

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting
Via Video Conference Saturday 28th January 2023 Final Web 1.0

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

Apologies: None

In Attendance: G Ussher, C Mulhern, P Whelan, W MacGregor

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 wished all those joining the first meeting of 2023 a Happy New year, before going on to introduce The London and South England Branch director, J Allan who took post on the 1st of January to those on the call.

The Chairman informed the Board that the meeting would be recorded for future reference by Board members, as well as an aid to the production of the minute to be circulated to the members.

Correspondence

The CEO notified the Board that the London and South of England Branch had proposed J Hughes for the post of Vice Chairman.

The President, Chairman and several members of the Board have received invitations from the Scottish Schools to attend their event in Kilmarnock. The members of the Board invited are involved in the running of the event.

The CEO has received an invite to a reception to commemorate the 74th Republic Day of India from Mr Bijay Selvaraj, Consul General of India.

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

Board Minutes

The minutes of the Directors' Meeting of the 3rd December 2022 were reviewed by the Board.

These were approved unanimously by the Board on the proposal of L Parsons and seconded by S Orr.

Matters arising from the minutes:

The items Completed or Ongoing are detailed in the tables at the end of the Minute, along with any new items arising from this meeting.

It was identified that S Orr had been omitted from those present at the meeting. P Brown apologised for this omission.

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The Board were notified that spreadsheets were available in the meeting pack providing details of their Branch Bands (and payment status).

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

An update was provided to the Board by P Brown, there is little to report since the last meeting as there is no Marketing and Media convenor.

All actions from the last Board meeting have been completed. The calendar has been updated to reflect the current information, the meeting dates have been published and the APMB TOR replaced with the version approved at their AGM.

The MB playing requirements for the Championships needs to be updated, now we have confirmed the four consecutive events (UK, European, Scottish and Worlds). (28/01 No1 – MB Convenor)

Once a decision on the 2023 championships has been agreed the Website will be updated to accept entries, the closing dates will need to be updated in the dashboard. (28/01 No 2 – CEO)

The website developer has been informed of the approval for the three development items and asked if there are any access statistics for the website captured and available for reporting.

A convenor's report has been produced for inclusion in the AGM Order Paper.

The news items and letters for the upcoming AGM that have been drafted based on the 2022 correspondence, will need to be approved for use. (28/01 No3 – CEO / Chairman)

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

Standing Orders & Steering Committee

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

The proposals that are to be included in the AGM Order Paper were discussed and agreed for inclusion. (28/01 No 4 – CEO)

There are two notices of motion from the Members to be considered: -

1. for an increase in the number of Ensemble Adjudicators at all contests.
2. Allow an allowance to be paid to directors for services provided on the contest field.

As reported in the December Minute the Static Start Pilot for NJB Bands will be presented in the AGM Order Paper as an Ordinary Resolution to indicate the variation in the rule that would apply during 2023.

There was a discussion regarding the process that would be followed. Article 119 allows a Member (Band Secretary) to bring forward a motion for the membership to consider. This would need to be debated by those attending the AGM and a vote taken once both argument for and against have been presented.

The report was accepted on the proposal of S Smith seconded by M Brown-Scott.

Pipe Band College

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

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Pipe Band College – Meeting

There was a meeting of the PBC held on the 22nd January 2023. This was rearranged at short notice due to work commitments from the 21st January 2023.

The meeting was reported to have been successful even though several individuals could not make the rescheduled meeting.

There were no items that needed immediate approval, and it was agreed the minute / report would be considered at the next Board meeting.

The Board were informed that the principals had had a meeting in December and a report of the meeting had been shared with PBC members.

Education Officers Report - Assessments.

The EO provided a verbal report.

The association had received a final External Verification report that allowed the issue of certificates from SQA to the candidates who are waiting.

Although covered by the December Board Minute “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. “ the method of assigning assessors was raised again, asking the Board to clarify their position.

The assessment requests from George Watson’s College, Preston Lodge High School, Johnstone Pipe Band and Strathallan School have all been completed.

There were 95 assessments, 69 chanter and bagpipes candidates, 25 snare drumming candidates and 1 bass and tenor candidate. All the assessments were face to face; all the necessary video / audio recordings have been received. The paperwork for several assessments is still to be received at Headquarters. It is anticipated that the first batch of certificates will be issued by SQA in early February.

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 Costing Model for assessments is being reviewed by the FI&M committee.

The NI School is looking to arrange assessments for some 35 candidates on 1 April 2023. There are a sufficient number of assessors based in Northern Ireland to cover those assessments.

Pipe Band College – Review

The Chairman reported that a meeting between the principals and members of the Board (K Reilly, P Brown, and P McAndrew) took place on Thursday 26th January 2023.

The meeting discussed the status of the SQA Assessment and the issuing of Certificates. The output of the 3rd December Principals meeting was briefly mentioned. P McAndrew confirmed that this had not been seen by the wider review group and had not been agreed but was a basis for future discussion.

As previously included in the minutes “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. “.

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The Chairman has arranged the next meeting for the 25th February 2023.

The reports were approved unanimously on the proposal of S Orr seconded A McGeoch.

Music Board

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

The Music Board Minutes of 14th January 2023 had been made available to the Board in the Meeting Pack folder.

The Music Board considered correspondence regarding the decision to rescind their previous decision to seek a rule change to align Juvenile bands with Grade 2 bands at Minor Competitions.

The Board understood the Music Board had considered views both for and against this motion at the previous two Music Board meetings. A motion could have been placed before the association Members (Band Secretaries) for consideration under Article 119.

Election and Ratification of Posts and Sub-Committee Members

MB Convenor: Standing Order 2.18 states that the Music Board shall appoint one elected Branch member of the Music Board to act as Convenor, subject to the approval of the Board of Directors who on appointment shall serve for three years.

None of the Branch appointed members attending the meeting were willing to take on the role of Convenor of the group. This has been an ongoing issue in the Music Board for a few years now.

The Chairman agreed to attend the next meeting of the Music Board to discuss this situation and seek that a convenor is appointed (28/01 N05 – Chairman). The Directors are to discuss the matter at their Branch meetings (28/01 N06 – Directors).

MB Administrator: D Buchan of the North of Scotland Branch was appointed Administrator with the proviso that the role was as minute taker. G McDermid and A Ferguson highlighted that most of the members of the Music Board are also Pipe Majors, Leading Drummers or heavily involved in other sections so have no time to write the minutes. S McQuillan agreed to support D Buchan in the role.

Standards and Grading Group Members: The Music Board agreed that the group would consist of:

MB Convenor

A Ferguson - Northern Ireland

C Smith – North of England

D Wilton – Dundee Perth & Angus

M Wilson - Dundee Perth & Angus

G McDermid - Glasgow & West of Scotland

J McHaffie – North of Scotland

L Moore - Lothian and Borders

R Andrew - Ayrshire, Dumfries & Galloway

I Scotson – London and South England

J Wark – co-opted

Tunes Group: The Music Board agreed that the group would consist of:

Jill McHaffie - North of Scotland

Jim Wark – co-opted

T Brown - co-opted

I Simpson – co-opted

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Format Group: The Music Board agreed that the group would consist of members below, and would co-opt members when the needed:-

MB Convenor

L Moore - Lothian and Borders

M Hasson – Northern Ireland

M Wilson - Dundee Perth & Angus

List of Tenor Drumming Judges. The Music Board maintained list of judges is: -

G. Smith,

T. Buckley,

C. Rodgers,

N. West,

S. Donaldson,

S. McQuillan

P. Carter – is completing the appointment process.

R. Bingham – is just commencing the appointment process.

The explainer Video for Static Start pilot is approaching completion. This will support the new instructions to help minimise the time of the performance from the start line to marching off.

Headquarters are to ensure that the two overseas Associations holding Adult WSD championships are paid up members of the RSPBA. (28/01 No 7 – HQ)

2023 season Majors, the subject was discussed by members of the Music Board who would like to request that a cut-off/viability date is agreed at the earliest opportunity by the Board. There is concern that the time is limited for bands to react to a venue for travel and accommodation. See “2023 British Championships” towards the end of the minute.

The APMB asked the MB to provide guidance on the tempo for Drum Major contests, this will be discussed by the Format Group at their next meeting.

Standards & Gradings Group. Details are to be published on the website confirming the MB have agreed that Upper Crossgare have been regraded from 3A to 4B, and the New Band Heart of Italy have been graded 4B. (28/01 No 8 – MB Convenor)

World Solo Drumming Group: The new RSPBA Solo drumming circuit plans are progressing well. The group is to complete a review of the new circuit in November 2023 as requested by the Board and reported back via the Music Board to Board.

The Music Board Convenor has written to two Affiliated Associations who had made requests to hold a Championship in the future, acknowledging receipt of these requests.

The closing dates for entry to the WSD Championship was discussed and for HQ to ensure this is after the date of the final Solo Championship in the circuit.

All Music Board members are reminded that with the introduction of the new Solo Drumming Circuit within the current format, that the primary prize is the title of the said Championship with the additional element of providing a place in the WSD Semi-final and subject to the person entering that event and paying the entry fee. This detail should be added to the entry form.

Tunes Group – progress being made.

Format Group – No update was given.

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AOCB

The subject of Juvenile bands to be aligned to Grade 2 at Minors was raised by a Pipe Major at a Glasgow West of Scotland Branch meeting. It was requested that the Music Board invite the Pipe Major to speak to the Music Board. To ensure balance, the person who wrote to the Music Board which prompted the change in decision should also be asked to attend the same meeting.

There can be no change to the 2023 season due to any change requiring a rule change, this was accepted.

Feedback on the Playing Requirements document that the Music Board reps have been asked to share and discuss with their branch Bands, will be discussed at a targeted meeting of the Music Board on the 25th February 2023 (28/01 No 9 – Directors).

The next Music Board Meeting will be held on Saturday 25th February 2023.

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

APMB

Allocated Directors: A McGeoch and W MacGregor

Convenor: John Wilson.

There was no report of the January APMB meeting made available to the Board for consideration.

The directors intimated to the Board that there were no items that needed approval, and the minute could be considered at the next Board meeting.

The allocations process is being progressed through the APMB and CEO in preparation for the coming season based on the currently available calendar of events.

Stewards and Compilers

Allocated Director: S Orr

The allocation of Stewards and Compilers for the upcoming season is being progressed by the Chief Steward.

The report was accepted on the proposal of S Smith seconded by A McGeoch

Use of Headquarters Group

Allocated Director: A McGeoch

There was no update available for the Board to Consider.

The Pipe Band College Principals are looking to use Headquarters for the delivery of education in the future as well as the Summer School programme.

A McGeoch is to contact the CEO in the coming week(s) to progress the opening of the headquarters building in office hours or as needed by Standing Committees to deliver to our members, building on the documents produced that start to develop a framework on 'Headquarters – Use and Lettings' and a draft 'Premises Supervisor Agreement', including costs (28/01 No 10 – CEO / A McGeoch).

Currently there is no viable alternative to a director being the Premises Supervisor, outside the working week.

Finance, Insurance & Maintenance Committee

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Allocated Directors W MacGregor (Convenor), 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 16th January were available in the meeting pack for consideration by the Board.

Attendees: Kevin Reilly, Paul Brown, Colin Mulhern, George Ussher and Walter MacGregor (Convenor). Pat Whelan, Education Officer, joined the meeting.

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

The Minutes of Meeting held on 27 November 2022 were reviewed and outstanding actions considered.

British Championships

As attendees of the FI&M committee had not sufficient time to consider all the practicalities and had expressed differing views it was felt that this subject should be discussed at the next full board meeting. This is detailed in the Board Minute below as a separate item.

SQA / PDQB Assessors' Fees and Assessment Fees

Assessors' Fees: The analysis of the assessment component of the Candidate Fee is ongoing. A fixed portion of the Fee paid by each candidate is paid to the assessor. The claims being made by the assessors are in accord with those included in the Excel workbook '2002 Assessment Budget' submitted in November and would be paid.

Candidate Assessment Fees: The FI&M committee along with the PBC are developing a model 'Revised Examination Cost Calculator'. The model calculates, on a per candidate / assessment basis, the costs incurred by RSPBA when arranging and undertaking assessments.

It sets out the cost for online assessments and provides a basis for calculating the additional costs that would be incurred for hybrid or 'face to face' assessments.

Notwithstanding the ongoing assessment analysis, it is abundantly clear, particularly if all administration time costs are included, that RSPBA's current assessment fee structure of £45 per assessment is insufficient to cover costs (even for online delivery).

It was agreed that the analysis of the assessment pricing structure would continue, and the FI&M Committee should make a recommendation to the Board of what the candidate Fee should be (28/01 No11 – FI&M / PBC).

Northern Ireland Branch Assessments: P Whelan advised the FI&M committee that M Faloon wished to arrange assessments for some 35 candidates on 1 April 2023. He also advised that there are enough assessors based in Northern Ireland to cover those assessments.

The FI&M committee recommended to the Board, that the most cost-effective means of delivery should be offered, using local assessors subject to the proviso that no assessor could assess any candidate that he/she had tutored within the previous 12 months.

The Board agreed to the Fee remaining at £45 for the NI Candidates pending the completion of the analysis of the assessment pricing structure.

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

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Prior to the meeting, the 2022 financial forecast made up to 31st December 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: The 2023 financial forecast was also circulated (via Drop Box) to the Board. The forecast has been updated to reflect the four major championships secured at this stage.

Website Development: P Brown advised that he had contacted the developer with regards to the three items of development agreed at the last Board Meeting.

Auditors: Stewart Gilmour & Co have advised the CEO that arrangements are in hand to commence the audit in early February, and they are aware of the tight timescales for production and despatch of AGM order papers, including financial statements, to the membership.

UK Championships Officials' Accommodation: Consideration is being given to the use of hotel accommodation in the Lurgan area, in addition to that provisionally booked at the Stormont Hotel, Belfast.

Long Service Medals: These have been ordered and are expected to be available by the end of February 2023.

Honorary Life Membership: The procurement of further medals is being progressed.

Juvenile Fund: The Board agreed to transfer £2K into the Juvenile Fund. K Reilly advised that he, R Wallace, C Mulhern and W MacGregor met on Friday, 13 January to discuss potential awards from the Juvenile Fund for the year ahead. The fund currently stands at £1.3k or thereabouts.

R Wallace reminded attendees that the Board had agreed that 1% of the RSPBA's annual surplus should be donated to the fund set up some years ago to help juvenile bands attend contests. The Board agreed to transfer £2K into the Juvenile Fund.

Online Banking: Procedures are being developed to ensure the facility achieves its aims, it is hoped that the online banking facilities will be available for use by end February.

Sprinkler System, Water Tank & Pump: Since advising the inspection company of the need to install a flow meter there has been no confirmation of a date for the scheduling of the inspection.

The report and recommendations were accepted unanimously by the Board on the proposal of S Smith seconded by L Ronaldson.

Association AGM

The board were presented with a timeline of activities by P Brown of the activities that need to be completed as part of the preparation for the AGM.

The Members will be notified by social media in the first instance that:

The 92nd AGM of The Royal Scottish Pipe Band Association in pursuant of Article 42 will be held on Saturday 11th March 2023 at 11 am as a hybrid meeting.

The decision to proceed with a hybrid AGM has been agreed by the Board of Directors to allow as many Members as possible to participate.

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

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Members will have the option to attend the AGM in Person at The RSPBA headquarters or join the AGM as a participant on an online ZOOM meeting.

The Order Paper is being compiled over the next few weeks and will be emailed to the Member (Band Secretary) along with the Proxy Form and Annual Accounts in advance of the meeting. (28/01 No 12 – CEO)

The Accounts are being prepared and audited by the accountants in the first half of February.

The correspondence and news items have been drafted and are under review.

J Hughes and W McGregor offered to assist in reviewing the documentation needed to deliver the AGM.

2023 Championship Update.

The details for the European, Scottish, UK and World Championships have been finalised, the entry forms are being developed.

It was agreed a copy of the entry forms would be included for information alongside the Order Paper, Accounts and Proxy Form in the AGM pack when it is distributed. (28/01 No 13 – CEO)

The CEO is in discussion about the infrastructure set up for the World Pipe Band Championships and the clearing of the site following the BMX event.

2023 British Championships

The Board are continuing to identify a promoter for the British Championships, a number of avenues continue to be explored. In response to requests for information to enable planning for attendance the Board agreed to update the membership around the 10th February once Board members have had chance to consider all proposals. (28/01 No 14 – CEO / Chairman)

AOCB

J Allan thanked W McGregor for his services to The London and South England Branch director and for his commitment to the Association over the years he has been in post.

P Brown reminded members of the Board that the Allowances and Expenses guidance issued in December for comment, has not been completed. He also stated he will continue to support the association in those areas where the Board require support, for example web site testing, drop box admin and results processing etc. (28/01 No 15 – Directors)

W McGregor agreed with the need to progress the review of the Allowances and Expenses guidance and reported he had produced an updated Claim form that may enable the details to be submitted electronically in the future. (28/01 No 16 – Directors)

P McAndrew requested that the relevance of Affiliate Fees be considered by both the FI&M and SOSC committees, particularly considering the possibility of reciprocal agreements. (28/01 No 17 – Directors)

G Ussher thanked P Brown and W McGregor for their work on behalf of the association.

B Niven Thanked the members of the Board old and new for their support to the association.

As there was no further business the meeting closed at 13:15pm

Date of next meeting is Saturday 11th March 2023. The Pre meeting will start at 9.am and the actual Board meeting as soon as practical after the AGM has been completed (approx. 1pm).

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REVIIOUS ACTIONS COMPLETED

Action	Reference and Owner
HQ are to contact the Bands in the Midlands Branch. Details of the Branch <i>Bands and those Paid are available to the Board in the Band Statistics folder.</i>	(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)
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)
Investigate a supplier of Long Service Badges and Honorary Life Membership Medals.	(03/12 No 11 – Vice-Chairman)
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)
Enquiries are progressing with the Royal Household with a view to an invitation being extended for a Patronage.	(9/10 No 11 - Chairman)
New Item for The Static Start pilot 2023 static start extension.	(08/10 No 11 – Vice - Chairman)

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NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
Playing requirements for the Championships needs to be updated, now we have confirmed the four consecutive events.	(28/01 No1 – MB Convener)
Opening entries, the entry Fees are unchanged by updating the web page along with the closing dates.	(28/01 No 2 – CEO)
Review the news items and letters for the upcoming AGM.	(28/01 No 2 – CEO / Chairman)
Include the agreed proposals in the AGM Order Paper.	(28/01 No 4 – CEO)
The Chairman agreed to attend the next meeting of the Music Board to discuss this position of MB convener and seek that a convener is appointed	(28/01 N05 – Chairman).
The Directors are to discuss the need for a MB Convener at their Branch meetings.	(28/01 N06 – Directors)
Headquarters are to ensure that the two overseas Associations holding Adult WSD championships are paid up members of the RSPBA.	(28/01 No 7 – HQ)
Notify the grading decisions as a News Item	(28/01 No 8 – MB Convener)
Feedback on the Playing Requirements document that the Music Board reps have been asked to share and discuss with their branch Bands, will be discussed at a targeted meeting of the Music Board on the 25 th February 2023.	(28/01 No 9 – Directors).
A McGeoch is to contact the CEO in the coming week(s) to progress the opening of the headquarters.	(28/01 No 10 – CEO / A McGeoch)
It was agreed that the analysis of the assessment pricing structure would continue, and the FI&M Committee should make a recommendation to the Board of what the candidate Fee should be.	(28/01 No11 – FI&M / PBC)
Issue the Order Paper over the next few weeks to the Member (Band Secretary) along with the Proxy Form and Annual Accounts in advance of the AGM.	(28/01 No 12 – CEO)
A copy of the entry forms is to be included in the information alongside the Order Paper, Accounts and Proxy Form in the AGM pack when it is distributed.	(28/01 No 13 – CEO)
Update the membership around the 10 th February once Board members have had chance to consider all proposals on the British Championships.	(28/01 No 14 – CEO / Chairman)
Provide comment on the Allowances and Expenses guidance as requested at the December Board meeting.	(28/01 No 15 – Directors)
Review the updated Claim Form produced by W McGregor.	(28/01 No 16 – Directors)
The relevance of Affiliate Fees be considered by both the FI&M and SOSC committees, particularly considering the possibility of reciprocal agreements.	(28/01 No 17 – Directors)

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OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Action	Reference and Owner
A full review of the PBC and its Terms of reference was needed.	(12/03 No 10 – Chairman) 2022
Review the currency of the website document that need to be reviewed periodically.	(08/10 No 15 – Director P McAndrew / Vice-Chairman) 2022
MB Convenor to reach out and progress a liaison group meeting early in 2023.	(03/12 No 6 – MB) 2022
WSD Group to progress a review of the World Solo Drumming Championships	(03/12 No 7 – MB) 2022
Progress the issue of Honorary Life Membership to K Crothers and I Embleton.	(03/12 No 10 – Chairman) 2022

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