RCCC Board meeting minute

24th July 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	Apologies
Mairi Milne	Director	Online
Susan Nimmo	Independent Director	Online
Sarah Birrell	sportscotland Partnership Manager	Online
Rebecca Murphy	SSA support (minutes)	Online

1. *Welcome, Apologies, Declarations of Interest*

Alan Hannah declared he will be returning to coaching with BC.

2. *Items for Approval/Decision*

2.1 Approval of Co-Op directors

Nomination Committee nominates Maureen Parker for 1 year.

◘ Board discussed this nomination and agreed to make Maureen Parker a co-opted Director of the board for one year

2.2 Approval of Independent Directors

Nomination Committee nominates John Slater.

Board discussed the nomination and agreed to make John Slater an Independent Director of the board.

Laura Baxter, has mentioned that she has availability from December, there may be the ability to co-opt Laura later in the year.

Suzy will help to acclimatise John to the board.

2.3 Other potential appointments

The Nomination Committee recommends two legal potential co-opted directors, Alasdair Schreiber and Keith Wilson if there is a need for them later in the year.

Both approved directors have been sent documents as part of their induction already, and support will continue.

2.3 Authorise publication of statutory accounts

Janine - 4 items still open, hoping to have them closed by the end of the week

Want board to authorise Fraser Montgomery to sign off the accounts (depending on their being no material difference)

Board approve for Fraser to sign off the accounts

2.4 Approve Budget for 2023/2024

Janine - Budget on portal - managed to get it to break even. We will be closely monitoring it. Ask for Board approval

Board discusses and approves the budget for 2023/24

2.5 Authorise approval of Kit tender process

Athletes were happy to be involved in the process with the kit today and found it to be useful. **Board authorised Vinny and Alan to continue the Kit Tender process and to have a report to the board in the coming weeks.**

2.6 Authorise appointment of representative to British Curling Board

Vinny was nominated to be the BC Board representative on an interim basis.

Vinny to consider taking appointment to BC Board on an interim basis [24.07.2023.01]

2.7 Authorise WCF Recruitment Process

Report circulated. There will be a complete and transparent process. Roles will be advertised (after board approval) looking for a male member to represent RCCC. Nominations meeting will take it forward after board approval of advertising. Margaret Richardson and Susan Wylie will also be involved in the interview process. Bob Kelly is also happy to stand aside . . This is a multi year commitment.

Vinny to advertise the WCF representative vacancy [24.07.2023.04]

2.8 Authorise Board Work Plan for 23/24

Fraser - propose that we have a 'Board Work Plan' where we would invite a member of the staff to attend the board meeting to discuss their area of work (safe-guarding, member comms etc)

> Ⓐ **Board will give Fraser feedback on the 'Board Work Plan' concept and will vote on it at a future meeting.[24.07.2023.05]**

> Ⓐ**Fraser will send the Board Work Plan to all board members for them to consider [24.07.2023.06]**

3. Items For Discussion

6.1 South west development portfolio with specific Ayr update

Scott Andrews gave an update on curling in the south west region.

The Board expressed disappointment that Ayrshire Curlers Limited had announced the potential closure of Ayr Ice Rink.

The Board mandated full support for seeking alternatives to keep the rink open, including an assessment of the potential financial viability, potential partners, in a three sport model.

6.2 CEO verbal report

The CEO updated on the live issues facing the organisation.

4. Governance

4.1 Changes to the risk register

Janine - Risk Register Policy needs a fundamental review. We need to get an up to date policy in place. Financial risk in membership, costs, international travel, PR and Comms and rinks.

> Ⓐ**Vinny to send the draft Risk Register Policy to the audit committee, then once they approve it will be circulated to the board. [24.07.2023.09]**

4.2 Any other governance issues

None to report.

4.3 Approval of Previous Meeting minutes and summary of action points from today's meeting

Fraser - This meeting has been very different - please feedback your thoughts

> Ⓐ**Board to Feedback on the new Board Meeting format to Fraser and Vinny [24.07.2023.10]**

Fraser thanked everyone for attending and closed the meeting at 19:16

Ⓐ *Action Summary*

Ⓐ Vinny to consider taking appointment to BC Board on an interim basis [24.07.2023.01]

Ⓐ Vinny to ask Nigel what the selection criteria are for being on the BC board and the length of the term [24.07.2023.03]

Ⓐ Vinny to advertise the WCF representative vacancy [24.07.2023.04]

Ⓐ Board will give Fraser feedback on the 'Board Work Plan' concept and will vote on it at a future meeting .[24.07.2023.05]

ⒶFraser will send the Board Work Plan to all board members for them to consider [24.07.2023.06]

ⒶVinny to send the draft Risk Register Policy to the audit committee, then once they approve it will be circulated to the board. [24.07.2023.09]

ⒶBoard to Feedback on the new Board Meeting format to Fraser and Vinny [24.07.2023.10]

🄳 *Decision Summary*

🄳Board discussed this nomination and agreed to make Maureen Parker a co-opted Director of the board for one year

🄳 Board discussed the nomination and agreed to make John Slater an Independent member of the board.

🄳 Board approve for Fraser to sign off the accounts

🄳 Board discusses and approves the budget for 2023/24

🄳 Board authorised Vinny and Alan to continue the Kit Tender process and to have a report to the board in the coming weeks.

🄳Board has voted to explore potential strategies to keep Ayr Ice Rink open.