

THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
Minutes of the Board of Directors Meeting **Version: Final 1.1**
Via Video Conference
Friday 25th June 2021 @ 7.00 pm

Present Via Video Conference: B Niven, J Gibb, K Crothers, K Reilly (Chairman), K Robertson, L Ronaldson, M McCrindle, N Greeves, P Brown, S Smith, W MacGregor

In Attendance: I Embelton, G Ussher.

Apologies: A Faulkner, A McGeoch, M Brown Scott, S Orr RVM, P Whelan,

The meeting was started at 7.00 pm. The Chairman welcomed all and brought the meeting to order.

Correspondence

The Chairman read to the Board correspondence he had received.

D McPhee wrote as a teacher and assessor, providing an insight into his views of education and the contribution being made by the RSPBA Pipe Band College, as a learning centre and the continued provision of assessments at this difficult time. There was also an expression of thanks to Jim Campbell the Principal of Piping for the way he supported both his students through the assessment process.

Music Board

Allocated Directors: I Finlay and M Brown-Scott.

The MB Minute dated the 12th June along with reports from the Format Group and WSD Review Group were made available for the Board to consider.

As M Brown-Scott was unable to attend the Board meeting to present the Music Board minute, S McQuillan responded to a request of the Chairman to present the minute on behalf of the MB and respond if he could to any questions raised by the board.

The report began by explaining several World Solo Drumming recommendations that have been endorsed by the members of the MB. The WSD group recommend the introduction of Championship titles which is seen as a positive step forward, to form a solo drumming circuit based on the currently approved Branch/Regional and International qualifying events for the Senior Adult grade.

A discussion ensued with Directors raising concerns about the “Championship titles”, and others fully endorsed and supported the opportunity to append titles to the regional qualifying events. In the debate clarity was sought that the circuit was being proposed for the Adult Grade only, this was not explicitly stated in the minute. This was clarified given that the Branch/Regional qualifiers only affect the Adult grade. It was agreed that the point would be taken back to the next MB meeting:-

*“To initiate the circuit for the Regional and International qualifying events can host these titles **for the Adult grade, not the Juvenile grades.** This approach also supports the World Solo Drumming development model where at a date to be agreed will be a semi-finals and final event only.”*

Any release of information when finalised must be submitted through Marketing and Media for agreement on publication. It is understood Marketing and Media would prepare the release in liaison with the WSD Review Group.

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The Chairman asked the Board if they were prepared to accept the recommendations proposed for this initiative as the debate progressed. The recommendation of the Regional and International Qualifiers, was considered on the proposal of N Greeves, seconded by M McCrindle.

Post the Board meeting during the review of the minute, it was reported that the above vote was incomplete and had not considered all the facts or recommendations. The members of the Board were consulted, and it was agreed that: -

The focus was on clarifying the proposal was only for Adult events. Concerns have been expressed regarding the actual listed "Championship Titles". The Board are to consider this matter further at their next Board Meeting.

After the Board meeting it was officially announced that the 2021 WSD Championship has been cancelled. At this time, the Board have indicated that Championship titles should not be appended as proposed for 2021.

The remainder of the minutes were a record of the MB meeting for the Board to consider and he was happy to answer any questions before he left the meeting.

A Director said there was no correspondence recorded in the MB minute, he had sent emails with reference to the Summer Festival and an option to playing for sheets. This is based on the alternate model linked to Education for Solos, but for Bands would need the use and support of Adjudicators from the Adjudicators panel to provide sheets. The Chairman apologised at this point as the emails he had received, had also been copied to other directors, and was under the impression they were not for general discussion.

The discussion then moved on to the proposed Summer Festival.

- There will be a Summer School element which is in final preparation provided by the Pipe Band College.
- A showcase (Juvenile / Recital / Behind the Scenes) mini documentary series is being considered.
- An initial meeting had been held with the APMB to explore involvement.
- Concerns were voiced over the premature advertising of the Summer Festival on the RSPBA website, and as a result the Bands from within the Branches were enquiring about the events.
- It was stated whilst our guest was the originator of the idea, the actual delivery will need the goodwill of many people coming together to help push ahead with the delivery of the festival, where no resources or money is available. It was mentioned that no budget for the Summer Festival had yet been submitted to the FI&M Committee for consideration.

The Board discussed and noted the issues raised under AOCB in relation to the running of the Association and events, they did not necessarily agree with and feel the need to address each issue separately.

All Directors indicated that where they have held Solo Competitions, they have not requested a permit from HQ. Solo competitions have always been organised and run through the Branches. The CEO confirmed that Headquarters have never issued permits for Branch Solo competitions.

At this point The Chairman thanked S McQuillan for his attendance tonight and he left the meeting.

Bearing in mind the Association's objective to organise and operate 'Pipe Band Championships' and having regard to historical and longstanding practice amongst its Branches, the Directors reaffirmed that Branches may continue to hold, without need for any permit, such solo piping and drumming contests as are considered necessary in the best interests of their member bands and soloists.

The Directors continued to go through the Music Board Report using the table of actions to identify any items they needed to consider.

The appointment of a MB Convenor: It was acknowledged that the MB request would have been that the current Convenor remain in post for a 12-month period. The Chairman had stated that it was not possible for

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him to be the Chairman of the RSPBA and continue as Convenor of the MB. The Board upheld the decision taken on the 29th of May; M Brown-Scott would be the MB Convenor in the absence of the appointment of an elected Branch member of the Music Board to act as Convenor MB. S Smith was nominated by the Board as the 2nd Director to support M Brown-Scott. The Chairman could attend as an ex-officio member of the Standing Committee (Article 107). P Brown said he would support the two MB Directors, as and when needed.

The Board were asked “What decision making roles do our directors have”? The Board confirmed that the MB Directors have delegated authority to approve MB Grading Decisions only.

Standards and Grading Group have prepared some advice on Band Registrations and Grading Requests, this is being prepared for issue to the Bands through Marketing and Media.

The Grade 1 group are meeting to progress this initiative to the next stage, a lot of information has been received that has needed to be assessed and collated to allow the group to move forward.

The Board embrace the MB suggestion that the Association pursue membership of Traditional Music Forums and thought this was an avenue to make contacts with other groups. (25/06 No 1 – Chairman)

The Board were asked to consider role descriptions for the Chairman, Vice-Chairman and Directors. These duties are already defined within The Articles of Association which detail the “Proceedings for Directors” {92 to 99} and the “Conduct of Directors” {100 to 102}. The members of the Board also have to comply with Duties of a Director under the Companies Act 2006 which may be found on Gov.UK website. The Directors do not go through a selection process, they are nominated by their Branches at their Branch AGM’s. A director receives CPD and mentoring on their duties within a competition - “Director Education – Duties in the Ring” last updated 3rd March 2020.

Music Board are requested to make available to the SOSC the MB safeguarding project findings in relation to the running of online events as this falls within the ambit of SOSC responsibilities for the policies of the Association. (25/06 No 5 – MB)

The Board approved the MB minute as expressed in the notes above and subject to the comments on the issues raised under AOCB on the proposal of N Greeves and seconded by S Smith.

Board Minutes

The Chairman went through the minutes of the Directors’ Meeting of the 29th May 2021 and the progress of actions noted.

There was a confidential discussion relating to future competitions that involved the CEO providing an update to the Board as to the current status with the various promoters.

The minutes were approved on the proposal of W MacGregor and seconded by K Crothers.

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.

Marketing and Media.

Allocated Directors: K Robertson (Convenor), A Faulkner and M Brown-Scott.

No report was available for the Board to consider. K Robertson gave a verbal report.

The work has commenced on the website refresh, starting with the development of the theme and the use of the association logo. The project team are to meet to progress the plan, and the budget milestones for Finance Insurance and Maintenance forecast of expenditure. (25/06 No 2 – M&M)

M&M had received a request from the Summer School Principal in relation to promoting the Summer School. The members of the Board were mindful that this ties in with the “Summer Festival” and the fact the PBC are very keen to promote the Summer School online initiative. Before going to press there is a need to

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ensure we have confirmed all the logistics of registration for candidates, what fee should be charged, the numbers of candidates that could be accepted and the overall budget. It was agreed that the details would be circulated to the members of the Board for consideration and approval by email to maintain momentum while providing due diligence on the budget. (25/06 No 3 – Board)

The report was accepted on the proposal of W MacGregor and seconded by S Smith.

SOSC

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

The SOSC met on Wednesday 23rd June at 7.30 pm via Zoom.

A report was available for the Board to consider, this report listed all the business being undertaken by the Committee, many items remain work in progress.

The Convenor was unable to attend the meeting held on Wednesday night. It is recognised by the Board that his availability is impacted at the moment due to his work commitments relating to Covid 19. It was agreed that B Niven will act as Convenor until he is able to attend meetings again.

There was only 1 item on the report which the Board addressed, this was to confirm the current alignment for both Novice and Juvenile grades as requested by the MB. The current Standing Orders and Rules 4.29 to 4.31 clearly define the alignment when there are no Novice Juvenile or Juvenile sections.

Playing in Higher Grades – Minor Contests

4.29. Where lower grade Bands are permitted to play up one grade the following must be observed - Novice Juvenile to Juvenile, Juvenile to Grade 2, Grade 4 to Grade 3, Grade 3 to Grade 2, Grade 2 to Grade 1.

4.30. Where there are no Novice Juvenile or Juvenile sections, Novice Juvenile will play in Grade 4 and Juvenile in Grade 3.

4.31. When playing up is permitted in this type of contest Novice Juvenile will play in Grade 3 and Juvenile in Grade 2.

The Board were asked to consider the other items within the SOSC report, as these will be discussed at the next meeting.

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

The Chairman thanked the group for holding an SOSC meeting and continuing to progress the work in hand.

Finance Insurance and Maintenance

Allocated Directors K Crothers (Convenor), W MacGregor, P Brown and K Reilly and those invited to attend I Embelton, and G Ussher.

The Finance, Insurance and Maintenance standing committee met via GoToMeeting at 2pm on the 21st June 2021. The full report is available to the Board in the Meeting Pack Folder.

There is no change to the Staff position previously reported. It is hoped that the Staff would return to HQ at the end of September, this would be dependent on the prevailing Social Distancing Requirements.

It is the view of the Finance Committee that we would need to charge VAT on the let fee. There is a lot more to do to get resources, procedures, and the building in a position to be used by third parties.

There were no requests for budget notified to the committee in advance of the meeting.

G Ussher indicated that enquiries had indicated that the budget for recruitment of the CEO through an agency is a % of the candidate's salary (circa 15%+ VAT).

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The cashflow forecast was updated to 31st May 2021 was circulated prior to the meeting. It was agreed there is a need to further develop the granularity of the forecast.

Work is underway regarding the 2022 championships, with approval required from some committees within the councils. Our aim is to have a calendar of Championships in place for August 2021.

The report was accepted on the proposal of L Ronaldson and seconded by Bob Niven.

AOCB

The Director will forward the Email mentioned earlier in the meeting on Safeguarding to the MB Administrator for forwarding to those dealing with the subject. (25/06 No 4 – Director)

The Chairman thanked the Board for their input tonight.

As there was no other business the meeting closed at 9.55 pm.

Date of next meeting: 24th July 2021. 9.30 am

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PREVIOUS ACTIONS COMPLETED

Action	Reference and Owner
It was agreed that a News Item on returning to Practices would be drafted and published on the Associations Web Site and Facebook Page.	((29/05 NO 3 – Marketing and Media)
The members of the Board agreed that for continuity it was best if there was one Convenor to Chair and oversee the MB meetings. In the event of a Convenor not being appointed from within the MB, M Brown-Scott has offered to take on the role.	(29/05 No 4 – MB)
The Chairman and MB are to engage with the APMB and Pipe Band College over the coming weeks, as they develop a roll out plan for the Summer Festival once resources (Skills, financial & in-kind support) are clearer.	(29/05 No 6 – Chairman and MB)
The CEO, I Embelton is the representative from the RSPBA who has the Board's permission to discuss funding / sponsorship matters with Glasgow Life.	(29/05 No 7 – CEO)
The Standing Orders and Steering Group have been asked by the MB to confirm current alignment for both Novice and Juvenile grades.	(29/05 No 8 – SOSOC)
The FI&M committee recommended to the Board that the expenditure on the Web Site development be approved. The Board unanimously agreed to proceed with the development.	(29/05 No 9 – Marketing and Media)
APMB feel there is work outstanding from the cancelled Grade Realignment Project with respect to aligning the Novice Juvenile (A & B) and Juvenile Bands with the Adult Grade they could Play in. The Item is to be brought to the attention of the MB for their consideration. To be discussed at the next Liaison Group Meeting. Item has been passed to the MB for consideration	(13/03 No 8 – MB Directors)
P Brown to contact the SOSOC Convenor	(29/05 No 11 – Vice Chairman)
The Chairman will be meeting with the PBC Directors J Gibb and N Greeves to discuss the PBC and the work involved.	(29/05 No 12 – Chairman)
J Gibb and N Greeves as representatives of the Board would be notified of the next Principals meeting.	(29/05 No 14 – Education Officer)
P Brown informed the Board that as the 2021 Season Working Group was no longer meeting, he would pass the information presented by G McDermid this morning to the group.	(29/05 No 15 – Vice Chairman).
There is a need for two Directors with a will to take the initiative for a competition forward, he would bring forward the idea to the Summer Festival meeting. Email sent	(29/05 No 16 – Vice Chairman)
A volunteer from the full MB is needed to take on the role as Convenor before the next meeting. (19/05 No 4 – MB)	(19/05 No 4 – Full MB)
The MB feels a "Media "policy should be developed to afford protection for the whole Association, so any such requests are steered to the appropriate owner. With M&M to progress	(19/05 No 5 – Marketing and Media)
The MB decided the DM format change would stay in place. The SOSOC are to progress a rule change if needed. With SOSOC to progress.	(19/05 No 6 – SOSOC)

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NEW ACTIONS FROM THIS MEETING

Action	Reference and Owner
The Board embrace the MB suggestion that the Association to pursue membership of Traditional Music Forums and thought this was an avenue to make contacts with other groups.	(25/06 No 1 – Chairman)
The project team are to meet to progress the plan, and the budget milestones for Finance Insurance and Maintenance forecast of expenditure.	(25/06 No 2 – M&M)
Summer School details would be circulated to the members of the Board for consideration and approval by email to maintain momentum while providing due diligence on the budget.	(25/06 No 3 – Board)
The Director will forward the Email mentioned earlier in the meeting on Safeguarding to the MB Administrator for forwarding to those dealing with the subject.	(25/06 No 4 – Director)
'Music Board are requested to make available to the SOSC the MB safeguarding project findings in relation to the running of online events as this falls within the ambit of SOSC responsibilities for the policies of the Association.	(25/06 No 5 – MB)

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Action	Reference and Owner
DP&A Branch asked that the position with SQA as to why last year's Tenor drumming candidates had not received accreditation for their Theory.	(05/09 No 12 – EO / PBC)
Seek clarification on the VAT definition of a "Commercial Let" regarding our VAT position. It is the view of the Finance Committee that we would need to charge VAT on the let fee.	(14/03 No1 Finance /CEO)
The request from the NI Branch for adjudicators for the WSD qualifier would be progressed.	(29/05 No1 – CEO)
It was agreed that K Reilly and I Embelton would look at options for expediting the presentation of the award of Honorary Vice President to G Hamill and J Hughes in advance of the 2022 Season.	(29/05 No 2 – Chairman and CEO)
I Embelton to speak to Glasgow Life and the University with regards to availability for the WSD 2021 competition	(29/05 No 10 – CEO)
To progress the advertisement and application procedure for the posts of Summer School Principal and Piping Principal.	(29/05 No 13 – Education Officer and Chairman)

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