RCCC Board meeting minute

5th June 2024 - online via Zoom

Adopted on: 2024.07.23
Last reviewed on: 2024.07.17

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

1. *Welcome, Apologies, Declarations of Interest*

FM welcomed the board.
Apologies were received from MP, LBK and KP. No changes to Declarations of Interest
JR - Gave a verbal AGM update, invitations have been sent out with the meeting to start at 2pm. SW has done a great job.
FM papers should go out on Thursday when members can vote.

🄳 **Board approve minutes from the 16th of May 2024 Board meeting**

2. *Items for Approval/Decisions*

CEO & Presidents Reports for AGM

CEO Draft Speech Circulated

Draft Annual Report Circulated

Annual unaudited Accounts - report circulated

JW - Finance update, the final accounts had been received and had been circulated to the Board along with a Finance report. The final position for 2023/24 is a loss of just under £28k which is a much improved position from the past two years. The finance report outlined the main drivers of the loss and mitigations which were being put in place to improve the position in 2024/25

KP - on travel costs, we went over budget, particularly in international teams expenses could you explain?

🅐 JW to email KP regarding his questions regarding the final accounts to explain the costs he's queried [05/06/2024.02]

🄳 Directors approve the Annual Accounts

Proposal From The Board (Subscription Increase for the 25/26 Season) report circulated

Suggestion of £1 increase across all membership. Running costs will only go up with inflation.

The Board discussed the benefits and risks associated with an increase and decided to proceed to propose the increase to the AGM.

Change to Bylaws (None Proposed)

Change to Rules

KP - report circulated changes to competitions rules separately.

🄳 Board approves the Change to Rules

3. *Items for Discussion*

World Wheelchair

The Board received an update explaining that we have almost got agreement from all funders and are at a stage that contracts will need to be committed to. Event Scotland remain outstanding.

🄳 Board approves contracts to be signed with World Curling for Scotland to host the 2025 World Wheelchair Championships, noting the 30 day withdrawal possibility.

🄳 Board agree that 1-17th March 2025 is competition date for the 2025 World Wheelchair Championships - All board will be invited to reception sometime between 7th and 17th.

FM - I would encourage all board members to attend for part of the time, and show their support

🅐VB - Will send an official email to Fiona Lilley at Sportscotland once the contracts are signed with WC in order to get sportscotlands involvement started [05/06/2024.04]

Scottish Championships Award

AH - there were 2 bidders. Dumfries have been awarded the championships for the next 3 years, the selection process was robust, key decision maker was the finances, We have altered the competition format to 5 days with a maximum of 8 teams in the two sections.

Scottish Amateur Championships Update

VB - December, there were 6 expressions of interest, no official submissions yet, which are due on the 14th of June. We have made sure there is a Saturday evening free of play for a reception.

The Board discussed:

- The event's name
- The eligibility criteria (non-funded participants only)
- The selection criteria for the venue
- The timing of announcement

Membership Recruitment and Retention

LG and EML - verbal update, meeting weekly with Catriona to discuss what to do until the end of the current funding cycle, setting up the member development committee, focusing on World Curling Day and how the social side fits in with this strategy, meeting to decide 3 key activities to focus on, and where this all sits within the operational plan, currently using Monday.com to analyse and input data and focusing more on the participation activities. VB is also helping to populate the Monday.com info. LG has been looking at the documentation for funding to clubs and trying to tailor it to be more specific around recruitment and retention and for there to be reporting back that is more structured, not just for learning outcomes but also for reporting to Sportscotland regarding our funding obligations

FM - Want to thank LG and EML for all of their work and support on this project. Need to continue the momentum over the summer. Want to encourage the board to consider who they think would work well on the Member Development Committee

CEO Verbal Report

British Curling have just announced their selections,
Had some strategic conversations at several conferences,
Been a good and tough season, run up to AGM and Royal Highland Show,
ASN responses from schools have been going really well thanks to EML and Rhiannon Butterfield for their work on that,
Scottish Curling is now considered the leader in data in sport in Scotland. Thanks to the board for allowing us to optimise our business practices within this area.
EML has been speaking to Scottish Sports Futures.
PVG and safeguarding was discussed at the CEO forum, which was unpopular because of the costs. But the cost could be considered negligible given what it safeguards.
FM - It will be worth discussing at another meeting in more detail

Ⓐ FM - At an upcoming board meeting PVG's will be discussed with the costs and risks involved with the new system [05/06/2024.05]

VB shared the Staff survey results - some key points included:
Overall staff engagement score 7.7
Relationship with manager - 8
Relationships with peers 7.7

Recognition 8.4
Personal Growth - 7.9
Purpose - 8.5
Stress - 6.7
Happiness - 7.8

The Board reviewed and interrogated the scores and appreciated the availability of data.

Sites Update
VB gave a verbal update on Perth, VB and MM attended a meeting in Perth attended by an electrical engineer which was really useful on how to save money on energy in the existing building
VB - Has approached the same electrical engineer and he is willing to do a zoom call for the Xero network (other rinks) on cost saving measures
AH - Nothing to report on Ayr

4. Governance

Review of Outstanding Actions
FM - Will circulate a spreadsheet to all the board for outstanding actions

Ⓐ Suzy/Rebecca to assist FM to create a spreadsheet of outstanding actions to circulate to the board [05/06/2024.06]

Safeguarding
Nothing to report just making sure we are up to date legislatively with PVG's

Meetings Timetable for Next Year
Next board meeting scheduled for the end of July, with 8 meetings scheduled for the year

BC/Sport Org
Decisions will come around October. Will update the board in due course

5. AOB and any other feedback

We have confirmation from UKAD that we are 100% compliant.

Fiona has passed her coaching qualifications.

FM thanked everyone for their hard work over the season, at this point of the year thanks to our president and ladies branch president as their term is coming to an end.

Susan Nimmo term ends in September and we want to thank her as she has really guided the nominations committee and also for her expertise on Marketing.

We have elections coming, we will have members of the board who are standing again, Mairi is up for election and we want to thank her for help not only on the situation in Perth but for her work on selections.

Logan has also indicated that would like to step back from the board, though will stay involved in the membership retention committee, and we really appreciate his hard work and his advocacy.

The meeting ended at 18:56

Ⓐ *Action Summary*

Ⓐ JW to email KP regarding his questions regarding the final accounts to explain the costs he's queried [05/06/2024.02]
ⒶVB - Will send an official email to Fiona Lilley at Sportscotland once the contracts are signed with WC in order to get sportscotlands involvement started [05/06/2024.04]
ⒶFM - At an upcoming board meeting PVG's will be discussed with the costs and risks involved with the new system [05/06/2024.05]
ⒶSW/RM to assist FM to create a spreadsheet of outstanding actions to circulate to the board [05/06/2024.06]

🄳 *Decision Summary*

🄳 Board approve minutes from 16th of May 2024 Board meeting
🄳 Directors approve the Annual Accounts
🄳 Board approves the Change to Rules
🄳 Board approves contracts to be signed with World Curling for Scotland to host the 2025 World Wheelchair Championships
🄳 Board agree that 1-17th March 2025 will be the competition dates for the 2025 World Wheelchair Championships - All board will be invited to reception sometime between 7th and 17th.
🄳 Board approves to take subscription increase to the AGM