

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION  
Precis Minutes of the Board of Directors Meeting  
Via Video Conference  
Saturday 25<sup>th</sup> April 2020

**Present:** None

**Via Video Conference:** M Brown-Scott, L Ronaldson, P Brown, K Crothers, J Hughes, M McCrindle, B Niven, K Reilly, K Robertson, A Faulkner, W MacGregor, P McAndrew

**In Attendance:** I Embelton, G Ussher

**Apologies:** None Received

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The Chairman started the meeting with welcoming those who had joined the call and asked if any apologies had been received or passed on to those on the call.

The association had been advised of the passing of Pipe Major Frank Andrews and Ann Hazzard since our last meeting, he also noted that J Gibb, a fellow director had had a loss to a close family member. The Board of Directors wish to record their sincerest condolences to their families, friends, associates at this difficult time.

A review of the minutes of the Directors' meeting of 14<sup>th</sup> March 2020 was undertaken, the Chairman went through the actions and the progress of each item was discussed and are summarised below. The minutes were approved on the proposal of P McAndrew and seconded by A Faulkner.

**Completed:**

The summary report of the 2019 Adjudicator Panel Performance has not yet been received by the board to be reviewed. (27/04 No 3 APMB / BoD) There was a variance in placings identified in 5 out of 712 performances (0.7%). There was no trend or issues identified that needed further analysis. Details received by the Vice-Chairman in an Email from the APMB Director.

Forward correspondence from competitor regarding the settlement of advice using adjudicator preference at solo competitions to the APMB for Advice now 01/02 No 07 and 08 with APMB. (07/12 No 4 MB).

Approach Glasgow Caledonian University regarding the feasibility of work experience or internship at the RSPBA. (07/12 No 13 EO). The Pipe Band College will revisit this idea in 2021 once we have a clear idea as to the support we need.

The directors will remind people of the appropriate use of mobile phones at each event. (01/02 No 1 BoD). Noted by all Directors.

Feedback to be requested from Branches / Bands regarding the suggested changes to band formations in the introductory phase of a performance. (01/02 No 9 BoD). Branch feedback: AD&G not supportive, NE no support, but could be optional. Pass on detail to your Music Board representative as the Format Group is to look at the proposal further.

Consider the production of a summary of decisions which could be published on the Web Site. (01/02 No 11 Vice- Chairman). Branches considering moving their meeting from the day after a board meeting to allow time for the Precis to be published on the Web so the content can be discussed at the branch.

The document “Using Social Media Responsibly” is in the wrong location on the Web. Needs to be a prominent item. (14/03 No 3 SOSC). Now in the menu on the left of the Home Page.

The Chairman and Vice-Chairman were asked to prepare a statement immediately following the meeting, to be reviewed by all directors prior to it being published on our Web Site (14/03 No 4 Chairman). Completed.

Branches were also requested to inform the office of the cancellation of any of their events so details could be updated as well as being notified on the Web Site. (14/03 No 5 Directors). Completed

All activity requiring meetings or movement of people to be suspended immediately, and the use of the video conference facility to be utilised. (14/03 No 6 Directors). Completed

The vice-chairman will update Drop Box for any changes needed for access to the folders used by the standing Committees. (14/03 No 8 Vice Chairman) All members have access to the Drop Box folders used by the standing committees they support.

Clarify the procedure for “adjudicator preference” decisions in a solo event regarding what criteria is used, is there any information we can give the individual that queried their result (01/02 No 7 APMB / Vice Chairman). The period between the contest and this point in time, unfortunately means we are unable to provide a case specific response. Adjudicator Preference is by definition subjective and is hard to explain.

Consider if the “adjudicator preference” rule requires adjustment (01/02 No 8 APMB Vice Chairman). This has now been passed to the SOSC to consider and liaise with the APMB and MB Standing Committees to identify if there is support for a change. (24/05 No 7 SOSC).

### **Ongoing:**

Seek clarification on the VAT definition of a “Commercial Let” regarding our VAT position. (14/03 No 1 Finance /CEO). Initial feedback indicates we should not have a problem, but we are awaiting final clarification from the accountants, contact is limited as staff are on furlough due to the Covid-19.

The Registration sub-group convener will contact the proposer of the AGM motion (14/03 No 2 Registration sub-group). Those involved have been progressing other initiatives.

Reduce the Drop Box License Cost by 50% (14/03 No 7 Vice Chairman).

Insurance requirements to be notified to W MacGregor for the next 12 months by the Branches. Unclear if a rebate will exist if an event is cancelled. (14/03 No 9 Branches) Waiting for the Policy Renewal documentation.

Requesting feedback from Branches (and Bands) on the closeness of dates for the Major Championships (01/02 No 4 BoD) Information is needed for reference when we look for promoters for future contests. AD&G and DP&A Branches felt the season was too compressed. It was recognised that any movement would likely impact on the local contest calendar.

### **Correspondence**

There were no transfer applications for consideration. The office has been closed due to Covid-19, the staff are on furlough and we must abide by the rules set out by the government for the scheme. The physical building security is being checked, as most of the competitions have been cancelled, our normal activity for this time of the year has been curtailed.

The Chairman highlighted to the board we had received similar correspondence from two sources regarding the RSPBA taking a lead in fund raising for the “NHS” and the “Care Community”. The details were discussed.

We know there is already a lot of activity taking place with RSPBA members playing tunes receiving comments, likes and shares of their posts.

In terms of supporting Band or Branch initiatives the board would support the use of the RSPBA 'Social Media' channels of a Web News item and/or a post on the RSPBA Facebook page to link in members from home and abroad. The post would need to be a clear statement of the scope and the associated "just giving page" and be compliant with all current social distancing guidelines. (25/04 No1 CEO to respond to the Band) and (25/04 No 2 Director DP&A to respond to Promoter)

### **Adjudicator Panel Management Board**

Directors: A McGeoch, S Orr and W MacGregor

The minutes of the meeting on 13<sup>th</sup> March 2020 were accepted on the proposal of B Niven and seconded by M McCrindle.

The focus was on the action points at the end of the minute, and the points raised at the previous BoD meeting.

### **ALL TRAINING COURSES FOR 2020 HAVE BEEN CANCELLED DUE TO THE CORONA VIRUS.**

In response to correspondence as to how candidates are made aware of the opportunity to join adjudicator training courses. The APMB can confirm that there are essentially 4 typical routes to applying to be considered for adjudicator training.

*It should be noted that any prospective candidate can apply at any point in time but processing any application would commence at the following APMB October/November meeting in line with the Adjudicators Terms of Reference and Code of Practice.*

1. Cold Applications in writing via RSPBA application form. Often initiated by word of mouth or using the RSPBA website to download info/application form.
2. Direct recruitment based on projected needs or shortfalls in particular disciplines and categories. Candidates often identified by panel members or APMB members and after agreement followed up by a direct approach inviting them to consider the option to apply. Direct recruitment was used to bolster a shortfall of drumming adjudicators approximately 6 or 7 years ago. Proving fruitful in plugging the projected shortfall.
3. Invitation to apply by status. This is normally a globally identified high profile candidate deemed to be a potential asset to the panel membership. Normally a renowned successful pipe band figurehead that enjoyed global success and would be considered a natural candidate to adjudicate. Whilst a direct approach would be made it would still consist of an invitation to apply via the normal administrative route and be subject to the same training modules.
4. An overseas candidate from an affiliated association. Normal application procedure would apply but supported by a supporting letter of endorsement from the affiliated association. With proof of current continuous adjudication experience at high profile overseas pipe band events. Again, an expectation of the highest experience and competitive success is a requirement for this route of entry.

The minute expands on the verbal update received requesting more time between bands to complete critique sheets. Rather than debate a solution at this meeting the Vice-Chairman will ensure a discussion takes place with the APMB regarding the timing of events, allocation of panels, management of costs, start times, time for consultation, comfort breaks and any other considerations needed in the planning of the 2021 events in January 2021, once we know that social distancing has been lifted and a full season of championships is back on the agenda. (25/04 No 3 Vice-Chairman)

Disappointment was expressed that no return communication was directed to the APMB after their direct presentation at a previous Directors meeting. It was also highlighted that several items are still unresolved. (25/04 No 4 Chairman).

## **Music Board**

Directors: K Reilly (Convenor), I Finlay and M Brown-Scott,

The next MB meeting is scheduled for the 9<sup>th</sup> May 2020.

The Music Board Minutes of the 4<sup>th</sup> April 2020 were accepted on the proposal of P McAndrew and seconded by L Ronaldson.

The key points were presented by the Convenor working through the Actions table.

Brief Pipe Band College update: Due to current “non-grass” events, the Principals were looking at putting details of the Education pathways online. There is also the potential for Tunes competition. Plans are evolving.

As part of the WSD Review there is an appetite to expand the International Tenor Drumming Championship to include adult competitors. The WSD Sub-Group will prepare a format for the Adult Tenor Competition and bring back to the MB agreeing any format changes with the format group and full MB, prior to presenting the details to the BoD. The MB members agreed that a name change from “International to “World” would be appropriate if the competition is going to be expanded. The BoD noted that any changes would need to fit into the contest day, not incur additional cost as the current event runs at a loss to the association.

The Standards & Grading Group requests received had been actioned. The full MB discussed a request from Renfrewshire Schools Pipe Band and agreed the original band would remain in Novice Juvenile A. The convenor would notify the band of this decision. (25/04 No 5 MB Convenor)

The MB Convenor would contact the Web Administrator to ensure the details of grading decisions are published as timely as possible on to RSPBA Web Site. (25/04 No 6 MB Convenor)

The draft TOR for the Format Group were considered. A few points need to be clarified, and the updated document will be presented to the next MB meeting. MB members to forward changes needed to Theresa Brown.

The Format Group would look at the suggestion of a change of Format for the Grade 1 Medley discussed as part of the Liaison Meeting with the APMB and provide a report on the support for the change, agreeing any format changes with the full MB, prior to presenting the details to the BoD. Needs global input and consultation.

The document “Reference Information for Competition Format” has been accepted as finalised for use as a baseline for the Format Group to work with.

The revised Registration Form has been forwarded to the Music Board members.

The Standards & Grading Group TOR document had been updated, and the first draft was currently with the MB for them to review before the next meeting.

## **Pipe Band College**

Directors: J Gibb, N Greeves and W MacGregor (and aiding continuity L Ronaldson).

In the absence of a Pipe Band College Report to present at this meeting, the vice-chairman gave a verbal update on the work being progressed by the PBC Principals, following a request to engage with our Band Members.

At the beginning of May we started putting on Facebook our Medley of the Day.

On Saturday 4<sup>th</sup> April, the BoD held a meeting to consider what we could for our members at this time. A spreadsheet of suggestions was produced. There were several common threads: -

- A Composition Competition.

- Education / Tutorials / Examples.
- Contests / Kitchen Piping

To progress this further we needed individuals with the right knowledge to drive this forward, in terms of Education we have looked to the Pipe Band College. The Principals have been supportive by reviewing the spreadsheet and determining what would fall under the remit of the PBC.

- 1) A 6/8 Composition Competition was put out on Social Media on Monday 13th April.
- 2) The RSPBA Pipe Band College Facebook Page has been created to allow “Invited” members to view content.

Meetings and updates have been held to progress the PBC vision of the “RSPBA Educational Pathways”

This introduction would introduce a number of programmes: -

- 1) The SQA – SCQF and PDQD Courses delivered as Outreach Programs through the Branch frameworks and designated Centres
- 2) The Pipe Band College Practical Musicianship Workshops delivered through the Branch frameworks and designated Centres.
- 3) The CPBM Part 1 delivered through designated centres.
- 4) The CPBM Part 2 program delivered at RSPBA Headquarters
- 5) The RSPBA Summer School delivered at RSPBA Headquarters.

It was envisaged that the SCQF and PDQB would then lead on to the breakdown of the Levels and the topics for Piping and Drumming, by reference to the PDQB site. This would then be augmented by topic specific information linking to the structured learning manuals and exercises, based on the instructor’s information.

A follow up meeting was held on the 18<sup>th</sup> April to further discuss progress and possibly what we would need in terms of a revamped “Learning” menu to support the initiative. Further contact was made with the Web Administrator who is now working with the Drumming Principle on the desired Web Structure, based on the content to be deployed such as “the Practical w/shops stuff “

The PBC Principals held a meeting on the 21<sup>st</sup> with the Principals and the geographical representatives, to bring them on board and ask for their help in delivering the project.

The Drumming Principal is working with Web Administrator regarding the new layout for the College page on the RSPBA website. Work is underway and going along nicely. The page will not go live until it is complete, in the meantime he is collating content to add. This will be available to access when the page goes live. We do not want to activate the page at the moment with no content at all. It is better to have the main information on the page, this includes the PDQB & CPBM information.”

K Reilly asked if short clips / examples were going to be added to the Web or Facebook page. The vice-chairman responded that he did not know the content, but it had been explained as a family tree, hence his expectation was towards the end additional detail would be available, such as cross reference to the Structured Learning Books, and possibly examples. This had been picked up from mentions of Snare Drumming and Tenor Flourishing.

We are reliant on the PBC Principals taking the initiative forward.

The chairman had had a discussion with the Principle of the Summer School, and they had jointly determined that it was unlikely that a Face to Face Summer School could be safely held this year. There would also likely to be fewer attendees if the Social Distancing travel and accommodation restrictions have not been lifted. (Hotels are closed, and one can only travel if essential to do so).

A suggestion to move the Summer School Online was considered, however the material is not in the right format / structure for this to be made available to run classes.

There is a need for a meeting of the Pipe Band College which would need to include the Education Officer if possible, to progress general college business. (25/04 No8 PBC Directors)

### **Marketing and Media.**

Members: Kathleen Robertson (Convenor), Kevin Reilly, Arlene Faulkner and Douglas Martin.

The report presented to the Board is detailed below with some comments at the end, some of this was discussed and covered in the PBC section above.

Thanks to the WhatsApp communication, from a Marketing and Media outlook we have actively engaged with the Pipe Band College and established the 6/8 Composition Competition which was put out on Social Media on Monday 13th April and was reposted Monday 20th April and has had 51 and 42 shares by 11pm 20/4/20.. It will probably require regular reposting to keep it in the minds of members.

Also, on Facebook, Kevin Reilly and John Hughes have been posting daily inspiration with performance from bands recorded during the 2019 season.

In discussion with the Pipe Band College, John Hughes and I have established an RSPBA Pipe Band College Facebook Page which is intended to push educational material on the website to members. The PBC are in discussion as to how this might work with links to the website. Paul Brown (Drumming Principal) is co-ordinating the Facebook page and will post material when it is ready but may include interviews with previous CPMB candidates advertising the course and exam.

Website development discussion is still ongoing. Minor tweaks are being made to the Learning tab to allow the tie-in with the new Facebook page for the Pipe Band College. Jason Lafferty is extremely busy with his own work due to Covid-19 but I hope to engage with him in the next few weeks to have a discussion on what we can do.

I am hoping we can arrange a catch-up with GoTo Meetings in the next few weeks.

Thanks to everyone who has helped to get some more positive outcomes after all the cancellations.

The main Facebook Page is for wider interests than the PBC. We should consider asking the Members what they would like to compare expectation vrs delivery.

### **Risk Assessment Review**

Members M McCrindle (Convenor) and P Brown

The Group have searched the Web for guidance on the production of a Risk Assessment. There is information available from the Government Web sites including examples for those running a community Hall or an event. Example templates are available for the HSE component as well as the location specific "Risk Assessment".

Using the information provided we have obtained a risk assessment template and are starting to work through this document amending the detail to reflect the Headquarters building at 45 Washington Street. The existing Risk Assessment document will then be reviewed against template as this focuses on the running of an event. We hope to be able to share the documents with the BoD at the October meeting.

### **Registration Review Group**

Members: K Reilly (Convenor) and P Brown

No meeting has taken place as both members have been addressing other matters in the other committees they support.

The Registration sub-group convenor will contact the proposer of the AGM motion and progress as needed pending any further debate at the rescheduled AGM. (14/03 No 2 Registration sub-group).

## **SOSC**

Members: P McAndrew (Convenor), L Ronaldson, M McCrindle and B Niven

There has been no meeting of the Standing Orders and Steering Committee due to people working long shifts supporting the NHS and performing essential work. The members are considering: -

1. A review of the Complaints Procedure.
2. Finalise the Bullying and Harassment document.
3. Continue to progress changes to the Standing Orders and Rules and the Articles of Association Review.
4. Consider if the “adjudicator preference” rule requires adjustment, in response to a query received liaising with the APMB and MB Standing Committees to identify if there is support for an amendment.

### 2019/20 AGM

The Chairman and Vice-Chairman are reviewing the advice from the Charities Commission and the Government on progressing an AGM while we need to manage “Social Distancing” measures.

The format of the AGM is to be decided, to cater for “Social Distancing” the AGM would need to be as minimal as possible, referring any other business to the next AGM. The focus being on the acceptance of the Reports and the Accounts, all of which has been issued to the Member Bands prior to May. We must also meet the Quorum for members as set out in the Articles of Association.

More thought on this is required, all constructive suggestions welcome.

## **Finance**

Members: K Crothers (Convenor), W MacGregor, P Brown and J Hughes in attendance I Embelton, and G Ussher

The committee continues to investigate the use of the premises by member Branches. (14/03 No1 Finance /CEO).

The staff are on furlough to comply with the requirements for Social Distancing and essential work guidance provided by the Scottish Government to manage the spread of Covid-19.

We are in contact with the promoters of our Major Championships, looking ahead to the 2021 Season and onwards.

Championship Entry and Summer School fees received will be refunded when the staff return to the office.

The Board will have to constantly review the position as events unfold based on the information and guidance available.

## **A O C B**

The use of the Video Conference application GoTo Meeting is enabling some business of the association to progress.

The vice chairman is progressing the move to reduce the number of drop box licenses, those directors who do not need to update the Drop Box folders will be contacted over the next couple of weeks.

The chairman reported that following discussions with our Assistant Chief Stewards, G Dyet would be honoured and delighted to accept the appointment as Chief Steward. A Richards would continue in his position of Assistant Chief Steward. This was unanimously accepted by the Board.

It was agreed that a further meeting of the board should be convened for the 30<sup>th</sup> May 2020, when we may have more news of the impact of the Covid-19 measures on the WSD and the 2021 season.