

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting
Via Video Conference Saturday 8th October 2022 Final 1.1 (updated 8th Nov 2022)

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

Apologies L Ronaldson

In Attendance: G Ussher, 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, ensuring apologies were noted.

Apologies: L Ronaldson.

I Embelton joined the meeting briefly to express his thanks to the Board and members from near and far for their wishes, cards, and gifts that he had received on his retirement. He is planning what to do with his time and looking forward to taking a holiday or two. We will see him on the field should we invite him to the Worlds.

The Vice Chairman asked that the schedule of Dates of Meetings for 2022 / 23 be reviewed and corrected to enable a copy to be published. (08/10 No1 – Directors)

2022 Season Feedback.

After an absence of two years in the main it was a successful outdoor season. The entries at both local and major contests were lower than previous years, in some cases resulting in events being cancelled. It is hoped support for these events increase in 2023 to ensure they remain on the calendar and viable for the promoters to support.

The website system for entries worked well for both Band and Drum Majors. Google Forms was used for Dancing Entries for the first time, to minimise the office administration of entry fees.

Feedback received during the season was collated by the Vice Chairman, the details will be communicated to the promoters of the 2023 Championships covering Security, Access to Water and Band access to the venue.

The planning and execution of the events highlighted a number of areas for improvement, usage and size of arenas, availability of critique sheets, location and access to compiling.

The Vice-Chairman wished to record a note of thanks to G Woods who has supported the compilers throughout the season, as well as all the officials, adjudicators, stewards and

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compilers who have given their time to support the running of our contests and championships.

Correspondence

All correspondence prior to the season had been addressed and was deemed closed.

The New Zealand Pipe Band Association, on the back of the recent communication on the Grade 1 format change, as there are possibly four bands attending in 2023 the threshold for heats is low as some Bands would not play on both the Friday and Saturday. The recent format change had not changed the number of bands cut off, just the format of the MSR element of the championship.

The Glasgow West of Scotland Branch have requested that due to the movement of the 2023 World Championships to the 18th / 19th August (announced on the 4th August 2022), that the Rothesay contest be moved (as a swap) from the 19th to the 12th August for 2023. There should be no need for other changes to the contest calendar, in considering any requests for movement will have regard to the 75 mile rule and any potential impact on the Rothesay contest on the weekend of the 12th/13th August. (08/10 No.2- CEO)

The British Columbia Pipers' Association (BCPA) would like to formally apply to hold a RSPBA World Solo Drumming Championship event at our Annual Gathering that is held every year on the Easter Weekend in Vancouver, BC. This would take place in March or April of every year. We would like to start in 2023. The WSD Group are expected to confirm this will be a further qualifying event into the Adult World Solo Drumming Championship, as there will be no on the day qualifying heats from 2023 onwards.

The CEO is to respond to the correspondence received. (08/10 No 3 - CEO)

Correspondence matters were approved unanimously by the Board on the proposal of A Faulkner and seconded by S Smith.

Board Minutes

The minutes of the Directors' Meeting of the 23rd April 2022 were reviewed by the Board.

These were approved unanimously by the Board on the proposal of B Niven and seconded by K Crothers.

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 review was not progressed over the summer and has recently been commenced by the Chairman.

Items of business are mentioned under the relevant committee report below.

Marketing and Media.

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

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Since the last Board meeting, the work for the M&M committee has focused on three key topics.

1. Communicating with the Membership information regarding the Major Championships.
2. The continued website refresh.
3. Publication of news items, largely around the work of the Music Board and Standards and Grading Group – but also from sections across the organisation throughout the competition season.

The Majors

Work between May and August followed the business of running the Majors, uploading draws and publishing results. This work was closely linked to the ongoing website refresh as there was a considerable amount of work going on in the background to facilitate this functionality. The draws for the Championships have been carried out over zoom meetings to provide members an opportunity to observe the random allocation of the playing order.

Website Refresh

This continues well and we have been provided valuable and timely support when needed. Implementation is nearing completion following the implementation of functionality to support the Major Championships over the summer; Champion of Champions; A Gallery; World Snare and Tenor results

Content development of pages and news items can be managed inhouse, only scripting / menus may need developer.

The WSD Entry form was implemented as a Google Form as it needed to be available within a short time frame.

There is a need to manually amend the Fees and DM Pages after the Board meeting in preparation for the 2023 season. The CEO and Vice Chairman to prepare the 2023 Fees table for loading on approval of the Board and to clear the Drum Major table. (08/10 No 4 – CEO/ Vice Chairman)

The Vice-Chairman is to look at a standard approach to the provision of results for loading to the website. This was resolved for the Majors as the season progressed, a similar solution is needed for local contests.

News Items

The publication of news items has worked well with members working in the background, via WhatsApp and/or emails to proof and then publish news items, updates etc when necessary. There were a number of key items which had to go out at short notice, e.g. the announcement following the death of Queen Elizabeth II, and this was facilitated by timely responses from members.

There is much more promotion work which we could be doing.

The addition of CEO and HQ staff to the website admin system and Facebook has been a great help and has meant that items can be published much quicker. Thanks must go to the

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Music Board Convenor for the thorough and comprehensive reports which are submitted for publication on behalf of the Music Board and Standards & Grading Group.

G Ussher informed the Board that A Faulkner would be stepping down as a director for the NI Branch at their upcoming AGM, the board agreed her support on the Marketing and Media Committee has been invaluable.

The report had the unanimous support of the Board on the proposal of P McAndrew seconded by J Gibb.

Pipe Band College

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

The education officer reported that the PBC Meeting scheduled for the 17th September had to be cancelled. Members of the PBC reported they could not attend the meeting and it was on the Saturday prior the funeral of Queen Elisabeth II. The next meeting of the PBC is scheduled for the 12th November 2022.

The Chairman, Vice Chairman and Director P McAndrew are in the early stages of initiating the review of the Pipe Band College. A meeting has been arranged for Wednesday 12th October with the principals to look at a way forward. The Board would be informed of urgent decisions needing consideration ahead of the December Board meeting. (08/10 No 5 – Chairman)

The Finance Insurance and Maintenance committee are to assist in a review of our Fees to ensure the costs we incur are covered.

April 2022 Board Minute

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 Board requested an unequivocal response from SQA in relation to future assessments having had to suspend this activity. On 28 September 2022 received correspondence from the SQA **Subject:** RE: SQA Assessments. to advise (as per email sent this morning) that you [the RSPBA] can move forward with assessments. Certification will take place when QV activity completed successfully.

In support of the resumption of assessments the Board approved a revised Procedure for Assessments. This document sets out the procedures for the administration of all educational assessments for RSPBA candidates. The procedures refer to SQA, PDQB and RSPBA Qualifications. All documents are the responsibility of the RSPBA HQ Team and the pathway for coordination will be managed by the SQA Co-ordinator (Pat Whelan) and the

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SQA Administrator (Rachel Gillespie). It includes a timetable indicating dates for submissions and planning.

This information has been notified to the PBC Principals and principal groups. ALL questions re assessments must be sent to the Education Officer. (08/10 No 6 – CEO / EO)

The SQA are scheduled to undertake a further external verification of candidates in November. It is noted time frame for conducting this activity is outside of the control of the RSPBA being reliant on SQA resources.

The update was approved unanimously on the proposal of K Crothers seconded N Greaves.

APMB

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

The APMB minutes of 16th September was available in the meeting pack for the consideration of the Board.

It was noted that no member of the Board was present at the meeting. The Board were reminded if they could not attend a meeting they should try and obtain cover from another member of the Board.

The APMB noted that the member bands managed to maintain high playing standards, despite the constraints of lockdown and were to be congratulated on their competition performances in 2022.

The secretary noted that some senior adjudicators were sending in notice of intent to make themselves available for adjudication after reaching the age of 70. *It is RSPBA policy that all Adjudicators should retire on reaching age 70, but should have the option of applying in writing, on or before **31st October annually**, to be considered for continuation as a member of the Adjudicators' Panel on a year-to-year basis until age 75.*

The topic of speaking to competitors prior to performing and maintaining a professional distance in terms of visual and audio communication, was discussed. It was agreed that consistency and a professional approach was important. Any necessary direct communication should be kept to a minimum and where possible deferred to the Director(s) in charge of the competing area.

The APMB were pleased to note a healthy interest in the next adjudicator training course, tentatively pencilled in for 2024. We currently have notes of interest from 4 UK based players and 4 overseas adjudicators. ALL applications would be reviewed at the APMB, October meeting.

The booking of accommodation and flights once the adjudicator allocations have been completed and published can be made. When Bed and Breakfast is required, approval **in advance** must be obtained from the Promoter through the Branch or Headquarters as

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appropriate. Accommodation and Air Tickets should be obtained with an option to cancel and obtain a refund in the event the contest is cancelled.

Finance matters have been forwarded to the Finance Insurance and Maintenance committee for consideration, Mileage Allowance, Adjudicator Fee, and the automated payment of claims.

The regrading forms submitted by adjudicators after assessing bands at Major Championship 5 in total were considered by the MB

- 3 related Juvenile bands playing in Grade 3A at minor contests. The adjudicators requested the MB consider moving them into Grade 2 at minors. The MB has agreed at their meeting on the 10th September for the Juvenile grade to be aligned to Grade 2 in minors. (see Music Board)
- 2 related to the potential down grading of Bands after their performance at the worlds. In January the Glasgow, West of Scotland branch proposed that no bands were to be downgraded after this season and the proposal was unanimously accepted by the Music Board.

The APMB praised the current adjudicator trainee candidates for their professional approach in how they have applied themselves to the training modules. All candidates volunteered to participate in additional outdoor adjudication trials at major Championships and selected minor contests.

The minute of the 16th September meeting were accepted by the Board on the Proposal of B Niven seconded by P Brown.

Music Board

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

The Music Board Minutes of 10th September 2022 had been made available to the Board in the Meeting Pack folder.

It was agreed that the Association had been fortunate to be able to facilitate the Major Championships as well as many local competitions. Many bands seemed to be almost back at pre-covid levels of playing. Congratulations to all who managed to take part including officials, stewards, and adjudicators. Big well done, really impressed to see so many young folk involved and many bands performing to a high standard.

All the arena layouts for the Major Championships were excellent, again well done to all involved. Dumbarton had excellent vantage points for audiences.

However, with regards to the Worlds, the extreme heat may have contributed to the lack of audience in the Grade 1 arena which gave an empty, almost echo effect. Players also struggled with the heat, and it was reported the RSPBA did not provide bands with sufficient water particularly during the March past. This issue would be discussed with the promoters as part of the feedback on the events.

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It was noted that having 3 major championships in the space of 5 weeks seemed quite frenetic, but it is understood that the promoters provide the venues and agree the dates as part of the bidding process.

It was also noted that only the Grade 3 bands are used for playing for the Drum Major competitions and it appears it is always the same bands chosen for this quite onerous task.

The Response from the Vice Chairman stated there are several factors involved in determining the running order of a major championship.

- Number of arenas available.
- Heats must be completed early in the day to allow a final to be scheduled.
- The promoters want to see the Grade 1 and 2 Bands in the afternoon.
- Drum Major Dress needs to be completed first, hence limits the time when the first March events can take place.
- Juvenile Grades (NJA, NJB and Juv) tend to be early as their Pipe Majors also play with the higher-grade Bands.
- The Adjudicator Panels are assigned specific grades, which influences the sequence of events and what grades can be on the park at the same time - 1) N/JA, G4B 2) G4A, G3A 3) G3B 4) G2, NJB and 5) G1, Juv
- The above points influence when a grade can take to the field.
- The number of bands required to play for Drum Majors depends on the entries.
- The playing order of the Bands is determined by a random Draw

A query was raised about band registration checks and whether any such checks had taken place. Registration checks had been completed but not as vigorously as pre-covid years.

Concern has been raised with the Chairman regarding Higher to Lower checks particularly with regards to overseas bands competing at the Worlds. It was suggested that clarity is required with regards to individuals registered with an overseas band but competing with a UK band.

Standards & Gradings Group

Several grading decisions were considered. The bands are notified and then the details are reported on the website.

Adjudicators' Contest Reports had been received making recommendations that the Juvenile Grade currently aligned with Grade 3 at local/minor competitions, be aligned with Grade 2 in future. The Music Board agreed to progress a change in format that would apply to all juvenile bands. The Music Board is to work with the Standing Orders and Steering Committee to agree the wording of a rule change to support a proposal for inclusion in the AGM order paper. (08/10 No 7 – SOSC / MB)

Tunes Group

Several tunes had been put forward and accepted and titles have been added to the prescribed tunes list.

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World Solo Drumming Group.

Now that the Championship circuit has commenced, and in line with previous intimations, the 2023 World Solo Drumming Championship, as approved by the BOD in April 2022, will be a **Semi Final and Finals only event for adult solo Snare Drummers**. News Item to be placed on the website.

To publish the Reference Information on Competition Format Part 2 – World Solo Drumming on the web site. (08/10 No 8 – Vice-Chairman)

The WSD group acknowledged the hard work by branches who have hosted events, great progress made. Branches are asked to confirm dates for and highlight the qualifying events for 2023 to enable these to be announced at the forthcoming 2022 World Solo Championships. Known provisional dates for 2023 WSD Qualifiers are: Scottish 1st April, European 23rd April and British 14th August. (08/10 No 9 – Vice-Chairman)

The Music Board wish to note retirement of Mr John McFetridge and have asked that he receives a letter of appreciation for several years' service from Headquarters on behalf of the Music Board/Board. John has served as a judge since the inception of the Tenor contests. (08/10 No 10 – CEO)

Format Group.

This group had met three times over the summer.

The "Static Start" pilot ran at 4 minor competitions and one major championships in 2022. All bands and adjudicators have been polled and as a result the Music Board has agreed that in the **2023 competition season, Grade 4B bands will return to previous status quo. The Static Start pilot will be extended for the 2023 competition season for all Novice B Bands at minor/ local competitions (where there is a separate Novice B competition) and all 5 major championships.** (08/10 No 11 – Vice - Chairman)

The format change with regards to the MSR element of the Grade 1 project has been notified to the Grade 1 Bands. **Whereas a band must currently submit 2 x MSR's, going forward from 2023 competition season, one set must be a maximum of 4 parts of each tune as written, and the 2nd set may include a minimum of 4 parts per tune as currently stated in the Competition Format Guide. Bands will be notified prior to each Major Championship which set they will be required to play.**

Work is ongoing by the Format Group to consider: -

- the Medley part of the Grade 1 project to increase the playing times, if bands were to halt piping performances halfway through as per some of the suggestions, then a rule change would be required.
- A request from the Standards & Gradings Group to consider reducing the 23 bands cut off before heats are needed as per the current guidelines
- whether both MSR and Medley disciplines should be played by Grades 2 and 3 at the Worlds

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The MB would like to endorse the FG proposals in the same way as the current MB remit to approve the S&SG decisions. The Board responded to this request when made earlier in the year and stands by its decision, delegated authority is only available to the Music Board Directors to support Grading decisions, simply to enable impacted bands to receive an update at the earliest opportunity without waiting to the next Board Meeting.

The next Music Board Meeting will be held on **Sunday 20th November**.

The Music Board minute was accepted by the Board on the proposal of A Faulkner seconded by L Parsons.

Finance, Insurance & Maintenance Committee

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

The Minutes of the Meeting of the FI&MC held via Zoom which commenced at 1.00pm on Monday 26th September 2022 were available in the meeting pack for consideration by the Board.

Profit & Loss Account, Balance Sheet, Financial Forecast and Variance Summary made up to 31 August 2022. W MacGregor provided the Board a supporting critique of the documents provided.

At this juncture it is anticipated a surplus of circa £100k will be generated this year.

As at the year-end, the amount due and outstanding on the Association's loan under the HM Governments CBIL scheme will be £132.5k.

The decision at last year's AGM precluding director's from receiving a nominal fee of £75 for up to 12 hours administering at major contests did have an impact. That said, the Vice Chairman's management of official allocations at the majors also had a very positive impact.

Continued careful control of outgoings is essential. There is no room to relax! Fortunately, the interest rate on the loan is fixed at 5% per annum no matter what rate increases the Bank of England imposes in its drive to control/reduce inflation.

The CEO is scrutinising the contracts and costs for telephones, broadband, printers etc with a view to reducing over time the sump costs the association needs to meet.

The contract retention for the building works at 45 Washington Street (originally £14,100) has now been settled in the sum of £7,050 (plus VAT which will be offset against VAT due).

Website Development Costs

The planned stage development of the Association's website is nearing completion. The final stage will be invoiced once the roll over elements for 2023 have been implemented.

Consideration is to be given to implementing further functionality, e.g. to enable pipe band and other suppliers to advertise on the Website. Income of circa £2.5k per annum was generated from advertising on the former Website.

The AV Azets, proposed an audit fee for 2022 was discussed.

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The Board accepted the FI&MC proposals to accept the Financial Forecasts on the understanding that continued close control of costs will be exercised and in regard to the AV Azets Audit fee investigating whether further economies could be agreed.

Budgets Received

None received to date.

The 2023 Summer School budget and assessment fees and the costs borne by RSPBA for holding SQA Piping and Drumming Assessments were raised.

Major Championships 2023

Currently, only three of our major championships United Kingdom, Scottish and World Championships have been confirmed for 2023.

A further meeting is to be held with the promoter of the European Championships but one of its three conditions for committing to the 2023 European Championship is that RSPBA agrees to a reduction in the sponsorship fee.

Approaches have been made to several other parties who have expressed interest in promoting a major championship. Given that there are only eight months before commencement of the 2023 competition season, Chairman and CEO to report any material developments regarding sponsorship of the British and / or European Championships with these parties immediately to the Board.

Band Annual Subscriptions 2023

The Board approved the recommendation from the FIM&MC to the increases of 5% (rounded up or down to next pound) to all Annual Subscriptions for the year ending 31 December 2023 which are payable on or before 30 November 2022 subject to:

- Bands that paid their annual subscriptions in 2021 and 2022 benefiting from a 50% reduction in 2023 renewal subscriptions to: for UK Bands - Adult £110.00 (£132.00) Juvenile £100 (£120.00) respectively; and for Overseas Bands - Adult £ 55.00 and Juvenile £50.00 respectively
- As in previous years, late payment by UK domiciled Bands will incur a penalty of 20% of the proposed fees increasing the totals for Adult from £264.00 to £316.80 and Juvenile from £240.00 to £288.00.

Details to be uploaded and notified to the Band Secretaries on the Website. (08/10 No 12 – CEO / Vice - Chairman)

Officials and Adjudicators Allowances and Expenses

There are to be No increases to the agreed for fees and allowances, apart from that for Meals. The Meal allowance to be increased to up to £25.00 to cover food only - no alcohol may be included.

The Standing Orders and Steering Committee are to seek the re-instatement of Directors' fees at major championships by submitting a fresh resolution to that effect at the Association's AGM in March 2023.

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Reinforcement of the message that, other than for Fees and Mileage, all receipts must accompany expenses claims. In the absence of accompanying receipts, the expenses concerned will be disregarded from the relative claim.

Mileage Allowance for 2022

At its meeting in April last APMB requested that consideration be given to increasing the mileage allowance in light of the sharp increases in fuel costs. Mileage claims for major and minor local contests this year have been collated and analysed.

Historically it was never intended that the Association's mileage allowance (currently 40p per mile) would cover the full car running costs on a per miles basis. Rather the intention always was to provide a contribution to these costs. Additionally, since the allowance was last increased, fuel efficiency/usage has greatly improved with the introduction of electric, hybrid and more efficient diesel and petrol engines. Furthermore, full pump prices have fallen from their recent peaks.

The analysis shows that mileage claims submitted this year generated a surplus of circa 37% over estimated actual fuel costs calculated using the parameters of 40 miles per gallon and £10 per gallon (£2.20 per litre).

Considering the above, the Board accepted the FI&MC's recommendation that no increase is agreed at this juncture and the situation continues to be monitored in the year ahead.

Staff Salaries

There have been no staff salary increases since 2019 and staff received only 80% of their normal salaries during the COVID pandemic.

The Board accepted the FI&MC's recommendation on staff salary increases.

Board and Committee Meetings Policy

The last two years have demonstrated that the Association's board and committee meetings can be conducted safely, effectively and efficiently online as well as saving significant cost.

The Association's 2023 AGM may be held as an online or hybrid meeting but no expenses will be paid.

The Board accepted the recommendation that all board and committee meetings continue to be held online. If any board, committee or official wishes to hold a hybrid or 'in person' meeting, a request must be submitted in advance to the CEO, for consideration by the FIMC and ratification by the Directors. All such requests should include a cost budget and the rationale (including perceived benefits) for holding the 'in person' meeting.'

Should a hybrid or 'in person' meeting be arranged without prior approval, potential invitees are free to attend in person at their own expense.

Headquarters – Use and Lettings

The Board agreed to the use of the documents produced by the FI&MC Convenor (W MacGregor) and the CEO to develop the framework on 'Headquarters – Use and Lettings' supported by a 'Premises Supervisor Agreement', including costs.

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The aim would be to support office hour usage in the first instance, for example the GWS October School, enabling the CEO (and the Use of Headquarters Group) to develop the process further to support one-off lettings, before considering regular series of lettings.

Any Other Competent Business

Health & Safety

The CEO advised that the current desk top computers were dated, slow and required replacement so that work could be undertaken more efficiently, also that the existing monitors did not meet current health and safety requirements. The committee were advised that replacement laptops with docking stations could be purchased for circa £1,600 (£400 per device) and 5 replacement screens would cost of up to £500 (£100 per screen). The Board approved the purchase of replacement equipment.

Banking Arrangements

RSPBA is to apply to the Bank of Scotland for online banking facilities.

The Account signatories are to be the Chairman, Chief Executive Officer, FIMC Convenor and one other director and that all transactions are approved any two of these.

All prizes and expenses claims be paid by direct credit rather than by cheque once online banking arrangements are in place.

Marketing and Media

The Chairman has agreed to contact the marketing student, who at the 2022 Summer School, expressed an interest in assisting with our efforts to promote the Association.

The report and recommendations were accepted unanimously by the Board on the proposal of J Gibb seconded by M McCrindle.

Standing Orders & Steering Committee

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

Drum Majors: A survey of the Adult Drum Majors who have competed in 2022 and the Drum major adjudicators has been prepared for completion to ensure a semi-final and final is a format the majority wish to see implemented, and how that format is to be implemented. (08/10 No 13 – SOSC / Vice - Chairman)

A Health & Safety Policy document has been drafted and made available to the Board for review. The document complements the existing Risk Register.

The SOSC committee would like to record their thanks to Jim Baxter, Drumming Adjudicator, who provided professional advice and willingly helped the RSPBA to develop the policy presented to the Board.

The report was accepted on the proposal of W MacGregor seconded by M Brown-Scott.

2023 Championship Update.

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The contracts for the agreed championships are being progressed. The current position has already been documented in the Finance Insurance and Maintenance report.

The Calendar of events will be updated as quickly as possible, the 2022 Calendar will be used as the basis until dates and venues are confirmed.

Branch and Association AGM's

The dates of the Branch AGMs is as follows: -

- NWE Section has an Extraordinary AGM scheduled for the 30th October – possible dissolution of the Section into NEE Section / North of England Branch.
- NEE Section and North of England Branch AGMs are scheduled for the 5th November. Due to numbers the Midland Branch bands are to be invited to join the North of England Branch.
- ADG AGM will be held on the 30th October. The Chairman will attend the meeting as requested.
- NoS AGM will take place on the 20th November. At this time no representation from HQ has been asked for.
- L&B AGM is scheduled for Sunday 27th November at 15:00 and is likely to be conducted online. At this point there have been no requests for HQ representation.
- L&SE AGM is to be at 2pm on the 27th November and will be an online zoom meeting.
- DPA AGM is scheduled for the **Monday 28th November.**
- GWS AGM is scheduled for the 4th December, and the CEO has been requested to attend.
- NI AGM is scheduled for the 26th November and the Chairman has been requested to attend.

The location and format of the association AGM is being considered; investigations are taking place into the feasibility of holding a “hybrid” meeting. Please let your directors know your preference ahead of the December Board meeting.

The association still have an outstanding deposit from 2020 with the Trades Hall in Glasgow.

Several members of the Board have reported they will not be standing for election / ratification at their Branch AGM.

The Vice Chairman reminded the Board that his current three-year term in office comes to an end in March 2023. It is now time for the membership to consider putting themselves forward for consideration, particularly if they have ideas and a vision of how to take the Association forwards during their term in office. It is in the interest of the association for the post to be contested and at this point in time the Vice Chairman was unable to put his name forward for consideration for a further term.

Engage the Members at Branch AGMs and invite them to come forward for any vacant positions on the Association Board (08/10 No 14 – Directors)

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Stewards and Compilers

Allocated Director: S Orr

There was no report for consideration.

Use of Headquarters Group

Allocated Director: A McGeoch

A McGeoch apologised to the Board for the lack of progress on this initiative over the summer.

He thanked the Finance Insurance and Maintenance Convenor (W MacGregor) and the CEO for looking at a framework for supporting the use of the building in office hours and the documents produced that start to develop a framework on 'Headquarters – Use and Lettings' and draft 'Premises Supervisor Agreement', including costs.

Further development would be undertaken to progress the suggestions in these documents, and make Headquarters available to support the GWS October school

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

AOCB

AD&G queried why the Largs BB were part of the GWS Branch. It was confirmed that this was historical situation. The Board had on occasions supported the request of Bands to move Branches.

AD&G asked who decides who is the 1st judge for M&D. Generally, the decision is made when the adjudicators are allocated to the event.

The CEO reported the ISO9000 Investors in people has recently expired. The Board asked the CEO to consider what is best for the Association and progress our certification or remove the logo from our letter heads

The CEO asked that Expenses Claims be submitted as quickly as possible ideally within three months of the expenses being incurred.

Boyd Fire Protection had emailed the CEO to advise of its wish to sponsor shields at the Majors. The CEO was asked to confirm if the request was for 1 or 5 Shields, and for which event. The Association has charged £75 for a sponsor's name to be added to an Championship Trophy/Shield in use that has not previously been named.

GWS treasurer has asked if HQ had received payment from a promoter, it was not expecting. GWS had been informed payment had been made into the Association's bank account. The CEO is to investigate.

L&SoE When allocating adjudicators to Branch contests, could the allocators be mindful of the distances between the adjudicator's home and the venue as there is a need to minimise costs.

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DP&A P McAndrew is to review the currency of the website document that need to be reviewed periodically. (08/10 No 15 – Director P McAndrew / Vice-Chairman)

As there was no further business the meeting closed at 14:07 pm

Date of next meeting is Saturday 3rd December 2022 at 9.30 am

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PREVIOUS ACTIONS COMPLETED

Action	Reference and Owner
Consider Invitation to the All Ireland Championships. The Chairman was unable to attend.	(23/04 No1 Chairman)
Process National Juvenile Pipe Band Fund requests. Details were published no requests were received by the FI&M Committee.	(23/04 No 2 – FI&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)
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)
Review mileage allowance in the Autumn.	(23/04 No 10 – FI&M)
A meeting of the headquarters group to be arranged in the next few weeks. Immediate usage has been picked up by the FI&M committee.	(23/04 No 12 – Director)
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. Letter of apology to be issued and RSPBA to pick up any costs of arranging a theory test as SQA will not allow retrospective registration.	(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”. To be picked up by PBC Review.	(9/10 No 6 - Education Officer)
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)
The PBC Fees need to be reviewed the Association needs to ensure our operation is not running at a loss. Being progressed by FI&M alongside the PBC Review	(23/04 No 6 – EO / FI&M)

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NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Schedule of Dates of Meetings for 2022 / 23 be reviewed and corrected to enable a copy to be published.	(08/10 No1 – Directors)
Update the 2023 contest calendar, in considering any requests for movement have regard to the 75 mile rule and any potential impact on the Rothesay contest on the weekend of the 12 th /13 th August.	(08/10 No 2- CEO)
The CEO is to respond to the correspondence received.	(08/10 No 3 - CEO)
Prepare the 2023 Fees table for loading on approval of the Board and to clear the Drum Major table.	(08/10 No 4 – CEO/ Vice Chairman)
Progress a meeting on Wednesday 12 th October with the PBC principals to look at a way forward.	(08/10 No 5 – Chairman)
ALL PBC questions re assessments must be sent to the Education Officer.	(08/10 No 6 – CEO / EO)
Juvenile Grade be aligned with Grade 2 in future. The Music Board is to work with the Standing Orders and Steering Committee to agree the wording of a rule change to support the proposal for inclusion in the AGM order paper.	(08/10 No 7 – SOSC / MB)
To publish the Reference Information on Competition Format Part 2 – World Solo Drumming on the web site.	(08/10 No 8 – Vice-Chairman)
Publish the dates of the qualifying events for 2023 at the forthcoming 2022 World Solo Championships. (08/10 No 9 – Vice-Chairman)	(08/10 No 9 – Vice-Chairman)
Letter to Mr John McFetridge in recognition of several years on behalf of the Music Board/Board.	(08/10 No 10 – CEO)
New Item for The Static Start pilot 2023 static start extension.	(08/10 No 11 – Vice - Chairman)
Details to be uploaded and notified to the Band Secretaries on the Website.	(08/10 No 12 – CEO / Vice - Chairman)
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.	(08/10 No 13 – SOSC / Vice - Chairman)
Engage the Members at Branch AGMs and invite them to come forward for any vacant positions on the Association Board	(08/10 No 14 – Directors)
Review the currency of the website document that need to be reviewed periodically.	(08/10 No 15 – Director P McAndrew / Vice-Chairman)

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Action	Reference and Owner
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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A full review of the PBC and its Terms of reference was needed.	(12/03 No 10 – Chairman)
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)

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