RCCC Board meeting minute

13th October 2022 - online via Zoom

Adopted on: **06/12/2022**

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Bruce Crawford	CEO	In Person
Alan Hannah	Director	In Person
Alison Taylor	Ladies Branch President	In Person
Eilidh McCall-Lawrie	Head of Development	Apologies
Fraser Montgomery	Independent Director	In Person
Janine Wilson	Director	In Person
Jim Raeburn	Vice President	In Person
Keith Prentice	Director	In Person
Liz Burton King	Director	In Person
Logan Gray	Director	In Person
Mairi Milne	Director	Apologies
Mike Ferguson	President, Director	In Person
Susan Nimmo	Independent Director	Apologies
Sarah Birrell	sportscotland Partnership Manager	In Person
Rebecca Murphy	SSA support (minutes)	In Person

1. *Welcome*

Graham welcomed everyone, and gave a warm welcome to Alison Taylor officially as a co-opted director on the board

2. *Apologies*

Apologies were received from Eilidh McCall-Lawrie , Susan Nimmo and Mairi Milne.

3. *Conflicts of Interest - Register*

None to report

4. Minutes of previous meetings

The minutes of the meeting were approved. Proposed by Mike Ferguson and seconded by Alison Taylor

🄳 **Board approves minutes of previous meeting**

5. Matters Arising

None

6. Review action Log

The Action Log was reviewed.

Keith asked about CPPAG meetings, the last one was August 2021.

Ⓐ Bruce to discuss with Nigel at British Curling about role of CPPAG and future meetings [13/10/2022.01]

Graham clarified that minutes from all committee meetings should be circulated to the board so not need to go on the portal, only committee matters that need to be brought to the board's attention should be uploaded to the portal.

Janine requested that the audit committee meeting minutes be uploaded to the website.

ⒶBruce - Will arrange for audit committee minutes to go on website [13/10/2022.02]

The board discussed a change in process to get the minutes from board meetings onto the website more quickly. Rather than waiting for them to be approved at the next meeting, it was suggested they could be circulated in draft form by email for approval.

🄳 **Board approves publishing minutes within 14 days of board meeting**

ⒶThe SSA - Will arrange for draft minutes to be completed within 7 days of board meeting [13/10/2022.03]

ⒶBruce - Will arrange for draft minutes to be circulated electronically [13/10/2022.04]

ⒶBoard - Will arrange for draft minutes to be approved within 7 days of receipt of them [13/10/2022.05]

ⒶBruce - Will arrange for approved board minutes to go on website [13/10/2022.06]

7. CEO Report on Strategic Outcomes

Report circulated.

Graham suggested that the Board need to make decision on when to hold 2023 AGM

Bruce reported that the accountants need 6 weeks after the end of the financial year to prepare the annual accounts, and they need to be published on the website 3 weeks before the AGM, therefore the AGM can't be before July 1st 2023.

Janine expressed disappointment that we can't have audited accounts ready for an AGM in June/July but with the year end at the end of April and to allow thorough checks and balances we want to have the AGM as close to the end of the curling season as possible, as expressed by members.

Fraser thought we should go with 1st of July and hope for audited accounts, and if not, we must have a date to share with the membership at the AGM of when the audited accounts will be available.

🄳 Board approves 2023 AGM to be on the 1st of July

🅐Bruce - Will notify membership of the date of the AGM 2023 [13/10/2022.07]

Bruce reported that the Strategic Plan 2023-27 is taking shape, it is with staff at the moment being formatted. We have a meeting with Sportscotland on the 17th of November and we will share the draft with them then. Later in November we will share it with members at all of the ice rinks when Bruce and Eilidh travel to every facility. Bruce asked for each board member to attend if possible at the rink closest to them.

Mike suggested inviting LSC and ASC to attend these meetings at the ice rinks

Fraser asked if the board could see a draft before Sportscotland

Bruce confirmed that the draft Strategy will be circulated to the board in the next few weeks, and we will want board and staff feedback. Fraser suggested it might be worth having a separate meeting about this, with Directors.

🅐Bruce - Will arrange for strategic plan to be circulated to the board and consider a separate meeting to be arranged to discuss it with board directors [13/10/2022.08]

It was noted that Eilidh has put a lot of work into the Operational Plan of 2022-2023

Fraser sought clarification on 'Commercial Income', and 'Safeguarding'

Bruce advised that Safeguarding refers to the Sportscotland online training board members need to complete, and they then must inform Eilidh if they have not completed it and she will resend the link. We want to be a Governing body with high standards and good practice.

🅐Eilidh - Will collate a list and contact members who are yet to have completed the safeguarding training and will send the link to new board members Jim and Alan [13/10/2022.9]

On Commercial Income, Bruce reported that we have not yet achieved the target, but we have received an £8,000 grant secured by the SCT to advance disability and inclusion work. This grant makes up 80% of our grant income target. Also actively pursuing lines for sponsorship and have a meeting with the BBC on the 24th of October to discuss next year and potential opportunities.

8. Finance Report

Q1 Management Accounts and Audit Committee Report circulated.

Janine - Audit Committee Report.

A meeting was held with the Auditor on the 7th of October. They reported that the audit process did not find anything material. There was a missing accrual from the World Juniors which increased the overall loss to almost £48,000. There were a few points of disclosure, for example, the £1 holding in Curling Events Scotland should have been removed as CES no longer existed as a company. Also a WCF loan that wasn't included in the accounts because the first repayment hadn't been made. This doesn't affect the profit/loss totals but it needs to be included and reflected in the balance sheet.

Board needs to approve the 'Going Concern' statement today, for inclusion in the Accounting Policies. Alan's feedback was agreed on the Going Concern Statement rather than it being "policy". No other changes were made.

🄳 Board approved the 'Going Concern' statement

The Audit Committee are of the view that the audit has been a worthwhile exercise and hope to have the audited accounts by the December board meeting, though it is up to Drummond Laurie to make the changes and produce the final copy.

Fraser reported on the Q1 Management Accounts

£461,000 income, £432,000 budgeted

There were some variations on income, competition income down £25,000 as the Indoor Grand Match had been cancelled, there was some income from coaching courses and more money for development and the disability income carried forward from the previous year. Our risks are the subscription income, which will play a significant role in Q2 and Q3. We need to keep an eye on competition income, also some concern with 'irrevocable VAT' which may be a problem in the long term. There is a variant on the amount allocated for insurance but that is due to the delay in the budget, we haven't paid any more. Overall there's a little bit of movement on these numbers.

Bruce noted that so far 26 clubs have already paid their subscriptions

🅐Bruce - Will update the board on subscriptions as they progress [13/10/2022.10]

Alison asked whether we can promote the benefits of being a member and whether this could be done on the website and on social media.

Bruce advised that when clubs pay their subscriptions we send out the 'benefits' pack, but what you are suggesting is something we could try at a different point in the year and to wider audiences.

🅐Bruce - Will organise for membership benefits to be published on website and socials [13/10/2022.11]

Jim asked about ages of members and Bruce reported that we do not hold ages for the majority of members. Staff have asked club secretaries to see if we can get more D.O.B of members so we can get a better profile of our membership.

Fraser noted that we don't have email addresses for all members which would also be useful.

Mike felt that we need closer communication with clubs as well and that Bruce has been really supportive of this.

Keith asked how much data are we legally allowed to hold on members. Bruce noted our obligations with GDPR compliance and we should only hold information where it is of legitimate interest.

9. Risk Register

🅐Janine - Will bring this up at the next audit committee meeting [13/10/2022.12]

10. Committee/Group Updates

10.1. Ladies Standing Committee

Ladies Branch Board Report September circulated
Alison advised that LSC are pushing to get players to the Morton Competition. This year it seems difficult to get people to enter. The fall in numbers may result in dropping from 3 teams down to 2 per ice rink. Keith suggested that there might be too many rules involved, restricting who can play and where? Alison said that LSC have relaxed as much as we can. It was set up originally like the Maxwell but has accumulated rules that perhaps we need to look at.

Bruce asked whether there is anything the office can do in support. Alison thought that a big push on social media and the website would help?

Ⓐ Bruce - Will notify office to promote Morton Competition on Socials and the website [13/10/2022.13]

Keith reported that he had received a request for a woman to play in the Maxwell competition.

Liz suggested it would be best for that to be discussed at the next competition committee meeting.

10.2. MOU #3

Final draft of the Memorandum of Understanding had been shared on the portal.

Graham noted that it will need approval from British Curling. Bruce confirmed that the updated copy included minor amendments to reflect legal advice from Harper Macleod.
Fraser asked whether there are any key issues in it that could be a problem for members? Graham thought that members would understand it and noted that it is not significantly different from the previous version. Bruce stated that once we have received a signed document from British Curling it will be published on our website.
Fraser requested sight of the British Curling Board minute where the MOU was approved, to confirm everyone agrees. Graham agreed to circulate the appropriate extract from a BC board minute.
Bruce confirmed the process that we would approve it then send to British Curling for their approval, and he offered to email Nigel Holl to confirm Board approved it when it is approved.

🄳 Board approved the new 'MOU #3' for 2022-2026

Ⓐ Bruce - Will email Nigel at British Curling to find out who/when the MOU is approved and then notify the board [13/10/2022.14]

10.3. VIV Research Project

Verbal Report by Logan.
This was followed by an extended discussion on the scope of the research and the process thus far.
There was consensus that undertaking research would be valuable for helping to set the future ambitions of the sport and to turn the tide of falling participation and memberships.
It was acknowledged that the broad scope would likely benefit the ice rinks as much as Scottish Curling and therefore SIRA would be asked to support the research financially.

It was agreed that an approach be made to Scottish Curling Trust for financial assistance with the research project.
Graham asked Logan to circulate a report by email.
🅐Bruce - Will discuss with Janine approaching SCT for funding for VIV research project [13/10/2022.15]
🅐Logan - Will write and circulate to the board a report on the two agency tenders to allow board to make a decision on whether to go ahead with the research and which agency they chose. [13/10/2022.16]
🅐Fraser - Will check with the audit committee and see if the RCCC can fund this research themselves [13/10/2022.17]

10.4. Selection Committee Working Group

The draft Selection Policy 2022-26 had been circulated in advance of the meeting.

Graham reported that the Selection Policy is over 90% completed. Bruce confirmed that the final draft will be presented to the board at the December meeting. There are a couple of items that could influence the policy in relation to paralympic qualification. We are waiting for clarification from WCF.
Fraser suggested that what caused disquiet last season, and in past Olympic years, the team that went to the Olympics wasn't necessarily the team that went to the World Championships, and therefore this needed to be clear and resolved early in the cycle. Keith reported that discussion with British Curling is ongoing and Alan stated that the players aren't worried about the decision in the policy as long as it is clear and they are told in advance.
Graham confirmed that the final policy will be ready for approval at the December board meeting. It will be communicated directly with athletes in mid December and then members, before Christmas. Fraser volunteered Susan to assist with the release.
The working group has also been looking at the calendar for the scheduling of the Scottish Championships in the Olympic season and the challenges created by the congestion in the international calendar. This will be discussed at Competition Committee in the new year.

10.5. Safeguarding

Bruce reported that there have been a couple of concerns raised by members, which are under investigation at present. He advised the directors that if someone raises an issue or concern, do not deal with it yourself, direct them to Catriona Morton, the Safeguarding Officer. We have a Safeguarding Case Management Group that monitors all matters and deals with them in the appropriate manner and involves external agencies when required.
Alan asked about training for staff in this area and Bruce confirmed that the staff do receive specific training in this area, particularly Catriona as the Safeguarding lead. We are also fortunate that Eilidh has a wealth of experience in this area. It is something we take very seriously.

10.6. WCF Congress Report

Report circulated in advance of the meeting.

Bruce presented the report and also had circulated information on the nomination process for the WCF Hall of Fame. There's an opportunity to submit names of potential candidates (need to be over 60) by the end of October. The board were asked to submit any names to Bruce. It was agreed that Bruce would check whether more than one name can be put forward and if not, then email the board for vote.

❹Bruce - Will draft an email to go out to the board on who they would like to vote for [13/10/2022.18]**

10.7. Draft Strategic Plan 2023-2025

Bruce Verbal Report
The draft Strategic Plan for 2023-27 is in progress and will be ready to share with the board after a review by the staff. The two areas being given priority are supporting clubs and EDI.
Fraser asked Sarah what sportscotland saw as national priorities and she said Equality, Diversity and Inclusion (EDI) were being promoted by Scottish Government. Also a lot of sports are addressing retention, especially in the current economic climate which is impacting across society.

Ⓐ Bruce - Will send out the draft plan to the board for comments. Staff meet on the 26th of October to give feedback [13/10/2022.19]

11. AOCB

Mike wanted to discuss working relationships with ASC/LSC and meeting arrangements. Primarily:

- Communications to ASC/LSC members on RCCC activities.
- Support for ASC/LSC meetings

He expressed that it's important that at the grassroots level we communicate the day to day business. Can this be a staff initiative? Bruce confirmed that would be possible
Ⓐ Bruce - Will discuss with staff how best to communicate ASC/LSC activities and meeting arrangements [13/10/2022.20]

Mike also asked if the audit committee consider that for committee members travelling to meetings whether it is feasible for RCCC to cover the costs of refreshments like sandwiches? Liz agreed that many volunteers would appreciate this in the current climate.

Janine said that the Audit Committee would be happy to consider the request.

Ⓐ Janine - AC will consider a request for those committee volunteers who travel to meetings being offered sandwich lunch covered by Scottish Curling [13/10/2022.21]

It was noted that attendance at the meeting was not the usual 100% and some had to leave early - the nature of being in the curling season. Graham suggested that it might be worth having a mixture of different times for board meetings rather than all at 5pm. The point was made that with plenty of notice some daytime meetings would be possible.

Ⓐ Graham will consider making one or two meetings during the daytime in 2023 and circulate to the board [13/10/2022.22]

Graham thanked everyone for attending and closed the meeting at 19:15.

Ⓐ *Action Summary*

Ⓐ [13/10/2022.01] Bruce to discuss with Nigel at British Curling about role of CPPAG and future meetings

Ⓐ [13/10/2022.02]Bruce - Will arrange for audit committee minutes to go on website

Ⓐ[13/10/2022.03] The SSA - Will arrange for draft minutes to be completed within 7 days of board meeting

Ⓐ[13/10/2022.04] Bruce - Will arrange for draft minutes to be circulated to the board electronically for their approval

Ⓐ[13/10/2022.05] Board - Will arrange for draft minutes to be approved within 7 days of receipt of them

Ⓐ[13/10/2022.06] Bruce - Will arrange for approved board minutes to go on website once board approves them

Ⓐ[13/10/2022.07] Bruce - Will notify membership of the date of the AGM July 1st 2023

Ⓐ [13/10/2022.08] Bruce - Will arrange for strategic plan to be circulated to the board and consider a separate meeting to be arranged to discuss it with board directors

Ⓐ[13/10/2022.09] Eilidh - Will collate a list and contact members who are yet to have completed the safeguarding training and will send the link to new board members Jim and Alan

Ⓐ[13/10/2022.10] Bruce - Will update the board on subscriptions as they progress

Ⓐ[13/10/2022.11] Bruce - Will organise for membership benefits to be published on website and socials

Ⓐ[13/10/2022.12] Janine - Will discuss the Risk Register at the next audit committee meeting

Ⓐ[13/10/2022.13] Bruce - Will notify office to promote Morton Competition on Socials and the website

Ⓐ [13/10/2022.14] Bruce - Will email Nigel at British Curling to find out who/when the MOU is approved and then notify the board

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Ⓐ[13/10/2022.17] Fraser - Will check with the audit committee and see if the RCCC can fund this research themselves

Ⓐ[13/10/2022.18] Bruce/Graham - Will draft an email to go out to the board by the end of the week on who they would like to vote for for HOF

Ⓐ [13/10/2022.19] Bruce - Will send out the draft strategic plan 2023-2027 to the board for comments. Staff meet on the 26th of October to give feedback

Ⓐ[13/10/2022.20] Bruce - Will discuss with staff how best to communicate ASC/LSC activities and meeting arrangements

Ⓐ[13/10/2022.21] Janine - AC will consider a request for those committee volunteers who travel to meetings being offered sandwich lunch covered by Scottish Curling.

Ⓐ[13/10/2022.22] Graham will consider making one or two meetings during the daytime in 2023 and circulate to the board

◻ *Decision Summary*

◻ **Board approves minutes of previous meeting**

◻ **Board approves publishing minutes within 14 days of board meeting**

◻ **Board approves 2023 AGM to be on the 1st of July**

◻ **Board approves 'Going Concern' statement**

◻ **Board approves 'MOU'**