RCCC Board meeting minute

1st September 2022 - online via Zoom

Adopted on: 13/10/2022
Last reviewed on: 2022.10.03

Attendee	Role	Attendance
Graham Lindsay	Chair, Director	In Person
Mike Ferguson	President, Director	In Person
Fraser Montgomery	Independent Director	In Person
Susan Nimmo	Independent Director	In Person
Keith Prentice	Director	In Person
Janine Wilson	Director	In Person
Liz Burton King	Director	In Person
Logan Gray	Director	In Person
Mairi Milne	Director	In Person
Alan Hannah	Director	In Person
Bruce Crawford	Director, CEO	In Person
Jimmy Raeburn	Vice President	In Person
Alison Taylor	Observer: Ladies Branch	In Person
Eilidh McCalll Lawrie	Observer: Head of Development	In Person
Sarah Birrell	Observer: sportscotland Partnership Manager	In Person

1. Welcome

Graham welcomed everyone to the first meeting since the AGM and welcomed Mike now as President, Alan as a newly elected director and Jimmy as new VP, and Alison as observer from Ladies Branch as their President. Graham drew everyone's attention to the proposed board meeting dates listed on the agenda.

13 October 2022
6 December 2022
19 January 2023
6 March 2023
25 April 2023
8 June 2023
27 July 2023
4 September 2023

2. Apologies

No apologies were received

3. Conflicts of Interest - Register

The updated Register had been circulated, any updates can be emailed to Bruce.

4. Minutes of previous meetings

The minutes of the meeting from 21st July were proposed by Keith and seconded by Mike

🄳 **Board approves minutes of previous meeting**

5. Matters Arising

None that will not be covered in the agenda

6. Review action Log

Graham and Bruce had addressed the updating of the log and asked for members to review outstanding actions as soon as possible and complete them.

Fraser requested that British Curling provides specific report on how it is dealing with the welfare of athletes within their Annual Report, for stakeholders to receive assurance that athlete welfare is being adequately addressed.

🅐 **Graham to write to the Chair of British Curling to request the Annual Report includes information on athlete welfare [01/09/2022.01]**

Graham to discuss whether CPPAG should continue with chair of British Curling before our next meeting.

🅐 **Graham to discuss future interaction/meetings between SC and BC and whether CPPAG is the right forum [01/09/2022.02]**

7. CEO Report

Bruce ran through the report as circulated and sought questions from the directors.

Alison asked what changes might be considered for the Articles to be changed and whether the Structure Review was being considered. Bruce confirmed that last year the Board had confirmed that there was no intention to make any changes to the structure and the items being reviewed were the tidying of terminology.

The Audit being done by FourM is ongoing and should be completed by early October. Fraser expressed his desire that in future years the Audit Report would ideally be available by the AGM but regardless it must be provided to members with the opportunity for members to ask questions arising from it. This may mean the members are issued with unaudited accounts, as was the case this year. Clarification was sought to determine the timescales for the production of the Annual Accounts and the Audit. The target date for the AGM will therefore be early July 2023.

🅐 **Bruce to revert back to the tender documents and discuss timing with the accountants and report back to the Audit Committee [01/09/2022.03]**

The draft strategic plan will be circulated to the board in early October and a copy will be presented to sportscotland ahead of their review meeting at the end of November.

🅐 **Bruce to circulate the first draft of the new strategy in early October [01/09/2022.04]**

The paper drafted by the CEO regarding the appointment of Honorary Members was approved and will be progressed ahead of the next AGM, at which point any new Honorary Members will be appointed.

🅐 **Bruce to add appointment of Honorary Members to the AGM agenda in 2023 [01/09/2022.05]**

Bruce shared the Marketing and Communications Plan, including a schedule of works. Fraser sought some clarification on the detail. Susan suggested an additional layer of strategic marketing be added to the strategy with costing identified for areas that required additional input. Alan recommended more explicit linking with ice rinks and clubs is required. The VIV research project will be linked to the marketing work. Bruce to meet with the marketing staff next week to update the strategy and activities. In tandem, Susan and Logan will meet with Bruce to make progress. Any requirement to bring professional support to add value to the MarComms would be considered by the CEO and reported back to the board.

🅐 **Bruce to progress the MarComms Plan and report back to the board. [01/09/2022.06]**

Annual Operational Plan - Update from Head of Development

Eilidh shared the work she had achieved in her first few weeks in post, meeting staff, directors and volunteers. She has also discussed challenges and learning from other sports including Bowls Scotland and Special Olympics GB.

She is involving colleagues in the preparation of the new Operational Plan, to give them more ownership of the Ops Plan and see their contribution to it. Eilidh shared the working document and showed new features such as "delivery confidence" for actions and a summary table of progress across all areas. She will circulate the document to board in a few weeks.

🅐 **Eilidh to circulate the working document with the board, mid September, pending input from staff. [01/09/2022.07]**

8. Finance Report

Current situation was covered by the CEO and work is ongoing with Whitelaw Wells on the Management Accounts and FourM on the Audit.

9. Risk Register

No updates to report

10. Review of AGM

Fraser gave feedback from his first AGM, which included:
Visibility of the directors was good, to have the whole board in front of the members.
It was good that all members were given the opportunity to speak.
The answering of questions could have been better organised and top table microphones would have helped.
Knowing who was going to answer which questions would have helped.
Receiving questions in advance would have helped.
Consideration could be given to batching of motions to speed up the voting process.
It was unfortunate not to have any athletes able to receive their awards but recognised they had started training and competing so not easy to achieve. Consideration should be given to making it more attractive to younger people, potentially starting with presentation of awards.
Graham noted the difficulty hearing questions from members when standing at the lectern.

🅐 **Bruce to pass this feedback to the staff for planning future AGMs [01/09/2022.08]**

Mike reported feedback from one of the ASC members that the future dates of AGMs should be held in June/July rather than August if possible. He commented that it would be good to have a larger social aspect to the day for members with members and committees and board.

10.1. Appointment to committees

Janine is to be appointed as a Trustee on the Scottish Curling Trust
Alan will join Keith on Competitions Committee
Mike agreed to join Susan and Bruce on the Sponsorship Committee
Mike requested committee dates for all committees so he could try and attend some meetings.
Member Communications should be addressed and will be considered by the Sponsorship Committee for consideration and to determine the right place to plan this.
Rather than posting all committee minutes on the board meeting portal, the board should all be bcc'd into emails of minutes for all committees when they are circulated to the committee members after each meeting. If a convenor of a committee wishes to raise any matters with the board they should submit a report on the specific item for discussion by the board or for decisions to be made.

🅐 **All committee convenors to copy minutes to the board [01/09/2022.09]**

10.2. VIV Research Project

Logan outlined where he had got to with preparing the brief for the VIV research project. Janine expressed the need to include evaluation criteria which Logan agreed to include in the proposal. She also noted that the cost might rack up and make the project unaffordable so alternative ways of some research being conducted with our existing staff. Concerns were raised on the pressure that ice rinks are under may mean a lack of engagement from ice rinks impacts the quality of the outputs of the research. It was agreed that Logan should proceed with getting the tenders in so that the board can make a decision on the best way forward.

🅐 **Logan to produce evaluation criteria [01/09/2022.10]**

🅐 **Bruce to meet with Logan and provide edits to the project paper [01/09/2022.11]**

🅐 **Logan to then open the bid process, to evaluate and come back to the board with options to be considered before making any investment decisions [01/09/2022.12]**

11. Scottish Curling Trust

No report

12. British Curling

No Report

13. Selection Policy

Following receipt of the advice from Harper Macleod, Bruce met Nigel Holl to review the recommendations from Harper Macleod. All of the changes were approved by British Curling. The board discussed a few minor amendments and this will be shared with British Curling before publication.

🄳 **The Board approved the Selection Policy 2022-23**

It was considered that communication of this policy with athletes will include a webinar for the athletes. It was agreed that those members of the Selection Group who are available would host and lead the webinar. Graham, Keith and Mairi agreed to undertake this on behalf of Scottish Curling, without British Curling in the meeting.

🅐 **Bruce to set up the webinar with three members of the Selection Group leading the session. [01/09/2022.13]**

It was agreed that the Selection Policy for 2022-26 would be concluded by the 6 December board meeting. It was agreed that Alan would join the working group.

🅐 **Selection Group to prepare the Selection Policy for 2023-26 [01/09/2022.14]**

14. WCF Congress and Rule Changes

The International Relations Committee have examined the proposed motions for changes to the constitution and rules of the WCF. Several amendments were submitted to the WCF and these have been included in the AGM paperwork. Notes on these had been circulated to the board. The impact of the proposed changes that will affect the RCCC rule book have been reviewed by the Competitions Committee and Rules committee so if approved at WCF it was recommended that these be adopted into the RCCC Rule Book in the normal way as an appendix.

🄳 **Board approved the proposed constitutional amendments and the rule changes if adopted at the WCF AGM to be incorporated into the RCCC Rules.**

15. AOCB

A proposal from Alison Taylor was discussed by the board for her to be co-opted as a director onto the board until the next AGM. [Alison left the meeting]. This request follows the two previous Ladies Branch Presidents being co-opted, which was done while the Structure Review was being debated but that is no longer the case. The normal way for directors to be appointed is for them to be elected (at an AGM) or selected through an interview process (as is the case for independent directors). It was noted that co-option could be considered to bring specific skills onto the board and the skills audit can be used to identify which skills are required. It was also recognised that when the proposal was put to the members to formally make the Ladies Branch President a director of the company it did not receive the required votes.

It was however felt that if she is willing to contribute to the work of the board, participate in committees, be the voice of the board externally and agrees to the collective responsibility of the board then an offer could be made to her. The board agreed that Graham should formally write an offer to Alison (as an individual), asking her to consider the responsibilities involved and expectations placed on her if she wishes to be a director and if she accepts then the board were unanimous in approving her appointment. [Alison returned to the meeting]. Graham advised Alison of the next steps that he would write to her shortly.

🅐 **Graham to write an offer letter to Alison Taylor [01/09/2022.15]**

Addendum post meeting: The board were asked by email to approve adding Eilidh McCall Lawrie as a signatory to the banking. This was approved by email after the meeting.

🄳 **The Board approved Eilidh McCall Lawrie to be added as a bank signatory.**

16. Close of meeting

Graham thanked everyone for attending and closed the meeting at 8:32pm

Ⓐ *Action Summary*

Ⓐ [01/09/2022.01] Graham to write to the Chair of British Curling to request the Annual Report includes information on athlete welfare.

Ⓐ [01/09/2022.02] Graham to discuss future interaction/meetings between SC and BC and whether CPPAG is the right forum.

Ⓐ [01/09/2022.03] Bruce to revert back to the tender documents and discuss timing with the accountants and report back to the Audit Committee.

Ⓐ [01/09/2022.04] Bruce to circulate the first draft of the new strategy in early October.

Ⓐ [01/09/2022.05] Bruce to add appointment of Honorary Members to the AGM agenda in 2023.

Ⓐ [01/09/2022.06] Bruce to progress the MarComms Plan and report back to the board.

Ⓐ [01/09/2022.07] Eilidh to circulate the working document with the board, mid September, pending input from staff.

Ⓐ [01/09/2022.08] Bruce to pass this feedback to the staff for planning future AGMs.

Ⓐ [01/09/2022.09] All committee convenors to copy minutes to the board.

Ⓐ [01/09/2022.10] Logan to produce evaluation criteria.

Ⓐ [01/09/2022.11] Bruce to meet with Logan and provide edits to the project paper.

Ⓐ [01/09/2022.12] Logan to then open the bid process, to evaluate and come back to the board with options to be considered before making any investment decisions.

Ⓐ [01/09/2022.13] Bruce to set up the webinar with three members of the Selection Group leading the session.

Ⓐ [01/09/2022.14] Selection Group to prepare the Selection Policy for 2023-26.

Ⓐ [01/09/2022.15] Graham to write an offer letter to Alison Taylor.

🄳 *Decision Summary*

🄳 Board approves minutes of previous meeting

🄳 The Board approved the Selection Policy 2022-23

🄳 Board approved the proposed constitutional amendments and the rule changes if adopted at the WCF AGM to be incorporated into the RCCC Rules.

🄳 The Board approved Eilidh McCall Lawrie to be added as a bank signatory.