the website and across all the social media platforms.

Logan - Perhaps if those webinars had been more visible and more members had attended, the motions the board have discussed earlier in the meeting may have been resolved as the members involved could have spoken to the board about their concerns

Susan Nimmo - Can there be a regular marketing and communications section in every board meeting to discuss and resolve any upcoming events or issues?

Bruce - Yes, previously there was a regular marketing working group, and it may be time to do this again. Pool together members, board members like Susan Nimmo and members of staff, Sandrine and Lousie for instance.

Mike - Marketing and communications are two separate departments so that working group will require two separate agendas.

Bruce -Yes

Logan - But without a marketing and Comms plan it's a waste of time. The Board has asked for the plan to be brought forward and he doesn't know why they can't see it. No point setting up a committee without a plan there is no point.

Mairi - We skipped the Selection Policy agenda item, and I wanted to say that we received a number of questions and points raised from the draft that had been circulated. The working group have analysed that feedback and will send out the response to those who have commented. Mairi will amend the policy and then send it to the board for approval. Then it will go to British Curling and Nigel.

🅐 **Mairi - Will amend the selection policy based on membership feedback and will circulate to the board for their approval [21/07/2022.09]**

🅐 **Board - Any feedback on the selection policy must be in by end of day Tuesday [21/07/2022.10]**

Fraser - Marketing and comms as separate agenda items at every board meeting would be welcome. Really want to see the marketing plan.

Susan Nimmo - Rather than a committee action, it should be a plan, a document that comes to every board meeting. These are key marketing points, and there are key comms moves moving forward, and this should be submitted a week before every board meeting then be discussed at the meeting.

Graham - Yes, Marketing and Comms will now be a standard item on the agenda

🅐 **Bruce & Staff - to produce a marketing document and a comms document a week before each board meeting and circulate it to board members [21/07/2022.11]**

Mike - Has Sportscotland mentioned whether they are planning for further disruption due to covid?

Liz - Yes, many businesses are putting more measures in place and are anticipating the government will be implementing more measures in the autumn.

Mike - The Board should start planning now then. Be as prepared as they can.

Graham thanked everyone for attending and closed the meeting at 7:14pm

🅐 *Action Summary*

🅐 **Graham and Bruce to adjust the wording of the final paragraph of the Carrington response to reflect boards views and will be sent to the members of the board by the beginning of next week [21/07/2022.01]**

🅐 Board to meet after the conclusion of this board meeting to discuss Crokenford motion and provide a written response [21/07/2022.02]

🅐 Margaret, Eilidh and Logan to discuss and tighten up theVIV brief next week [21/07/2022.03]

🅐 Logan - source the procurement policy, sign off electronically, approach external companies and bring to next board meeting for vote [21/07/2022.04]

🅐 Graham/Bruce to add Logans comments to the first draft of the MOU#3 [21/07/2022.05]

🅐 Graham/Bruce to speak to Jim Cullen and get his legal advice on the first draft of the MOU#3 [21/07/2022.06]

🅐 Bruce to organise publication of minutes from Nomination Committee meeting [21/07/2022.07]

🅐 Bruce to speak to marketing team to see if there could be additional dates for Webinars in early August to be advertised on front page of website and all socials [21/07/2022.08]

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🄳 *Decision Summary*

🄳 Board approves minutes of previous meeting

🄳 Board approves unaudited accounts

🄳 Board votes to lower the age to vote at the AGM from 18 to 16.