



**Minutes from Branch Meeting
Sunday 4th Nov 2018 in the Glencarse Village Hall**

1. Chairman's welcome:

Paul welcomed all those present and opened what would be a short Branch meeting at 6:30pm prior to the AGM.

2. Presence and Apologies:

Present: Paul McAndrew, Irene Black, Bruce Cargill, Gillie McNab, Ian Hughes, Craig Black, Jim Clark, Iain Finlay, David Hunter, Alistair Duthie, Alison Duthie, Gary Mair,

Apologies: Jim Mills, Ali Bryce, Owen Sweeney, Sarah Rathbone, Willie Tait, David Wilton,

3. Matters arising from minutes of last meeting:

Action from Minutes in October 2018

Mtg-Act	Action	Owner	Status *
Oct-18-03	PayPal threshold limit reached; result in money cannot be moved out of PayPal account. Involvement with RSPBA Chairman to try to resolve.	GM	Open
Oct-18-05	Branch require new spreadsheet for compiling at Minor contests. GM to contact George Woods requesting how best to progress. GM e-mailed George Woods 9 th Oct. Awaiting reply.	GM	Open

Further matters arising:

- None.

4. Approval of previous minutes

Approved: Bruce Cargill; Seconded: Ian Hughes

5. Correspondence: GM summarised the following items:-

- No new correspondence since Branch meeting in October.

6. Treasurer's Report:

- Irene Black presented the accounts (confidential).

7. Music Board Report: BC reported as follows -

- Sample drum scores are to be online soon. (These are not mandatory playing scores, purely a guide and bands can change as they so wish to suit their band style, requirements etc).
- Further Music Board information shall follow in AG<

8. Director's Report: Paul McAndrew reported as follows -

- PMcA confirmed that all Branch Office Bearers and Committee member posts now run for three years in accordance with Branch Constitution, Management Committee, para. 4.
- To avoid term of office for all Branch Officials running concurrently, Branch Secretary, 1 Director (Paul McAndrew) and Music Board Rep. (Bruce Cargill) agreed to resign and re-stand for election at the AGM.

9. Education

- The 2018 SQA programme is now underway in the Branch. Agreement from all those present to set course fee at £40 per student. (£35 pass-through SQA costs + £5 Branch hosting fee).



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10. Media Report:

- Nothing to report.
 - PMcA demonstrated a conferencing facility, “Go To Meeting” that could be made available to Branches if interested. As well as video conference, this applications has capability to record meeting and provide audio transcription. GM to contact Branches to find out who may be interested and willing to share Licence costs.
- 04.11.18 – North West England Branch have committed to sharing licensing costs. Interest also received from London & South of England.

11. AOCB:

- A vote was taken and approved unanimously for World Solo Drumming Championships 2019 Qualifier to be held at Kingdom Thistle Solo competitions provisionally Saturday 13th April 2019.
- Approval received for sponsorship of Dundee City Outdoor contest for 2019 from Invertay Homes.
- Agreement that Branch levy shall remain un-changed at £55 & £45 for adult and juvenile bands respectively. Same costs apply to any Affiliate memberships.

12. New Action Items

- No New Action Items

13. Next Branch Meeting Date(s):

Branch Meetings

4th November (AGM)

9th December (please note change of date from 2nd of December)

The meeting closed at 18:55.



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ARCHIVED ACTIONS

Actions from minutes in December 2015

Mtg-Act	Action	Owner	Status *
Dec-A1	GM to review wording of potential intro of rules in line with comments received from Perth & District. Draft rules circulated by GM 30.11.16. 12.3.17 – insufficient time to discuss at previous meeting. PMcA summarised Constitution states rules to be avail on website; once adopted this will be made available online. Proposed by Bruce Cargill, seconded by Gillie McNab.	Gary	8.10 CLOSED – uploaded online with branch rules

Actions from minutes in December 2016

Mtg-Act	Action	Owner	Status *
Dec-AA3	Perth Games 13.8. 17 – awaiting conf if event will go ahead as a contest or with guest bands only. GM to approach new Games Secretary to seek clarification; everyone keen to see this contest remain. 12.2.17 – PMcA noted the 2018 event due to fall on the day before the Worlds. 12.3.17 – GM submitted online enquiry to Games website; awaiting response. Ali Bryce advised of recent meeting outlining proposal to run similar event to last year (no comp).	Gary	CLOSED. Event did not go ahead. 2018 event to take place at an alternative venue (Perth Racecourse).
Dec-AA4	Inclusion of additional column on branch contest spreadsheet to include Major results for comparison exercise. Action Gary Mair to progress spreadsheet update and do a measurement for this year's results. 04.02.18 – Branch Championships shall only comprise of minors held within Branch area.	Gary	OPEN 8.10 – purely as an exercise to see if we wish to pursue for 2018. 04.02.18 - CLOSED

Actions from minutes in March 2017

Mtg-Act	Action	Owner	Status *
Mar-A1	Dundee Miniband trophy – Gary Mair to obtain from Andrew Downie with a view to sourcing unused shield and have prizewinner names transposed on reverse side / or attempt to straighten. 8.10.17 update – returned and awarded again; GM to request from Davidsons Mains to bring to Paisley event. P Brown agreed to sponsor trophy for replacement. 11.03.18 – GM to collect trophy from D/Mains at L&B Solos	GM	Closed
Mar-A9	Gary Mair to approach Common Good Fund and ascertain status. 8.10.17 update - this was specifically carried out for the Dundee contest and was awarded.	GM	CLOSED
Mar-A12	Consideration to circulate MAP guidance document to Branch. 30.4.17 GM searched under 'Learning' but unable to locate. GM to submit request to HQ (or Paul Brown). PMcA to scan as one document and Jason Lafferty to upload thereafter. 8.10.17 update – Paul McAndrew advised unable to locate original MAP document. Issue with copyright previously so was removed from website.	GM	CLOSED



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Mar-A13	Paul McAndrew and Gary Mair to finalise SQA qualifications programme. 30.4.17 – GM confirmed email circulated 13.3.17 with dates and initial outline. Awaiting further information from Tam Brown (with a view to possibly compressing to single days rather than whole weekends). GM confirmed numbers required ASAP from each band (with RSPBA band number and instrument stipulated). 8.10.17 – SQA programme underway.	PMcA GM	CLOSED
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Actions from Minutes in April 2017

Mtg-Act	Action	Owner	Status *
Apr-A1	Guidance expected to go online for prescribed tunes.	BC	CLOSED
Apr-A2	World solo drumming qualifier – PMcA to follow-up with Paul Brown re. dates and proposals for 2018. 8.10.17 update – Paul McAndrew confirmed event had moved to Kingdom Solos; awaiting confirmation of a date (usually last Saturday in March or first Saturday in April – awaiting venue availability confirmation from Paul Brown). 04.02.18 – date confirmed as 10 th March 2018 at Lochgelly High School	PMcA	CLOSED
Apr-A3	Child Protection – RSPBA guidance to bands update. 8.10.17 – original action to be closed and new action to be opened under ‘Safe Guarding’ to include vulnerable adults. 04.02.18 – RSPBA Chief Executive has now signed-off policy; RSPBA website now has link to Disclosure Services, an umbrella body processing Disclosure applications and PVG membership.	PMcA	CLOSED
Apr-A5	DPA Branch fund-raising concert – confirmation of date, establishment of working group and general update on progress. 8.10.17 – No further progression due to lack of venue to date; Fife Police opting to go to Bucksburn contest instead as we were unable to firm up a Saturday date. Paul McAndrew expressed wish to revisit for 2018 with a different band (around a Grade 1 band not necessarily in the Branch), and look to develop a juvenile concert band. Nicola Liddell stated it was Perth and District Pipe Band’s 125 th year next year so would be keen to see them involved. Paul McAndrew to review dates and approach bands thereafter on shared profit basis. 04.02.18 – “Closed” as too many other commitments during 2018.	PMcA	CLOSED
Apr-A6	AGM (5.11.17) arrangements. 8.10.17 update – venue: Glencarse, 6.30pm for 7.00pm (6pm committee meeting to take place prior to AGM). 04.02.18 – AGM took place as planned at Glencarse	GM/P McA	CLOSED
Apr-A7	Summary of Mini -band contest feedback on formation etc.	GM	CLOSED – to be discussed under ‘correspondence’



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Action from Minutes in October 2017

Mtg-Act	Action	Owner	Status *
Oct-A1	Minibands contest – Orkney Pipe Band to perform last to take in to consideration any travel delays. 04.02.18 – Online entries now available; awaiting Orkney entry.	GM	CLOSED
Oct-A2	Dundee Contest – awaiting confirmation of 2018 event from Dundee City Council, including update on grant application. 04.02.18 – online entry now available.	PMcA GM	CLOSED
Oct-A3	2017 event cancellations – Gary Mair to write to bands who are entitled to refunds. 11.03.18 – Irene Black has refunds organized.	GM	CLOSED
Oct-A4	Gary Mair to write to the RSPBA HQ to request Grade 4A and 4B splits for 2018 season at Branch competitions. 04.02.18 – letter submitted to RSPBA HQ; MB approval confirmed at February '18 meeting.	GM	CLOSED
Oct-A5	Any band wishing to be considered for regarding should write to Bruce Cargill prior to 18.11.17 (ideally by the Monday prior to this) in advance of the next Music Board meeting. 04.02.18 – MB confirmed no requests received.	ALL	CLOSED
Oct-A6	Board minutes to be made available online on Branch website. 11.03.18 – Paul McAndrew arranging.	PMcA	CLOSED
Oct-A7	Branch SCQF tutor training – Gary Mair to share grid to Branch bands 04.02.18 – Action completed.	GM	CLOSED
Oct-A8	Gary Mair to provide details of Branch SQA programme to Sarah Rathbone. 04.02.18 – Action completed	GM	CLOSED
Oct-A9	Summer school – Irene Black to send Gary Mair Paypal receipt link for refund query. 04.02.18 – Action completed.	IB/GM	CLOSED
Oct-A10	Education – what do members want to see in terms of Education in the Branch? 04.02.18 – Action completed	ALL	CLOSED
Oct-A11	Branch website – Badenoch and Stathspey details to be added. Nicola Liddell to follow-up with Sarah Rathbone. 04.02.18 – Action superceded by new action item combining A12 & A13 below.	NL	CLOSED
Oct-A12	Branch website – ensure all bands are sitting in the correct pages as per recent regradings.		CLOSED
Oct-A13	Branch website – all bands requested to ensure their details are showing accurately. 04.02.18 – Action Closed	ALL	CLOSED
Oct-A14	Branch calendar to be updated online. Details of all calendar dates to be circulated to members. 04.02.18 – Action completed	PMcA/ GM	CLOSED
Oct-A15	AGM 2016 minutes to be circulated. 04.02.18 – Action completed	GM	CLOSED
Oct-A16	Annual Fees due. 04.02.18 – several bands not yet paid however annual fees will be automatically deducted at time of first competition entry.	ALL	CLOSED
Oct-A17	Branch solo trophies to be returned at AGM meeting. 04.02.18 – Action Closed	ALL	CLOSED



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Action from Minutes in February 2018

Mtg-Act	Action	Owner	Status *
Feb-A1	Dundee Outdoor Contest – GM to continue to liaise with Dundee City Council (DCC). Arrangements required for parking, bus parking, re-submission of Applications excluding trade stands, toilet facilities at High School Of Dundee,...etc 11.03.18 – Parking for Coaches now permitted in Euclid Crescent adjacent to HS of Dundee. Meeting arranged 02.04.18 with TA to review fencing, gazebo positioning etc. DCC confirmed that grant will not be made for this year’s event. GM to investigate alternative sponsorship possibilities from Peter Vardy. 07.10.18 – No sponsorship for 2018 event.	GM	Closed
Feb-A2	Consideration for Adjudicators Review Panel to publish annual review report. 11.03.18 – Bruce Cargill to raise at Liaison Meeting.	PMcA	Closed
Feb-A3	Check to be made regarding wording on paperwork for Stewards in terms of declaration of “volunteer” (as opposed to “employee”). 11.03.18 – Paul McAndrew auctioning.	PMcA	Closed
Feb-A4	Gary Mair to remind all bands to check Branch website details for band information accuracy including grading. 11.03.18 – Email reminder has been sent and item also raised at Branch meetings.	GM	Closed
Feb-A5	All bands to be encouraged to attend RSPBA AGM or alternatively to permit proxy voting. 11.03.18 – 9 bands opted for proxy voting at AGM.	GM	Closed

Action from Minutes in March 2018

Mtg-Act	Action	Owner	Status *
Mar-18	GM to email B Cargill requesting publication of Adjudicators’ Review Panel annual review report. 12.03.18 – e-mail sent to B Cargill	GM	Closed
Mar-18	GM to email Peter Vardy enquiring about sponsorship for 2018 Dundee City Outdoor contest 12.03.18 – email sent to Peter Vardy; no reply.	GM	Closed
Mar-18	GM to re-send email to RSPBA HQ requesting 10% education expenditure refund from 2017 costs 12.03.18 – email to RSPBA (Alik); follow-up to Alik on 16 th March acknowledging receipt of cheque.	GM	Closed
Mar-18	GM to email outstanding SQA examination candidates suggesting either Sat/Sun 14 th / 15 th April 12.03.18 – email sent to candidates.	GM	Closed
Mar-18	GM to email all Branch bands asking for possible candidates to represent Branch as 2 nd Music Board representative alongside Bruce Cargill. 12.03.18 – e-mail sent to all Branch bands	GM	Closed



The Royal Scottish Pipe Band Association – Dundee Perth & Angus Branch

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Action from Minutes in April 2018

Mtg-Act	Action	Owner	Status *
Apr-18-01	GM to contact all bands who participated in recent Minibands with respect to school's complaints.	GM	Closed

Action from Minutes in October 2018

Mtg-Act	Action	Owner	Status *
Oct-18-01	Reply to Burntisland & District re Vale Solos – entry criterion to remain as is i.e. within geographical limits or members of Branch bands. GM replied by e-mail.	GM	Closed
Oct-18-02	Reply to P&KC re interest in outdoor Minibands competition in Perth on 26 th January 2019. GM replied that there was no interest in an outdoor miniband contest in January. To a further enquiry from P&KC, PMcA replied regarding costs for a number of bands to entertain. No response has been forthcoming from the Council.	GM	Closed
Oct-18-04	Permission granted from RSPBA for Benarty Events Group to hold Juvenile Championship event as part of the Lochore 2019 pipe band contest. GM to contact group Secretary to progress. Contact has been made & further meetings to develop competition ideas will take place.	GM	Closed
Oct-18-06	Cupar Highland Games have requested permission to hold a pipe band contest on Sunday 16 th June 2019. GM to contact Games Secretary to discuss. Meeting arranged for 6 th Nov.	GM	Closed
Oct-18-07	Outreach costs agreed at October '18 meeting to be £40 per student. E-mail to go to all participating band Secretaries to advise the invoice will be sent to band, not to individuals (all as per 2017) Email sent 8 th Oct.	GM	Closed
Oct-18-08	GM to distribute Branch Solos entry forms. Entry forms online & emailed to all Branch bands	GM	Closed

APPROVED