RCCC Board meeting minute

6th March 2023 - online via Zoom

Adopted on: 4th May 2023
Last reviewed on: 4th May 2023

Attendee	Role	Attendance
Graham Lindsay	Chair	In Person
Vincent Bryson	Interim CEO	In Person
Alan Hannah	Director	In Person
Alison Taylor	Ladies Branch President	In Person
Eilidh McCall-Lawrie	Head of Development	In Person
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	Apologies
Mairi Milne	Director	In Person
Mike Ferguson	President, Director	In Person
Susan Nimmo	Independent Director	In Person
Fiona Lilley	Sportscotland Partnership Manager	Apologies
Sarah Birrell	sportscotland Partnership Manager	Apologies
Rebecca Murphy	SSA support (minutes)	In Person

1. Welcome

Graham welcomed everybody. Graham, Mike and the Board congratulated the Juniors Teams and their recent results.

2. Apologies

Apologies were received from Sarah Birrell, Fiona Lilley and Logan Gray

3. Conflicts of Interest - Register

None to report

4. Minutes of previous meetings

The minutes of the meeting from 19th January 2023 proposed by Keith and Seconded by Alison

Minutes of meeting 19th January 2023 approved

5. Matters Arising

To be discussed during the meeting

6. Review action Log

The Action Log was reviewed and there are still quite a few outstanding that haven't been closed off. Could all board members please review as soon as possible.

7. CEO Flash Report March 2023

Vinny circulated his report and asked for feedback from the board given it is a different format. It was well received. Vinny and Graham attended the BC AGM and they have requested an RCCC presence on the recruitment panel for the new GB Head Coach which will be at the end of April.

Board - Will consider candidates for the selection panel (and allow Logan to also participate) and will notify Graham within the next week with a nomination of themselves or others. [06/03/2023.01]

Graham - Will email Nigel to find out the makeup of the selection panel in order for the board to make an informed decision [06/03/2023.02]

Vinny - Will circulate to the board the email from Nigel about the recruitment panel [06/03/2023.03]

Vinny has made some internal changes to office management (staff meetings etc) which he shared with the Strategy Group.

Vinny - Draft from Strategy Group will be circulated to the board by March 20th [06/03/2023.04]

Vinny - We have completed the Coach Education Programme. Total number of L1 and L2 is 395 coaches. Outcomes 2023/2024 not agreed with Sportscotland. We have met the coaching outcome, but not the membership one. This is however an industry wide problem and we have had an Investment Offer from them 'In Principle'. Budgeting for Competitions 2023/2024 need to be prioritised, majority run at a loss.

Strategy group meets weekly. Sportscotland requires 12 months of objectives/outcomes which needs to be completed. Strategy Group needs to generate sizable commercial income, and need to develop a credible, investable strategy. RCCC also needs to maximise their digital presence. Consider whether the Scottish Championships were to be screened on BBC, Recast or YouTube (with adverts).

Vinny and Susan - to meet and discuss the language of the Strategy Draft before it is circulated to the board [06/03/2022.05]

Mike - re membership numbers it's really important our numbers are accurate; I am happy to help with this. I believe our current database is not a true reflection of the overall number.

Vinny - Development Managers are meeting with the rinks but if Alison or Mike could help and speak to the rinks to get accurate numbers for the development managers that would help.

Mike/Alison - to speak to rinks to assist development managers in getting accurate membership numbers [06/03/2022.06]

🅐 **Eilidh - To forward to Mike and Sarah the email that is sent to rinks that lists the types of data RCCC are looking for [06/03/2022.07]**

Alison - worth also promoting that membership with the RCCC also includes insurance.

8. Operational Plan - Member Stats Report 2019-2023

Report circulated.

🅐 **Rebecca - will make sure all the board have access to reports [06/03/2022.08]**

6 Clubs still outstanding on fees. Need to make sure we have accurate membership numbers. Numbers from 2018-2023 are taken from annual Sportscotland return. Drop off from last year isn't as bad as it could be. Report outlined and broke down 'Cancelled Membership', with biggest being 'No longer interested' for Juniors and Adult curlers. We need to do a more in-depth assessment. There is an exit survey that is sent out a few times a year. I am discussing this with Susie and seeing if this could be automated and sent out as soon as members leave. These answers will allow us to more fully engage with members. Two additional things to consider are age and rink. These board numbers are the result of inconsistencies in the spreadsheet. I am looking to get further information. It just takes a lot of time.

Alison - Is it worth involving the LSC and ASC in the local area?

Eilidh - GDPR restricts this. Also, it is worth considering that these figures are from AGM to AGM not January to December.

Mike - Most common reason I hear (for not joining) is 'I don't play in RCCC competitions so there's no point in joining'.

Eilidh - worth considering this when we do membership roadshows.

9. Finance Report

Fraser - Firstly - New expenses policy draft circulated to board. It attempts to clarify who can claim and the types of expenses they can claim.
'The policy is applicable to all volunteers when on official business for example Office Bearers'

🅐 **Janine - To draft an appendix with a list of who can claim (discussion included Office Bearers, Coaches, Umpires, Board Members, Volunteers, Time Keepers, with 'Official Business' the key clarification and 'Coaches' will be able to claim if 'instructed by the academy manager' [06/03/2022.09]**

Fraser - Travel & Business mileage claimed at HMRC rate 45p per mile. Valid for all making a claim who fit the appendix. Also includes travel to and from competition venues when on official business.
Overnight accommodation and expenses changes from £50 to £85 for hotel accommodation, £5 to £6 for breakfast, £10 for lunch and £15 for dinner.
Graham - people need to make reasonable attempts to find cheaper alternatives.
Alison - this policy should be circulated to all board members and those who join RCCC.
Graham - who would authorise?
Vinny - there is an authorisation process.
Liz - can we add that 'we will endeavour to book breakfast with your hotel'.

🅐 Fraser - make necessary changes to the policy based on the board feedback, including changes to expenses limits and Liz's suggestion [06/03/2022.10]

🄳 CEO to authorise board expenditure and chair to authorise CEO

🄳 Board approves changes to the expenses policy with the appendix to be added.

Vinny, Fraser, Graham and Janine have been meeting regularly to discuss the financial side of the organisation with Susan and Nicola in the team being particularly helpful and open.

3 reports on the portal for the board to view. Audit Committee report, 1 set of accounts from the end of January and 1 set from end of February. Summary - we are about 10k above budget, there are shortfalls in competitions, subscriptions, grants and commercial income. There is extra activity in coaching and development. Q1-Q3 is a profit of 161k but adverse to budget 106k.

Outcome for the full year 2022/2023 we anticipate bad news in the final quarter. We have revised the first draft February results (loss if 111k) We can estimate March and April results as a predicted loss of £161k for the year.

Causes- lack of commercial income, continued loss making especially in ice fees, high levels of expenditure in sending teams to compete internationally above what was budgeted, high level of expenditure anticipated in wheelchair athletes' competition costs.

Alan - There is significant important feedback and performance sports benefits from the wheelchair events.

🅐 Audit Committee - will send a detailed breakdown of the Junior B's costs to Alison [06/03/2022.11]

Susan - what are our current financial reserves and resources?

Fraser - We have enough to cope for the 2022/2023 season through to early 2024. If we don't take any action, we will run out of reserves by end of 2024.

Mike - We should take WCF costs into account and Scottish reps on the WCF should push this.

🅐 Vinny - will email WCF [06/03/2022.12]

Actions for 2023/2024

1. Assess the most unprofitable competitions and suggest to the board they are removed.
2. Reduce the level of support for International Events/Travel
3. Increase the level of commercial/grant income.

🅐 Audit Committee/ Fraser - will by the end of March email the board with a report outlining proposed changes that they consider necessary from a financial point of view as well as considering a cap on travel expenses [06/03/2022.13]

Alan - thanked audit committee for its hard work. Suggested putting a cap on travel.

Mairi - We need to get better at promoting competitions and developing them. Need to address the comps and 'create circumstances for successes for the ones we keep.

Keith - supports a cap on travel.

Liz - there was a significant grant to SCT for the development of junior curling?

🅐 Vinny/Janine - talk to SCT about grants/funding [06/03/2022.14]

Liz - are there people who could help us apply for grants?

Vinny - nothing short term (next 6-8 weeks) Trust is best to approach as support for performance athletes just isn't out there.

Susan - Performance sport in other sports is generally self-funded.

Vinny - most 'grant support' is for local development upwards.

10. Risk Register

No issues to report.

11. Committee/Group Updates

11.1. ASC/LSC Report

Verbal brief was given with the next meeting date agreed and there were 80 curlers at an event where Forfar came first.

11.2. Governance Review

Graham gave a brief verbal report.

11.3. Sportscotland Investment

Verbal Report given by Graham and Vinny

Vinny - Graham, Eilidh and myself met with Sarah Birrell and Kevin McHugh who gave us an idea of what we will get. We will wait for the paperwork which should arrive in mid-April. We have to sort some outcomes and bits and pieces. We will share feedback when we get it.

Ⓐ Vinny - will share with the audit committee the line-by-line summary he received from Sportscotland re investment [06/03/2022.15]

Vinny - Overall investment is up but we must keep our eyes on the sobering report just made by the audit committee.

Alan - also worth factoring in inflation as most areas of the investment have not increased but the costs have

11.4. Draft Strategic Plan 2023-27

Verbal Report by Vinny

Vinny - We have weekly strategy meetings and now have a very rough draft of vision, mission and the 5 strategic pillars to present to the board by the 20th of March. All the Key projects are included.

ⒶEilidh/staff/Vinny - need to come up with long term development objectives which will go to Sportscotland by the end of March [06/03/2022.16]

Alan - face to face strategy meeting on the weekend was really positive and recommends that all the board read the current vision that appears on the website, RCCC need to turn from a position of fear to forward thinking.

Ⓐ Vinny - to organise a call with the board 5 days after they have received the Strategic plan draft to get their feedback, then share it with funders, partners and members [06/03/2022.17]

Mairi - RCCC have a great staff team who are super keen and want to move the organisation forward.

11.5. VIV Research update

Verbal report by Alan

Alan - We had another meeting with Vinny and some rink representation. We are still looking at the scope and where the funding will come from, we will give an update next meeting.

11.6. Memorandum & Articles

Report circulated.

Graham - Document with proposed changes from 2021 as well as updates from 2022 is on the portal.

Ⓐ Graham - will distribute a document to the board with changes to the Memorandums and Articles from 2021 and updates from 2022 for them to consider before the AGM [06/03/2022.18]

Ⓐ Board - All board to look at the document and select what they want to send to the next AGM [06/03/2022.19]

Liz - we need to make this a priority.

Vinny - Nigel and Paul Bush will likely be attending the next board meeting in April

11.7. British Curling

Report circulated.

Text

11.8. Safeguarding Issues

Verbal report by Eilidh.

Eilidh - Vinny's CEO report covered safeguarding. We are still working on policy updates, and we may circulate it to the board before the next meeting

Ⓐ Eilidh - to circulate the new safeguarding policy updates to the board when they are ready [06/03/2022.20]

11.9. UKAD

Verbal report by Alan.

Alan - we have taken a few actions to make us compliant, which were completed by Eilidh and the staff. We will hold a webinar for anyone who competes in Scotland, which will be held towards the end of the season. We are intending on doing some training and upskilling on UKAD going forward.

12. AOCB

12.1 Scottish Curling Trust

Janine - AGM on the 20th of March. New opportunity working with the Willy James Memorial Committee for Junior Curlers in Perth. Event to be held sometime in April.

12.2 Competition Committee Report

Keith - lack of entries affecting rinks, a number of complaints about draws being issued late, needs to be more dialogue with rinks for comps to progress.
Alan - there needs to be more clarity about bidding for competitions generally. The document RCCC issue for coms is not fit for purpose. We need to see what they are bidding on.
Alison - When will the committee decide on the Junior Comp being moved?
Keith - meeting in April to discuss it.
Vinny - Reminder Wednesday is 'International Womens Day'
Fraser - Any update from the Nominations Committee?
Graham - Chair advertisement closes Friday, Independent Director later next week. We have had applications for Chair, no applications for Vice President so far, so we have extended the deadline.
Mairi - What happens if no one applies?
Graham - There is a plan of action in the Memorandums.
Fraser - suggestion, could the June meeting be in person/hybrid? It's the last one before the AGM.

🄳 **Board decides to make the June Board meeting hybrid**

Mairi - Is it worth creating videos similar to the ones we had last year that explained the difference between the motions presented at the AGM, but these ones could explain the different roles on the board?
Vinny - We've done some work on this already. There seems to be issues with induction within the organisation. We have issues with inducting board members and elected members.
Alison - This is a great idea. New board members should also meet the staff face to face.

Graham thanked everyone for attending and closed the meeting at 1945.

Ⓐ *Action Summary*

❹ Board - Will consider candidates (and allow Logan to also participate) and will notify Graham within the next week with a nomination of themselves or others. [06/03/2023.01]

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🄳 *Decision Summary*

🄳 Minutes of meeting 19th January 2023 approved

🄳 CEO to authorise board expenditure and chair to authorise CEO

🄳 Board approves changes to the expenses policy with the appendix to be added.

🄳 Board decides to make the June Board meeting hybrid