

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting Post AGM
Via Video Conference Saturday 23rd April 2022 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 McCrindle, N Greaves, P Brown, S Smith, S Orr, W MacGregor

In Attendance: G Ussher, I Embelton, A Papageorgiou, C Mulhern, P Whelan

The meeting started shortly after 9:30am.

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.

Apologies: M Brown-Scott, P McAndrew

The President introduced C Mulhern to the members of the Board, who had just completed his first week in Headquarters following his acceptance of the role of CEO designate.

Correspondence

The Chairman / Marketing and Media had provided further responses to the Big Rab Show on **Competition Live Streaming** and an **RSPBA Interview Request**.

A request for the Drum Major Adult Final to be held in the main (Grade 1) arena was received, this will be considered by the vice-chairman while considering the logistics and timing of each of the Championships.

The association was asked if there was merit in coordinating the design artwork for the Major Championship programmes. Most of the promoters produce their own programmes.

A letter to the Board from the Piping Principal of the Pipe Band College has been received, with instructions that it be read to the Board at the meeting.

An invite has been received requesting the CEO / Chairman consider attending the All Ireland Championship in July. (23/04 No1 - Chairman)

Applications have been received for support from the National Juvenile fund. These requests will be considered by the Finance Committee in due course. Details of the fund are available on the RSPBA Website [National-Juvenile-Pipe-Band-Fund](#). (23/04 No 2 – FI&M)

Board Minutes

The AGM Report has been published on the association Web Site. No concerns have been received at this point in time, the matters raised at the AGM have been passed to the relevant standing committees for consideration.

The minutes of the Directors' Meeting of the 12th March 2022.

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These were approved unanimously by the Board on the proposal of K Crothers and seconded by L Ronaldson.

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.

Headquarters are preparing for the coming Championship Season; actively working with the Trophy Officer to check the trophies have been returned and allocated as needed; ensuring the recipients are available to receive their award at one of the 2022 Championships.

The Pipe Band College will be progressing the outstanding actions from previous meetings alongside implementing any recommendations received following SQA external verification meetings.

Marketing and Media.

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

Correspondence – as mentioned earlier in the meeting, two ongoing items of correspondence from The Big Rab Show (Rab Lennox) had been actioned.

Regarding the 2022 Season. Several news items were published over the course of the last 6 weeks. These included static start information and video; updates from the Standards and Grading Group, the 2022 Major Adjudicator Allocation and 2022 Summer School.

The draw for the British Championships was held over Zoom on 13th April. Approx 35 Members logged in. The Draw was then 'timetabled' and uploaded to the website and Facebook later that day.

The trial draw for the British Championships (105 Bands) was a success, the Board agreed that the same approach will be used for the draw for the remaining Championships, subject to the technical constraints of using zoom.

An item has been published on the website for 2022 Summer School. Booking will go live as soon as possible after April BOD meeting when several issues have been approved.

Website Refresh P Brown updated the Board on progress. Development continues with the final elements of the website refresh now coming online. Championship entries are now facilitated online, the functionality for updating and inputting to the annual calendar, including providing links to the entry forms and draw has now been delivered. The functionality to add the results to the website is being tested and required the calendar functionality to be available. It is anticipated that results functionality will be available for the start of the season. (23/04 N0 3 - Vice Chairman)

The management of the website content is being handed over to the staff at Headquarters who are gaining experience in managing News Items, Band and Drum Major fees as well as the Calendar.

Headquarters staff are developing a Forms solution for managing entries to the RSPBA Dancing Competitions and the PBC Summer School. These forms will go live once final

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testing and agreement with the event promoters has been reached. (23/04 No 4 – Headquarters)

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

Pipe Band College

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

The letter mentioned above in correspondence from the Piping Principal issued late on the evening of the 12th March ahead of the PBC Meeting scheduled for the 13th March 2022, was read to the Board.

The letter places the blame for the SQA decision to revoke the association's ability to issue certificates to candidates on the Board of Directors. The PBC principles continued with the assessment of some pupils immediately following the SQA notification as they felt it was unfair to cancel assessments with only a few days' notice. Headquarters continued to receive requests for the registration and assessment of candidates against the direct wishes of the Board which has contributed to the current situation.

It is unfortunate that Students (significantly Children) in various locations have experienced a "hold" on their development and have missed out on certification opportunities due to the Boards decision to stop the registration of candidates and assessments until the SQA reinstated the certification of candidates.

The Board can only apologise to those candidates impacted but stand by the decision taken on the 24th of July 2021 to "halt delivery" (in total contradiction to PBC views) as it would have been deceitful to continue to register and assess candidates when there was still considerable uncertainty as to when certification by SQA would take place.

The Education Officer is the Convenor of the Pipe Band College and reports to the Board of Directors, the role includes ensuring we comply with the requirements of the SQA and PDQB, and all candidate registrations are progressed by Headquarters staff.

The board were informed that the SQA report of the SQA Stems Verification (SV) held in March was received promptly, however the report of External Verification (EV) held on the 3rd February had only just been received at Headquarters. The association had originally expected to have the external verification meeting in November 2021.

In parallel with the report being considered and the implementation of any recommendations, Headquarters staff will be progressing the registration and entry of the assessment backlog on to the SQA system, with the hope that SQA will issue the outstanding certificates by the end of May 2022.

There is a need to take stock of the current situation and ensure the Association's PBC procedures and processes are brought in line with any SQA recommendations before we consider removing the "hold" that is in place. The Board agreed that it was the right time to undertake this action before resuming the registering of candidates in September after the Competition Season and to coincide with the start of the academic year. (23/04 No 5 – EO / Board)

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The PBC Fees need to be reviewed and should look to cover the costs involved in the registering, assessing and verification processes. Our rates are lower than the other assessment centres. The Association needs to ensure our operation is not running at a loss. (23/04 No 6 – EO / FI&M)

Candidates must be registered and entered on the SQA system prior to planning and set up of any assessment. Those parties who are submitting candidates will be required to subscribe to a third-party / partnership agreement. (23/04 No 7 – EO)

The report of the Pipe Band College meeting on Sunday the 13th March 2022 was made available to the Board for consideration.

The Board did not accept the statement of who would be the electorate involved in the appointment of the PBC Principals. As per the Board minute of the 12th 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 Board unanimously approved the proposal from the Chairman that a full review of the PBC and its Terms of reference was undertaken.

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>.

The EV Meeting was held on the 3rd February 2022 and the Final Report from SQA was still awaited at the time of the PBC meeting. The Education Officer expressed disappointment at that status and confirmed he had contacted SQA to enquire when we might have the Report.

The Education Officer informed the meeting that a Systems Verification would be taking place via Zoom on Wednesday 16th March 2022. It was agreed that the 60 Assessors would be represented by two Principals (being Assessors) at the meeting. It was also noted that the National Piping Centre are also receiving a Systems Verification by SQA.

The theme of the Summer School 2022 will be “The Diamond Class”. This is in recognition that 2022 commemorates sixty years since the Association launched its first venture into a standardised approach to teaching Piping and Pipe Band Drumming. This resulted in the production of what is now affectionately known as “The Blue Book”. So this year every student becomes part of “The Diamond Class”. The dates of the 2022 Summer School are:

- In person event – Monday 25th July – Friday 29th of July
- Online event – Monday 25th July – Thursday 28th of July

The Board approved the Summer School fees of £180.00 (In Person) and £110.00 (On line) on the proposal of L Ronaldson seconded by W MacGregor.

Promote the Summer School and seek registrations (23/04 No 8 – Headquarters)

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The Piping Principal had circulated, just prior to the PBC meeting, a document seeking clarity that should provide a basis for building relationships for the future, he stated that agreeing or disagreeing with the BoD decision was not now the current issue. He stated that he was quite certain that the BoD were either not being made aware of the status or were not understanding the current activity.

Music Board

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

The Music Board Minutes of the 5th March 2022 and a Format Group Report of the 18th April had been made available to the Board in the Meeting Pack folder.

The full details of the Format Group report will be considered at the next Board Meeting, as the report has not been considered by the Music Board at this time.

The minutes had been verbally presented to the Board at the previous meeting, the Music Board director (S Smith) took the Board through the minutes and focused on the items that the Board needed to ensure had been considered.

The winners of the WSD Qualifying Championships are being published on the association Website and Facebook channels in the format requested

Given the WSD qualifying Championship circuit has been established, the MB and WSD Group have recommended that the 2023 World Solo Drumming Championship for adult snare drummers is a Semi Final and Final only event. (All qualification will be through the RSPBA Championship circuit qualifying events). This was discussed fully by the Board; it was felt that any announcement should be made in conjunction with the hosting of the WSD Championships in 2022.

The Vice Chairman had met with the WSD Group earlier in the week to discuss the Reference Information on Competition Format – World Solo Drumming, he reported to the board that there were a number of items to be clarified, but it was anticipated that the guide would be completed and placed on the website before this year's WSD Championship. (23/04 No 9 – Vice Chairman)

The Format Group of the Music Board are to actively restart the G1 Project initiative, taking stock of the Grade 1 profile as we now emerge from the Covid-19 pandemic. The group will revisit the output of the previous consultations with bands at a series of follow engagement session(s) to be arranged for the Summer of 2022.

The Standards and Grading Group are being furnished with a “rolling Spreadsheet” of higher to lower transfers from Headquarters.

The Music Board will survey all bands (NJB and Grade 4B) and parties who have participated in a “Static Start” competition in the 2022 Season. The feedback will be used to inform the Music Board on the future of the format.

The Music Board minute was accepted by the Board on the proposal of S Orr seconded by A Faulkner

Finance, Insurance & Maintenance

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

The Convenor brought to the attention of the Board correspondence received from the Bank regarding our CBIL. The Bank are offering the association an option to take up a fixed rate of 5% per annum on our CLIB. This offer is to protect our costs based on the likely impact of increases to the Bank of England base rate. The Board agreed to the association taking up the offer on the proposal of N Greaves seconded by L Ronaldson.

The Minutes of the Meeting of the Finance Insurance and Maintenance Committee held via Zoom which commenced at 2.00pm on Wednesday, 6 April 2022 were available in the meeting pack for consideration by the Board. The key items are summarised below.

Major Championship Contracts and Entries: I Embelton reported that the contracts for both the British and United Kingdom Championships have been signed; the terms of the European, Worlds and Scottish contracts have been agreed. P Brown reported on the band entries received for the Championships, reminding all of the closing dates.

Profit & Loss Account, Balance Sheet and Financial Forecasts & Variance Summary made up to 28 February 2022: Prior to the meeting W MacGregor provided the committee members with copies of the documents and along with a supporting critique.

Budgets Received: I Embelton reported that no budgets had been received for consideration by the committee. Mention was made, however, that a budget may be required for the Summer School to be run by John Nevans, Principal, with the backing of Pat Whelan, Education Officer.

Mileage Allowance: In view of the very sharply rising petrol and diesel costs, the APMB requested that consideration be given to increasing the Association's mileage allowance, currently 40p per mile. This issue was debated at length and considered a number of factors before coming to a decision.

Given the uncertainties that exist, it was agreed that:

- the mileage allowance would remain at 40p per mile in the meantime.
- the mileage data from all expenses claims for both major and contests in 2022 will be collated as the season progresses.
- the position would be reviewed In the Autumn having regard to any instances of financial hardship and the ability of the Association and contest sponsors to cover such instances of financial hardship. (23/04 No 10 – FI&M)

Any Other Competent Business:

- K Reilly, on behalf of the committee, thanked K Crothers for his service and input as convenor over a long number of years.
- W MacGregor mentioned the issue of a new band subscription model raised by Jackie Allan, Chair of London & South of England Branch and debated at the Association's AGM last month. As there had not been unanimity of opinion on the subject at the

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AGM, it was agreed that the issue would require to be investigated extensively in order to arrive at an optimum solution.

The report was accepted on the proposal of N Greaves seconded by L Ronaldson.

Standing Orders & Steering Committee

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

The SOSOC met on Monday 4th April at 7.00 pm via zoom, and a report of the meeting was available for consideration by the Board.

The Articles of Association have been updated with the changes agreed at the AGM and have been published on the Website

Drum Majors: The SOSOC have recommended that the Association trial by standing six drum majors across the arena / available space at some point within the World Pipe Band Championships. A survey of the Adult Drum Majors who have competed in 2022 and the Drum major adjudicators be completed to ensure a semi-final and final is a format the majority wish to see implemented, and how that format is to be implemented. (23/04 No 11 – SOSOC)

Pipe Band College: The proposed amendment to Standing Orders & Rule 2.23 failed to gain the necessary support at the AGM.

The SOSOC will progress any recommendations following the full review of the PBC and its Terms of reference

Health & Safety: The SOSOC are progressing the Risk Assessment for 45 Washington Street and our Major Championships, consideration is being given to a Health and Safety manual/handbook.

APMB

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

The APMB minutes of the 11th March and the 5th February were available in the meeting pack for the consideration of the Board.

A verbal report of these minutes had been made at earlier Board meetings.

The minute of the 5th February meeting were accepted by the Board on the Proposal of B Niven seconded by W MacGregor.

The minute of the 11th March meeting were accepted by the Board on the Proposal of S Orr seconded by J Gibb.

Adjudicator Allocations for the 2022 Season had already been approved by the Board. Headquarters is being used as a centre for running adjudicator training.

Championship Update.

The contracts for all the championships are being progressed. Plans are in place for the preparation of the event timings based on the entries received on the closing date, with plans now in place to invite the secretaries to attend the draw the following week.

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Regular discussions are taking place with the promoters regarding the facilities. Parking is likely to be a concern at many of the 2022 events due to council restrictions or the redevelopment of the venues.

The directors have been directed to the “Director Education - Duties in the Ring” and the “Compiling Procedure” to ensure they are prepared for the 2022 Championships.

Stewards and Compilers

Allocated Director: S Orr

The equipment has been checked, cleaned and is ready for deployment at the championships. The advance party will be on site on at 10am on the Friday to set up for the British Championships.

Use of Headquarters Group

Allocated Director: A McGeoch

A McGeoch apologised to the Bard for the lack of progress on this initiative since the initial meeting at which many items for progression were tabled by those attending.

The workload is expected to be split by items that directly impact the staff which would be picked up by the CEO Designate, those directly related to third party use of the building to be progressed by this group, and there will be several items that overlap which will impact on the risk assessment / H&S Handbook being progressed by SOSC.

A meeting of the group would be arranged in the next few weeks.(23/04 No 12 – Director)

AOCB

The Chairman asked the Board to delegate the running of the Association to the Executive Committee until the October Board meeting. It was agreed exceptional / contentious matters would be brought to the attention of the full Board for input. The FI&M committee would continue to meet to review the Forecast and Actual expenditure throughout the season. The request was approved by the Board on the proposal of O Orr seconded by L Ronaldson.

I Embelton. The PBC are looking for a resumption of Face-to-Face meetings, A McGeoch stated the APMB had a similar appetite. The Music Board are looking to a hybrid solution. The Chairman stressed there is a need to continue to manage the association costs and it has been proved that video conferencing saves unnecessary accommodation and travel costs.

The Air Dumfries and Galloway Branch requested for training for Compilers in the Branch was made. K Reilly offered to provide this based on the process he has used at the Championships prior to becoming Chairman.

A Faulkner requested that Colin provide a introduction / biopic that can be used within a News Item to introduce him to the association’s Membership.

As there was no further business the meeting closed at 13:30 pm

Date of next meeting is Saturday 8th October 2022 at 9.30 am

PREVIOUS ACTIONS COMPLETED

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)
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)
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. Details are being progressed the the CEO and SOSOC.	(12/03 No 9 – Group Convenor)
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 – SOSOC)

NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Consider Invitation to the All Ireland Championships	(23/04 No1 Chairman)
Process National Juvenile Pipe Band Fund requests.	(23/04 No 2 – FGI&M)
Complete testing and progress the uploading of Contest Results.	(23/04 No 3 – Vice-Chairman)
Progress Google Forms for entries.	(23/04 No 4 - Headquarters)
Ensure the Association's PBC procedures and processes are brought in line with any SQA recommendations before removing the "hold" that is in place.	(23/04 No 5 – EO / Board)
The PBC Fees need to be reviewed the Association needs to ensure our operation is not running at a loss.	(23/04 No 6 – EO / FI&M)
Candidates must be registered and entered on the SQA system prior to planning and set up of any assessment. Those parties who are submitting candidates will be required to subscribe to a third-party / partnership agreement.	(23/04 No 7 – EO)
Promote the Summer School and seek registrations.	(23/04 No 8 – Headquarters)
Reference Information on Competition Format – World Solo Drumming, to be completed and placed on the website before this year's WSD Championship.	(23/04 No 9 – Vice Chairman)

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Review mileage allowance in the Autumn.	(23/04 No 10 – FI&M)
Trial of standing six drum majors across the arena / available space at the World Pipe Band Championships. Survey the Adult Drum Majors who have competed in 2022 and the Drum major adjudicators to ensure a semi-final and final is a format the majority wish to see implemented, and how that format is to be implemented.	(23/04 No 11 – SOSC)
A meeting of the headquarters group to be arranged in the next few weeks.	(23/04 No 12 – Director)

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)
Reply to the insurance advertisement request	(12/03 No 4 - Headquarters)
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)
A full review of the PBC and its Terms of reference was needed.	(12/03 No 10 – Chairman)

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