

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting
Via Video Conference Draft 1.0
Saturday 29th January 2022 @ 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: G Ussher, I Embelton, AC Burke, P Whelan, A Papageorgiou

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.

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

Correspondence

The Chairman requested that the correspondence items, which had been placed in the Meeting Packs be covered with the appropriate Report or Minute.

The Chairman bethought himself and before the meeting continued, he welcomed AC Burke (CEO Designate) to the meeting.

Board Minutes

The Chairman referred to the minutes of the Directors' Meeting of the 4th December 2021.

These were approved unanimously by the Board on proposal of K Robertson and seconded by S Orr.

Matters arising from the minutes:

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.

The PBC Principals were notified by the Chairman of the Board's decision regarding the appointment of the Principal Posts, and that the current holders of the roles should be considered as having been selected to continue in office for a further year. (04/12 No 3 Chairman). The PBC Principles don't agree with the approach being considered and letters received from members of the College, were available for the Board prior to the meeting.

There is no electronic entry to the World Solo Drumming Qualifiers. Entries, the entry form follows the standard format used. (04/12 No 5 – HQ)

The Director for DP&A Branch to pass on details of the Tenor drumming candidates who had not received accreditation for their Theory to the Education Officer who follow up on this outstanding action. (05/09 No 12 – EO / PBC).

P Brown at the last Board meeting reported he would follow up his correspondence with OSCR, responses received on the 17th Dec 2021 and 6th Jan 2022 were available to the Board and Standing Orders and Steering Committee for consideration.

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Marketing and Media.

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

There was a report available for the Board to consider from a zoom meeting held on the Tuesday 18th January 2022 at 7.00pm which was attended by: P Brown, AC Burke (CEO Elect), K Reilly (Chairman), K Robertson and M Brown-Scott.

A Faulkner after discussions with the Chairman has agreed to take on the role of Convenor. Thanks were given to K Robertson for the sterling work that she had done and that she would be sadly missed.

Website Development: P Brown reported that the next phase of the website implementation was nearing completion. This phase contains the Championship Entry / Fees for Bands and Drum Majors, and several admin features for the Headquarters Staff to maintain the Fees / Drum Majors data, obtain information for the Draws / Programmes as well as the publishing of News Items and Page Changes. The solution has been tested by members of the Board and final checks are being made by P Brown pending agreement from the Board the movement of the changes to the live site. (29/01 – No 1 – Vice Chairman)

The Chairman had responded to two items received by marketing.media@rspba.org from the Big Rab Show on **Competition Live Streaming** and an **RSPBA Interview Request**. The subsequent reply received on Competition Live Streaming was noted.

A request received from the Secretary of City of Leeds Pipe Band was considered, asking for support in promoting the Bruno Peek initiative planned as part of the Beacons event marking the Queens Platinum Jubilee in June. The Board agreed to raise the request at their Branch meetings. The Chairman will respond to the Letter with the decision of the Board. (29/01 No 2 – Chairman / Directors)

The association has been contacted by a journalist from the Scottish Daily Mail looking to build up a portfolio of contacts. Marketing and Media agreed any stories would be released through our own channels, but journalists might wish to follow up on some items we have released.

AC Burke suggested we should be promoting 'good' experiences / activities of our Members and Bands, and these could be highlighted on our F/B page. The Board were asked to mention this at their Branch meetings and ask bands if they wanted to share their experiences to bring 'the human' side of the last couple of years to the fore. (29/01 No 3 – Directors)

The Report was approved unanimously by the Board on proposal of L Ronaldson seconded by M McCrindle.

Pipe Band College

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

A Minute of the 22nd January Meeting was available to the Board to consider.

The meeting was attended by the Education Officer, four Principals, two Internal Verifiers, and six Geographical representatives, with apologies from one Geographical Representative and the Chairman.

The minute was presented by P Whelan and the two directors J Gibb, and N Greaves.

The new Operations Manager and Chief Executive Designate, AC Burke was welcomed to the Pipe Band College Meeting, and those members attending introduce themselves.

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There was disagreement over which minute of the previous Pipe Band College (PBC) meeting should be considered a true record of the meeting, different minutes had been provided to the Board from those seen by the PBC members.

The main issue being that minute circulated to PBC members for approval was simplified and did not outline clearly meeting discussions and outcomes of how the Principals of the PBC were appointed. In the formation of the Pipe Band College P Whelan informed the meeting that they were selected by *[an interview panel and appointed by]* the Board.

The meeting quoted that going forward that the PBC members confirmed that they support an approach which appoints College Principals by an **election** and not a process of selection by a panel. The stated rationale for this is to align with how other members of Standing Groups and the Board are appointed either by their peers (APMB, Convenors within the Board and Music Board) or the Branch network (Board, Music Board & College Geographical Reps).

The PBC Directors stated to the meeting that this desire is contrary to that documented in the December Board Minute and notified to the principals in the letter from the Chairman (see Matters Arising above).

P Brown confirmed that PBC when set up, had been by a selection process, from which the Board appointed its principals. Only the Geographical Representatives [seven members] are elected on to the PBC. The members of the Music Board and Board of Directors are elected by their Branch Members. The Chairman and Vice-Chairman need their nomination supported by two Branches, and their appointment is by election from the Members attending the Association AGM [which is more than seven].

PBC members expressed robust concerns that consultation had not taken place, and their view was if consultation can't be actioned within the timeline for the 2022 AGM, that the matter should be deferred and brought back in 2023.

The SOSC proposed rule change was to support selection was circulated to the PBC members after the college meeting but before this Board Meeting. The correspondence received was available in the Meeting Pack with the SOSC Proposals for the AGM for consideration by the Board.

The Chairman at the December Board meeting had 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.

Further discussion on this matter was deferred to the Standing Orders and Steering Report.

The Board were informed that the External Verification by SQA was to be carried out on the 3rd February 2022, this is to relate to Piping Examinations only. The SQA External Verifier has written to Internal Verifiers and Assessors to invite them to the meeting using Google Teams as the platform. P Whelan confirmed that those attending the meeting would be supplied with the necessary information and the relevant video evidence as a priority. (29/01 No 4 – EO)

The Education Officer stated that the issue relating to video evidence would be discussed at the next PDQB Meeting. The other partners were concerned that SQA were stating that video evidence was a requirement. PDQB members were concerned about the problems associated with storage, retention, and onward transmission of video evidence.

A need to appoint additional Internal Verifiers was identified with a least one with SCQF 7-8 assessor qualifications.

The PBC members are reviewing a draft Partnership Agreement ahead of the document being finalised. It has been suggested that a different procedure for individual members requesting an assessment should be considered.

The Summer School Principal tabled a paper which outlined a pilot project to be targeted at the North of Scotland Branch, to query its members on what input they consider is required to improve their individual bands so that a series of presentations could be prepared to satisfy this need.

The Piping Principal asked how soon RSPBA would be open for Assessment delivery assuming a successful External Verification meeting and outcome. The Education Officer would be approaching the SQA to release the certificates following the External Verification meeting.

The PBC Report & Minute was accepted on the proposal of A Faulkner and seconded by S Orr and had a majority support of the Board.

The proposal from the Summer School Principal was made available to the Board of Directors for consideration.

It has been identified need for our membership to have access to educational material through social media and the creation of a virtual Annual Summer School, the concept of an Association blog arose. The original concept was to post clips from various instructors from the ranks of the Association college which would inform our members of all the relevant information covering an arbitrary range of topics.

K Robertson said information to engage North of Scotland Branch members had been posted on social media, this does engage the Bands. There is a need to ensure it is constantly updated / used to be remain an effective communication method.

The proposal is to establish a research vehicle which will gather information regarding the needs of our members initially from the North of Scotland Branch.

A survey will target Pipe Majors and Leading Drummers who teach, advise and direct players in the establishment of the band's musical performance and direction.

"We really want to help you maintain interest in your piping and drumming. We are asking you to identify the things you would like us to produce work on, which will enable you to further enhance your performance".

The questionnaire will seek to ascertain what are the pressing issues in relation to band musical management and what are the key deliverables they would like in terms of support in from the College. It will cover topics such as Practice, Theory and Maintenance and seek to identify what will help in each of these areas.

It is hoped that the survey will provide the direction for a blog and develop a sense of ownership in those who contribute to the research. The blog is to provide instructional clips which players might access to assist them in their personal development and inevitably in the overall improvement of the Band.

At this stage all comments are welcome where they will assist in this preliminary shaping of the pilot project.

The Board agreed to the PBC project progressing with its survey of the Bands on the proposal of W MacGregor seconded by A Faulkner and the unanimous support of the Board.

P Brown asked about the planning for 2022 Summer School. The project will run in parallel with the Summer School, a lot had been learned from the running of last years Summer School online. It was

agreed that a News Item promoting the Summer School initiative should be prepared to engage support early. (29/01 No 5 – EO / PBC)

Music Board

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

The Minutes of the Music Board meeting of the 8th January 2022 were available for the BoD to consider.

Feedback from the December Board meeting, the minute of which was available to members, as well as being published on the Association Website.

UK Indoor Championship – due to the results of the Survey Monkey, the Board felt it would not proceed in 2022, but the excellent idea could be progressed later. The Board acknowledged the phenomenal amount of work that had been undertaken.

Branches hosting WSD qualifiers have confirmed the proposed dates of the events.

Playing requirements for the 2022 season have been documented and placed on the Website as a News Item.

In regard to a reply to Mr Potter regarding his use of prescribed tunes, the initial response from Tunes Group stands.

Static Start Pilot in place for Inverness, but no information regarding minor competitions where this would take place.

The Music Board appointments to posts and sub-committees were agreed.

MB Convenor: No-one from the elected Music Board membership was willing to take on this role, so M Brown-Scott was asked to continue as Convenor until someone else volunteers or until January 2023. Prop – G McDermid, 2nd C Smith, all in agreement.

MB Administrator: T Brown was asked to remain in post with assurances that the meeting schedules would revert to pre-covid arrangements, with a view the anticipated workload would not be as severe in the coming year. Prop C Smith, 2nd J Jill McHaffie, all in agreement.

Standards and Gratings Group: Convenor – M Brown-Scott – prop G McDermid, 2nd C Smith, all in agreement. Group members were confirmed as A Ferguson, G McDermid, M Wilson, C Smith, J McHaffie, R Andrew, L Moore, D Wilton.

Tunes Group: Group confirmed as J Wark (Co-opted), T Brown, J McHaffie & Iain Simpson (co – opted)

Format Group (x4): Group confirmed as S McQuillan, M Wilson, M Hasson

MB Representative on PBC: L Moore (Taking Iain Simpson's place)

World Solo Drumming Group: confirmed as S McQuillan, P Turner, M O'Neill

List of Tenor Drumming Judges: Confirmed by S McQuillan as G. Smyth, J. McFetridge, T. Buckley, S. Muir (formerly Donaldson), N. West, S McQuillan. Potential judge on completion of exam process – P. Carter.

World Solo Drumming Group is due to meet later in January: Presented by S McQuillan

The RSPBA Intercontinental Adult Solo Drumming Championship hosts are proceeding with the event in February at the planned date and venue. Information on this event and all other RSPBA Adult Solo Drumming Championships events can be found within the RSPBA Web and Social Media sites.

The venues for the Northern Ireland and Glasgow West of Scotland events are to be confirmed.

A liaison meeting with regards to the operation World Solo Drumming Championship in October has been requested. This is to ensure the desired format is implemented and is to be in addition to the

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Format being outlined within the Format Guide that is undergoing review. This is to avoid any potential mishaps and to maximise communication. (29/01 No 6 – Vice Chairman)

The Chairman who was in attendance of the Music Board Meeting agreed to obtain copies of previous years entry forms. (29/01 No 7 – Chairman)

Format Group. – Presented by S McQuillan

The Format Group are due to next meet late January/early February.

The explainer video for the NJB & G4B pilot will progress via M Hasson and is expected to be available late January 2022. D Wilton agreed to support this initiative as required.

The Docuseries: C. Coates (amateur film maker and co-opted) on this workstream was contacted by S McQuillan for an update. C. Coates replied and indicated that; Filming is complete other than one item. No editing to date has taken place. In terms of next steps C Coates has agreed to a follow up call with S McQuillan, it is hoped a resource solution can be found to help C Coates progress this initiative ahead of the next Format Group meeting.

Standards & Gradings Group – Report presented by M Brown-Scott

The Standards and Grading Group met on the 18th December 2021, to progress the business that had been brought to their attention.

The grading decisions brought to the Music Board were discussed and actions agreed by the members present.

At the Board meeting it was confirmed that the Bands impacted by these decisions will be notified by the Music Board Convenor by Email at the same time the office is notified that the decisions have been approved by the Music Board / Directors. The office will formally respond to the Band by letter, and once all the Bands have been notified a News Item will be placed on the Web Site. (29/01 No 8 – MB / Headquarters)

A News Item was placed on the Website on the 24th December 2021 following a request from the Standards and Grading Group that any band considering an upgrade or downgrade, except for foreign bands who issue us with a band list, should have their registrations updated fully (and acknowledged by the Office) with leaving and joining members before they submit a request to regrade.

The group also asked for a rolling spreadsheet of 24 months registrations. It was pointed out that 2022 season may prove quite difficult for some bands and standards may have dropped across some grades due to lack of practices and competition. The MB and Standards and Grading Group were aware of any potential difficulties. The office has been requested to resume the production of the higher to lower grading to aid the group in their decisions. (29/01 No 9 - Headquarters)

A question was asked at a previous MB meeting about how to progress an item into the order paper for the 2022 AGM. What's the process? The convenor could perhaps contact the Standing Orders and Steering Group for information. An answer was provided by the Chairman (and expanded by the Vice-Chairman post meeting)

Ideally any change from the membership should use the appropriate branch representative Director, Music Board, possibly Pipe Band College to take forward the request, if this then has merit following consideration it is put to the SOSOC for the necessary rule changes.

The SOSC consider rule changes throughout the year, they present the likely changes to the Board at the **October** meeting, with a view to gaining agreement on those changes to be progressed at the **December** meeting, the content for the AGM Order Paper is agreed at the **January** meeting.

The process for Individual Member proposals / motions is published in the Articles of Association (Article 119), which were clarified for the membership at the 2021 AGM following the review requested by the NI Branch.

Note any proposal needs **Member** support:

- The Motion Must be Proposed and Seconded by a Member (Secretary) of a Bands in the Branch – Article 119.1
- If the motion is for a change to the Rules, it must meet the three items of detail specified – Article 119.2
- Following debate at the Branch AGM - Article 119.1
- The motion must be passed by a majority of the Bands attending the Branch AGM – Article 119.1
- The submission to the Board must be greater than 6 weeks prior to the Association AGM in March (I think before the 29th January 2022) - Article 119.2.
- The document received by the CEO item 5) must contain the detail 2) be signed by the Proposer, Seconder and Chairman of the AGM – Article 119.2
- If the proposal makes it on to the Order Paper, it must be passed by a majority of two thirds of the vote cast – Article 119.

The cut-off date is six weeks prior to the AGM to allow the information to be presented in the Order Paper, which coincides with the **January** Board meeting.

(PS from the Vice-Chairman – the Music Board can make a statement through the Music Board convenor’s report due for inclusion in the order paper, similar to what was added in 2021 regarding the Pilot Schemes)

An explainer video is going to be produced to show all Grade 4B and NovJ B bands about what is expected in the pilot of the “Static Start”. Work still ongoing. The pilot was mentioned in the 10th December News Item “2022 Playing Requirement Details” on the Website. (29/01 No 10 – M&M / MB)

The Chairman attended the Music Board and discussed several issues directly with the members. He said it was always sad and disappointing to lose valued colleagues from any group but we had to acknowledge nearly everyone in the association was a volunteer. We should accept their resignation, acknowledge the wonderful work they had done, but then we need to move on and obviously welcome new members into the group. With regards to any perceived personal conflict with a Branch, this was a Branch level matter and had to be dealt with at that level.

The Chairman quite categorically assured the MB members that all ideas and projects put for consideration to the BoD do get a full and lengthy discussion and debate before any decision.

Following a lengthy discussion, it was agreed that it would be helpful, if a “working party” could be set comprising of Music Board members and Directors for future projects to ensure everything necessary is considered, making available expertise on finance, constitution etc.

It was suggested that a “Business Template” be produced to help the Music Board “tick the boxes” before a new proposal goes to Board. This will be investigated by the Board.

Again, any help towards developing this template would be appreciated by the Finance Convenor. (29/01 No 11 – Vice Chairman)

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S McQuillan asked as whether MB decision that did not require a budget nor a rule change could be ratified at Music Board meetings when two Directors are present, like what currently happens with the Standards and Grading group decisions.

The Music Board directors only have delegated authority for the Grading decisions, the Board as Trustees of the RSPBA have the final say as per Standing Orders and Rules.

Standing Orders and Rules:

5.1 All Standing Committee and Sub-Committee decisions and recommendations must be referred to the Board of Directors for confirmation and, if unacceptable, may be returned to the respective Committee for further consideration. A Sub-Committee will report through its parent Committee decisions and recommendations by having them reflected in the minutes of the relevant Standing Committee reporting to the directors.

5.2

2.2 It shall be deemed a breach of privilege for any Standing Committee or Sub-Committee member to divulge Committee decisions or recommendations prior to approval of the Board of Directors.

Articles of Association

116. The Directors shall have power to adopt and issue standing orders and rules which shall form the Rules. The Rules shall come into operation immediately, provided always that they shall be subject to review by the Members at general meetings and shall not be inconsistent with the provisions of the Articles.

117. In the event of a dispute in relation to any of the Articles or Rules, the Directors reserve the right to provide an interpretation which shall be final and binding on all Members.

The report and minute were approved on the proposal of N Greaves and seconded by W MacGregor and had the support of the majority of the Board.

M Brown-Scott informed the Board that due to Covid 19 travel restrictions; the World Solo Drumming Group and the Music Board were seeking agreement that The RSPBA Intercontinental Adult Solo Drumming Championship due to take place on the 19th February be allowed to proceed with one RSPBA Adjudicator.

It was proposed by S Smith seconded by N Greaves that this be considered as an exception to the rule. Additional comments from the floor were aired and it was agreed that W MacGregor would contact the APMB to ensure all options for having two RSPBA Adjudicators had been considered.

Finance, Insurance & Maintenance

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

The Finance, Insurance and Maintenance committee met via zoom at 2:00pm on the 21st November. A report was available for the BoD to consider.

1. Staff:

Alison Burke joined the team at the start of the year. The New PC authorised for purchase has been installed and configured along with a new 365 package, that could facilitate its installation onto two other devices if needed.

2. Building:

The statutory checks on the building have or are scheduled to be completed. A record of the checks undertaken along with the schedule of the next review is being organised and maintained in a binder at Headquarters (CEO / CEO Designate).

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The purpose of the Headquarters Report was to look forward to enabling the use of the building. Resources need to be assigned to progress the initiative to a conclusion to enable the building to be use for the purpose intended.

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

Correspondence from the Architects has been received on their negotiations with the receiver. The Finance Insurance and Maintenance committee recommend the Board accept without prejudice the settlement offer of 50% of the retention amount (£7,000 + VAT) to avoid further action.

3. Accounts.

The accounts are up to date. All bills have been paid

The accountants are preparing the annual accounts and will be attending Headquarters on the 24th and 25th of January 2022 as part of the Audit process.

4. Budgets.

No budget requests were presented for review, it was agreed that there will need to cover the proposed Adjudicator Training and the PBC Summer School initiatives, on the assumption that these will be cost neutral to the association, otherwise a budget will need to be presented.

5. Forecast

The forecast spreadsheets for both 2021 and 2022 have been updated by W MacGregor for review by the committee and the Board of Directors. The 2021 forecast has proved to be accurate in providing an overview of the association's finance and likely cashflow over its reporting period. The 2022 forecast has been developed using 2018 and 2019 averages for major championship income and expenditure with the latter adjusted upwards to reflect a measure of inflation.

6. Subscriptions for 20/22

The collection of Subscriptions through the Website has been enabled and the collection of the late payment penalty has been turned on. It is anticipated that the collection of Championship Fees will be enabled some late February / Early March at a time to be agreed by the Board.

7. FI&M AOCB

I Embelton / AC Burke reported the contracts for the Championships are being progressed and in the main are ready to be signed (by the Chairman).

The Architects are still to be paid their outstanding final 5% fee of £3,700. This has been incorporated into the 2022 forecast as it had been notified to the committee.

P Brown reported that Payment for the next phase of the Website development will become due next month, more functionality has been delivered in this phase to enable the site to be administered from HQ and to facilitate the collection of Championship entry Fees.

It was agreed the committee would meet before the next Board meeting, or sooner to review the audit report.

It was agreed that the use of Headquarters, needs to be actively progressed and assistance is needed from those closer to the Building, The working group will be AC Burke, N Greaves and A McGeoch

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with Finance support from W MacGregor and general input from P Brown (29/01 No 12 – Vice Chairman)

The Finance Insurance and Maintenance committee recommendation to accept without prejudice the settlement offer of 50% of the retention amount (£7,000 + VAT) to avoid further action is to be progressed on the proposal of W MacGregor seconded L Ronaldson and unanimously approved by the board.

The report was approved on the proposal of M Brown-Scott and seconded by A McGeoch and had the unanimous support of the Board.

Standing Orders & Steering Committee

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

The SOSC met on Monday 10th January, Monday 17th January and Monday 24th January at 7.00 pm via zoom.

The SOSC Report, Proposals and correspondence received were available in Drop Box for the Board members prior to the meeting. There was a view that the SOSC proposals should have been agreed by the Board before being circulated wider.

Each of the items prepared by the committee were discussed in turn.

The correspondence received from OSCAR was explained to the Board. Article 8.4.2. allows for the reasonable payment in return for particular services (not being of a management nature) actually rendered to the Company. Members of the Board are required to attend contests under Rules (4.1 & 4.2)

4.1. One or two members of the Board of Directors shall be in attendance at all contests and be co-opted to the contest committee for that day.

4.2. The duties shall be to supervise the running of the contest, ensure that completed summaries of the Adjudicators' results and prize lists have been checked, deal with all complaints, disputes and protests relating to the contest, and ensure that the Rules of the Company are fully carried out.

The recommendation is that no Fee be claimed for 2022 by the members of the Board, pending further investigation and clarification.

Static Start Pilot The SOSC considered the document regarding the Static start received from the Music Board and have updated it accordingly to align with the current Standing Orders and Rules. (Appendix 1). This was approved by the Board for submission to the Order Paper.

Adult Drum Majors The document previously submitted to the Board has been updated as a few grammatical changes were needed. (Appendix 2). This was approved by the Board for submission to the Order Paper.

Meeting Format: The amendment to the Articles of Association regarding the "Virtual" and "Hybrid" meetings is based on the guidance provided by OSCAR. (Appendix 3) This was approved by the Board for submission to the Order Paper.

Pipe Band College, the selection of the principals. The SOSC carefully considered the discussion at the Board meeting and the request from the Chairman (and Board) 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 (Appendix 4).

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There was some debate on this subject earlier when the Pipe Band College minute was reported. P Brown felt that election by a small number of PBC members, was not representative of the association membership, possibly the PBC could select / nominate successful applicants, for election at the association AGM. On establishing the Pipe Band College, a selection process was used to appoint the Principals and using this method going forward was to create opportunities for the others within the wider RSPBA membership to have access to the Principals' roles. J Gibb pointed out that if we don't move this forward, we will be in a similar position at the PBC AGM in November 2022, any further debate will miss the AGM Order Paper deadline.

It was proposed by W MacGregor and seconded by J Gibb that the proposal be put to the association membership for debate and consideration, a counter motion to not put this on the Order Paper was proposed by A McGeoch and was seconded by S Smith. The counter proposal did not gain support from the Board and the proposal to progress received the support of the majority of the Board.

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 minute of APMB meeting held on the 7th January 2022 by zoom were available for the Board to consider.

The secretary confirmed that reply letters were being sent from HQ to three trainee adjudicator applicants for the next Drum Major adjudication training course.

The APMB Director representative gave a verbal report, which including the recent appointment of the Chief Executive Designate. The APMB welcomed and congratulated AC Burke on her appointment to the post of Operations Manager/Chief Executive Designate.

The Adjudicator Development Group reported that training courses are still scheduled to go ahead.

The theme of developing more effective critique narrative was discussed. The ADG would develop and use this exercise for adjudicator candidate training and potentially for the AIMS meeting. The recent online adjudication of a grade 4 bands performance online highlighted the opportunity for adjudicators to deliver a much more informative written critique sheet. This type of feedback is of far more value to bands in terms of understanding any performance advice and direction. Unfortunately, due to the number of performances at Major Championships it is unrealistic logistically to accommodate this more in depth process time wise. It has been highlighted at many Adjudicators AIMS meetings that the time frame for adjudication is the greatest hurdle to overcome in delivering accurate effective adjudication feedback.

It was felt that the RSPBA are missing an opportunity to tap into the adjudicator's knowledge and advice at minor competitions. It was suggested that the fast tempo time constraints should not necessarily be applied to low entries at minor competitions. More time to write sheets would allow the bands to get a more informative in-depth critique sheet. This could be of great value to the bands specifically, in the first half of the season leading up to the worlds. Giving them time to take on board adjudication comments and regroup, amend, or edit mid-season, where appropriate. The adjudicators panel are very aware that the current platform of a minute and a half playing

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performance in grade 4 with very little time between bands offers a very limited opportunity for adjudicators to help bands improve via critique.

It was also felt that a more spaced out, order of play where the judges keep the sheets for a longer period allows a more explicit narrative from adjudicators. This offers far better value for money when bands are considering the benefits of attending a minor contest. The opportunity of a more in-depth analysis is being missed. However, this would require the contest organisers to liaise and accommodate the timing. It was felt that 3 to 5 minutes extra between performances, would help facilitate this proposal. Overall logistics would need to be considered. It was agreed that the APMB Director representatives would take this forward to the branch representatives via the Board of Directors. (29/01 No 13 – Directors)

If this idea was developed for all minor contests, the APMB/ADG would develop a more mentoring style and less customised execution of critique writing for minor contests, to run parallel with the fast tempo analysis of a major championship.

The Board approved the list of Adjudication Panel members made available on the Proposal of W MacGregor seconded by N Greaves with unanimous support. The allocations meeting is scheduled for early February (29/01 No 14 – Directors)

Stewards & Compliers:

No update provided at this meeting.

2022 Season Working Group:

P McAndrew reported he was starting this initiative and had written to the convenors of the APMB and MB, for representatives to join the working group. (29/01 No 15 – P McAndrew)

The group is to consider the return to competitions and any measures that may need to be implemented or followed up with our promoters ahead of the events taking place.

Annual General Meeting

The Board were updated on the steps to be completed in preparing the News Items, Letters, Order Paper (Reports and Accounts) and Proxy forms for the Associations AGM. There is a lot to achieve in a short period of time. (29/01 No 16 – Headquarters)

The 91st AGM of The Royal Scottish Pipe Band Association in pursuant of Article 42 will be held on Saturday 12th March 2022 at 11 am as an online ZOOM meeting.

The decision to proceed with an on-line AGM has been reached as a consequence of continued guidance from the Scottish Government to limit contacts where possible, and to allow as many members as possible to attend.

Attendance of the AGM is open to the Band Secretary (Member) of a Band, or their Proxy, where the Membership Fees have been fully paid.

AOCB

K Robertson reflected on her time as a member of the Board, a number of Directors and the President wished her well for the future.

K Crothers requested that consideration be given to a lower Band Fee to retain bands who are not competing. This might introduce levels of membership and once again lifts the lid on the need for a registration review.

As there was no other business the meeting closed at 13.00 pm.

Date of next meeting is 12th March 2022 at 9.30 am (Pre AGM) and TBD pm (post AGM).

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PREVIOUS ACTIONS COMPLETED

Action	Reference and Owner
Email switch over from the current platform will take place on the 7th 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 Boards 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 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)

NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Move the next phase of the Website development to the live environment once testing is complete on approval from the Board.	(29/01 No 1 – Vice Chairman)
The chairman to respond to the City of Leeds Pipe Band regarding the Queens Platinum Jubilee. Directors to raise the request at their Branch meetings.	(29/01 No 2 – Chairman / Directors)
The Board were asked to mention promoting “good” experiences / activities of Members and Bands on our social media channels.	(29/01 No 3 – Directors)
The education officer to support those attending the External Verification with the necessary information they need.	(29/01 No 4 – EO)
Advertise the 2022 Summer School at the earliest opportunity.	(29/01 No 5 – EO / PBC)
Arrange a meeting with the WSD group to discuss the Format Guide and the 2022 event	(29/01 No 6 – Vice Chairman)
Obtain copies of the previous years WSD entry forms for the MB.	(29/01 No 7 – Chairman)

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Following a MB grading decision, Headquarters will formally respond to the Band by letter, and once all the Bands have been notified a News Item will be placed on the Web Site.	(29/01 No 8 – MB / Headquarters)
Headquarters to resume production of the Higher to Lower list for the MB.	(29/01 No 9 – Headquarters)
Explainer Video for the “Static Start” to be placed on the website	(29/01 No 10 – M&M / MB)
Provide the MB Convenor with examples of project templates that could be used to present initiatives / suggestions to the Board.	(29/01 No 11 – Vice Chairman)
The use of Headquarters, needs to be actively progressed and assistance is needed from those closer to the Building by establishing a Headquarters working group.	(29/01 No 12 – Vice Chairman)
The APMB have asked for additional time be provided if possible between Band performances at local contest, this is to allow the critique sheets to contain a more explicate narrative. Directors to work with the promoters to see what is possible.	(29/01 No 13 – Directors)
The Board approved the list of Adjudication Panel members at the January meeting, and the allocations meeting is scheduled for early February.	(29/01 No 14 – Directors)
Establish the 2022 Season Working Group.	(29/01 No 15 – P McAndrew)
Progress the AGM, News Items, Letter and Order Paper	(29/01 No 16 – Headquarters)

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)
Enquiries are progressing with the Royal Household with a view 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 that year’s Tenor drumming candidates had not received accreditation for their Theory.	(05/09 No 12 – EO / PBC)
Progress the award of an Honorary Life Membership for Mrs Black’s contribution to the RSPBA.	(04/12 No 10 – HQ)

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Appendix 1

NOTIFICATION OF COMPETITION FORMAT CHANGES.

Static Start Pilot

The Music Board report to the membership at the 2020 AGM outlined the proposal that all Grade Four B and Novice Juvenile B Bands will have the opportunity to participate in a *pilot* which will have a “Static Start” for the performance introductory phase. This format change was approved by the Board of Directors.

The Music Board have decided that the Major pilot event will be the European Championships in Inverness. There will also be pilots of the “Static Start” at some minor competitions in the proceeding weeks to the Major Championship.

The Contest Performance Rules (4.47 to 4.53) will apply, with the following clarifications.

Rule 4.51 variation moving from the start line:

After halting at the start line, no band players shall be allowed to withdraw. [2014 AGM] The Pipe Major of a Grade 4B or Novice Juvenile B Band taking part in a pilot event will advance the Band into the “Static Start” position from the start line.

Rule 4.52 The performance shall commence on a signal from the Ensemble Adjudicator in Championship contests or the Piping Adjudicator in all other contests, the band will commence its performance on the command by the Pipe Major [2014 AGM.] The Pipe Major of a Grade 4B or Novice Juvenile B Band taking part in a pilot event will give the command from the “Static Start” position.

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Appendix 2

NOTIFICATION OF COMPETITION FORMAT CHANGES.

Adult Drum Majors

The change of format placed in the Worlds Programme 2019, documented the proposal approved by the APMB, MB and BoD. This changed the format from heats followed by a Final of two sets (2 *5) from which the finalists were placed, to a format in which the heats are followed by a Semi Final of two sets (2 *5) which would be followed-by a single Final (1*6) from which the finalists would be placed.

The SOSC recommend that the changes to The Worlds Drum Major's semi-final and final as documented in the Worlds Programme 2019 should be progressed as follows:

The Vice Chairman, in consultation with the SOSC, agreed that as we have not held any Major Championships for two years the events in 2022 should follow the same format as 2019.

It is proposed that approval be given for the running of a pilot in 2023, and if successful, it will become a permanent change for the format in 2024. The pilot in 2023 will take place if:

1. A trial run by six Drum Majors (from those who do not qualify for the final) at the 2022 event indicates there is space for six Drum Majors to compete in the arena at the same time. and;
2. The Adult Drum Majors who have competed in the 2022 season, following consultation, support the change in format being run as the proposed Pilot event.

Standing Orders and Rules 6.12

Change:-

6.12. The number of competitors in each heat, including the final, will be determined by the Music Board.

To Read:-

6.12. The number of competitors in each heat, including the semi-final and final, will be determined by the Music Board.

6.12.1 A semi-final (if implemented) is only required at the World Pipe Band Championships

Appendix 3

SPECIAL RESOLUTION PROPOSALS

SR01 – Association Meeting

Rationale for Change – To ensure the Articles of Association provide the governance for the use of virtual meetings. The changes are based on guidance provided by OSCR in their newsletter to support organisations through the challenges of Covid-19

Articles of Association

Add Defined Terms

2.34 “Virtual meeting” a meeting of members or a meeting of the Directors where arrangements have been made in advance to allow participants to attend the meeting by means of a conference telephone, video link or similar means of electronic communication at which all participants can be heard and can hear each other without the need for them to be physically present at the same location. A person participating in a meeting by such means shall be deemed to be attending “virtually”.

2.35 “Hybrid meeting”: a meeting of members or a meeting of the Directors at which some participants are attending the meeting in person and others are attending “virtually”.

Change Article (s): -

General meetings (meetings of Members)

42. The Directors shall convene an annual general meeting on the second Saturday in March in each year. The first annual general meeting shall be held not later than 18 months after the date of incorporation of the Company.

43. The Directors may convene a general meeting at any time.

Notice of general meetings

46. A notice calling a meeting shall specify the time and place of the meeting; It shall (a) indicate the general nature of the business to be dealt with at the meeting and (b) if a special resolution (see Article 51) (or a resolution requiring special notice under the Act) is to be proposed, shall also state that fact, giving the exact terms of the resolution.

Procedure at general meetings

53. No business shall be dealt with at any general meeting unless a quorum is present. The quorum for a general meeting shall be twelve individuals entitled to vote (each being a Member or a proxy for a Member).

Voting

64. A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairman (or by at least two persons present in person at the meeting and entitled to vote, (whether as Members or proxies for Members). A secret ballot may be demanded either before the show of hands takes place or immediately after the result of the show of hands is declared.

Register of Directors

85. A meeting of the Directors at which a quorum is present may exercise all powers exercisable by the Directors.

Proceedings of Directors

94. No business shall be dealt with at a meeting of the Directors unless a quorum is present. The quorum for meetings of the Board of Directors shall be the 50% of the Board of Directors with a minimum of four.

Minutes

109. The Directors shall ensure that minutes are made of all proceedings at general meetings, Directors’ meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairman of the meeting.

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To Read: -

General meetings (meetings of Members)

42. The Directors shall convene an annual general meeting on the second Saturday in March in each year for the members to attend in person or virtually. The meeting may be entirely virtual or a hybrid meeting as circumstances allow.

43. The Directors may convene a general meeting at any time. The meeting may be entirely virtual or a hybrid meeting as circumstances allow and agreed by the Directors.

Notice of general meetings

46. A notice calling a meeting shall specify the time and place of the meeting; It shall (a) indicate the general nature of the business to be dealt with at the meeting, (b) if a special resolution (see Article 51 or a resolution requiring special notice under the Act) is to be proposed, shall also state that fact, giving the exact terms of the resolution and (c) shall indicate if the meeting is to be held as a virtual or hybrid meeting indicating how the member may attend the meeting virtually.

Voting

64. A resolution put to the vote at a general meeting shall be decided on a count of the votes cast unless a secret ballot is demanded by the chairman or by at least two persons entitled to vote, (whether as Members or proxies for Members). 64.1 The vote will be taken either in person or virtually where arrangements for virtual attendance has been made.

64.2 A secret ballot may be demanded either before the vote takes place or immediately after the result of a vote is declared.

Procedure at general meetings

53. No business shall be dealt with at any general meeting unless a quorum is present. The quorum for a general meeting shall be twelve individuals entitled to vote (each being a Member or a proxy for a Member). A person shall be deemed to be present by attending either in person or virtually where arrangements for virtual attendance has been made.

Register of Directors

85. A meeting of the Directors at which a quorum is present may exercise all powers exercisable by the Directors. Such a meeting may be conducted entirely as a virtual meeting or a hybrid meeting as circumstances allow and as agreed by the Directors.

Proceedings of Directors

94. No business shall be dealt with at a meeting of the Directors unless a quorum is present. The quorum for meetings of the Board of Directors shall be the 50% of the Board of Directors with a minimum of four. A person shall be deemed to be present by attending either in person or virtually where arrangements for virtual attendance has been made.

Minutes

109. The Directors shall ensure that minutes are made of all proceedings at general meetings, Directors' meetings and meetings of committees; a minute of any meeting shall include the names of those present without distinction between those attending in person and those attending virtually, and (as far as possible) shall be signed by the chairman of the meeting.

ORDINARY RESOLUTION PROPOSALS

OR1 - 2021 Pipe Band College

Rationale for Change – The Board of Directors minute of the 5th December 2020 clarified that the Pipe Band College Principals 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 Summer School Principal and Piping Principal, in 2022 the Drumming Principal and in 2023 the Pipe Band Musicianship Principal.

A selection procedure was not followed prior to the November 2021 Pipe Band College Annual General Meeting, but an election by those college members who attended the meeting. The positions within the association are in the main supported by the Branches and the Members through the Articles of Association, this change is to clarify the process and bring the application process into alignment with the Articles.

Standing Orders and Rules 2.23

Change: -

2.23.3 Each role within the Pipe Band College will have a specification against which applications from members of The RSPBA will be invited, as each post comes up for election. The current post holder can submit an application for consideration against all applications received. All members of the Pipe Band College selected based on their application shall serve for a period from one to three years as agreed by the Board of Directors.

To Read:-

2.23.3 Each Principal within the Pipe Band College will have a specification against which applications will be invited, as each tenure expires.

2.23.3.1 The Principals of the Pipe Band College selected for appointment shall serve for a period of tenure from one to three years as agreed by the Board of Directors.

2.23.3.2 In advance of the Pipe Band College annual general meeting, the Association shall seek applications for the principal posts whose tenures are to expire, allowing reasonable opportunity for applications to be received and processed.

2.23.3.3 Applications must be supported by a Branch.

2.23.3.4 A Selection Panel will be established as determined by the Board of Directors to review the suitability of applicants to the role under consideration.

2.23.3.5 New applicants must provide a CV and be prepared to undertake a selection interview.

2.23.3.6 An incumbent Principal may also submit an application for the position.

2.23.3.7 The membership will be notified of posts coming up for selection and method of application through the RSPBA's website and social media channels.

2.23.3.8 The Selection Panel will make a recommendation to the Board of Directors of their choice of Principal. If approved by the Board, the changeover of tenure will take place at the Pipe Band College Annual General Meeting.