

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION  
Minutes of the Board of Directors Meeting Version: Final 1.0  
Via Video Conference  
Saturday 13<sup>th</sup> March 2021 @ 13:35

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

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

**Apologies:** S Orr RVM,

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The meeting was started at 13:35pm. W MacGregor reported to members of the BoD that he was experiencing difficulty joining the call, G Ussher provided him with the link to the meeting. I Finlay reported he may lose the video function as he would need to switch to his mobile phone during the meeting.

The Chairman brought the meeting to order.

### **Annual General Meeting**

The Chairman thanked J Hughes (the retiring Chairman), Ian Embelton (retiring CEO) and P Brown (Vice-Chairman) for their work in preparing for the association's Annual General Meeting (AGM). There was a lot of work undertaken to bring the components together needed to host the meeting, as well as the communication of details to the Members (Band Secretaries). Those who assisted as tellers, took notes or checked the Members details during the AGM were thanked, A Faulkner, L Ronaldson, M McCrindle and N Greeves.

The meeting format worked quite well and unlike last year allowed for an interactive meeting. Members views were clearly expressed, and the polling on the reports and motions worked better than anticipated.

The report of the meeting 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 association President (G Ussher) welcomed K Reilly into his post of Chairman of the association, he asked that he be supported by the BoD and by working together the association would overcome the challenges created by COVID-19 and the continuous operation of the organisation.

### **Correspondence**

No Correspondence.

### **BoD Minutes**

The Chairman went through the minutes of the Directors' meeting of 30<sup>th</sup> January 2021 and the progress of actions noted. The minutes were approved on the proposal of L Ronaldson 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 BoD need to look ahead and consider which directors are best placed to manage 45 Washington Street with respect to Infrastructure, Access and being on call for the various Alarms.

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).

N Greeves reported that his Drop Box folders were not updating. P Brown is to send out an invite to access the meeting pack folder again (13/03 No 3 – Vice Chairman).

### **Music Board**

Allocated Directors: I Finlay and M Brown-Scott,

The next MB meeting is scheduled for the 10<sup>th</sup> April 2021. K Reilly will attend the next MB meeting.

The MB met on the 6<sup>th</sup> March 2021, the minutes are not available for the BoD to consider.

The BoD were informed that the MB Convenor would like them to consider an easement of the competition format that had been prepared by the MB. The details were Emailed to the BoD who were asked to review the proposal after the meeting and respond to the Chairman with comments and/or acceptance of the proposal. (13/03 No 4 – BoD)

The association is meeting with the promoters after the planned March update from the Scottish Government on the timetable for easing coronavirus restrictions. A news item on the easement proposals would only be made if an announcement confirming the status of the event could not be made imminently. (13/03 No 5 – Chairman)

### **Adjudicator Panel Management Board**

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

The APMB held a meeting on the 26<sup>th</sup> Feb 2021, there were no minutes of this meeting available for the BoD to consider. The directors provided a verbal update on two items of operational concern.

1. The APMB felt three directors attending the APMB meetings was excessive. It was agreed that only two directors would be assigned to each standing committee (documented below under Appointments) the system of having a director cover for absences had broken down.
2. The Precise minute is a concern to the APMB. This is addressed below in response to the APMB minute of the 22<sup>nd</sup> January 2021.

The minutes of the APMB meeting held on Friday 22<sup>nd</sup> January 2021 were available for review. The minute was accepted on the proposal of W MacGregor seconded by M McCrindle.

It was noted that the APMB no longer receive the full RSPBA Board of Directors minutes which it was believed contained a broader record of the discussion points than the precis. W MacGregor agreed to try and arrange for a digital copy since hard copies were not being distributed during the office furlough period. Following a lengthy discussion in AOCB, 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 reported to the members of the Panel their discussion with the Music Board at the Liaison Group Meeting. A summary of the items discussed had already been reported by the MB and included in the BOD Minute of the 30<sup>th</sup> January 2021.

ADG Training Update. The group are currently trying to convert the hard copy training modules with supporting video format to use as a presentation aid for an online training course. This work is ongoing with a view to re starting the current course at some point in 2021.

The APMB felt that the association needed to engage its Membership by considering holding a “streamed” event. A streamed event would require the current social distancing measures to be relaxed, as it is possible that the performers have to be at the same venue. A composite Band performance as seen on You Tube, run

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as a contest would be against the current guidance provided by the MB. The Item is to be brought to the attention of the MB for them to consider alongside their ideas on events (13/03 No 7 – MB Directors)

The APMB Directors reported verbally to the January BoD that the 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 subject was not raised at the Liaison Group with the MB. The Item is to be brought to the attention of the MB for their consideration (13/03 No 8 – MB Directors)

### **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 4<sup>th</sup> March 2021.

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

The meeting focused on the up coming AGM and the detail within the Annual Accounts. These accounts are available in the AGM Order Paper. The Chairman (J Hughes) in his Report to the AGM made the following statement: -

#### **Association Finances**

There is no doubt that this has been a difficult year for many, if not all of us, and it's not over yet. The loss of our five Major Championships, and the restrictions imposed because of Covid-19 has clearly had a major effect on the financial position of the Association.

We have managed to keep going by attracting some funding and by tightly managing our costs, including putting the office staff on Furlough since 1st April. However, we still needed to meet the general overheads and fixed costs, as well as the balance of staff costs which fell outside the furlough scheme. Date: 24th March 2021 Version: Final 1.1 Page 4 of 15

We have managed to secure the following funding during 2020 and 2021 to support our fixed costs:

- £10k from the Governments Business Support Fund,
- £14.5k from the Corra Foundation Fund
- £7.5k from Glasgow City Heritage Trust

This funding combined with the band subscriptions and contributions from our Championship promoters has delivered the financial position you see reflected today in the order paper.

We have also availed ourself of the Governments Bounce Back Loan Scheme to the sum of £50k which is free for the first year, and have recently been advised that we have been successful in receiving a grant of £27k from Visit Scotland Pivotal Event Business Fund.

- We continue to make use of the governments furlough scheme. In the budget on the 3<sup>rd</sup> March 2021 the scheme is to be extended beyond its current end date, until the end of September. The association will need to make a higher contribution from July, and higher again in August and September. The business of the association is progressing with staff checking and responding to the Mail and Email as allowed by the scheme.
- The first three championships of 2021 have been cancelled.
- The Finance Insurance and Maintenance committee recommended taking a capital repayment holiday of 6 months on our Bounce Back Loan. This was accepted on a proposal of A Faulkner seconded by A McGeoch.

### **Appointments**

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The Chairman then went through each of the standing committees, and appointments were confirmed.

#### Standing Committees

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

Where a director cannot attend a meeting of the APMB, PBC or MB, they should notify the Convenor at the earliest opportunity they are unable to attend. Where the presence of a director is required to ensure the business of the committee can proceed, a director should request a member of the BoD deputise for them, making communication via the WhatsApp Group.

#### **Marketing and Media.**

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

Continuing to review News Items.

#### **SOSC**

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

To submit the AGM approved changes to the Articles of Association to Companies House and then to OSCR.

The committee will consider the comments raised by the Membership at the AGM at their next meeting.

#### **Pipe Band College**

Allocated Directors: J Gibb and N Greeves.

Convenor: Pat Whelan

There were no minutes or report available for the BoD to consider.

#### **2021 Championships / Season**

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

The group is waiting for the Scottish Government to issue its timetable on easing coronavirus restrictions later in March, and an update from the promoters of the Scottish / World Pipe Band Championships before holding a meeting.

#### **AOCB**

W MacGregor raised the issue of Minutes (documented under the APMB minute above). W MacGregor is to contact APMB convenor before their next meeting to advise him of the directors who have been allocated their committee. Letting him know there may be a replacement if one or both cannot attend.

J Gibb asked where do we stand after OR2 was voted down, needs to be looked at by Finance Insurance and Maintenance. (13/03 No 9 – Finance Insurance and Maintenance)

S Smith reported that Helensburgh was cancelled.

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P Brown said there was a need to complete a hand over of tasks and possibly appoint new owners to members of the Board best placed to undertake them from the retiring Chairman. Examples: Drop Box management; Fire / Security alarm call out etc.

A Faulkner reported in the absence of any branch competitions taking place, the NI Branch depending on the guidelines allowing would like to run a performance / showcase event later in the year. The event may take place on Grass. N Greeves felt that outdoor events would be more likely as the social distancing restrictions are lifted.

The next meeting is scheduled to take place on the 24<sup>th</sup> April 2021.

#### PREVIOUS ACTIONS COMPLETED

| Action  | Reference and Owner               |
|---|-----------------------------------|
| The AGM MB Convenors report will include the intention to run a pilot of the standing start for Grade 4B and Novice Juvenile B Bands when and as clarity on the events taking place in the 2021 and 2022 seasons is known.  | (30/01 No1 – MB)                  |
| Publish the “Reference Information on Competition Format” version 2.0 on the Web as a News Item.  | (30/01 No 2 – Vice Chairman)      |
| Members of the BoD had no further comments on the feasibility study produced on “Photo Membership Cards”, this is to be shared with the proposer of the motion requesting its production.   | (30/01 No 3 – Registration Group) |
| The branches are to advise the Insurers on the contest cover they require once the events are confirmed.  | (30/01 No 4 – Branches)           |
| The PBC Composition Competition Identified Entries formatted publication that can be downloaded is to be added to the Web as a News item  | (30/01 No 5 – Vice Chairman)      |
| Notice of AGM to be put on the web site   | (30/01 No 6 – Chairman)           |
| Reports for the Order Paper to be received by 12 Feb 2021   | (30/01 No 7 - Convenors)          |
| The Vice-Chairman agreed to discuss 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. | (05/09 No 1 – Vice Chairman)      |
| Calendar of Meetings to be produced. Awaiting final input from some Groups.   | (05//12 No 13 – Vice Chairman)    |

#### NEW ACTIONS FROM THIS MEETING

| 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)       |

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| 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)                      |
| 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. | (13/03 No 8 – 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) |

## 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) |