RCCC Board meeting minute

23rd July 2024 - online via Zoom

Adopted on: **2024.09.30**
Last reviewed on: **2024.09.30**

Attendee	Role Attendance	Attendance
Fraser Montgomery	Chair	Online
Vinny Bryson	CEO	Online
Alan Hannah	Director	Online
Janine Wilson	Director	Online
Keith Prentice	Director	Online
Liz Burton King	Observer	Online
Keith Wilson	Director	Online
John Slater	Independent Director	Online
Susan Nimmo	Independent Director	Online
Alister Asher	Director	Online
Eilidh McCall-Lawrie	Head of Sport and Communities	Online
Suzy Wakefield	Head of Operations	Online
Fiona Lilley	sportscotland Partnership Manager	Online
Wendy Loudon	Observer	Online
Fiona Harfield	Workforce and Development Manager	Online

1. Welcome, Apologies, Declarations of Interest

FM welcomed the board.
Apologies were received from Ann Johnstone (Observer)
Welcome to KW for his first meeting since being elected at the AGM
KP holds 2 positions of Director and Vice President at the same time.
WL- proposed to be Co-opted Director taking over from LBK
FH - Workforce Development Manager
AA - New President

No changes to declarations of interest.
Minutes that have were circulated have been agreed and will be posted.

🄳 Board approve minutes from the last meeting

2. Items for Approval/Decisions

a. Board Members and Observers SN

KW is now fully engaged in his role.
LBK is stepping back from board duties as announced previously to focus on WWhCC2025 as Project Director. LBK will have Observer status
Proposing Wendy Loudon replace LBK to the end of LBK term which is AGM 2025.

Vote carried unanimously for appointment of Wendy Louden

Ann Johnstone from Ladies Branch - decision as to if Observer or Co-opted. FM noted that AJ asked to join as an Observer, a position which does not carry voting rights.

Vote carried unanimously for Ann Johnstone to join as Observer

b. World Wheelchair Contracts LBK/JW
LBK checked everyone had seen the updated report. KW has helped with drafting a side letter to the signed contract.
LBK confirmed that 10K was paid by BC that morning.

c. Cost saving recommendations VB
FM asked FH to step out of the call for this next part of the meeting,
VB - checked all directors and observers had seen the distributed document - everyone had.
FM recapped there have been losses for the last 3 years and there is a need to break even asap. One of the challenges is how to secure further savings from a cost base that has already been reduced and secure the organisation for further challenges over next 24 months as public sector funding likely reduces further.

The consultation proposal would put 2 staff positions at risk and affected staff would have the opportunity to apply for one proposed role. This would yield savings in future years and potentially break even in 24/25 depending on the number of FTE reductions. The overall objective remains break even 2024/25. Currently 12 FTE staff.

VB asks for approval on 3 things:

Agree Organisation future needs
Agree proposed solution and outsourcing needs
Agree for CEO to move to the next step of consultation process

KP - asked if job share would be considered for the new role.
VB - Yes would def be considered.
KP - questioned the salary for the new role - is it high enough for what they need. VB confirmed it is what they can afford. FM stated that once they have started looking and if it is thought more money is needed they will consider at that time.

Reluctantly Board unanimously approved course of action for VB and team to move forward. FM reiterated staff MUST be treated respectfully and sympathetically during this process.

d. Inverness Loan and Restructure JW/KW
JW - Inverness is looking to revise its operating model and create a separate company and have asked permission of SC. They currently have a loan from WC via SC and have had a payment holiday due to exchange rates. They need to make 3 payments this year. JW & KW have a few Qs for Inverness and once answered, will make a recommendation to the Board around the approval request.

e. Safeguarding Policies Update EML
EML -policies distributed were Online Safety, Referrals, Anti-Bullying, and Management of Concerns. Changes made to streamline and bring up to date.
KW - just seen these for the first time so will feedback directly to EML.
FM - no other comments so these are approved post KW feedback

Updated Safeguarding Policies Approved

FH returns to the call

3. Items for Discussion

a. Workforce Presentation FH
FH presented on Projects for 2024/25 with a comprehensive on all of the training and development

activities. The Board heartily thanked Fiona for her work.

b. CEO Report VB
VB - 100% grant received from UK sport for WWhCC2025. Unrestricted on spending, Thanks to Liz and Charlene.
Event Scotland contribution will follow upon signed agreement. No issues.

c. Sponsorship Update LB
1 active campaign. Thanks to AA for the introduction.
FM - reminds people any leads welcome.

d. Scottish Open Entries and Launch KP/AH
KP - 5-8th December in Curl Forfar. Will be live on the website in the next few days.
Neil Murray appointed as male rep. Noted no female rep applications.
Rules Committee Update on Portal

Ⓐ AA to write to Pat Edington to Thank him. DONE [23/07/2024.01]
LBK - asked about Gender Balance and what can be done.

Ⓐ KP & LBK to take Gender Balance in Competitions/Open off-line to discuss [23/07/2024.02]
e. Technical Committee Update AH
No update as AH had to leave the call

Ⓐ KP/FM/AH -to meet off-line to discuss Rules & Technical Committees [23/07/2024.03]
f. Member Development KW/EML/WL

LG had left a report with updates. KW & WL unable to properly catch up with LG as yet but it is a WIP.
MDC have been given 3 objectives. WL notes the first focus is 'National Curling Day'.
Further updates at September Board meeting
Ⓐ KW/WL continue with Membership Development and catch up with LG once available [23/07/2024.04]

g. Maximising Feb/Mar/Apr 2026 FM
FM wanted to start looking towards 2026 post Winter Olympics. How do we max out the draw for more membership? He has already circulated ideas.
Board were generally supportive of the initiative, taking into account the comments made re utilities (KP), payment of coaches (LBK), independence of clubs and rinks (KW). AA undertook to raise the matter at the upcoming joint ASC/LSC to understand initiatives that are in place already. Competitions were already taking this into account. The Henderson Bishop would potentially have to move to an earlier point in the calendar.

4. Governance
a. Board Committees Director Allocation FM - no changes to report issued.

b. AGM 2025 Location – Anywhere KW/AA
KW did research after prior comment on location. No current restrictions in place (not since 2008).

c. Safeguarding EML - no updates

d. KPMG Audit Actions SW
SW has a summary of 4 actions for compliance to be completed by March 2025. All on time just kept on timetable.

e. Meetings Timetable SW
FM confirmed no August or February meeting, planned in person meeting in October.

f. Copying Minutes to LSC and ASC FM
FM encourages members to send minutes out to members committees

g. Finance and Accounts Filing JW
Nearly at the end of Q1. Accounts are up to date. Audit Committee expecting Q1 management accounts mid-August.

h. Scottish Curling Trust JW - no actions required.
SCT wants to increase number of trustees. SC should appoint 3 trustees annually. The AGM is in December.

Ⓐ **October meeting make appointees to SCT [23/07/2024.05]**

i. Review of outstanding actions FM
This was distributed by FM. Asked for any feedback on the meeting, especially KW & WL as new members.

5. AOB and any other feedback

SN reminded everyone that her last meeting is September 2024.
Next Meetings
Monday 30 September 2024 at 17:30

Ⓐ *Action Summary*

Ⓐ **AA to write to Pat Edington to Thank him. DONE**
Ⓐ **KP & LBK to take Gender Balance in Competitions /Open off-line to discuss**
Ⓐ **KP/FM/AH -to meet off-line to discuss Rules & Technical Committees**
Ⓐ **KW/WL to continue with Membership Development and catch up with LG once available.**
Ⓐ **Next meeting make appointees to SCT**

🄳 *Decision Summary*

🄳 **Board approve minutes from the last meeting**
🄳 **Vote carried unanimously for appointment of Wendy Louden**
🄳 **Vote carried unanimously for Ann Johnstone to join as Observer.**
🄳 **Reluctantly Board unanimously approved course of action for VB and team to move forward.**
🄳 **Updated Safeguarding Policies Approved**