

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Precis Minutes of the Board of Directors Meeting
Via Video Conference
Saturday 27th June 2020 @ 11:30

Present: None

Via Video Conference: A McGeoch, A Faulkner, B Niven, D Martin, J Hughes, J Gibb, K Crothers, K Robertson, L Ronaldson, M Brown-Scott, M McCrindle, N Greeves, P Brown, P McAndrew, S Orr

In Attendance: G Ussher

Apologies: W MacGregor, K Reilly, I Finlay, I Embelton

The Chairman started the meeting just after 11:30 with thanks to the directors for joining the Board of Directors meeting.

The minutes follow the sequence of the previous Minutes not the order of the Agenda, but all information has been included.

A review of the minutes of the Directors' meeting of 20th May 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 L Ronaldson and seconded by K Robertson.

Completed:

A meeting of the PBC is to be arranged (30/05 No1 – Education Officer). A meeting was held on the 23rd June 2020 and a report prepared for consideration at this meeting.

It was agreed to allow progression of the Web Site proposal to a tendering stage. (30/05 No2 – Marketing and Media). This activity is being progressed by the Marketing and Media standing Committee, and updates will be reported within the body of the minutes.

The Registration Group is to produce a feasibility study for the March 2021 AGM. (30/05 No3 – Registration Group). This is ongoing and updates will be reported within the body of the minutes.

Check of Member Email Addresses to be completed. (30/05 No4 – Chairman). Details used in the issue of the AGM notification.

Prepare and Issue an Invite Letter for Members (30/05 No5 – Chairman). Completed

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. No specific feedback had been received. The membership will be consulted prior to the next round of bids for an event being started.

Ongoing:

Seek clarification on the VAT definition of a “Commercial Let” regarding our VAT position. (14/03 No1 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.

Progress any responses due to the APMB from complaints (25/04 No 4 Chairman). The information needed to progress is currently unavailable due to its location in headquarters.

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.

Correspondence

The chairman received three emails from Bands indicating they were not going to participate in the AGM using the proxy voting Portal.

Adjudicator Panel Management Board

Directors: A McGeoch, S Orr and W MacGregor

Convenor: John Wilson

There was no APMB business to progress at the meeting.

Music Board

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

The next MB meeting is scheduled for the 4th July 2020.

The Music Board Minutes of the 13th June 2020 were accepted on the proposal of P McAndrew and seconded by M McCrindle.

Following an action point from previous meeting regarding playing requirements at the 2021 Championships, it was agreed they would remain as those published for 2020 see table below. Details to be published on the Web (27/06 No1 – Vice Chairman)

The MB agreed, should any of the 2021 championships needed to be cancelled / postponed, any replacement event would use criteria from cancelled event. The dates for the Major Championships are on the website.

The 2021 Pipe Band Championships will take place as follows:

- British Championships - 22nd May at Paisley
- United Kingdom Championships - 12th June at Lurgan
- European Championships - 26th June at Inverness
- Scottish Championships - 31st July at Dumbarton
- World Championships - 13th/14th August at Glasgow

Date	Grade 1	Grade 2	Grade 3	Grade Juv	Grade Nov A / 4A	Grade Nov B / 4B
British Championships Paisley	Medley (5-7 mins) (Submit 2)	MSR (Submit 2)	Medley (3-5 mins)	MSR	Prescribed MSR: 1x4-parted March or 2x2-parted Marches 1x4-parted Strathspey or 2x2-parted Strathspey 1x4-parted Reel	Prescribed Marches: 4x2-parted Marches All tunes to be from RSPBA list of prescribed tunes.
United Kingdom Championships Lurgan	MSR (Submit 2)	Medley (4-6 mins)	MSR	Medley (3-5 mins)		
European Championships Inverness	Medley (5-7 mins) (Submit 2)	MSR (Submit 2)	Medley (3-5 mins)	MSR		

Scottish Championships Dumbarton	MSR (Submit 2)	Medley (4-6 mins)	MSR	Medley (3-5 mins)	or 2x2-parted reel All tunes to be from RSPBA list of prescribed tunes.
World Championships Glasgow	Friday Qualifying Own Choice MSR & Medley Saturday Final Alternate MSR & Medley MSR (Submit 2) Medley (5-7 mins (Submit 2)	Qualifying MSR (Submit 2) Final Medley (4-6 mins) Submit 1	Qualifying Medley (3-5 mins Submit 1) Final MSR (Submit 1)	Medley (3-5 mins)	

Dates requested for previous championships at Arbroath and Hyde Park were supplied by IS, who would forward them to KR. Action IS.

It was agreed to update the “Format Guide” in two places:

1. Paragraph 4 bullet points 2,3 and 4 be merged to read “Pipe Band snare drum, Bass and Tenor drums – of a single pitch.”
2. Paragraph 8.1 regarding Novice A playing requirements needed to be aligned with paragraph 7.2.

The MB are to survey the Grade 4B / Novice Juvenile B Bands on the “Introductory Phase” of a performance through the medium of “Survey Monkey”.

The Grade 1 video conference to discuss the Medley is being planned to take place at the weekend of the cancelled World championships, with 2 calls needed to accommodate time zone differences. An invitation to Grade 1 Pipe Majors and Leading drummers is to be extended as soon as possible.

Contact details for the Bands will be provided by the Chairman to the Music Board Convenor.

The Tunes Group received an Email advising that the prescribed tune White Cockade appeared to have some bars in ¾ time, when this is a 2/4 tune. The tune has quickly been corrected following the MB meeting.

The Tunes Group reported that the backlog of music had mainly been cleared and the website updated and there was now a new batch of tunes to be worked on.

The Covid-19 Government guidance on gatherings / events in 2021 is still a work in progress, the directors and promoters will need to review the limitations and rules we would need to implement when the detail is available. The MB are responsible for competition format and will be notified if the detail does not allow the published format to be used.

The directors support the MB members in being pro-active and working together and the need for the publication of positive news on the web. The MB Convenor is in contact with Marketing and Media.

The BoD agreed that the MB could continue with online meetings to reduce the need for unnecessary travel and expense, it was also noted that a physical meeting, probably the September (2021 onwards) meeting when most Grading issues were discussed would be needed. (27/06 No 2 – MB)

Pipe Band College

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

Convenor: Pat Whelen

A report submitted by Convenor of a meeting held with the PBC Principles was reviewed.

Musical Composition Competition: members were offered the opportunity to create a 6/8 march engaging Juvenile aged players and Bands. The opportunity and criteria were shared online. The competition closed 13/6/2020. Unfortunately, the response could have been better with entries being 7 Juvenile Piping and 1 Combined Band entry. The judging panel are currently making their deliberations

A PB College Facebook Site has been constructed with membership engagement and Linked to RSPBA Main Site, this is now operational with Paul M Brown, PB College Principal acting as PB College Administrator and will be updated with further information as it evolves.

A review and revamp the current PB College Learning site on RSPBA Main Page has been completed. New and updated information regarding RSPBA / PDQB Education Opportunities for all disciplines are now online. This will be expanded with new information to continue to engage with our members, including: -

- Details of the RSPBA / PDQB Outreach Programmes
- Details of RSPBA Summer School
- Details of the RSPBA Certificate of Musicianship Programmes
- Details of the RSPBA Practical Musicianship Workshop

The PB College relaunched a Series of Elementary Learning Online Video Tutorials, presented by Robert Wallace. These Videos are currently available online and are supported with the free download of the RSPBA Structured Learning Books with relevant mapping Information to the RSPBA Elementary Book One.

The EO had distributed information from SQA in relation to online assessments and online invigilation. The group recognised the need to develop online training, education and assessment to address the impact of lockdown due to Covid 19.

The next meeting of the Pipe Band College is scheduled for 4th. July 2020.

Marketing and Media.

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

K Robertson gave a verbal report to the meeting.

News Items and additions to the learning pages have been added to the RSPBA Web Site.

The committee are pulling together information on the RSPBA Web Site with a view to completing a Request for Proposal (RFP) on how to proceed with an upgrade to the Web Site.

History: the current website was implemented in 2013, we have reached a lifecycle point in the current website which has undergone several coding changes over 6 years to keep it workable but is time to move to a different platform to allow simpler navigation, presentation, mobile access etc.

We would not need to specify platform but key requirements (such as):

- To adapt presentation – mobility – allow more than one non-technical person to update.
 - Static pages eg PBC require access and update with coding tools and HTML.
 - A new CMS should provide mobility, navigation, and multiple authors.
 - Everything could be transferred.
1. Dynamic pages – news articles, results, draws, menu, fees.

2. Static – PBC, history, everything else
 - Data to be migrated and queries replicated.
 - Consider phased migration, can results remain on old site and added when ready or afforded.
 - Gallery, social media, YouTube management.

In producing an RFP we would need details of the existing WebSite usage such as traffic, architecture, server, hosting, developer and host control advised on having accountability for whole platform, design cost, host cost; February may be a realistic launch start rebuild anytime, just be a domain name transfer at the correct time.

A proposal is to be completed and reviewed to document our requirements. OSCR are to be consulted on our RFP approach.

Once we have an agreement on the approach, the Membership will be requested to respond to the RFP by a closing date.

The responses will then be reviewed, and a short list agreed for further consideration, prior to agreeing a course of action. Factors to be taken into account will include: -

- Development Costs.
- Maintenance Costs (Hourly / Monthly)
- Implementation Stages.
- Procedures and format for updating results.
- Method of maintaining the content.
- Hosting Costs.

Risk Assessment Review

Members M McCrindle (Convenor) and P Brown

The group have identified a further Fire Risk Assessment template that might be needed. The target for sharing the risk assessment documents with the BoD remains the October meeting.

Registration Review Group

Members: K Reilly (Convenor) and P Brown

The information has been collected in the drop box folder “2020 Registration Sub Group”.

The group is looking to complete its feasibility study for sharing with the BoD in December in preparation for it going before the Membership at the March 2021 AGM.

The feasibility study is to focus on examining the practicalities, advantages, and disadvantages of issuing a photographic Membership Card to RSPBA registered Band members, to prove their identity at all band contests.

The study is not going to look at changes to the existing Registration System or its underlying database.

The benefit of having a Membership Card on the registration check process will be considered.

SOSC

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

There has been no meeting of the Standing Orders and Steering Committee.

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.

The convenor agreed there was a need now individuals were becoming available to progress the business in hand. It was agreed that to avoid running out of time that all the changes in the pipeline would be merged and reviewed collectively by the committee, this would ensure that they could be presented to the BoD in September and confirmed for inclusion in the 2021 AGM Order Paper at the December meeting.

2019/20 AGM

The RSPBA Annual General Meeting was held at 10am on the 27th June 2020 as notified to the Members. Members were invited to appoint the chairman of the AGM as their proxy, and to exercise their votes by submitting their proxy forms through the voting portal that had been set up for this purpose.

- 268 Bands received a notice regarding the convening the AGM, with majority providing a read receipt for the sent Email.
- 3 Bands sent other communications (which were noted).
- 97 Bands responded with proxy submissions.

A Report of the 89th Annual General Meeting of the RSPBA is in the process of being completed. (27/06 No3 – Vice Chairman)

In summary all motions were passed, and 7 Questions were received with the Proxy forms, for which the directors are to prepare a response (27/06 No4 – Chairman): -

1. Is there any option for a contest to take place if lockdown is eased before the summer ends?
2. The finance report indicates a desire to increase unrestricted funds in 2020/21. Can you advise how this will happen especially when there is significant debtors and liabilities in 2021.
3. With regards to band membership fees for this year. Due to the ongoing situation and the fact that there have been no RSPBA band activities or contests will these be carried over to next year for all those bands who have paid for this year?
4. It has now been two years since AGM agreed to carry out a full review of Articles and Rules, while accepting that this is a complex task why has the process not reached a conclusion in this extended timeframe.
5. Can Members be given an explanation as to why Directors have decided not to hold the AGM via a video conference platform e.g. Zoom?
6. How will this year's Major contest entry fees be handled? Are they to be refunded or retained for next year's contests?
7. Question from one of our board members. How do you intend to reduce the large deficit given that the pandemic has meant it cannot rebuild its unrestricted reserves this year?" also "Is it true that it plans to sell the HQ to Glasgow City Council and lease it back again???"

We also received: Comment - No questions to submit. We are happy with the way that RSPBA is being managed. Thanks

Finance

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

The update remains consistent with that reported previously.

While the facility is located in Glasgow and may seem to be biased to that region, we need to use the premises while offering its general use on a similar footing. The directors were asked to consider the suggested fees while we continue to seek clarification on the VAT definition of a “Commercial Let” regarding our VAT position and a formal response is communicated to the G&WS Branch who have made the first request to use the Premises. (14/03 No1 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.

We have taken advantage of the Governments Coronavirus Job Retention Scheme, and the staff have been placed 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.

The association has received a grant from the 3rd Sector Resilience Fund of £14.5K to help offset running costs of the building. This grant cannot be used to pay salaries. We have also received a Coronavirus Small Business Grant of £10k via Glasgow City Council.

We were pursuing the support for charities that had been mentioned in the press, we are but at the moment this is geared to those charities supporting Health and Wellbeing.

We have received a Coronavirus Business Bounce Back Loan (no payment for 12 months, payment over 4 years at 2.5%). The use of this funding, and that offered by the Branches, will only be utilised as a last resource, with the aim being to continue to minimise expenditure first.

We are in contact with the promoters of our Major Championships, looking ahead to the 2021 Season and onwards. The board have offered a one-year contract extensions to the Major Championship promoters in consideration of the loss of the 2020 event, this offer needs to follow due process.

We will refund Championship Entry and Summer School fees received when the staff return to the office.

The 2019/20 band registration fees have been used to cover the support and governance costs between November 2019 and April 2020, at this time there will be no refund of fees paid.

The 2020/21 band registration fees are anticipated to cover some of the support and governance costs between November 2020 and April 2021, it is too early to make any decisions on next year’s fees at this point in time.

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

A O C B

The vice chairman has identified 10 directors to have their drop box accounts amended from team accounts to personal accounts. The directors will be contacted individually, and update will take place at a time to avoid the loss of access to information needed by the director.

The Dundee Perth and Angus Branch requested approval from the BoD to hold their branch solos using an online format, this was agreed as the contest will not include WSD heats.

World Solo Drumming. It has been determined by the WSD Review Group that an online competition was not deemed to be feasible. The group for consistency would want ‘live’ qualifiers and there to be no entry from an online event.

The WSD Review Group still hoping the WSD Championship would take place, although this is all dependant on any restriction in place by the Scottish Government regarding the Covid-19 situation and the agreement of the venue owners Glasgow Caledonian University. The RSPBA Chairman is involved in

meetings with the Glasgow Life and Glasgow Caledonian University to see if the event will proceed, as all of their current events have been cancelled up to September. Should the new guidelines allow for an event, we need to understand what restrictions and limitations would need to be addressed. It is only after considering all of the information and guidance available, that a final decision can be made.

It was agreed that the next meeting would be the 25th July 2020.

RSPBA Web Precip Minutes June 2020