RCCC Board meeting minute

4th May 2023 - online via Zoom

Adopted on: 19th June 2023
Last reviewed on: 19th June 2023

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

1. *Welcome*

Text

2. *Apologies*

Apologies were received from Janine Wilson, Jim Raeburn, Susan Nimmo, Sarah Birrell and Rebecca Murphy

3. *Nigel & BC Update*

NigelHoll, EPD of BC, gave an update and review of the British Curling season. 7 World Championships in 9 weeks. The Women's performance in Sweden and Mixed Doubles. He discussed both the Men's &

Womens games and the impact on mixed doubles from the women's team not being as strong as expected in Sweden. Two Gold medals at the junior womens and men's world championships and bronze at the wheel team event and men's juniors. He commended all staff and teams involved given there was no head coach in place.

- Mixed Doubles -

*'Fundamentally the best players will make the best shots and therefore the best players need to be in the mixed doubles.'

*'We haven't done a review of this season's mixed doubles but I think we need to put more emphasis on it next season.'

- Challenges of British Curling, including

*The interview process for a new Head Coach. It will be someone from Scotland, announced on Tuesday.

*In the middle of our reviews after events, which will be shared with the Board.

*About to go into annual review selection of teams and players and athletes.

*Off season planning (maintenance etc).

*In the process of planning events for next season.

*Need to bring in some apprentice technical coaches working with UKSport and Sportscotland

- Wheelchair Curling

* Delighted with the bronze.

*They still need to improve consistently if they want to achieve a bronze or better again.

*Looking at a couple of potential new players, and hopefully be in a position with a really strong team and mixed doubles next year.

*One of the changes next year is they won't be played simultaneously but one after the other.

- Cheryl Lappin

*'we've recruited her in a new post thanks to UK sport money.

*She's essentially a paralympic pathway manager with a focus on recruiting new curlers into the sport across the UK and Scotland.

*Focus on working with your colleagues at Scottish Curling and clubs to increase the number of wheelchair curlers playing the game regularly in Scotland.

*Cheryl has joined from Scottish Disability Sport

- Coaching

*British Curling and Scottish Curling having a mechanism in place to ensure both work better?

*Different ways of doing it.

*BC will be doing most of that development hands on with full time employees.

*For pathway coaches it's harder as most of them have jobs as well. Agree with the principal, some of it will be tracked fast, maybe less fast for pathway coaches.

- New Chair, Paul Bush, sends his apologies.

- Thank you to people on this call and wider who have helped this season. Mike and Keith thanks for your help with the selection policy changes. Vinny, it's great working with you. Graham, thank you.

4. *Conflicts of Interest Register*

Report Circulated (on portal) Board to check for any errors and let Graham know

Ⓐ Board to review Conflicts of Interest Register and let Graham know if there are any errors [04/05/2023.01]

5. *Minutes of Previous Meeting*

🄳 Minutes from meeting 06/03/2023 we approved by Mairi and seconded by Liz

Fraser - can we please put the minutes from previous meetings (and this one once it's approved) up on the website?

Ⓐ Vinny to arrange for the minutes from 06/03/2023 and 18/01/2023 to be uploaded to website [04/05/2023.02]

6. *Matters Arising*

To be discussed through the meeting

Fraser - Want to formally record our congratulations to the senior curlers at World Championships in Korea

7. *Action Log*

Reviewed.

Graham - lots of work completed here over the last few weeks. Those still open should be closed within the next 10 days

Ⓐ Board to review open items within the next 10 days and close them as appropriate [04/05/2023.03]

Alison - we haven't been able to get accurate numbers re. members

Eilidh - We also need their contact details. We need to get accurate information for everything. It comes down to who is inputting that information. There is some work to be done on that and how our database works. Is it possible for Ice rinks to become more consistent with getting that information?

Mike - I agree. We need to get this information. Happy to work on that.

Ⓐ Mike to discuss at his next Ice Rink Board meeting how rinks can become more consistent with inputting member and player information [04/05/2023.04]

Alison - Eilidh could you let us know exactly what you're looking for, and we will see what we can find out?

🅐 **Eilidh to outline what information they need on members and share with Alison and Mike and what the benefits are for clubs [04/05/2023.05]**

8. CEO Report - Flash Report

Report circulated.

Vinny - We delivered the first draft of the strategy, we scheduled a number of strategy sessions, with another in Inverness on the 1st or 2nd of June. Took part of the Olympic coach recruitment. A number of engagements with parliamentarians, on a session with Mike and Alan, which went well. Wrote to the sports minister and finance minister and sportscotland. There are a number of gateways we need to go through. We have received a request from Inverness to extend the loan amount and suspend payments for 24 months. We do have liability as we borrowed the money from WCF.

Mike - could we get a list of rinks with loans financed by WCF so we know what our liabilities are?

🅐 **Fraser to circulate document regarding rinks with loans financed by WCF [04/05/2023.06]**

Vinny - 5 rinks with outstanding loans, 4 of which are in medium risk, Inverness in high risk.

Met with WCF reps, we do have a vacancy under the rules with a male candidate.

The major comeback from the WCF engagement sessions was about 8 ends vs 10 ends.

Staff appraisals are under way. Proposed a new methodology for scottish curling using OKRS. The major success we are on share point now. We are a little bit more effective at sharing files etc. Membership numbers 9400.

Financial Year End was the end of April. Still waiting on the Sportsscotland investment. If it doesn't arrive by the 18th, that will be the second month we have covered full operational costs.

Close to finalising the strategic plan.

Secured funding from SCT with Disability Inclusion Officer 23k. Thank you officially to the SCT. Also agreed to make an annual contribution to the Future Leaders program

A Lot of work is going on with the audit committee to decrease the deficit. A number of drafts of the budget. We got a draft set of accounts from Whitelaw. 3 clubs outstanding for payment.

Brightspace is nearly completed testing this month or next month, launching in September. It's fairly robust and a good website. We still have 395 coaches. Agreed outcomes with Sportscotland. We have secured a quarterly sit down and quarterly report which I will circulate to the board.

Couple of safeguarding and well being items. Two Investigations underway. One has been closed.

Scottish Champ bids have been received, we have asked some questions of the two submissions, Perth & Dumfries, and Vinny will meet with Alan Shelby on Tuesday.

The Competitions committee met on 19th April. Strategy meeting is about to close off, we are doing admin around the recent engagement sessions, one in Dumfries last week. 5 more to go, two of them online. Main feedback from Dumfries around competitions and what do members get for their membership.

End of May to deliver strategy sessions (though one now in June)

Make sure the audit committee is happy with proposals around the final budget, deadline 30th May.

🅐 **Vinny collate feedback from strategy meetings for board to access and include all Mentimeter questions [04/05/2023.07]**

Get audited accounts ready

Prepare for AGM

Bill Cleavy has made a proposal for the AGM which I think can be implemented without going down that route and I've passed it to Suzy

KPMG audit likely to be in November 2023. Planning for that is already underway. Need to utilise the summer months.

There are scheduled social media posts twice a week to promote events. And we have sent an email out to all members regarding the online engagement sessions.

9. Operation Plan Update

Eilidh - The staff have done a lot of work. The new strategy we've been working on is everyone is looking forward to seeing what else they can do. Vinny to discuss a new delivery framework that will make sure individuals have ownership over their own areas. More transparency across the organisation and the board. More accountability for everyone. Staff 100% committed to ensuring the Junior and Club engagement will be wider moving forward as well as coach networking, safeguarding networking, club networking, group networking, which fits into the engagement pillar within the strategy moving forward. We will be revising the Future Leaders Program and try to link it up with SQL qualifications.

Development Plans - re rinks, looking for this process to be more innovative in order to retain members. Membership Targets have not been achieved. However our partnerships have improved. Partnership with Triple S to be formalised. Isla has been fantastic at building back our relationship with SWCA. Governance side of things - given KPMG audit later in the year any issues will be ironed out over coming months

Competitions - Charlene has met the target set

Performance - 'This girl can curl' is the only event that did not happen, and we will look to reallocate that, and it should come under the development team. Need to get better at working with BC on the academy program performance foundation

Workforce - going well. Workforce strategy needs to be pulled together by the end of next March, which will cover everyone within the workforce, not just coaches or officials, but include everyone. Look at what they have, what they need, not what we think they need and put a plan in place for the future.

Facilities - only 12 of the 21 development plans with rinks completed. Development plans should be a working document, to meet the needs of the rinks as well as the needs of the future of the sport. One size doesn't fit all. We are looking more at developing projects. Need to engage directly with all the parties to meet the needs of the sport. Need to know what's happening where and what impact it's having.

10. Finance Report

Fraser - three things: 2023/24 results, potential for loss of 80k. Likely to happen. Reviewing the cost of Cairnie House, second to make sure to consider Sportscotland's 18k claw back request whether to include in this year or next, also Inverness loan.

Second thing - budget for 2023/2024 approval, Fraser and Vinny need to work on the spreadsheet.

Heading for a slight loss, somewhere between 20k-30k.

The Audit Committee recommends no pay rise for staff for 2023/2024. Would like to, but unlikely to break even. Don't recommend a mixed economy (some getting an increase and others not). Board to vote. Board concerns about staff morale. Want to show the staff the board's gratitude. The Audit Committee wants to be as transparent and clear with staff as possible. The Audit Committee will commit to having a review of the situation in September if the picture has improved. No commercial income from the 2022/23 season.

Ⓐ Board unable to agree on a staff pay freeze, looking for ways to resolve it. Audit committee will circulate to the board further information within two weeks so they can make an informed decision [04/05/2023.08]

Ⓓ Board agrees to allow the Audit Committee to look at a change to the memorandum and articles to allow for a membership fee increase tabled at the AGM and will circulate to the board their findings in order to fund staff pay rises (Mike objected to raising fees)

Ⓓ Board agree to change from paper memberships to digital memberships with £500 saved for those who would have access issues, saving £8,000.

Ⓓ Board agrees to Cairnie House depreciation policy to say it's worth as much as it was last year.

Board International Representation. The Audit Committee would like to cap it, to match it with the funding received for International Representation, which competitions to attend and in what way.

Ⓐ Audit Committee - with the board's feedback regarding the new Board International Representation Policy, the audit committee will go back and look at the boards desire to continue with World Level representation, sending 2 WCF reps instead of 4. There needs to be more clarity. Board is not united in agreement with the new policy. There is a desire to continue the networking opportunities. Both Europeans and Juniors to be considered going forward. [04/05/2023.09]

Ⓐ Audit Committee, Chair, President -Clarity on what is required from representatives when they travel to competitions. [04/05/2023.10]

11. Committee Groups/ Updates

11.1. International Relations

Report circulated.

11.2. Sportscotland Investment

Report circulated.

Vinny emailed through to the board. Long term outcomes and targets etc.

Ⓐ Board to send any questions or thoughts on the Sportscotland Investment report to Vinny/Eilidh [04/05/2023.11]

11.3. Draft Strategic Plan

Report circulated.

Board has all seen the most up to date version. There are 5 upcoming meetings on this 3 in person 2 online. Board happy with sessions

11.4. VIV Research Update

Report circulated

11.5. Memorandum & Articles

Report circulated.

Sent to board a few weeks ago. If there will be a membership fee increase it is recommended to be the only one.

🄳 Board agrees that the only change to the memorandum & articles to be submitted for consideration at the AGM is the membership fee increase

11.6. British Curling

Report circulated.

11.7. Safeguarding Issues

Report circulated.

11.8. UKAD

Alan is doing 2 days training online

12. AOCB

Scottish Curling Trust

Competitions Committee meeting minutes submitted for Board's information.

🅐Board to meet before the next meeting (8th of June) to discuss the Audit Committees recommendations re Staff pay and International Representation [04/05/2023.12]

🅐Audit Committee will notify board once they have considered their feedback to set the date. [04/05/2023.13]

🅐8th of June meeting will be hybrid, both in person and online. [04/05/2023.14]

Graham thanked everyone for attending and closed the meeting at 19:51pm

Ⓐ *Action Summary*

Ⓐ Board to review Conflicts of Interest Register and let Graham know if there are any errors [04/05/2023.01]

Ⓐ Vinny to arrange for the minutes from 06/03/2023 and 18/01/2023 to be uploaded to website [04/05/2023.02]

Ⓐ Board to review open items on the Action Log within the next 10 days and close them as appropriate [04/05/2023.03]

Ⓐ Mike to discuss at his next Ice Rink Board meeting how rinks can become more consistent with inputting member and player information [04/05/2023.04]

Ⓐ Eilidh to outline what information they need on members and share with Alison and Mike and what the benefits are for clubs [04/05/2023.05]

Ⓐ Fraser to circulate document regarding rinks with loans financed by WCF [04/05/2023.06]

Ⓐ Vinny collate feedback from strategy meetings for board to access and include all Mentimeter questions [04/05/2023.07]

Ⓐ Board unable to agree on a staff pay freeze, looking for ways to resolve it. Audit committee will circulate to the board further information within two weeks so they can make an informed decision [04/05/2023.08]

Ⓐ Audit Committee - with the board's feedback regarding the new Board International Representation Policy, the audit committee will go back and look at the boards desire to continue with World Level representation, sending 2 WCF reps instead of 4. There needs to be more clarity. Board is not united in agreement with the new policy. There is a desire to continue the networking opportunities. Both Europeans and Juniors to be considered going forward. [04/05/2023.09]

Ⓐ Audit Committee, Chair, President -Clarity on what is required from representatives when they travel to competitions. [04/05/2023.10]

Ⓐ Board to send any questions or thoughts on the Sportscotland Investment report to Vinny/Eilidh [04/05/2023.11]

ⒶBoard to meet before the next meeting (8th of June) to discuss the Audit Committees recommendations re Staff pay and International Representation [04/05/2023.12]

ⒶAudit Committee will notify board once they have considered their feedback to set the date for meeting re Staff Pay and International Reps [04/05/2023.13]

Ⓐ8th of June meeting will be hybrid, both in person and online. [04/05/2023.14]

🄳 *Decision Summary*

🄳 Minutes from meeting 06/03/2023 we approved by Mairi and seconded by Liz

🄳 Board agrees to allow the Audit Committee to look at a change to the memorandum and articles to allow for a membership fee increase tabled at the AGM and will circulate to the board their findings in order to fund staff pay rises (Mike objected to raising fees)

🄳 Board agree to change from paper memberships to digital memberships with £500 saved for those who would have access issues, saving £8,000.

🄳 Board agrees to Cairnie House depreciation policy to say it's worth as much as it was last year.

🄳 Board agrees that the only change to the memorandum & articles to be submitted for consideration at the AGM is the membership fee increase

8th of June meeting will be hybrid, both in person and online. [04/05/2023.14]