

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting **Version: Final 1.1**
Via Video Conference
Saturday 19th April 2021 @ 09:30

Present Via Video Conference: A McGeoch, A Faulkner, B Niven, I Finlay, J Gibb, K Crothers, K Reilly (Chairman), L Ronaldson, M Brown-Scott, M McCrindle, P Brown, P McAndrew, S Smith, W MacGregor

In Attendance: I Embelton, G Ussher.

Apologies: S Orr RVM, K Robertson, N Greeves

The meeting was started at 09:30am. The Chairman welcomed all and brought the meeting to order. The members of the BoD were asked on what has turned out to be a very poignant day to observe a moment of silent reflection in recognition of the title the association holds ahead of the afternoon's funeral of HRH Prince Philip, Duke of Edinburgh.

The Chairman thanked L Ronaldson and M McCrindle for agreeing to take notes that would aid in the production of the minutes of the meeting.

Correspondence

The Board considered an item of correspondence, the item requested the detail remain confidential. Members of the BoD agreed to support the initiative. The Chairman would respond as agreed by the BoD (17/05 No1 – Chairman)

BoD Minutes

The Chairman went through the minutes of the Directors' post AGM Meeting of the 13th March 2021 and the progress of actions noted. The minutes were approved on the proposal of I Finlay and seconded by B Niven.

The items Completed or Ongoing are detailed in the tables at the end of the Minute, along with any new items arising from this meeting.

Matters Arising

The calendar of meetings is available within Drop Box, could directors / convenors please notify P Brown of any meetings dates and he will update the document for review at future meetings.

P Brown stated as John Hughes had served 20 years on the BoD as a Board Member, as Vice Chairman and as Chairman, he would propose that he should be awarded a position of Honorary Vice President. The proposal was seconded by W MacGregor and all Directors agreed unanimously. (19/05 No 2 - Chairman)

P McAndrew excused himself from the meeting for approx.45 mins as had been agreed with the Chairman prior to the meeting.

Scottish and World Pipe Band Championships.

The Chairman updated the BoD on the discussions that had taken place with the Promoters of the Scottish and World Pipe Band Championships.

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It was reported in the March minute that the 2021 Season Working group were waiting for the Scottish Government to issue its timetable on easing coronavirus restrictions later in March which would be used by the association and the promoters in the consideration of hosting the events.

In the case of the World Pipe Band championships the event planning team in looking at their critical path identified the date of the 23rd April as the go /no-go date. This was conveyed to members of the BoD on the 22nd March by Email and was the catalyst for bringing the April BoD Meeting forward to the 17th April 2021.

The CEO, Chairman and Vice-Chairman attended a meeting with the promoters (Worlds 7th April and the Scottish 9th April) to discuss the latest position, and the views of their supporting teams (Marketing, Finance, Health and Safety etc).

While there was an appetite to run an event, there was also a realisation that meeting the objectives of the event was impossible. It was noted that there were some fundamental constraints that were seen as preventing the planning for the events moving forward.

The Vice-Chairman has included extracts of the Scottish Governments guidance currently available in the Meeting Pack sub folder 2021 Season folder for the Directors to consider.

In Scotland there is to be a return to the Level system, the table below shows the target dates for stepping down the levels, and the mass gathering numbers allowed in each level. Note: If regions of Scotland remain at a higher level, you cannot travel through them to get to a lower level, hence there may be an impact on travel.

	Level 4	Level 3	Level 2	Level 1	Level 0
Stadia and Events	Closed	Closed with the exception of drive in events	Maximum capacities* Indoors: 100 Outdoors seated: 500 Outdoors free-standing: 250	Maximum capacities* Indoors: 200 Outdoors seated: 1,000 Outdoors free-standing: 500	Maximum capacities* Indoors: 400 Outdoors seated: 2,000 Outdoors free-standing: 1,000

- Level 3 - 26 April
- Level 2 - 17 May
- Level 1 - early June
- Level 0 - later in June.

There then followed a detailed and informative two-part presentation which was delivered jointly by S McQuillan and J Brinklow as to a way forward with an approach to engaging and encouraging the bands using online methods but not in a competitive atmosphere.

An Online together Digital Summer Festival was proposed that would ideally lead in to the World Solo Drumming championships which could provide a stepping stone to a live on site indoor competition. S McQuillan said last year we responded to a crisis and we are now managing the crisis. Post summer the bands would be getting back to practice with the prospect of getting back to competitions in 2022. The Music Board, Pipe Band College and APMB are aware of the need to do something to engage the Membership.

J Brinklow then delivered the second part of the presentation, which outlined a strategy that may lead to the running of a live indoor UK competition.

The BoD were impressed with the presentations in addition to the detail and the amount of work and time that the MB / Format Group had invested in this initiative to date. There were a few questions raised which in essence related to the logistics and tight time frame.

The Board approved the MB / Format Group advancing the initiative to the next stage, as time was running short to engage the membership over the summer on the proposal of S Smith and seconded by A McGeoch.

The Chairman thanked S McQuillan and J Brinklow for their time and presentation and all the enormous amount of work that had gone into it.

At this point S McQuillan and J Brinklow left the meeting. John Gibb apologised and said he would have to leave the meeting due to unforeseen circumstances.

Music Board

Allocated Directors: I Finlay and M Brown-Scott,

The next MB meeting is scheduled for the 15th May 2021.

The MB minutes of the 6th March 2021 were available for the BoD to consider. The MB directors presented the actions from the minute the board needed to consider.

The MB agreed easement to the competition format for the remaining 2021 Championships was forwarded to the BoD. This was approved prior to this meeting by the BoD and notified to the members through our social media channels.

Nigel and Colin Greeves made a presentation to the MB regarding a technical solution for outdoor livestreamed events. The presentation was informative and useful to the MB / Format group in considering options available.

An informal meeting with colleagues from Affiliated Associations was to be held on the 7th March.

The Format Group have initiated a Safeguarding project to consider what is needed to be in place to run an online contest.

The actions discussed from the minute of the 6th March was approved on the proposal of L Ronaldson and seconded by S Smith

The MB minutes of the 10th April 2021 were available for the BoD to consider. The MB directors presented the actions from the minute the board needed to consider.

The post of MB Convenor needs to be filled now K Reilly is Chairman of the association. A volunteer from the full MB is needed to take on the role as Convenor before the next meeting. (19/05 No 4 – MB)

There was a verbal update from A Duthie on the informal meeting with colleagues from Affiliated Associations. This MB was also represented by K Reilly and S McQuillan. It was reported that the meeting had been highly informative, with all involved encountering the similar concerns. There was an interest in education and the PDQB exam regarding, how to access information and further progress with these. As a result of the topics covered it was agreed that any further meetings of this nature should involve the Pipe Band College particularly to answer PDQB / education queries.

A Duthie had been approached by a media forum to discuss the meeting. The MB feels a “Media “policy should be developed to afford protection for the whole Association, so any such requests are steered to the appropriate owner. (19/05 No 5 – Marketing and Media)

An issue with the new format for the Drum Majors final at the World Championships had been raised by a band at the AGM. The change to the format had been agreed at the MB meeting of January 2019 and announced in the World’s programme of 2019. This was the first time there had been any discontent aired. After discussion, MB decided the format change would stay in place and should a rule change be required it needed to be referred to the Stand Orders & Steering Committee. (19/05 No 6 – SOS)

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The Format Group presented the “Restart Strategy” to the MB. It was agreed that the same presentation should be given to the BoD at their next meeting, (documented in the minute above).

The Gradings and Standards Group had no matters to report. The office staff are dealing with any correspondence over two mornings per week

The tunes group reported they have five reels were currently being progressed ready for checking and uploading to the web site. Drum Scores are being evaluated prior to any being added to the web site.

The actions discussed from the minute of the 10th April was approved on the proposal of A Faulkner and seconded by I Finlay.

Adjudicator Panel Management Board

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

The APMB held a meeting on the 26th Feb 2021, the minutes of this meeting were now available for the BoD to consider.

A McGeoch reported there had been no further meeting of the APMB, and the next scheduled meeting is to be held on the 10th September 2021.

The key items from the minute were addressed in the BOD Minute of the 13th March 2021 in response to the verbal update provided by the directors.

The directors provided a verbal update on two items of operational concern.

A McGeoch is to check on the dates of future APMB meetings to enable the calendar to be updated and remain current.

The ADG are continuing to put together training modules.

The APMB are monitoring the adjudicator membership status with a view to ensure that the association is prepared for the future in terms of overall coverage of adjudicators in all disciplines avoiding any shortfalls due to impending membership retirement, based on current RSPBA retirement policy.

The Minute was approved on the proposal of K Crothers and seconded by B Niven

Finance Insurance and Maintenance

Allocated Directors K Crothers (Convenor), W MacGregor, P Brown and K Reilly and those invited to attend I Embelton, and G Ussher.

The Finance, Insurance and Maintenance standing committee met via GoToMeeting at 2pm on the 12th April 2021.

The full report is available to the BoD in the Meeting Pack Folder.

There is no change to the Staff position previously reported, the business of the association is progressing with staff checking and responding to the Mail and Email as allowed by the scheme. The Coronavirus Job Retention Scheme has been extended until 30 September 2021 and the level of grant available to employers under the scheme will stay the same until 30 June 2021. The association will need to make a higher contribution from 1st July 2021.

The association has not received any further communication with respect to the CBC retention from the administrators or the architects.

No update discussed on the VAT position and the request to let Branches use headquarters.

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The association was **not** eligible to make a claim against the Strategic Framework Business Fund (SFBF) as we were not 'forced' to close by the Government because of the Lockdown restrictions, applies mainly to retail and hospitality.

The forecast spreadsheet granularity has been broken down to follow the reporting in Appendix 1 of the annual accounts. The projected figures for 2021 are based on the actual costs from 2020 as they best reflect the ongoing Covid 19 working pattern, the projected figures for 2022 are based on the 2019 annual accounts (spread over a 12 month period). The P&L for March is to be provided to the committee to allow the actual figures to be captured and refine the forecast.

P Brown provided a link to Scottish Funding sources Funding – SCVO. support from the board is needed to consider the sources of funding available to the Association.

The Finance Insurance and Maintenance Committee reported the financial position of the association and noted this was aligned with the forecasted position.

The Report was approved on the proposal of B Niven and seconded by L Ronaldson.

Marketing and Media.

Allocated Directors: K Robertson (Convenor), A Faulkner and M Brown-Scott.

A report was available for the BoD.

The Web Site review is on hold at present, although the committee will be in touch with the supplier in the near future.

News items have been reviewed as needed: The publication of Precis of AGM and Board minutes; The publication of a statement of condolence for HRH The Prince Philip, Duke of Edinburgh.

The Report was approved on the proposal of W MacGregor and seconded by I Finlay.

SOSC

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

A report of a meeting of the SOSC held on the 18th March 2021 was available to the directors in the Meeting Pack for consideration. The committee are working through a number of items including some raised by Members at the AGM.

The Changes to the Articles of Association and the Standing Orders and Rules as approved by the Membership at the AGM had been forwarded to the solicitor by the CEO for submission to Companies House.

A discussion took place regarding the holding of Branch AGM's in relation to the appointing of officials. All Branch AGM's must be held pre 15th December each year as per the Standing Orders and Rules 5.5 – 3, but some hold their AGM prior to the 30th November cut off date. There may be a different number of bands who have paid their fee either side of this date. The committee will review this topic further as information and views become available.

It was generally accepted that going forward that details of the individual Directors allowance and expenditure will be listed in the Order Paper of the AGM.

The Report was accepted on the proposal of I Finlay and seconded by Paul Brown.

Pipe Band College

Allocated Directors: J Gibb and N Greeves.

Convenor: Pat Whelen

There were no minutes or report available for the BoD to consider. The Chairman is to progress with the PBC the resumption of reported meetings. The association is working through the difficulties arising from the pandemic to ensure the results of assessments are conveyed to SQA as soon as possible and certificates then issued at the earliest opportunity.

2021 Championships / Season

Working Group: Paul Brown – Chair, Peter Snaddon – APMB, Stephen McQuillan – MB, Kevin Reilly – MB, Paul McAndrew – SOSC, Jim Baxter – AP

A meeting of the 2021 Season Working Group was held via GoToMeeting on 25th March.

The group has been waiting for the Scottish Government to issue its timetable on easing coronavirus restrictions. The Scottish Government announced that there will be a return to the tier system, and that events could only take place in Level 0 or 1 (under restricted numbers).

The work of the group has been overtaken by the decision to cancel all the Major Championships, and in the main the 2021 season.

The return to normal for Band Practices is tightly linked to the route map provided, and the guidance on social distancing. The circumstances of each band would be different, number of family members, ownership of the indoor and/or outdoor practice environment, responsibility for producing a risk assessment etc.

Easing restrictions will not mean returning to how things were before the virus. Physical distancing, improved hand hygiene, and other critical behaviours will be needed to be in place for some time.

The Scottish Governments advice for the Performing Arts is available online [Coronavirus \(COVID-19\): guidance for the performing arts and venues sector - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-the-performing-arts-and-venues-sector/pages/1.aspx). Dates and number will be different for each region, but the core message is broadly aligned.

AOCB

The Board were informed by S Smith that the currently scheduled Cowal and Rothesay competitions have been cancelled. P McAndrew added the Dundee competition had also been cancelled. M McCrindle reported the Dundonald competition has been cancelled, the local committee are having a virtual week in place of gala day.

The Chairman reported that he had approached S Orr and asked him if he would consider being the liaison Director for the Compilers and Stewards. S Orr was delighted to accept this position and will be contacting the Chief Steward as soon as practical to perform an audit of the equipment as it will have been in storage for two years without use.

As there was no other business the meeting closed at 1.00 pm.

Date of Next Meeting: 29th May 2021.

PREVIOUS ACTIONS COMPLETED

Action	Reference and Owner
The report of the AGM will be produced as quickly as possible, for review and will then be published on the Web for consideration by the Membership	(01/03 No 1 – Vice Chairman).
The calendar of meetings is available within Drop Box, could directors / convenors please provide details of their scheduled meetings to P Brown.	(13/03 No 2 - Vice-Chairman).
P Brown is to send out an invite to N Greeves to access the meeting pack folder again.	(13/03 No 3 – Vice Chairman).
Review the MB easement proposal after the meeting and respond to the Chairman with comments and/or acceptance of the proposal.	(13/03 No 4 – BoD)
Consider issuing a News Item on the MB easement proposals.	(13/03 No 5 – Chairman)
The BoD decided that only a single minute would now be produced that would be available to all.	(13/03 No6 – Vice Chairman)
The APMB felt that the association needed to engage its Membership by considering holding a “streamed” event. Pass on to MB for consideration.	(13/03 No 7 – MB Directors)
After OR2 was voted down, it was agreed that the topic needs to be looked at by Finance Insurance and Maintenance.	(13/03 No 9 – Finance Insurance and Maintenance)

NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
The chairman would respond to the correspondence as agreed by the BoD	(19/05 No 1 - Chairman)
J Hughes to be awarded a position as an Honorary Vice President. To be informed by his Branch Directors. Event needed at which the presentation can be made.	(19/05 No 2 – Chairman)
Cancellation of the events to be notified on the association’s media channels	(19/05 No 3 – Chairman)
A volunteer from the full MB is needed to take on the role as Convenor before the next meeting. (19/05 No 4 – MB)	(19/05 No 4 – Full MB)
The MB feels a “Media “policy should be developed to afford protection for the whole Association, so any such requests are steered to the appropriate owner.	(19/05 No 5 – Marketing and Media)
The MB decided the DM format change would stay in place. The SOSC are to progress a rule change if needed.	(19/05 No 6 – SOSC)

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OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Action	Reference and Owner
DP&A Branch asked that the position with SQA as to why last year's Tenor drumming candidates had not received accreditation for their Theory.	(05/09 No 12 – EO / PBC)
Seek clarification on the VAT definition of a "Commercial Let" regarding our VAT position. 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.	(14/03 No1 Finance /CEO)
G Hamill to be awarded a position as an Honorary Vice President. Informed at December Branch Meeting. Event needed at which the presentation can be made.	(05/12 No 14 – Chairman)
APMB feel there is work outstanding from the cancelled Grade Realignment Project with respect to aligning the Novice Juvenile (A & B) and Juvenile Bands with the Adult Grade they could Play in. The Item is to be brought to the attention of the MB for their consideration. To be discussed at the next Liaison Group Meeting	(13/03 No 8 – MB Directors)

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