

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION  
Precis of the Board of Directors Meeting (Corrected 18<sup>th</sup> March 2020)  
45 Washington Street, Glasgow  
Saturday 14<sup>th</sup> March 2020

**Present:** P Brown, K Crothers, I Finlay, J Gibb, N Greeves, J Hughes, M McCrindle, A McGeoch, B Niven, K Reilly, K Robertson, A Faulkner, W MacGregor, P McAndrew

**Via Video Conference:** M Brown-Scott, L Ronaldson, D Martin,

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

**Apologies:** S Orr

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The planned post AGM meeting start was amended to a 9:30 start with an option to join via the Video Conferencing facility to progress business following the decision to postpone the AGM meeting due to the changing press regarding public gatherings. The following was published on the Website yesterday: -

*The RSPBA Annual General Meeting scheduled for tomorrow, Saturday 14<sup>th</sup> March 2020, in Glasgow, has been postponed due to the escalating coronavirus situation. The decision to postpone was taken after the Board of Directors considered in detail the advice of both local and national government agencies and is intended to minimise the potential health risk to our membership.*

*We know and appreciate that our members from across the UK will be disappointed by this late notification, however we have been working to assess the risk from a situation which continues to change rapidly. In the circumstances we believe the right thing to do for our membership is to postpone.*

*The RSPBA heed all government health advice. Branches and bands are also asked to re-assess all activities during the period of the current pandemic in the interest of the wellbeing of all band members and supporters.*

*The RSPBA will continue to be vigilant about coronavirus and will of course follow all advice from Health Protection Scotland. We will advise the membership of a new date for the AGM once the situation has improved and restrictions have been lifted.*

The Vice Chairman will try and provide a timely precis of the minutes to be used by the Directors for dissemination information to their Branch meetings (and ultimately the members), as well as looking for this to be placed as a news item on the Web. (01/02 No 11 Vice Chairman)

The minutes of the Directors' meeting of 1<sup>st</sup> February 2020 were approved on the proposal of K Reilly and seconded by I Finlay. The actions recorded from the previous meeting were discussed and are summarised as:-

**Completed:**

Letter sent to G&WS Branch rejecting a contest on the same day as a Major (01/02 No 2 CEO).

Distribute response to OSCR for BoD approval (01/02 No 10 Chairman)

Order Paper to be posted on-line at time it goes to print (07/12 No 15 CEO) The use of the Web will be addressed going forwards.

Letter of thanks sent to M O'Neill for his service to the MB (07/12 No 05 CEO).

Update the Directors working document following clarity on the option to confer, position of tents and the distribution of the Summary Sheets (05/10 No 2 Vice-Chairman) Issued to the directors today in the Meeting Pack.

Rules relating to taking alcohol onto the March Past is to be re-iterated to all Bands ((05/10 No 06 ) Directors to cover at their Branch Meeting.

### **Ongoing:**

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

Requesting feedback from Branches (and Bands) on the closeness of dates for the Major Championships (01/02 No 4 BoD)

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).

Consider if the “adjudicator preference” rule requires adjustment (01/02 No 8 APMB).

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)

Consider the production of a summary of decisions which could be published on the Web Site (01/02 No 11 Vice- Chairman).

Approach Glasgow Caledonian University regarding the feasibility of work experience or internship at the RSPBA (07/12 No 13 EO)

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

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) Note the reference may be subject to a typo.

### **Reassigned / Completed**

Add the discussion item from the NI Branch to the 2020 AGM Order Paper (07/012 No 11 CEO). The action was completed, the topic will be picked up by the Registration sub-group who will provide a report back to the BoD.

SOSC To distribute the final list of the approved items as soon as practicable, but at the latest by mid-January. (07/12 No 14. This did not happen after some working around and Email approval by the BoD those items approved at the December meeting that did not require amendment were included on the AGM Order paper. The SOSC to work diligently to progress business and report progress at each BoD Meeting.

Re-establish sub group to review the topic of Registrations (07/12 No 08 BoD).

SOSC are to progress a review of the Complaints Procedure (07/12 No 03 SOSC).

Investigate Improvements to the Web Site (02/02/19 No 3 M&M). This will be picked up and reported upon to each BoD meeting by the Marketing and Media Standing Committee.

### **Reassigned / New Action**

Review the expected costs for any internal hire of the Premises (01/02 No 5 Finance); Seek clarification on the VAT definition of a “Commercial Let” regarding our VAT position (01/02 No 4 CEO). Details have been prepared by the Finance Committee, further checks to be made before being communicated to the BoD and G&WS who have made a request to use the Premises. (14/03 No1 Finance /CEO)

Ensure the band who submitted the discussion topic from the NI Branch are present at the AGM. (07/12 No 12 NI Directors). The Registration sub-group convenor will contact the proposer of the motion and progress as needed pending any further debate at an AGM (14/03 No 2 Registration sub-group).

### **Correspondence**

No correspondence for the Board to progress.

### **Adjudicator Panel Management Board**

The minutes of the meeting on 14<sup>th</sup> February 2020 were accepted on the proposal of S J Gibb and seconded by I Finlay.

The suggestions regarding the Grade 1 Medley are to be discussed with the Music Board on the 4<sup>th</sup> April as a Liaison Group Item.

The APMB has fed back that the document "Using Social Media Responsibly" is in the wrong location on the Web. Needs to be a prominent item. A news item to be included on the Web pointing to the document (14/04 No 3 SOSC).

The APMB held a meeting on the 13<sup>th</sup> March 2020, a verbal update was presented. The minutes will be reviewed at the next BoD meeting.

The time between bands where feasible should be increased depending on the entries from the current 8 minutes. Directors and Contest Secretaries to note the request. The Vice-Chairman will consider this when looking at the major championship timings. The aim is to be fair while not compromising the Contests Start and Finish times.

### **Music Board**

The next MB meeting is scheduled for the 4<sup>th</sup> April.

The Higher to Lower transfers were approved on the proposal of M McCrindle seconded by P McAndrew.

The MB convenor reported that the business of the Standards/Grading Group is progressing efficiently and is up to date. It is recognised that the Standards/Grading group is not geographically representative due to the fact that its make-up is based on the Music Board members appointed by the Branches. A Terms of Reference exists for the Standards/Grading group.

The APMB will be invited to participate in the Liaison Group element of the next MB meeting.

### **Pipe Band College**

No update at this meeting.

### **Finance**

The committee has investigated the request from G&WS with respect to the use of the Premises. The costs were looked at for a 2 hour meeting covering the hire of the main hall at £25 per hour with a caretaker cost of £10 per hour (with 30 minutes pre and post booking). The caretaker cost could be removed if the Branch were to provide a responsible person to open/close the building.

Similarly, as cost of £125 per day for booking the facility for Branch contest / training courses, with a surcharge of £60 if a caretaker was required were placed before the board for consideration.

It was suggested that access to the rooms by Branches for training would be progressed with the Pipe Band College to avoid clashes of use. We are at present not able to hire our space on an adhoc basis.

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)

### **Marketing and Media.**

Not on the agenda for this meeting. Statistics of the hits on the web site were over 330,000 pages are accessed.

It was agreed the committee would look at how the Web site content can be structured to allow easier access by the consumer. This would include a review of the relevance of the content and what is missing and the best way of maintaining the content moving us forward with being “transparent” with our members.

### **COVID19 Statement**

It was clear that the BoD needed to make a statement on the ever-changing situation and how we are progressing the impact of this with the promoters of our Major Championships.

The Chairman and Vice-Chairman were asked to prepare a statement immediately following the meeting, to be reviewed by all director prior to it being published on our Web Site (14/03 No 3 Chairman).

*Post Meeting this action has been completed and the announcement published, hence it is not repeated in the Precis.*

Branches were also requested to inform the office of the cancelation of any of their events (14/03 No 3 Directors).

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 4 Directors).

### **Allocation of Directors**

#### Standing Committees

- Music Board: K Reilly (Convenor), I Finlay and M Brown-Scott,
- Adjudicators Panel Management Board: A McGeoch, S Orr {to be asked} and W MacGregor
- Finance and Insurance: K Crothers (Convenor), W MacGregor, P Brown and J Hughes in attendance I Embelton, and G Ussher
- Marketing and Media: K Robertson (Convenor), K Reilly, A Faulkner and D Martin
- Pipe Band College: J Gibb, N Greeves and W MacGregor
- SOSC: P McAndrew (Convenor), L Ronaldson, M McCrindle and B Niven
- Executive: K Reilly, W MacGregor, P Brown, J Hughes and the convenors, in attendance I Embelton, and G Ussher

#### Others

- Registration Sub Group: K Reilly and P Brown
- Update of the Risk Assessment register: M McCrindle and P Brown

### **A O C B**

Insurance requirements to be notified to W MacGregor for the next 12 months. Unclear if a rebate will exist if an event is cancelled. (14/03 No 5 Financer).

Query on why the Order Paper for the AGM does not hold a full transcript of the previous year was asked. The format follows that used in previous years. The format and need is to be reviewed going forwards. (14/03 No 6 Chairman).

Query regarding a potential difference of information presented to two applicants for Drum Major Training was asked to be investigated. (14/03 No 7 CEO).