

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting Post AGM
Via Video Conference Saturday 12th March Final 1.0

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

In Attendance: G Ussher, I Embelton, A Papageorgiou

The meeting started shortly after the AGM at 1.30 pm.

Apologies: W MacGregor

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

The Chairman brought the meeting to order. Lezley Parsons was welcomed to the meeting as the new director for the North of England Branch.

P Brown updated the Board on the latest phase of The RSPBA website development which allows for the collection of Championship Entries from Bands on the Fees page, the solution also captures the tunes selection. S Smith asked if the latest update included the entry forms for the Drum Majors. P Brown said there is a separate page available for Drum Major entries. It was agreed that the functionality should be enabled and a News Item announcing the availability of the Championship Entry forms would be placed on the Website later in the week. (12/03 No 1- Vice-Chairman)

The Chairman asked if the Board had any feedback/ observations from the preceding AGM meeting.

The proceedings were quite smooth except for the voting, the proxy voting mechanism was problematic. Unfortunately, we must allow for proxy voting and in a none face to face situation it is difficult to organise and manage.

The SOSC will consider if there is any merit bringing the Drum Majors Pilot to a future AGM.

The Board will consider what “election” means to the PBC in advance of the 92nd AGM in March 2023.

The AGM asked the Board to consider two AOCB items: 1) Changing / Parking for DM’s at the Championships and 2) Is the subscription (Fees) model in need of change – is a per head subscription for band membership a reasonable request.

A report of the 91st AGM to be produced and made available to the members (12/03 No2 – Vice Chairman)

Correspondence

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As reported in the Board Minute of the 29th January 2020, 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** in December 2021. On the 22 February 2022 the association received follow up correspondence on the interview request asking if a better time for the interview would be after the AGM, while suggesting a different approach to that set out in the initial email. In a separate email there were questions on Competition Live Streaming which to our knowledge had already been answered to our satisfaction. The Chairman and Marketing and Media will respond in due course. (12/03 No 3 – Marketing and Media)

HQ were in receipt of a request from an insurance Company enquiring about how they could advertise insurance on the website for Pipe Band members to insure their personal equipment. This subject was discussed by the Members of the Board, at present we have not considered “Banner Advertisement” on the new website, this will be addressed by Marketing & Media and Finance Insurance and Maintenance in due course. P Brown said we need to be careful as any placement (even as a News Item) could be perceived that the RSPBA are endorsing the product. A Faulkner suggested we keep letters of this type on file to be used as a contact reference source should a query come from any of the Branches / Bands. Headquarters to reply to the correspondence. (12/03 No4 – Headquarters)

W MacGregor had received correspondence from Hiscox advising they needed updated Branch and Contest details to enable them to progress the renewal of the Public Liability Insurance. Branch Directors are to arrange to have the information updated for their Branch and Contest details in the spreadsheet provided. W MacGregor will collate the returns and forward the requirements to the Association’s insurance brokers (12/03 No 5 – Directors)

The Board were informed by The President that he had received a letter from Dr Alison Burke withdrawing from the position of Operations Manager/Chief Executive Designate. After several weeks of familiarisation with the role, she felt it was not what she expected when she accepted the position.

The Board had received a request from Kathy Grant who would like to present a memorial trophy in memory of Drum Major Andy Grant. A discussion ensued with no Board member objecting. I Embelton to contact the trophy officer Brian Watt to establish an appropriate Drum Major championship / place trophy. (12/03 No 7 – Trophy Officer)

All correspondence was accepted on the proposal of S Orr and seconded by N Greaves and had the unanimous approval of the Board.

Board Minutes

The Chairman referred to the minutes of the Directors’ Meeting of the 29th January 2022.

These were approved unanimously by the Board on the proposal of B Niven and seconded by A McGeoch.

Matters arising from the minutes:

To advertise the 2022 Summer School at the earliest opportunity. The PBC Directors are to establish the dates for the Summer School at the PBC meeting on the 13th March to enable an early news item to be posted on the website. (12/03 No 8 – Marketing and Media)

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P Brown has been in discussion with S McQuillan with regards to holding a meeting later in March with the WSD group to discuss the WSD Format Guide and the 2022 WSD event.

The 2022 Season Working Group was to progress any Covid-19 related business before the season preparations commence, as there was no report / update for the Board to consider it was decided to close this initiative. Related activity will be picked up with the actual Championship preparation.

Investigate the quorum size for meetings of the Pipe Band College and review the “Terms of Reference”. The PBC Directors are to discuss this at the PBC meeting.

The use of Headquarters, needs to be actively progressed and consider completing the Risk Assessment, safety/information signage and produce the Health & Safety handbook, as well as resolving outstanding concerns with making use of the premises (12/03 No 9 – Group Convenor)

Appointments to the Standing Committees & Working Groups

Standing Committees

- Standing Orders and Steering (SOSC): B Niven (Convenor), L Ronaldson, M McCrindle and S Orr
- Finance Insurance and Maintenance (FI&M): W MacGregor (Convenor), K Crothers, G Ussher, K Reilly, P Brown
- Marketing and Media (M&M): A Faulkner (Convenor), M Brown-Scott, K Reilly, P Brown (technical admin).
- Music Board: M Brown-Scott, S Smith.
- Pipe Band College: J Gibb, N Greaves.
- Executive: B Niven (SOSC Convenor), W MacGregor (FI&M Convenor), A Faulkner (M&M Convenor), I Embelton (CEO), K Reilly (Chairman), P Brown (Vice-Chairman), G Ussher (President), M McCrindle (Director), K Crothers (Director).

The Executive Committee shall comprise the Chairman; Vice Chairman; Conveners of the Finance, Marketing and Media, and Standing Orders and Steering Committees; and two other members of the Board of Directors. 2.4 The Chairman or Vice-Chairman and three Directors shall form a quorum. 2.5 The President and Chief Executive may attend meetings of the Executive Committee and advisers may be co-opted in accordance with the provisions of Article 99 of the Articles of Association.

Working Groups

- 2022 Working Group: To be stood down P Brown is not receiving any information.
- Stewards & Compilers: S Orr (Convenor)
- Use of Headquarters: Alan McGeoch (Convenor), B Niven, S Orr, K Reilly and representative from the office. P Brown said this group would need to be split (Staff related and the general use of the Hall), I Embelton to investigate.

Marketing and Media.

Allocated Directors: A Faulkner (Convenor), M Brown-Scott, K Reilly

There was no report available for the Board to consider. A Faulkner gave a verbal report.

No official meetings have been held since our last directors meeting.

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Most of our work and correspondence has been related to preparation for the AGM. Key messages were drafted by the Operations Manager and amended/ratified by M&M members before being published on the website and social media.

Members of the committee had a Zoom training session with P Brown on how to create, edit, proof, and publish articles on the website. This was very useful, and we have since been able to successfully publish the latest update from the Standards and Gratings Group.

Significant work continues behind the scenes on the website, including the preparation for accepting entries for the Major Championships, as a committee we continue to be indebted to P Brown for his ongoing work on this.

P Brown updated the Board on progress, the next step is to complete the development of the functionality for results entry and presentation in readiness for the start of the competition season. A report was available in Drop Box for consideration.

The report had the unanimous support of the Board on the proposal of S Orr seconded by S Smith.

Pipe Band College

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

There was no report available for the Board to consider as the PBC meeting is tomorrow (13th March 2022).

There was a discussion on the election of the PBC Principals, which is no clearer following the decision by the association Membership not to support the Rule change to clarify the selection of the principals.

P Brown stated that applications for the posts as they become available are open to anyone with the appropriate qualifications and skills to apply for. He went on to say a comment at the AGM was how do they get new blood to come forward. There is a need for individuals to apply it is not clear what is preventing this. The current principals were selected into post, any election into post would really have to be at the Association AGM (Article 117).

The Chairman let the board discuss this further, at the end the Chairman recommended a full review of the PBC and its Terms of reference was needed. This review was approved unanimously by the Board on the proposal of A Faulkner seconded by K Crothers. (12/03 No 10 – Chairman)

The Terms of Reference and Role Profiles for the Pipe Band College are available to all on the website here <https://rspba.org/education/terms-of-reference>.

Chairman stated there is a lot more to the PBC than examinations. The SQA verification report has not been received, however the SQA has sent an apology for the delay. The association is unable to resume the certification of SQA candidates without agreement from the SQA, and the implementation of any recommendations contained in the report, or we feel are necessary to prevent this situation occurring in the future.

Music Board

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

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There was no Music Board minutes available for review as the last Music Board meeting was held on the 5th March 2022, the minutes would be reviewed at the April Board meeting. M Scott-Brown gave a verbal update on urgent items that needed to be progressed.

Standards and Grading Group recommendations have been notified to the Bands and included in a recent News Item.

The Music Board, through the Format Group, have revisited the playing requirements for the 2022 season to consider the feedback they have received.

The Music Board informed the Bands of the playing requirements for the 5 Major Championships to be held during 2022 in a News Item on the 10th of December. The Music Board have considered the impact that Covid-19 is having on the ability of Bands to practice and prepare for the season ahead, as the uncertainty surrounding player availability should they succumb to Covid-19.

- Some bands have yet to resume full practice, due to the availability of suitable accommodation. Different policies are being applied across local authority areas, and some bands are meeting in smaller groups without the ability to have a full band practice, although there seems to be a fragmented picture across the UK.
- Bands have expressed concerns that a positive Covid test amongst its Band Members, where they are close to the minimum playing requirements, could mean they are unable to compete at a given Championship(s) due to lower numbers during this watershed era.

British Championships playing requirements

For the first Major Championship only, the British Championships at Battery Park on Sat. 21st May. Where the playing requirements require a draw on the line in Grade One and Two, the Bands are to be permitted to play the Medley or MSR Set of their choice. Bands will be required to submit two sets as normal in line with the playing requirements already published for the Grade. (It was noted that this already happens at some minor and Branch Championship Contests.)

Band Numbers at all 2022 Major Championships

The number of performers in any given Grade, for the 2022 Major Championships, will be permitted to be the same minimum level as used in Minor Competitions as documented in Section 5 of the Reference Information on Competition Format, Number of Performers.

This change does not affect all grades, however this small adjustment can make all the difference to those affected by numbers or who have a smaller compliment of competition performers due to Covid-19.

The proposals were discussed by members of the Board to ensure the implications of the recommendation were fully understood.

The recommendations from the Music Board with regard to the Grade 1 & 2 own choice for the first Major Championship was unanimously supported by the Board on the proposal of S Orr and seconded by K Crothers.

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The recommendations from the Music Board with regard to the Grade 3 and Grades below to play with the minimum playing personnel equal to that of a minor competition. Had the unanimous support of the Board on the proposal of K Crothers and seconded by S Orr.

Details to be notified to the Membership (12/03 N0 11 – Marketing and Media).

Finance, Insurance & Maintenance

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

The Finance, Insurance and Maintenance standing committee met via Zoom at 2pm on the 18th February 2022.

1. AGM

The focus of the meeting was to review the Audited Accounts to allow the details to be agreed for inclusion in the Order Paper. At the time of the meeting the association had not received the accounts, as some final queries had just been answered and a reply from the Bank was outstanding. It was agreed that the accounts would not be included in the Order Paper, but the Order Paper would reference them as an appendix to allow preparations for the AGM to continue. The details of officials on the website are to be updated and the details checked against the Order Paper.

2. Staff:

Nothing further to report

3. Building:

The architects and hence receivers have been asked to progress without prejudice the settlement offer of 50% of the retention amount (£7,000 + VAT) to avoid further action.

4. Accountants

The accounts are up to date. All bills have been paid. The accountants are working on the Audit, currently we don't have a P+L and an updated 2022 forecast.

5. Budgets.

No budget requests were presented for review.

6. Forecast

The forecast spreadsheet for 2022 will be updated by W MacGregor for review by the committee and the Board of Directors, as information is made available and the P+L details are made available by the accountants.

7. Championship Entries 2022

The website functionality for collection of entries from Bands and Drum Majors has been fully tested and has been subject to a production payment test. It is anticipated that the Pages will be updated just prior to the AGM to indicate entries can be made, with a formal announcement just shortly after the AGM as a News Item / Facebook post. The Page amendments will be made and checked on the development website, prior to making the changes in production.

8. Headquarters

The review of the roof / replacement of the roof tile is outstanding. The need for scaffolding and rental of the parking spaces needs to be considered. A question was asked regarding the "Completion Certificate" and had the building been formally handed over to the association.

The fire suppression system annual review had been completed (Circa £200). There is a recommendation that a flow meter is purchased (circa £1,000), this would make future testing easier. It is recommended this is completed at the next annual review.

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9. Championships.

Contracts for the Championships are being progressed. Meetings for Inverclyde, Lurgan and the Worlds are being progressed.

10. AOCB

HSE Documentation was mentioned, as well as the need to check the Insurance to ensure we have all the documentation in place for using headquarters.

Commissioning ceremony / opening of HQ in Worlds week was briefly discussed.

Should we be doing anything for the Queens Platinum Jubilee?

The report was accepted on the proposal of S Orr and was seconded by B Niven

Standing Orders & Steering Committee

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

The SOSOC have not met since the last Board meeting.

Update and publish the Articles of Association (12/03 No 12 – SOSOC)

APMB

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

The APMB met on the 11th March and the minutes from that meeting would be considered in full at the next Board meeting along with the minutes of the 5th February meeting (which were not available).

A McGeoch gave a verbal report on the 5th February meeting. It is hoped to start Adjudicator Training towards the end of March. It had been noted that the Grade 1 medley project is still ongoing and will be picked up by the Music Board/Format group. The APMB asked that the Directors consider a focus group task force to produce a working model to take to the bands and all stake holders, could be a way to progress this.

I Embelton informed the Board the Allocations of adjudicators for the 2022 Season had been uploaded to the Dropbox for the Board to consider. It is based on the unused allocation for 2021 with a few changes as some Adjudicators had retired or were not available.

M Brown-Scott asked if it would be prudent to have 2 Reserves at each of the competitions. I Embelton responded that they were working on the principal that everything will go ahead this year.

S Smith asked about the Drum Major allocations. I Embelton said they were currently working on the Drum Major allocation of adjudicators.

The Board unanimously approved the Adjudicators allocation on the Proposal by S Orr seconded by N Greeves.

Championships.

P Brown had placed a Championship Report and supporting information in Drop Box for the board to consider, a fuller discussion would take place at the next Board meeting.

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P Brown informed the Board that he had uploaded information and guides which they might find helpful regarding the use and set up of the associations Dropbox, Email Accounts and the Website.

As there was no further business the meeting closed at 16.00 pm

Date of next meeting is Saturday 2^{3rd} April 2022 at 9.30 am

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PREVIOUS ACTIONS COMPLETED

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)
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 year’s WSD entry forms for the MB.	(29/01 No 7 – Chairman)
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. Closed	(29/01 No 8 – MB / Headquarters)
Headquarters to resume production of the Higher to Lower list for the MB. Unsure if this is closed or ongoing!!	(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 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)
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. 1 meeting held Adjudicators have been given permission to use HQ for training.	(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)
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)
Complete the Risk Assessment, safety/information signage and produce the Health & Safety handbook	(9/10 No1 - Chairman/Board Members)
Advertise the 2022 Summer School at the earliest opportunity.	(29/01 No 5 – EO / PBC)

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NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Championship Entry forms to be enabled on the Website	(12/03 No 1- Vice-Chairman)
Produce a report of the AGM.	(12/03 No 2 - Vice-Chairman)
Reply to correspondence on from the Big Rab Show on Competition Live Streaming and an RSPBA Interview Request	(12/03 No 3 – Marketing and Media)
Reply to the insurance advertisement request	(12/03 No 4 - Headquarters)
Hiscox: The Directors are required to update the Branch and Contest details to enable them to progress the renewal of the Public Liability Insurance.	(12/03 No 5 - Directors)
I Embelton to contact the trophy officer Brian Watt to establish an appropriate Drum Major championship / place trophy for A Grant.	(12/03 No 6 – Trophy Officer)
Advertise a place holder for the Summer School (news item / and Facebook)	(12/03 No 8 – Marketing and Media)
Actively progressed and consider completing the Risk Assessment, safety/information signage and produce the Health & Safety handbook, as well as resolving outstanding concerns with making use of the premises.	(12/03 No 9 – Group Convenor)
A full review of the PBC and its Terms of reference was needed.	(12/03 No 10 – Chairman)
Details of the format easement for 2022 to be notified to the Membership	(12/03 NO 11 – Marketing and Media).
Update and publish the Articles of Association.	(12/03 No 12 – SOSC)

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Action	Reference and Owner
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 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)
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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