

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting
Via Video Conference Final 1.0
Saturday 4th December 2021 @ 9.30 am

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

In Attendance: I Embelton, G Ussher

The meeting started shortly after 9.30 am.

The Chairman brought the meeting to order. There was a full attendance of the Board members at the meeting.

Correspondence

The Chairman received a letter addressed to the Board from K Robertson tendering her resignation owing to work commitments. K Robertson advised that she had intimated her intention to stand down to the North of Scotland Branch. To ensure continuity she will attend the January BoD meeting until a new convenor of the Marketing & Media committee is appointed and would submit the report on behalf of the committee for the 2022 AGM . The Chairman thanked her on behalf of the Board for all the work she had committed to over the past two years and wished her well with all her endeavours in the future.

P Brown confirmed he had submitted the letter to OSCR on behalf of the Board as contained within the meeting pack and had received no acknowledgement or response to date. He advised that he intends to resend the correspondence.

P Brown confirmed he had received and responded to correspondence from Shotts & Dykehead Pipe Band regarding a query on the safe return to practice.

The Correspondence was accepted on proposal of S Orr seconded by B Niven

Board Minutes

The Chairman referred to the minutes of the Directors' Meeting of the 9th October 2021.

These were approved unanimously by the Board on proposal of S Orr and seconded by A Faulkner.

Matters arising from the minutes:

09/10 Item 12- Relating to the 2019 Major Championship trophies, I Embleton confirmed that he has spoken to the trophy officer Brian Watt and confirmed that Brian is in receipt of many trophies and will return them to HQ asap. I Embelton hopes to have all trophies returned by the end February.

11/09 Item 3 - Regarding the UK Indoor Competition the results of the survey were discussed, the recommendation was that this event would not proceed in 2022. The idea could be considered in the future if it was to be supported by the Bands and a promotor acquired.

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.

Marketing and Media.

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

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There was a report available for the Board to consider.

Website refresh – The website refresh launch was on Saturday 16th October. There were a few days spent testing with it being publicly launched on Monday 18th with a softly softly approach to avoid a massive rush and potential crashing of the site.

K Robertson stated that feedback has generally been very positive with a few minor link glitches which were rectified quickly. The fees table was uploaded following checking by the Board with no reported issues. The late payment penalty was implemented on 1st December 2021.

Email addresses are currently being transferred to a Gmail provider, the switch over from the current platform will take place on the 7th December 2021. (04/12 No 1 – Vice Chairman)

The Convenor said a huge amount of work has been done by the more technically gifted and acknowledged their support and thanked them for their efforts which made the transition as smooth as possible.

Phases 2 and 3 are well underway and will be launched and updated as we progress towards the new season.

Facebook and News Items have also been updated with announcements which include the return of trophies, fee announcement, Adult World Snare Drumming 2022 qualifier events, and the availability of ticket sales for Inverness.

The Convenor reported that the Facebook page continues to gain wide reach, averaging 5-10,000 views depending on the subject matter.

A few members of the Board had said that the timing of the website refresh during the pandemic had been queried at their recent Branch AGM's. A discussion ensued with the Board agreeing that this was an excellent time for the refresh and the move to new infrastructure to take place as activity is limited due to there being no competitions. It should also be noted the project was initiated pre-pandemic and has been ongoing for 2 years.

The Chairman asked if it was known what numbers had accessed the website. That information was not available during the meeting.

P Brown confirmed that whilst it was necessary to engage someone technical to build the website, once this was completed, the Association will become the site administrators being able to manage the content itself. The old site required the incumbent administrator make changes to the pages, add news items, and update the tables that underpinned its operation.

There will be an administration handover from the developer once the work has been completed, to members of the Board and Headquarters Staff for those involved with its operation, allowing for the internal maintenance of information going forward. The Chairman asked the Board to support P Brown with further development testing requests on the remaining phases going forward.

The Report was approved unanimously by the Board on proposal of L Ronaldson seconded by P Brown.

At this point P Whelan joined the meeting.

Pipe Band College

Education Officer: P Whelan. Allocated Directors: J Gibb, and N Greaves

The Pipe Band College AGM and a PBC meeting were held on Saturday 13th November online via zoom. A draft report of each was made available for the Board to consider.

There was a query from the Board Minutes raised with P Whelan when he joined the meeting. It related to outstanding SQA theory accreditation for a number of Tenor drumming candidates in the DP&A Branch going back to October 2018. P Whelan said he did not have the information to hand but would look into it. P McAndrew the director for DP&A agreed to forward the details to P Whelan.

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There were three items of similar correspondence received questioning the Boards decision to support the PBC in not progressing further SQA assessments at this time.

1. Lothian & Borders – President J Hughes stated that at the branch AGM held on Sunday 28th November he was requested to write to the BoD regarding the extended suspension of the SCQF Examinations for the foreseeable future, which had been communicated to the L&B Branch Assessors on 24th November 2021.

He went on to express the Branch's disappointment and frustration at the news that the RSPBA cannot and will not facilitate any Exams until further notice. He continued by quoting from the RSPBA Articles of Association and requested the BoD publish a detailed road map leading to the resumption of these activities as a matter of urgency.

(The letter was available to members of the Board in the Dropbox meeting pack for the Directors reference.)

2. Mick O'Neill – George Watson's college disappointed and respectfully request that this correspondence be read to the BoD. The letter followed a similar theme to that of the L&B letter.
3. Collected group – Writing jointly to express their dismay and frustration that the SQA have been on hold. A question contained within the correspondence asked if the decision was taken by the SQA or the RSPBA. The letter also asked why the help offered by the PBC Principals had not been taken up to help resolve this issue.

P Whelan said he was aware of correspondence and "the necessary action" required to remove this block put in place by the SQA. He stated there is an assumption by some that the ball is in the RSPBA court, this is not the case.

There is a process to follow and the RSPBA is going through the process with the SQA at the moment. Unfortunately this is taking longer than we all would wish.

Candidates who had been assessed and are awaiting certification have had all their details loaded onto SQA Connect, ready to be processed once SQA give the go-ahead to the RSPBA that we can resume the certification of candidates.

The Chairman said that this has been well documented and well explained at PBC meetings. J Gibb took exception to the part of the L&B letter that stated the RSPBA cannot and will not progress with SCQF.

P Whelan and I Embelton are meeting with SQA next week to discuss matters arising from this situation including the impact of the elongated timeline preventing the RSPBA supporting its members. However, until the external verification required by SQA takes place the RSPBA cannot proceed.

A long discussion ensued with the general consensus of opinion being that the Chairman should reply to the three letters (and consider copying this to all Branch Chairs) advising of the current position with the SQA examinations. (04/12 No 2 – Chairman)

The PBC AGM draft Report – 13th November 2021

The Board went through the report that was available in the Dropbox. There were several concerns and queries raised in relation to the Election process of two of the principals. The PBC Principals are not "elected" but "selected" from applications invited from members of the RSPBA as each post comes up for selection. (Rule 2.23.3).

It was explained to the Board that the election had been progressed by the PBC Principals, as they referred to the wording of Rule 2.23.3 which currently stated "elected".

P Brown raised a point of order / exception to the action taken at the AGM. As Vice- chairman, he had to apologise publicly to the PBC Principals in the Board Minute of the 5th December 2020 which had stated

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they were selected into post not elected as written in the minutes. Having clarified this point and accepted that interpretation, it is wrong to take a different tact when it is convenient.

Extract from the minutes: - “The Vice-Chairman apologised for incorrectly recording that the Pipe Band College Principals are elected, when they are selected from applications invited from members of The RSPBA as each post comes up for election. (Rule 2.23.3) “

The first PBC AGM would be postponed until November 2021 to allow the principal positions to operate appropriately. 1/3rd of the appointments are to stand down at the Pipe Band College AGM but may be eligible for selection for a further term, the rotation of posts up for selection would commence in 2021 with the Sumer School Principal and Piping Principal, in 2022 the Drumming Principal and in 2023 the Pipe Band Musicianship Principal.

As the Chairman was present at the PBC AGM and accepted the statement and subsequent vote instigated by the Principals, the Board recognised there is an issue to be resolved and the process was not fully defined.

It was therefore accepted that the current holders of the roles should be considered as having been selected to continue in office for a further year (2.23.3 - Last sentence). The Chairman is to notify the PBC Principals of the Boards decision (04/12 No 3 Chairman)

The Chairman asked the Standing Orders & Steering Committee to review Rule 2.23.3 and ensure a change to the Rule is presented for consideration by the membership in the AGM Order Paper in March 2022.

If the amendment to clarify Rule 2.23.3 is approved at RSPBA AGM in March 2022, the existing Principals and any other suitably qualified and experienced individuals will be invited to apply for re-selection / selection for the roles beyond 13 November 2022.

The Board, having received a report from the Summer School Principal this year, request reports from each of the other Principals are made available for inclusion in the 2022 AGM Order Paper. (04/12 No 4 – PBC)

Draft Report – 13th November 2021

The Board of Directors acknowledged receipt of the two draft reports.

The Chairman thanked P Whelan for his attendance, and he left the meeting.

Music Board

Allocated Directors: M Brown-Scott (Convenor), S Smith

There had been two Music Board meetings held online: on Saturday, 16th October at 10.00 am and Saturday, 20th November at 10.00 am. The reports were available for the BoD to consider.

MB report Saturday 16th October.

One item of correspondence had been received; an email from Julie Brinklow stating she had resigned from her position of MB rep for the North of Scotland Branch. The Directors have been informed. She wished the MB well in all future endeavours and gives her continued support to all our activities. The MB stated she would be missed as a valuable member and wished her well for the future. The MB would also like to acknowledge the phenomenal amount of work Julie has undertaken in her own time for both the MB's benefit as well as for the Association.

Drumming Group - WSD

A successful meeting was held between WSD, RSPBA Chairman and EUSPBA USA, who will host the first qualifying event in 2022; The Royal Scottish Pipe Band Association – Intercontinental Championship 2022. Several agreements and protocols were reached as outlined within the WSD Report.

The WSD Format Guide which has been drafted with support by the Vice Chairman is being reviewed by members of the Group.

The group are seeking support from the RSPBA Office via the CEO and EUSPBA Officials to prepare the entry {electronic entry} form for the Intercontinental Championship. (04/12 No 5 – HQ)

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The request by the WSD group to be involved in the planning of the streamed online draws was discussed. The Vice Chairman reported that draws had been undertaken for all the Major Championships and it was simply envisaged that these would be streamed (as indicated in a previous minute). The intention was to stream an online draw starting with the first of the Major Championships to establish the practicalities and procedures for doing so. If successful, this would move on through the calendar. Specific requirements for the World Solo Drumming event will be discussed nearer the time, however it is envisaged that the draw requirements would be documented in the WSD Format Guide.

The WSD Group are continuing to seek an assurance that all WSD recommendations already approved by MB/BOD (since January 2020) and thereafter are communicated and actioned via the CEO and Directors as required. The Board believe that the best way to ensure this requirement is met is for the WSD Format Guide to be completed and checked for inclusion of all the WSD recommendations that have been approved. The document once approved can then be published and made available on the Web Site, alongside the current Band Competition Format Guide.

Format Group.

It is also noted all projects are progressing.

The NJB & G4B 'Static Start Pilot' will progress in season 2022 as confirmed at the 2021 AGM. The pilot is planned for the Inverness Major Championship and 3 minor competitions prior to that.

1. The Docuseries timetable for the filming slots needed to be re-drafted. The Format Group wish to place on record their grateful thanks to C. Coates (co-opted member) who is completing the filing and editing at his own expense.
2. The Grade 1, World Pipe Band project is ongoing, a timeline will be developed at the next Format Group meeting subject to resources being in place.
3. Information was provided to the MB on the survey results related to the proposed UK Indoor Competition, which had been requested by the BoD to gauge support for the event. There were 159 bands contacted with the survey, of which 52 had replied. 75% of those replying believe the event is a good idea with a lesser number being able to commit to an event at this time. MB feel it's time for Board to discuss the results and advise the MB of next step

The Music Board report was accepted on the proposal of S Orr and seconded by L Ronaldson and had a majority support of the Board.

MB report 20th November 2021.

A further email was received from Mr Potter regarding the reply he received to his request asking for authority to reproduce the prescribed tunes of the RSPBA within his product. The response given to Mr Potter was that the tunes listed are freely available to anyone and that the association did not feel the need to authorise their use. This point was re-iterated by the Tunes Group. The feeling of the Music Board was that they were happy with the sentiments of the initial response to Mr Potter.

Music Board were asked to provide the Board with an individual timeline for the many projects that are ongoing, the Music Board reported the dates are listed in the Format Group minutes of the 16th November (update provided below).

A news item was published with regards to the dates of the WSD (Word Solo Drumming) Adult Solo Championship titled events following notification from the Branches. The Dundee, Perth and Angus Branch is to be contacted by the Music Board representative regarding the date of the event in case an amendment to the published date needs to be made.

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Standards and Grading Group report

The Standards and Grading Group is working through the transfer and grading requests received by the office on a case-by-case basis.

Some members of the group would like to see additional information provided with the band roster to aid their decision making.

The Music Board Convenor is to arrange a meeting of the Standards and Grading Group to identify any changes to the published policy and procedures that may be required. Any changes would need to be approved by the Board of Directors.

The Board discussed the composition of the Standards and Grading group as a few members have stood down from the Music Board. In the absence of Music Board members with adjudication experience the standards and grading group may benefit with a few Adjudicators from the Panel being co-opted on for what is envisaged will be a busy time ahead for the group.

Format Group report

1. Grade 1 Project – Next phase/steps will be progressed by a meeting which is to be arranged for February 2022

2. Grade 4B and Nov Juv B ‘Static Start’ Pilot –

With regards to the Grade 4B and Nov Juv B Pilot the MB members discussed bringing this to the attention of bands (as it has been agreed for some time) to raise their awareness of it happening in the 2022 season. The pilot Major will be the European Championships in Inverness. There will also be some pilots of the Static Start at some minor competitions in the proceeding weeks to the Major. As noted in the minutes of the Format Group a short video has been proposed to explain the concept.

The Music Board agreed to continue to communicate with bands via another press release and explainer video – through a News Item (via Marketing and Media) in January/ February 2022

As the Static start is being considered to assist the Novice Juvenile B bands to help them to compete it was suggested that it could be allowed for the Bass Drum to be placed on a stand. The Music Board members agreed that this would be a good proposal.

Out with the Static Start Pilot, and with assisting the bandsmen as the topic of conversation, it was also proposed that where a band has a player in a wheelchair, that the player is allowed to be wheeled on and start in line with the other members of the band rather than starting in the circle and have the band form up around them.

The Board confirmed that the Directors on duty in any competition arena will use best endeavours to assist all disabled Band Members to compete to the best of their ability.

3. Docuseries – The Music Board are waiting to confirm with C Coates the status of the filming, and its availability for publication.
4. Format Guide – Next phase WSD Format Guide to be complete by Feb 2022
5. UK Indoor – Share results of the Survey Monkey at next BoD meeting for consideration.

The Music Board recommendation to carry forward the practiced but not performed requirements into the 2022 Season was approved at the Board of Directors Meeting on the 4th December 2021. Details to be notified to the Bands. (04/12 No 6 – Marketing and Media)

The report was approved on the proposal of N Greeves and seconded by A McGeoch and had the support of the majority of the Board.

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Finance, Insurance & Maintenance

Allocated Directors K Crothers (Convenor), W MacGregor, P Brown and K Reilly with I Embelton in attendance. Apology: G Ussher

The Finance, Insurance and Maintenance committee met via zoom at 2:00pm on the 25th November. A report was available for the BoD to consider.

1. Staff:

The staff have returned to work, no finance matters are outstanding.

2. Building:

There is nothing further to report on the Retention situation, the budget reserves continue to be forecasted forward.

A wheelchair ramp is being sourced to enable ground floor access to be made available.

A slate has become detached from its place on the roof, the committee agreed that this needed to be replaced at the earliest opportunity.

A quote of £350 has been received for an annual review/check of the Fire Suppression System. The committee agreed to this being progressed to ensure we are compliant with our insurance, as well as ensuring the building remains fully protected.

The other annual checks on the property have been completed or have been organised to ensure our checks are current.

3. Budgets.

No budget requests were presented for review.

A report on the wider use of Headquarters is to be produced following a review walk around on the 22nd of November (I Embelton, P Brown, B Niven and K Reilly). This may contain a small budget request for signs, wall/floor markings, sources are being investigated to minimise any anticipated expenditure.

4. Fee for 2021/22

The late payment penalty will be applied to the production website on the 1st of December 2021.

5. FI&M AOCB

The contracts for the 2022 events are still being progressed.

The committee recommend that standing and sub-committee meetings continue to use video conferencing. Face 2 Face to be used where necessary, possibly with an annual meeting to be included in future forecasts.

It was agreed the committee would meet before the next BoD meeting, or sooner if needed.

The report was approved on the proposal of S Orr and seconded by L Ronaldson and had the unanimous support of the Board.

Standing Orders & Steering Committee

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

The SOSOC met on Monday 29th November at 8.00 pm via zoom.

A report was available for the Board to consider.

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Risk Assessment/ Health & Safety Policy. B Niven met with P Brown, I Embelton and K Reilly at HQ on Monday 22nd November. They went through the new premises to ascertain which areas required signage, identify emergency escape routes and go through the drawings and plans.

The current Risk Assessment was available for the Board to consider. The proposed changes for the AGM 2022 Order Paper was also presented to the Board.

The Convenor advised the Board that going forward the SOSC will meet on a Monday night 2 weeks prior to a Board meeting. The Vice Chairman will update the Calendar of Meetings to reflect this decision. (04/12 No 7 - Vice Chairman)

The report was approved on the proposal of S Orr and seconded by K Crothers and had the support of the majority of the Board.

APMB

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

The report from the Adjudicators AGM held on the 7th November 2021 via zoom and the report from an APMB meeting held on 19th November 2021 via zoom were available for the Board to consider.

The allocated Directors who attended the AGM reported to the Board that it went smoothly with 41 Adjudicators attending the meeting.

The reports were accepted as read. The main concerns raised at the AGM related to preparations for the 2022 season and what protocols the Board will have in place in relation to Covid 19.

APMB meeting held on 19th November 2021.

The convenor welcomed all in attendance to the APMB meeting, which was additional to the normal meetings schedule, two items were discussed.

Guideline protocol for adjudication during Covid19 restrictions for 2022 season.

The secretary provided a discussion document outlining potential issues and relevant topics, prior to the meeting. The points within the document provoked a long debate where various opinions were expressed, to help formulate a realistic protocol for adjudicators. It was stated that any recommended adjudicator protocol would be a live document subject to endorsement and updates from the RSPBA Board of Directors.

The Board discussed at length the recommendations and comments that were contained within the reports. The Board recognises and empathises with the Adjudicators' concerns and acknowledges that the recommendations have considerable merit. This subject, however, has been discussed at many Board meetings and remains a moving target as all will depend upon the Government legislation and guidance in place at the time events are held next year.

The Board proposed to resurrect the 2021 Working Group as the 2022 Working Group to progress this further at the beginning of 2022. P McAndrew, having considerable working knowledge of Covid 19 restrictions and current advice, will chair the group with all relevant sub-committees, as before, being invited to participate. (04/12 No 8 – Director)

Drum Major adjudicator training applications

Three Drum Major Adjudication training applications were considered with supporting documentation from Headquarters and the applicants will be notified of the decisions taken. (04/12 No 9 – HQ/ ADG)

The ADG agreed to accommodate any successful applicants on the forthcoming Piping, Drumming and Drum Major Training Course in 2022. The ADG advised that some of the course material is delivered jointly to students in all three disciplines and numbers would be subject to detailed planning in terms of

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delivering training presentations with safe social distancing, maximum numbers allowed to facilitate a Covid safe environment.

The report was approved on the proposal of S Orr and seconded by J Gibb and had the unanimous support of the Board.

Stewards & Compliers:

All Stewards have been contacted and confirm they are available and willing to attend the Championships next year. Availability sheets will be sent out to the Stewards in due course.

The Board were advised that Mrs Irene Black, a member of the compiling team has retired. The Board wish to recognise Mrs Black's contribution to the RSPBA by honouring her with a Life Membership on the proposal of S Orr and seconded by A Faulkner which had the unanimous support of the Board. (04/12 No 10 – HQ)

The Board are delighted that Mrs Gibb has agreed to assist the compiling team going forward.

AOCB

P Brown – Advised that he intends to visit HQ in the incoming week to facilitate the Email migration from the current platform to the new website platform.

P Brown – Informed the Board he had produced the report on the wider use of Headquarters mentioned in the Finance and Insurance and Maintenance update. The Board were asked to review the report and provide comment prior to the next Board meeting.

A Faulkner – A query was raised regarding correspondence at a recent Branch AGM. The email address for the Marketing and Media Standing committee was confirmed as marketing.nedia@rspba.org.

The Royal Scottish Pipe Band Association
45 Washington Street, Glasgow, G3 8AZ
Telephone +44(0)141 221 5414
[Email](#) |

The above detail is available on the website and the Email links to the Contact page.

As there was no other business the meeting closed at 13.15 pm.

Date of next meeting is 29th January 2022 at 9.30 am

PREVIOUS ACTIONS COMPLETED

Action	Reference and Owner
The APMB secretary is to be informed that there may be limited access to Washington Street due to the large numbers expected to attend COP26 police and protest at the event.	(9/10 No.2 – APMB Directors)
The Board are to check the spreadsheet of band registrations for their branch for accuracy as it would be a key part of the ability to collect Fee payments	(9/10 No4 – Directors)
Members of the Board were asked to confirm the email address they were using as fresh @rspba.org accounts will be provided on the new servers when the email functionality is transferred.	(9/10 No5 – Directors)
Remind the Branch members that it was still possible to apply for the Pipe Band College vacancies.	(9/10 No 7 – Directors)
Reply to correspondence received from Kirk Potter.	(9/10 No 8 – MB Convenor)
Music Board to provide the Board with an individual timeline for the many projects that are ongoing.	(9/10 No 9 – MB Convenor)
A news item will be placed on the Website providing details of the amounts payable.	(9/10 No10 – Marketing & Media)
Letters are to be sent to all Bands who currently hold trophies from the 2019 Major Championships asking for them to be returned to Headquarters.	(9/10 No12 – HQ)
Obtain clarity (Band Support, Financial Model, likely dates etc) on the proposed competition reported in April 2021 BoD minute.	(11/09 No 3 – MB/ MB Directors)
The Branches holding WSD Adult Regional Qualifiers are asked to confirm their anticipated contest dates as soon as possible. News Item published with the details currently available	(11/09 No 5 –Directors)

NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Email switch over from the current platform will take place on the 7 th December 2021	(04/12 No 1 – Vice Chairman)
Reply to the three letters (and consider copying this to all Branch Chairs) advising of the current position with the SQA examinations.	(04/12 No 2 – Chairman)
PBC Appointments: It was therefore accepted that the current holders of the roles up for renewal should be considered as having been selected to continue in office for a further year (2.23.3 - Last sentence). The Chairman is to notify the PBC Principals of the Board's decision.	(04/12 No 3 Chairman)
PBC Principals to produce a report for inclusion in the 2022 AGM Order Paper.	(04/12 No 4 – PBC)
The CEO and EUSPBA Officials to prepare the entry {electronic entry} form for the Intercontinental Championship.	(04/12 No 5 – HQ)
The Music Board recommendation on the 2022 Playing requirements is to be notified to the Bands.	04/12 No 6 – Marketing and Media)
Update the Calendar of Meetings to reflect the SOSC committee meeting on the Monday night 2 weeks prior to the Board Meeting. (04/12 No 7 - Vice Chairman)	(04/12 No 7 - Vice Chairman)
Resurrect the 2021 Working Group as the 2022 Working Group to manage the 2022 Covid 19 requirements.	(04/12 No 8 – Director)
Drum Major Adjudication training applicants will be notified of the decisions taken.	(04/12 No 9 – HQ/ ADG)
The Board wish to recognise Mrs Black's contribution to the RSPBA on retiring from the compiling team by honouring her with a Life Membership.	(04/12 No 10 – HQ)
The Board were asked to review the report on the wider use of Headquarters and provide comment prior to the next Board meeting.	(04/12 No 11 – Directors)

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OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Action	Reference and Owner
Complete the Risk Assessment, safety/information signage and produce the Health & Safety handbook	(9/10 No1 - Chairman/Board Members)
Progress the award of an Honorary Life Membership for G Craig	(9/10 No3 - Chairman)
Investigate the quorum size for meetings of the Pipe Band College and review the “Terms of Reference”.	(9/10 No 6 - Education Officer)
Approaching members of the Royal Family with a view to an invitation to an invitation being extended for a Patronage.	(9/10 No 11 - Chairman)
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)

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