



RCCC Board meeting minute

23rd October 2023 - online via Zoom

Adopted on: **Pending**

Last reviewed on: 2021.MM.DD

Attendee	Role	Attendance
Fraser Montgomery	Chair	Online
Vinny Bryson	CEO	Online
Alan Hannah	Director	Online
Maureen Parker	Co-opted Director	Online
Eilidh McCall-Lawrie	Head of Development	Online
Suzy Wakefield	Office Manager	Online
Janine Wilson	Director	Online
Jim Raeburn	Director	Online
Keith Prentice	Director	Online
Liz Burton King	Director	Online
Logan Gray	Director	Online
Mairi Milne	Director	Apologies
John Slater	Independent Director	Online
Susan Nimmo	Independent Director	Online
Alister Asher	Vice President	Online
Fiona Lilley	sportscotland Partnership Manager	Online
Rebecca Murphy	SSA support (minutes)	Online

1. Welcome, Apologies, Declarations of Interest

None to report - apologies from Mairi Milne. No change to DOI.

2. Items for Approval/Decision

- Business Continuity - Report Circulated
 - ☐ Board Approves the Business Continuity Policy, which will also include a link to the Remote Working Policy
- H&S Policy 2023 - Report Circulated
 - Ⓐ Vinny - H&S Policy 2023 - Withdrawn and will be resubmitted next month [23/10/2023.01]



Royal Caledonian Curling Club trading as Scottish Curling

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- RCCC Recruitment Selection Policy - Report Circulated
 - Ⓜ Vinny to check the RCCC branding Logo Policy to confirm whether to use RCCC or SC within the body of the RCCC Recruitment Selection Policy document [23/10/2023.02]
 - ☑ Board Approve Recruitment Selection Policy, including additions of Blind Recruitment and centralised mailbox for all recruitment
- Remote Working Policy - Report Circulated
 - Will be linked back to Selection Policy and Recruitment Selection Policy
 - ☑ Board Approve Remote Working Policy subject to changes discussed
- Vexatious Harassment Policy - Report Circulated
 - Ⓜ Vinny - Addition of 'text' as a form of harassment and 'SMT' to be explained as Senior Management Team [23/10/2023.03]
 - Ⓜ Vinny - Consider whether the Vexatious Harassment Policy should be part of the Complaint Policy as a subsection. [23/10/2023.04]
 - ☑ Board Approve the Vexatious Harassment Policy subject to some minor changes

3. *Items for Discussion*

- People

Sandrine and Susan gave a presentation on the Marketing Plan for 2023/2024. The Board was enthusiastic about the comprehensive plan communicated.

Ⓜ Vinny will share the promotional 'Try Curling' video on the slack channel for the board to view [23/10/2023.05]

- Places

Alan Hannah gave an update on the Glasgow Ice Centre bid for Ayr Ice Rink.

4. *Governance*

- CEO Flash report - Circulated
 - Ⓜ Vinny will go back to Andrew Whitelaw Wells Regarding the Competition's budget [23/10/2023.06]

Sportscotland invoiced overspend to be paid back Vinny and Fiona will catch up on Wednesday to discuss.

Recruitment will go live for the Development Manager at the end of this week and will be discussed at next ASC and LSC meetings.

Meetings for Disability Officer role is tomorrow

WCF reps are confirmed

The UK Sport grant will be utilised to hold a networking event during the Championships in Aberdeen on 23 november 2023. Attendees will include WCF reps, other nations and the RCCC board on 23rd of November

Sportscotland 6 month tracker completed

Scott has been appointed head coach at the youth olympics for mixed doubles

- Safeguarding - Verbal Update Eilidh



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- Financial - Verbal Update Janine (Vinny)

Janine - full finance month report next month, as it's the end of the quarter

Continued work regarding RCCC assets, working with SCT, thanks to Graham Lindsay for his assistance. Once this work is complete the Board will need to consider how the various holdings are reflected.

Janine, Vinny and Jimmy and the Audit Committee met with BC's Nigel regarding costs of travel to international competition.

● Fraser and Vinny will draft an email to send to BC regarding financials, governance travel costs before their next meeting that will be circulated to the board before hand [23/10/2023.07]

- Risk Register - Verbal Update Janine (Vinny)

Couple of additions were made today, 3 new ones around BC MOU, International Competitions and RCCC Marketing budget. 28 risks on the register itself which will evolve.

● Risk Register will be circulated to the board at the next board meeting as an Item for Agreement/ Decision [23/10/2023.08]

● Over the next couple of weeks the digital team will address sections of the website to include the most up to date names of members of different committees [23/10/2023.09]

5. AOB and Meeting Feedback

Fraser thanked the staff team for their hard work over the year, and closed the meeting at 19:30

Ⓐ Action Summary

Ⓐ Vinny - H&S Policy 2023 - Withdrawn and will be resubmitted next month [23/10/2023.01]

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Ⓐ Consider if it should be part of the Complaint Policy as a subsection. [23/10/2023.04]

Ⓐ Vinny will share the promotional 'Try Curling' video on the slack channel for the board to view [23/10/2023.05]

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D Decision Summary

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