

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting
Via Video Conference Saturday 3rd December 2022 Final 1.0

Present Via Video Conference: A McCleery, B Niven, J Gibb, J Hughes, K Reilly (Chairman), L Parsons, L Ronaldson, M McCrindle, M Brown-Scott, N Greaves, P Brown, P McAndrew, Ray Hall, S Smith, W MacGregor

Apologies A McGeoch

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

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 and thanked those joining the meeting.

He went on to introduce the new directors appointed at the recent Branch AGMs: Ray Hall and Alistair McCleery from the NI Branch, and welcome back John Hughes from the Lothian and Borders Branch. The London and South England Branch have appointed a new director Jackie Allan who will take post from the 1st of January.

The Chairman thanked the directors who had stepped down for their service to the association. K Crothers, A Faulkner and W MacGregor who collectively had provided a service to the association more than 60 years. W MacGregor will be transitioning Finance Insurance and Maintenance business until the Association AGM in March 2023.

2022 Branch AGM Feedback.

The directors reported that those Branch AGMs that had taken place had gone smoothly, the Glasgow and West of Scotland Branch meeting would take place on the 4th December.

- NS – straight forward meeting.
- DP&A continues to have a vacant post for a director, their branch fee remains unchanged, but £10.00 from this fee is set aside for education.
- L&B held an in-person AGM, have filled their third director vacancy, and appointed a new secretary and trophy convenor.
- NI have two new directors as well as a new chairman A Patterson and vice-chairman A McCleery.
- AD&G all the same.
- GWofS N Greeves will be stepping down as a director, to return to playing with his band.
- L&SE have appointed a new director.

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- NE there is no change. There is a further meeting scheduled to discuss the future of the NWE Section, this is likely to fold into the NE Branch as members are not willing to come forward to support the committee.
- Midlands Branch – there has been little branch activity for some time, the bands are to be contacted and invited to join either the L&SE or NE Branch. HQ are to contact the Bands (03/12 No 1 – CEO/Chairman).

Education Officers Report - Assessments.

The EO provided his report early as he had another appointment to attend.

The External Verification meeting took place on Wednesday 23rd November between the association and SQA. The SQA have made a strong recommendation that audio recordings should be undertaken for each candidate being assessed. This detail has been passed to the assessors and to the local organisers who are undertaking assessments in December.

Following positive verbal feedback from the SQA the EO has been advised that the final report is expected within the next 2 weeks. On receipt of the report, it is anticipated that the association will be able to initiate the issue of certificates from SQA to the candidates who are waiting.

There have been requests from George Watson's College, Preston Lodge High School, Johnstone Pipe Band and Strathallan School. The Education Officer met with local contacts in each venue.

Currently there are 72 chanter and bagpipes candidates, 25 snare drumming candidates and 1 bass and tenor candidate.

It was thought that all had agreed to a hybrid model (theory papers being managed by the locations and performance assessments being undertaken online), at the recent PBC meeting this was amended to all locations wanted assessors to be present in person. The EO advised the Board that this will result in additional costs in terms of assessor time and travel expenses.

The allocation of assessors within the Procedures for Assessment are subject to challenge by the Principals, pending completion of the PBC review the Vice -Chairman agreed to this reverting to status quo that this function should continue to be undertaken by the Principal of Piping.

All requests for assessments should come to the Education Officer before dates are agreed by others. This allows the office staff to plan their workload.

The board discussed the upcoming December assessments. The Costing Model is to be reviewed to ensure the Fee being charged covers the costs attributable to the association. In returning to Face-to-Face assessments there is a need to ensure costs are correctly managed. As normality is returned there is a need to ensure all RSPBA assessors are used.

The report was accepted by the Board on the proposal of W MacGregor seconded by L Ronaldson.

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Meeting Dates

P Brown reported he had updated the schedule of Meeting Dates for 2023 Board and Committee meetings, he asked if this could be agreed and made available to the Membership. (03/12 No 2 – Vice-Chairman)

Correspondence

The members of the 70s Tribute Band expressed their thanks to everyone at the RSPBA, for support for the 70s Medley project, at the World Pipe Band Championships this year.

Two requests to hold a World Solo Drumming qualifier have been passed to the Music Board: -

- The Niagara Hamilton Branch of the PPBSO would like to be considered as a pre-qualifier for the Adult World Solo Drumming contest.
- The Pipe Bands' Association of Southern Africa (PBASA).

In light of the above requests P Brown asked that Headquarters write to all the affiliate associations reminding them that their annual Fee for the 2023 season is due for payment. (03/12 No 3 – CEO)

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

Board Minutes

The minutes of the Directors' Meeting of the 8th October 2022 were reviewed by the Board.

These were approved unanimously by the Board on the proposal of M Brown-Scott and seconded by W MacGregor.

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 2023 contest calendar as it currently stands is to be placed on the website and circulated at the Branch meetings. Proposed by B Niven Seconded by L Ronaldson (03/12 No 4 – Vice Chairman).

The Vice-Chairman had not issued a News Item about the Static Start pilot 2023 extension for NJB bands.

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

Marketing and Media.

Allocated Directors: Vacancy following Branch AGM (Convenor), M Brown-Scott, K Reilly

Information has continued to be published on the association website and our FB Channels. This has tended to be reactive content. There is a need to include informative content from out standing committees (APMB, MB and PBC) to engage the membership and provide guidance in all aspects of playing and operation of the association. (03/12 No5 – Directors)

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Results: Competition results have been loaded to the association website, throughout the season, culminating with the WSD Snare and Tenor results. The process has improved over the year, as the links with the compiling spreadsheets have been made.

Fees: The end of year roll switch over place following the last Board Meeting. The Fees spreadsheet needed to be corrected after an error was identified by W MacGregor. The revised spreadsheet was uploaded, and the “Fees” and “Drum Major Championship Entries” pages updated to not allow Championship entries.

Calendar: Using a CSV extract of the 2022 Calendar, a draft for the 2023 Season has been produced. The CEO is checking the content with the Branches, and it is expected to be uploaded once approved. (03/12 No 4 – Vice Chairman).

New Pages: Two new pages have been added to the website at the request of the MB to provide information on registering a Band and entering a contest. The overseas page was drafted by M Brown-Scott, and reviewed by P Brown and C Mulhern, during the review it was identified similar information would be useful to UK Bands hence the two pages. Links to the pages have been added to the “Fees” and “Information Procedures and Forms” Pages.

Documents: P McAndrew has indexed the content of the “Information, Procedures and Forms”. The updates are to be progress as time allows early in 2023, by the owning standing committee / assigned directors. The spreadsheet index is available in the Dropbox folder.

The MB Format Guides (update for G1 MSR and new WSD) and the Health and Safety Policy have been added to the website.

Website: Throughout the 2022 competition season, the final elements of the website development have been implemented. The last initiatives being the WSD Results, and the rollover of the Band Table to collect the 2023 Fees.

The system can be maintained by RSPBA staff (and members of the Board) from the Dashboard, several guides have been produced, with updates now being completed by Headquarters.

We are however lacking on contributors across the association, articles from MB, APMB and the PBC across all our social media channels. (03/12 No5 – Directors)

A key area for consideration for 2023 which was not included in the refresh for consideration is the streaming / recording performances, Tweets during the competition day.

The Championship Results spreadsheets have been updated over the season to improve the loading of results to the website. The limitation is the results can only be loaded after the Grade 1 results have been announced and is based on the Band Number.

The Gallery has been implemented, with Headquarters loading the photos. We must record our thanks to those taking the photos throughout the year (Mr Hazzard, Miss Smith, and Mr Reilly).

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Meetings have been held with the Developer periodically to progress the solution. The last meeting was held on the 2nd November.

Development: The core development set out in the RFP has now been implemented. The association can add pages and news items without needing developer. The functionality delivered was checked against the original requirements and it was agreed three items needed considered for development in 2023:-

- 1) **A Calendar Import:** CSV upload from the dashboard to bulk import events.
- 2) **Dormant Bands:** Extra checkbox and database field to mark bands as dormant through the dashboard. Dormant bands hidden on the public side of the website.
- 3) **End of Year Rollover:** Set fees on the Options page of the dashboard. New functionality to clear previous payment status and replace fee amount with global one set in Options. Exceptions to be dealt with manually in the bands table.

There is an annual cost to the Hosting of the website, and regular maintenance is needed to ensure all the software is at the latest standard and has all the recent security updates applied.

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

Pipe Band College

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

Pipe Band College – Meeting

A report of the PBC meeting held on the 12th November 2022 was made available to the Board. P McAndrew highlighted a number of points for the Board to consider.

P McAndrew was convening the meeting to progress business, while the review is being progressed. The contact details for PBC members needed to be updated as some had not received an invitation.

An update on the upcoming External Verification was provided. Details are available earlier in this minute.

The costs of an assessments were discussed, it was agreed that the PBC would work with FI&M to consider a model that would look at the costs of an assessment in a number of circumstances (online, hybrid and face to Face). This will not impact on the assessments being undertaken in December, but is likely to impact on those undertaken in 2023. (03/12 No 12 – Directors)

Internal Verification Update: All candidates IV completed early in 2022 and sent back to Education Officer for next step of verification process. Recommendations on assessors' commentary have been implemented. Assessor training is being progressed as needed.

Summer School 2023: Date set for week commencing 24th July 2023 'WAKE UP SHAKE UP' will be the theme, it will be held in Washington Street, still to confirm guest players and band visits. A News item is to be placed on the website.

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Branches were asked to consider sponsoring attendance at the Summer School. It was agreed that education was not always about exams, but should be about contacts, friendships and learning skills to further personal, playing and musical development

Subgroups and reporting to PBC: Subgroups have been requested to prepare reports that would allow the PBC meeting to talk about specific topics & issues that the subgroups had identified.

It was agreed the Geographic reps should have own subgroup. The geographic reps may lack information on what PBC can offer branches ie Workshops. The Principal of Pipe Band Musicianship is to provide a list of all the workshops that can be delivered. This will be published on the website when available.

AOCB 1: The conduction of assessments outwith the UK was discussed. SQA has been contacted and is subject to "Alternate Assessment Site" forms. It was asked if the RSPBA could revert to RSPBA only certification, but group felt that it was the UCAS points that were of interest to many international candidates.

AOCB 2: The status of the Revised Procedure for Assessments document was discussed. P McAndrew stated we had reverted to the status quo regarding the appointment of assessors and the document had been amended (Nov 2022 Version) till the PBC review had been completed.

AOCB 3: The group were reminded that Assessors are not RSPBA Assessors, but are PDQB Assessors sponsored by RSPBA, and assessors can work in other centres if happy to do so, CPD for assessors may be attended by individuals at other centres, PDQB share who has attended CPD at other venues, which can also help with consistency of knowledge. RSPBA sponsored assessors who had been added to the approved PDQB list during Pandemic, would require support via 'Buddy System' when first allocated to assessments.

P McAndrew asked how assessors were offered duties to ensure all given opportunity to remain skilled. A spreadsheet is maintained. During the pandemic assessors involved in the work to establish the processes being used for online assessments had been used, allocation will revert to revert to 'normal' usage moving forward. Training/CPD will be offered to existing & new assessors this year.

The update was approved unanimously on the proposal of L Parsons seconded S Orr.

Pipe Band College – Review

There have been three meetings between the principals and members of the Board (K Reilly, P Brown, and P McAndrew) that have been used to address several issues and pave the way for a wider and more inclusive review of the structure of the Pipe Band College.

P Brown has focused the impact the SQA External Verification has had on delaying the issuing of certificates to candidates.

P McAndrew has volunteered to step up into convenorship of PBC, to move the business of the college forward.

In 2023 the review will engage with the other members of the Pipe Band College, seeking input to the Terms of Reference, Role Profiles and Articles of Association.

APMB

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

The report of the AP AGM on the 6th November 2022 was made available to the Board for consideration.

The revised AP Terms of Reference will be uploaded to the association website for reference. (03/12 No 13 – Vice-Chairman)

The board noted the concerns with adjudicator allocations and the lack of communication with cancelled events and the booking of accommodation / transport. The Allocations Group are to address these issues of communication with the CEO.

The concern over the Static Start Pilot and the timing of the event has been picked up by the Music Board.

The minute of the APMB 18th November meeting were made available to the Board. A verbal update was provided by W MacGregor as the minute had been provided at late notice.

The Board were asked to ratify the list of adjudicators for 2023 put forward by the APMB. All training and registration has been completed. The current membership of the RSPBA panel stands at 71 panel members. This was approved by the Board on the proposal of W MacGregor Seconded by S Orr

The APMB queried the availability of the Long Service Badges. The procurement of a batch of badges has been passed to the Finance Insurance & Maintenance Committee to progress.

The Drum Major Adjudicators have asked that the Music Board provide guidance on the tempo that the 6/8 marches should be played by Bands for Drum Major contests. P Brown commented that this would have been an ideal topic for the liaison group to consider.

An invite from the Music Board to attend a liaison meeting received at late notice was declined. The APMB felt the proposal (on G1 format) was well beyond the initial planning process, and it was very late in the day for adjudicators to offer any valid or effective input. The APMB were disappointed that a multi-agency approach was not adopted in the initial discussion format.

The board asked the MB Convenor to reach out and progress a liaison group meeting early in 2023, it was understood from the MB minute there are a number of items that require a adjudicator input are being considered. (03/12 No 6 – MB)

The minute of the 18th November was accepted by the Board on the Proposal of N Greeves seconded by J Hughes.

Music Board

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

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The Music Board Minutes of 20th November 2022 had been made available to the Board in the Meeting Pack folder.

The MB considered correspondence from an adjudicator regarding the Static Start Pilot and the timing of the event. A discussion was held relating to how the timing could be improved. It was suggested that Bands could march straight into circle and come to a halt. Be met by the Ensemble Adjudicator (head adjudicator if none). The production of another Explainer Video is to be considered.

Emails from the PPBSO (Ontario) and PBASA (South Africa) wishing to hold a qualifier event for the World Solo Drumming Championships, have been passed to the World Solo Drumming review group.

Correspondence regarding proposal for Juvenile Bands' status to be changed from that of Grade 3 to playing in Grade 2 as their equivalent grade at minors was considered.

The MB understood where this request for change had originated and could see the rationale for the change but the argument was made regarding the constant change in the juvenile grades and having to rebuild bands after playing members reach the age where they are too old. Not all of the bands in the grade are at the same standard and the constant change in the membership makes it difficult to maintain so to have a rule which encompasses all in the grade was thought to be unfair.

The Board accepted the Music Board decision to rescind their previous decision regarding the alignment of Juvenile bands at Minor competitions.

The Board felt that local contests should where possible hold juvenile grade competitions at minors.

The Music Board wished to discuss with the APMB at a liaison meeting a number of items:-

1. A proposal that the cut-off for deciding whether a heat would be required at a Major was reviewed
2. Progression of Band Playing requirements from 2023 and beyond
3. The Grade 1 Project - Medley

The APMB felt that, with regards, to the Grade 1 Project, they believed that they should have been asked to be involved at the start of the project and they feel that the project has progressed to an advanced stage without their involvement so should step back from being involved in any decisions around the Medley format and other changes around Grade 1.

The Music Board consider the Grade 1 Project is beginning Stage 2, the consultation stage and is not at the final stages.

Standards & Grading Group – a meeting was held by the S&G group to discuss the appeals we had received to our 11th September grading changes. Appeals from the bands were agreed and all bands have been notified and a news item placed on the website.

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World Solo Drumming Group: The new solo drumming championship circuit for 2023 will result in the World Solo Drumming Championship having 6 Qualifiers from the RSPBA Scottish, British, European and UK championship events and 4 qualifiers from the RSPBA Intercontinental and Pacific championship events. This will produce the 32 semi-finalists as there will be no morning qualifier on the day of the Final.

J Gibb reminded the Board that it had been previously recorded that a review of the World Solo Drumming Championships would be undertaken at the end of 2022, he also expressed concern that the full results of the qualifying events was not readily available. The need for the review would be passed to the WSD Group.(03/12 No 7 – MB)

Results of all the qualifying events will be forwarded to Headquarters for inclusion on the website. Players should be a member of the association through a band and branch/affiliated association.

Tunes Group Work is ongoing. It was good to see that newly created settings for some of the tunes was being used in this years competitions. New example drumming scores are being developed.

Format Group held a brief zoom meeting on the 2nd November.

The group considered the cut-off point for qualifiers and playing requirements progression. P Brown asked for the originator and purpose for the change to be provided. On a call it was stated it was for Health and Safety reasons.

The 2023 playing requirements are to follow those used in 2022 (other than Grade 1 MSR) and a news item is to be placed on the website to inform the membership.

Music Board members are to present the proposals for the 2024 and beyond playing requirements workbook/pdf to their respective branches.

P Brown queried why all stake holders had not been considered in advance of its circulation as per the format group process. He was advised that is why the document has been circulated and he can provide comment.

AOCB Branches are reminded that the MB maintains the list of approved Solo Tenor drumming judges and they are encouraged to use these judges, the list and contact details can be obtained from Headquarters.

The next Music Board Meeting will be held on Saturday 14th January 2023.

The Music Board minute was accepted by the Board on the proposal of L Ronaldson seconded by S Orr.

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&M held via Zoom which commenced at 2.00pm on Thursday 24th November were available in the meeting pack for consideration by the Board.

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Attendees: Paul Brown, Colin Mulhern, Kenny Crothers, George Ussher and Walter MacGregor (Convenor)

Apologies; Kevin Reilly

The Convenor opened the meeting by welcoming the attendees and thanking them for their attendance especially given the short notice.

Major Championships 2023 Update: C Mulhern provided an update on the potential promoters for the two vacant championships:

The attendees considered the higher than anticipated level of interest very encouraging but remained cautious as nothing is certain until contracts are agreed and signed.

P Brown raised the concerns that there is no calendar of major and minor contests available on the RSPBA Website. The attendees agreed unanimously that availability of the calendar should be expedited with 'TBC' notations being added, where necessary,

New Auditors: Following AV Assets decision to increase their audit fee, tender invitations were sent to a number of practices including Stewart Gilmour & Co (SG&Co).

Apart from SG&Co, the response has been lukewarm at best with no firm tenders having been received from any other practice. SG&C's tender net fee will represent a saving of some £4.6k over the likely net fees of our existing auditors, AV Assets.

Recognising the considerable pressures upon a new practice to complete the audit in time for submission of accounts of RSPBA at its AGM on 11 March 2023, P Brown proposed that SG&C be advised immediately that their tender has been successful. The Board unanimously retrospectively ratified this decision on the proposal of L Ronaldson seconded by P McAndrew.

Website Development Update: As reported in the Marketing and Media report the core website development has been completed.

Hosting & System Maintenance. A £900 saving in the recurring annual cost of the hosting and system maintenance of the website has been achieved. The charge for the year to 30 November 2023 of £1,800 has been settled.

Development: Three development initiatives have been identified for which a quote totalling £1.5k has been received, and the FI&M committee recommended the Board approve this budget.

The issue of website advertising was raised and discussed. The consensus of opinion of the committee was that, before any approach is made to the developer, the Market and Media Committee should ascertain likely demand from potential advertisers and give consideration to the content of the specification and what media platform (Website, Facebook, Twitter , etc) would be best suited to deliver any advertisements.

Adobe Creative Cloud Package Colin Mulhern sought approval for the purchase of the above which he believes will be extremely useful in his efforts to streamline office administration.

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In view of the sum (£360) involved, the purchase of the package under a 'Black Friday' deal was approved unanimously.

SQA / PDQB Assessment Budget

Some 99 assessments have been arranged for December at Strathallan School (15), Preston Lodge High School (29), Johnstone Pipe Band (25) and George Watson's College (30).

The Budget submitted projects Fee Income of £4,465 and predicted Expenditure of £4,801.

The assessment Fee was discussed the current assessments are being progressed on a fixed assessors' fee, where previously there was an hourly fee which was subject to a daily cap.

The FI&M committee proposed that the budget submitted subject to close monitoring of the associated expenses claims be accepted by the Board.

P Brown also proposed that the current candidate fee pricing would apply solely to the December assessments and that pricing for any further assessments would be adjusted upwards to reflect all expenses incurred including RSPBA staff time costs so that no deficits are sustained.

Online Banking Colin Mulhern reported that the documentation required by Bank of Scotland to enable RSPBA to make use of Online Banking facilities has been completed. Signatories are to be added in the coming week.

Long Service Lapel Badges A batch of Long Service badges were ordered many years ago and only one now remains in stock. K Crothers and P Brown agreed to make enquiries of potential suppliers. A budget of £500 for the purchase of the badges was approved by the Board. These medals are for everyone in our association who has served for more than 20 years. (03/12 No 11 – Vice-Chairman)

Profit & Loss Account to, Balance Sheet and Financial Forecasts as at 31 October 2022

Prior to the meeting, the 2022 financial forecast made up to 31 October along with Zero generated profit and loss account to and balance sheet as at that date was circulated (via Drop Box) to the Board.

2023 Provisional Financial Forecast A 2023 provisional financial forecast was also circulated (via Drop Box) to the Board. The forecast is based on the three major championships secured at this stage.

AOCB

Sprinkler System, Water Tank and Pump: P Brown advised, in regard to the forthcoming inspection of the fire suppression system, that a flow meter requires to be installed at the water tank. C Mulhern is to contact the inspection company to ensure that this work is completed during the inspection.

Officials' Fees and Expenses: P Brown advised that the rules governing the booking of overnight accommodation and aircraft flights needs to be revisited as those currently in place do not appear fit for purpose and the rules need to be extended to cover assessors etc. W MacGregor agreed to revise the rules for consideration by FI&M.

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The report and recommendations were accepted unanimously by the Board on the proposal of L Parsons seconded by B Niven.

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 completed. This initiative is not being progressed further as there was insufficient support for a change of format.

- There were 23 responses, 19 from Drum Majors and 6 from Adjudicators
- The results were 8 for a Semi-Final (6DM + 2 Adj) and 15 against (11DM + 4Adj).

The Majority don't want a semi-final, which aligns with the feedback on the approach provided at the last two association AGMs.

The Board (through the SOSC) should not push a change that is not supported by the Members.

To be considered further would require a motion supported by a Branch to request a change through the MB who would need to action through the Format Group engaging with all impacted parties. It is essential that support continues to be maintained through to implementation.

Static Start Pilot: Will be presented in the AGM Order Paper.

The Music Board report to the membership through the October 2022 Board Minute that 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.

2022 Juvenile alignment to Grade 2: This was discussed at the SOSC meeting held on 7th November and amendments to the current rules updated accordingly to align with Grade 2 as instructed by the Board at the request of the MB.

The proposed amendment was subsequently removed at the meeting held on 21st November as the SOSC members had received an email from the Convenor of the MB to advise that the recommended change to the Juvenile alignment to Grade 2 as proposed by the MB had been rescinded at the MB meeting held on Saturday 19th November.

Competition Allowance: The payment of an allowance to directors attending a Championship were discussed.

The report was accepted on the proposal of P Brown seconded by N Greeves.

2023 Championship Update.

The contracts for the agreed championships (Scottish, UK and World) are being progressed.

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The Chairman and CEO are negotiating with Promoters regarding the British and European Championships, some are more advanced than others. Information will be made available as soon as agreement has been reached.

The current Calendar of events will be uploaded to the website once approved and the official's availability forms issued. (03/12 No 4 – Vice Chairman).

Stewards and Compilers

Allocated Director: S Orr

All the equipment is in good condition and is in winter storage. The Stewards and Compilers are awaiting the 2023 season, and issue of the availability forms for completion.

Use of Headquarters Group

Allocated Director: A McGeoch

There was no update available for the Board to Consider, regarding the actions set out in the October minute.

N Greeves questioned the board on the lack of progress, as there was a need to support education usage at weekends requested by his Branch.

P Brown referred him to the October Board meeting where 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.

The key being initially a director would need to be the Premises Supervisor, outside the working week.

AOCB

K Reilly asked the Board to consider changing the meeting start time to 9:00am. This suggestion did not receive the support of the members of the Board.

The 2023 AGM will be progressed as a hybrid meeting, a meeting is to be scheduled between the CEO, Chairman and Vice Chairman to progress the planning and preparation of the Order Paper. (03/12 No 8 – Chairman)

The CEO reported he had received requests for support from the National juvenile fund. These will be considered by the committee (FI&M Convenor, CEO, Chairman and Robert Wallace founder of fund) to decide who gets the support.

P Brown informed the Board as an update to his statement at the October meeting he will not be standing for a further 3 year term as Vice-Chairman. K Reilly asked that he rethink his decision, and this was supported by G Ussher. P McAndrew made comment about the workload undertaken by the Vice-Chairman.

S Smith reported that Glasgow & West of Scotland Bands were contacting her asking for details of the 2023 events.

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B Niven thanked the Chairman for attending the funeral of Florence Allan. He also stated that £25 of the NS Branch Fee was set aside for education. Do we need to consider in 2023 an anniversary of Alex Duthart, a drum score in his name

A McCleery is looking forward to the challenge of next year.

P Brown and the CEO need to create email accounts where needed for the new directors and provide the directors with access to the necessary drop box folders. (03/12 No 9 – Vice Chairman)

K Reilly the board will need to adapt to the changes brought about by the leaving of K Crothers, A Faulkner, W MacGregor and N Greeves. It was agreed that K Crothers would be awarded an Honorary Life Membership on the Proposal of L Ronaldson Seconded by all the Board. Similarly, it was agreed that I Embleton would be offered an Honorary Life Membership on the proposal of W MacGregor Seconded by the full Board. (03/12 No 10 – Chairman)

As there was no further business the meeting closed at 13:45pm

Date of next meeting is Saturday 28th January 2023 at 9.30 am

December Board Meeting Final 1.0

PREVIOUS ACTIONS COMPLETED

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 12th/13th 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 12th 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)
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)

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Progress the award of an Honorary Life Membership for Mrs Black's contribution to the RSPBA.	(04/12 No 10 – HQ)
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)

NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
HQ are to contact the Bands in the Midlands Branch	(03/12 No 1 – CEO/Chairman)
Make the meeting dates available to the Membership.	(03/12 No 2 – Vice-Chairman)
Write to all the affiliate associations reminding them that their annual Fee for the 2023 season is due for payment.	(03/12 No 3 – CEO)
Put the current contest calendar on the website.	(03/12 No 4 – Vice Chairman)
Inform the standing committees that informative content can be published on the website / social media channels.	(03/12 No 5 - Directors)
MB Convenor to reach out and progress a liaison group meeting early in 2023.	(03/12 No 6 – MB)
WSD Group to progress a review of the World Solo Drumming Championships	(03/12 No 7 – MB)
The 2023 AGM will be progressed as a hybrid meeting, a meeting is to be scheduled between the CEO, Chairman and Vice Chairman to progress the planning and preparation of the Order Paper.	(03/12 No 8 – Chairman)
create email accounts where needed for the new directors and provide the directors with access to the necessary drop box folders.	(03/12 No 9 – Vice Chairman)
Progress the issue of Honorary Life Membership to K Crothers and I Embleton.	(03/12 No 10 – Chairman)
Investigate a supplier of Long Service Badges and Honorary Life Membership Medals.	(03/12 No 11 – Vice-Chairman)

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The PBC will work with FI&M to consider a model that would look at the costs of an assessment in a number of circumstances (online, hybrid and face to Face).	(03/12 No 12 – Directors)
The revised AP Terms of Reference will be uploaded to the association website for reference.	(03/12 No 13 – 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)
A full review of the PBC and its Terms of reference was needed.	(12/03 No 10 – Chairman)
New Item for The Static Start pilot 2023 static start extension.	(08/10 No 11 – Vice - Chairman)
Review the currency of the website document that need to be reviewed periodically.	(08/10 No 15 – Director P McAndrew / Vice-Chairman)

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