

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting
Via Video Conference Saturday 27th April 2024

Present Via Video Conference: J Allan (JA), M Brown-Scott (MBS), A Duthie (AD), J Gibb (JG), R Hall (RH), D MacPhee (DM), A McCleery (AMcC), M McCrindle (MM), Major General D McDowell (President), R Niven (Chairman), S Orr (Vice Chairman), L Parsons (LP), L Ronaldson (LR), S Smith (SS), P Starr (PS)

Apologies: G Ussher (Honorary President), A McGeoch (AMcG)

In Attendance: R Gillespie (RG), C Mulhern (CEO)

The meeting started just after 9:30am

The Chairman brought the meeting to order.

Alison Duthie is the new Director for the Board representing the Dundee, Perth and Angus branch. Alison was welcomed by the Chairman and all the Directors.

The Chairman expressed his deepest condolences for Paul McAndrew, the Director of the Dundee, Perth and Angus branch. Paul's service to the Association was outstanding. During his service within the RSPBA, Paul was well respected; this is a great loss to the Association. A minute's silence was held for Paul and others we have recently have lost.

The President spoke at the Board Meeting to say this was his first board meeting as President. Last month he came to the RSPBA HQ in Glasgow for a visit and met with the Chairman, the Vice Chairman, the CEO and the office staff and witnessed the draw for the UK Championship.

The President attended the London and South of England branch competition in Luton with JA, this was a great opportunity to learn.

The President was inspired after the 2 visits and looks forward to attending the UK Championship in Bangor to experience his first championship.

The President spoke about how he wished to contribute to the RSPBA and looks forward to working with the Chairman, Vice Chairman, the CEO the Board of Directors and the HQ staff.

At an upcoming visit to meet with the King and Queen, the President will take the opportunity to say how delighted he is to be part of the RSPBA.

Minutes, Correspondence and Reports were made available to the Board in advance of the meeting through the Meeting Pack Dropbox folder.

Item	Discussion/Information	Action	Action by Whom
Correspondence	Kilmarnock has asked for permission to attend the Championships in mixed dress, this was approved.		HQ to write and confirm
	Peoples Ford Boghall and Bathgate Caledonia asked if the band could replace the grade 1 banner for the World Championships as it was looking a little worse for wear. Approval has been given as long as the banner is like for like and the original banner to be returned back to HQ for display purposes.		HQ to write and confirm

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Item	Discussion/Information	Action	Action by Whom
Music Board (cont'd)	Solo piping group to be set up is solely to explore how it would work. WSD review group BCPA and NZ circuits. SS has proposed that the Music Board and Standard and Grading requires a convenor for each individual group and a vice convenor, this would be a total integral restructure proposal for the Music Board. Any queries or questions for the Music Board must be submitted to RSPBA HQ and not individuals of the Music Board. Letter from HQ saying any information has to go through correct channel not individual Music Board members. Proposed and 2nd		BoD HQ to send a letter
Pipe Band College	The PBC mentioned that the SQA would not find favour with the exam diet going through without the quality assurance that the PBC carry out. The PBC Assessors were used between Monday to Friday for exams as other assessors were not available during the working week. PBC would be required to have a thorough budget breakdown in order for F.I.M to look into this. A breakdown of costs required from PBC on SQA cost and expenses for assessors. At the World Championship, it was discussed if it would be a possibility for a tent to be assigned for practice chanter and drum pads for the public to try. A financial signature for PDQB Account is required, it was suggested that the Principal of Drumming would be the signature. The PBC have suggested that the 2 reps for the RSPBA would be the piping and drumming principal to sit on the PDQB panel as there are specialist aspects to discuss and representation should be someone with piping and drumming experience.		

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Pipe Band College (cont'd)	DM to check with PDQB for to see if there is a possibility for RG to be an observer. Proposed and 2 nd		DM
Finance, Insurance and Maintenance	Book keeper position has been approved. Fundraiser position suggested a freelance person or a university placement. M&M to investigate further in order for this to be a formal proposal. Administrator 3 days per week – job has been approved and is now advertised. RG extra day has been approved. RG will now be working 4 days. CEO to show full jobs descriptions of all staff employees to the Board of Directors. Perth Council contract awaiting to be signed. Public liability insurance has been arranged, each branch to pay to HQ. Invoices to be sent out to each branch. The Access Database system is used for compiling. Speaking with George Woods, to come up with a solution. Every Director to take back to the branch bands, to ask if any person can help with a new database. RSPBANI problems sending through CSV for results, permission was asked for D McCartney and P Pedlow to have full disclosure for the back end of the website. SS will share the spreadsheet for the results to all Directors. Moving funds to discuss which way is best. Proposed and 2nd		CEO CEO is issue invoices Board of Directors SS CEO

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Item	Discussion/Information	Action	Action by Whom
Corporate Risk Register	Safeguarding over all CEO to take this on. Security online training for suspicious emails. Convenor to look after their own committee for risk, this was approved. RH to be the overall owner of risk. RH & CEO to put together a review date in the calendar at least twice a year. 1st post AGM and last meeting of season.		CEO CEO & RH
Standing Orders	Post AGM order paper 4.71.1 did not align with 4.71, S McQuillan to take back to MB and will pick up in September. Membership fees to be F.I.M remit. Summary sheet lines to be made bigger. Duties of Director to be uploaded onto the website and sent to all bands. Proposed and 2nd		CEO
Marketing and Media	Charity fund raiser vacancy for a part time contractor. The proposal was put to the Board for discussion, it was confirmed as an agreement in principle, this requires more research on the role and salary. The Chairman will appoint the Directors with regards to setting up a discussion group. Programme sales, adverts, merchandise. CEO and JA to look into. Proposed and 2nd		CEO & JA
APMB	It was voted for a Complaints Committee to be formed. For the training of new adjudicators could the APMB be mindful of small contest for car passes, catering and tents required. Proposed and 2nd		Chairman to inform APMB MM to inform APBM

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2024/2025 Championship Update	HQ are currently working with the RSPBANI for the UK Championship, awaiting clarification on road map for coach passes. A meeting Perth next week and to discuss the road closure application. 2025 working on proposals. The Championship Group is still to continue. CEO is working hard to try and secure 2025 Championships as he would like to announce these at the World Championship.		
A O C B	President left the meeting 14:16 GWoS would like to thank the new Chairman and wish all well for the forthcoming season. 850th anniversary of Glasgow, a discussion with regards to First Responders in America and Canada for a pipe band parade. Look into sponsors too. It was discussed that a reserve Director should be appointed. Every Director should be on duty for the World Championships. NI branch wish to thank the Chairman. The Chairman wished everyone a successful year. Next Board Meeting 5th October 2024. Meeting finished at 14:42.		

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PREVIOUS ACTIONS

Action	Reference and Owner
Enquiries are progressing with the Royal Household with a view to an invitation being extended for a Patronage.	(9/10 No 11 – Vice Chairman)
Glasgow has their 850th anniversary in 2025, The Lord Provost asked if The RSPBA could be part of this. Ideas requested	07/10 No 3 (KR)
The RSPBA and Scottish Schools Pipes and Drums Trust spoke about holding a ‘Demonstration’ freestyle event at the World Championships 2025, talks ongoing	07/10 No 7 (CEO & RG)
Street Parade for 850 th Glasgow anniversary	09/03 No 10 (CEO)
Inviting overseas First Responders bands to a parade	09/03 No 14 (DM)
The RSPBA have been asked to investigate Govan and Tynecastle areas. To provide ‘Summer School’ type experiences and possible exams.	07/10 No 24 (RG & CEO)
Access Database replacement CEO to look into more information on this.	07/10 No 18 (CEO)
The Clan Donald Trust for the Gaelic Performing Arts offer of support. DM has written awaiting response.	02/12 No 1 (DM)
Claim back VAT on hotel accommodation, invoices require being made payable to the RSPBA 45 Washington Street, Glasgow, G3 8AZ	02/12 No 8 (F.I.M)
CEO to put together a business card to send to all RSPBA Officials	27/4 No 9 (CEO)
Account information HQ will supply monthly cash flow reports to all Directors	02/12 No 9 (CEO)
Bands who don’t pay annual subscriptions every year, look into the fee	02/12 No 13 (SO)
Grade 2 survey to be sent to Leading Drummer and Pipe Majors	27/01 No 3 (MB)
World Solo Piping Championship group to be set up	27/01 No 9 (MB)
Letter received with regards to an interest for a Championship	27/01 No 12 CEO
Media release on Drum Major Tempos	27/01 No 13 (MB)
RSPBA website marketing to be followed up	27/01 No 14 (M&M)
Media release for Championship updates	27/01 No 15 (Chairman)
Timings to be looked into for each Championship	09/03 No 2 (VC & Chairman)
New chairs for adjudicators	09/03 No 3 (BoD)
Agreed that one arena will be purchased	27/04 No 8 (FIM)

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PREVIOUS ACTIONS (cont'd)

Action	Reference and Owner
Accounts to be looked into further and invite J Allardyce (Coalburn IOR)	09/03 No 4 (Chairman, VC & CEO)
Recruitment for marketing sponsorship role	09/03 No 9 (F.I.M, CEO, Chairman)
Website meeting with DPA branch	09/03 No 11 (CEO)
AGM for 2024 OR6 - Amendment to Rule 4.71.	09/03 No 13 (SO)
Information on Willie Ferguson to be prepared and sent to M&M	09/03 No 15 (DM)

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NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Kilmarnock to wear mixed uniform this has been approved	27/04 No 1 (HQ)
Peoples Ford Boghall and Bathgate Caledonia to replace Grade 1 Banner for World Championship	27/04 No 2 (HQ)
External Review to be resent to all branches	27/04 No 3 (BoD)
Trophy donation for P McAndrew at Perth European Championship, clarification from the promoter	27/04 No 4 (AD)
UK Juvenile playing times to remain	27/04 No 5 (CEO) to advise band
Age of Juvenile and Novice Juvenile members, should the band wish to make a rule change then they must follow correct procedure	27/04 No 6 (CEO) to advise band
850 th anniversary Kevin Reilly to take the lead on this	27/04 No 7 (Chairman) to advise KR
Overseas band secretaries will receive an email from HQ to inform them of the rules for member registrations and releases	27/04 No 10 (HQ)
MB to email band with regards to grading decision	27/04 No 11 (MB)
Music Board spreadsheet with regards to gradings RG to send to SS	27/04 No 12 (RG)
Music Board would like a convenor for each individual group	27/04 No 13 (BoD)
Member to be advised of the correct channels for contacting the MB	27/04 No 14 (HQ)
PBQB account signature required	27/04 No 15 (CEO)
HQ staff job descriptions to be sent across to the BoD	27/04 No 16 (CEO)
Band Fees subcommittee to be formed	27/04 No 17 (Chairman and VC)
HQ to issue invoices to all branches for public liability insurance	27/04 No 18 (CEO)
Directors to speak to their branch to ask if anyone can help with new database	27/04 No 19 (BoD)
SS to share with all Directors the spreadsheet for producing competition results	27/04 No 20 (SS)
Director Duties to be shared on website and sent to all bands	27/04 No 21 (CEO)