

Minutes of WWS Board Meeting



21 January 2021 @ 8.00pm

Location: **Zoom Videocall**

Item	Action
<p>1. Welcome, Apologies and Intros: Present - Kevin Lochhead (KL) – Chair; Chris Heron (CH) – Vice Chair; Liz Anderson (LA) - Secretary; Stuart Baillie (SB) - Treasurer; Alf Alonghi (AA); Ollie Jessop (OJ); Kim Johnston (KJ); John Radford (JR); Mariet Scott (MS); Carole Cooney (CC) – COO; Barry Cook (BC) – sportScotland Partnership Manager.</p> <p>Ali Brotherton (AB) and Louise Gillespie (LG) joined for the intros section of the meeting</p> <p>Absences – Nil</p> <p>KL welcomed everyone and noted thanks to all. Special welcomes to our new Development Coach (Ali Brotherton) and Development Officer (Louise Gillespie).</p>	
<p>2. Standard Items</p> <p>2.1 Conflicts of Interest – 1 conflict of interest form to be submitted; no new conflicts noted</p> <p>2.2 Risk Register – JR/CC presented an overview of the proposed Risk Policy and Register. Approach and format approved by all. Detail of Risk Policy to be reviewed and comments returned to CC – in particular the wording in section 7 Risk Appetite.</p> <p>2.3 Child Protection and Wellbeing – KJ confirmed no new cases. KJ to send list of WWS CWOs to CC to check currency on BWSW database</p> <p>2.4 Record of decisions outwith meetings:</p> <ul style="list-style-type: none"> • Revised folder structures and access rights for OneDrive have been confirmed and will be implemented before next Board meeting. To be used as central repository for all documentation (rather than using email attachments etc) and will feature as part of Director/Staff new start/end of role procedures. • Links to WWS Slack Groups that have been set up to be emailed 	<p style="text-align: right;">AA</p> <p style="text-align: right;">All</p> <p style="text-align: right;">KJ/CC</p> <p style="text-align: right;">CC/SB</p> <p style="text-align: right;">KL</p>
<p>3. Minutes of Previous Meeting Approved by CH; Seconded by KJ</p>	
<p>4. Chair Update</p> <ul style="list-style-type: none"> • Immediate focus is now on the 2021 Strategy (see below in COO update) which will give everyone a framework to work within this year 	

<ul style="list-style-type: none"> Due to issues with insurance, Racing can currently not be governed by BWSW or WWS, however discussions are underway (WWS/BWSW) re the potential for a 'racing affiliation' as we do not want to lose contact with this important area of the sport. AA had joined the WWS Board with a Racing Portfolio which is now no longer applicable, but we are delighted that he has agreed to remain on the Board as an Independent Member. AA is in the process of setting up a separate Racing organisation. 	
<p>5. COO Update CC presented:</p> <ul style="list-style-type: none"> Overview of key items from the COO Report issued pre-meeting Overview of proposed 2021 Strategy Document – content approved (some minor edits to be progressed). Layout/design to be finalised. Overview of proposed 2021 WWS Operational Plan – approach approved; detail of content to be reviewed. This report will form the basis of reporting to the Board moving forward. 	<p>CC</p> <p>All</p>
<p>6. Finance Update SB gave an overview of:</p> <ul style="list-style-type: none"> Finance Report (attached); confirming that 2021 Budget is being constructed and will include a £10k Special Projects allocation <p>The accrued liability for vouchers sold in the run up to Christmas was discussed and it was agreed that this requires to be reflected on the balance sheet.</p> <p>Other clubs cannot access the government COVID bounceback loan (not available to voluntary organisations) therefore it was queried if they could possibly benefit from a share of the monies received by WWS/NTS, if required. It was confirmed that the loan is for cash flow relief only and can be used on areas where it is known that money can be re-couped (6 year loan/1st year interest free).</p>	<p>SB</p> <p>SB</p>
<p>7. NTS Management Committee CH provided an update</p> <ul style="list-style-type: none"> NTS Management Committee confirmed the overarching strategy for the centre is to be a "Centre of Excellence". Sub-Committees are currently working up their 2021 business plan proposals for discussion at NTS Management Committee 28 January. Discussions continue with Fife Council/Harper McLeod re the lease at Townloch. Feedback regarding HMCL support provision to be provided to sportScotland. Updates re maintenance (office, water tanks, boats etc) provided – weekly checks ongoing while centre is closed Update re voucher sales pre-Christmas provided – aiming for a 10-20% conversion rate 	<p>CH/CC</p>
<p>9. sportscotland Update</p>	

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BC provided an overview of the sportScotland position regarding funding and targets for 2021, as well as an update regarding the Annual Return which is due for submission on 8 February.	
14. AOB <ul style="list-style-type: none">No additional items	
Next Meeting: 18 March 8pm	LA

Minutes taken by Carole Cooney