

# Minutes of WWS Board Meeting

18 March 2021 @ 8.00pm

Location: Zoom Videocall

Item	Action
<p><b>1. Welcome, Apologies and Intros:</b> Present - Kevin Lochhead (KL) – Chair; Chris Heron (CH) – Vice Chair; Liz Anderson (LA) - Secretary; Stuart Baillie (SB) - Treasurer; 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 the start of the meeting to provide an update on their activities since the last meeting.</p> <p>Apologies – Ollie Jessop (OJ)</p>	
<p><b>2. Standard Items</b></p> <p>2.1 Conflicts of Interest – all conflict of interest forms in place. No new conflicts noted.</p> <p>2.2 Risk Register – no new risks to be added. Additional mitigating actions to be added in relation to Equality and Data (Cyber Security)</p> <p>2.3 Child Protection and Wellbeing – KJ confirmed no new cases. CC to check currency of CWO list sent by KJ</p> <p>2.4 Record of decisions outwith meetings: Alf Alongi has stepped down from the Board but both parties will maintain contact in relation to developments in Racing/Competitions. The Board agreed that there isn't a requirement to actively recruit a replacement, but the door is always open for discussion if anyone else wishes to step forward.</p>	<p>CC</p> <p>CC</p>
<p><b>3. Minutes of Previous Meeting</b></p> <p>3.1 Minutes of the previous meeting were approved by CH</p> <p>3.2 The new Action Log was reviewed and will be updated with additions from this meeting.</p>	
<p><b>4. Chair Update</b></p> <ul style="list-style-type: none"> <li>• Weekly meetings with (a) COO and (b) BWSW Chair</li> <li>• The new Operational Plan/Report structure is working well – updated continually and visible to all Board members to see progress</li> <li>• Chair is circulating weekly reports summarising COO/DO/DC activity to Board – comments welcomed</li> <li>• The new OneDrive folder and access structures are working well. CC requested that, in order to manage/maintain access rights any changes to the structures (ie folder additions) are requested rather than individuals adding folders in themselves.</li> </ul>	
<p><b>5. COO update</b></p>	

<p><u>5.2 &amp; 5.3 DO and DC Updates</u> DO and DC reports were circulated ahead of meeting.</p> <ul style="list-style-type: none"> <li>• Assistance with the planned leaflet drop was requested from MS. Discussion followed regarding the identification of other locations to distribute leaflets and posters (eg e-membership posters) and making further connections with VisitScotland</li> <li>• CH asked that arrangements with Flow Point are finalised by the end of this week</li> </ul> <p>AB and LG left the meeting after their updated.</p> <p><u>5.1 &amp; 5.4 COO Update &amp; Annual Plan</u> Annual Operational Plan and COO Reports were circulated ahead of meeting. No questions/comments raised at meeting.</p> <p><u>5.5 Strategic Plan</u> The 2021 Strategic Plan was approved for publication (pending final edits)</p>	<p><b>LG</b></p> <p><b>AB</b></p> <p><b>CC</b></p>
<p><b>6. Finance Update</b></p> <p><u>6.1 Update</u> Treasurer's report was circulated ahead of the meeting.</p> <ul style="list-style-type: none"> <li>• Noted that Year End accounts are due to be submitted to the Accountants at the end of the month.</li> <li>• Noted/agreed that book-keeping will continue to be outsourced to Andrew Haslam</li> <li>• Discussion took place regarding capital expenditure reporting</li> <li>• Discussion regarding quotes for new websites – list of options to be circulated by end of next week</li> </ul> <p><u>6.2 Procedures</u></p> <ul style="list-style-type: none"> <li>• Finance Policy and Procedures are currently being reviewed/re-written – for Board approval</li> </ul>	<p><b>SB</b></p> <p><b>SB</b></p>
<p><b>7. NTS Management Committee</b> CH provided a verbal update</p> <ul style="list-style-type: none"> <li>• updated position re COVID restrictions – activity can restart at the centre but travel restrictions are still in place and only members living in the Fife Local Authority and staff/volunteers can currently travel to the centre; season to start 26/4 April</li> <li>• Waiting for response from Fife Council re our response regarding the lease</li> <li>• Interviews for NTS seasonal staff have taken place</li> <li>• 2021 Pricing Structures have been proposed – will feature on agenda at next NTS Management Committee</li> <li>• New ski boat may be available by June/July (still on production line); test of possible wakeboard boat to be undertaken at the centre tomorrow; other equipment reviews are underway</li> <li>• BWSW Accreditation paperwork has been issued – visit will be undertaken this year</li> <li>• Webinars and other partnership connections are being discussed/progressed</li> <li>• 2 funding applications in progress</li> </ul>	

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<b>8. sportscotland Update</b> BC provided a summary update from sportScotland <ul style="list-style-type: none"><li>• Update re COVID guidance/routemap – COVID Officer workshops being scheduled (mandatory for new COVID officers; recommended as refresher training for existing)</li><li>• sportScotland have agreed a change in approach to target setting – more focus on qualitative rather than quantitative statements; welcomed by SGBs. Noted that this will require detailed reporting and transparency.</li><li>• Panel meeting 8/4 to review 2021 funding applications</li><li>• SGBs will be asked to present an update on their COVID recovery strategy around Sept/Oct this year</li></ul>	
<b>9. Papers Submitted</b> <ul style="list-style-type: none"><li>• Volunteering Strategy – noted and approved. To be rolled out to clubs.</li><li>• Competitions Paper – to follow</li></ul>	<b>LG</b> <b>AB</b>
<b>10. AOB</b> Date for AGM to be agreed before next Board meeting (CC confirmed must max 8 months after end of Financial Year)	<b>All</b>
<b>Next Meeting:</b> 20 May – 8.00pm	<b>LA</b>

Minutes taken by Carole Cooney

## **Key Points from COO Report:**

### Governance

- Sportscotland/KPMG audit scheduled for April 2021
- Board Skills Matrix and Appraisal procedures in place

### Equality

- WWS now working towards Preliminary Equality Standard

### Risk Management & Policies

- Risk register and policy now in place
- Policies have been produced or updated – Finance/LGBTQI+ still being revised
- For front-facing policies (eg Anti Bullying, Equality etc), posters will be created to share with clubs/venues
- Codes of Conduct – Children; Parents; Coaches – work underway

### Reporting

- 2021 Strategic Plan now ready for publication
- Engagement re 2022-24 strategy to be undertaken through 2021

### Finance

- Sportscotland Funding Application for 2021/22 has been submitted – to be reviewed by Panel in April

### HR

- See above re policy reviews

### Clubs/Venues

- Discussions underway re affiliation for 2021
- Discussions underway re introduction of new WWS membership type for non club-members

## **Key Points from DO Report**

### Club Development

- A volunteer Guide for clubs has been produced and is awaiting approval
- A list of funding opportunities has been created and circulated to clubs/operators

### Marketing and Promotion

- All social media pages have been newly set up or re-established
- A 'Focus On': Waterski and Wakeboard story has been published in the sportscotland Sport First Magazine

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- Research into a new website developer is complete and ready to be progressed

## **Key Points from DC Report**

### Development Document

- First draft of beginner cable wakeboard activity book completed.
- Work has been started on beginner boat wakeboard and waterski book.
- Plan for more advanced books to be published.

### Competition Proposal

- Wakeboard Clubs have agreed to host the Scottish wake series again this year.
- Plan to continue backyard competitions at waterski clubs for this season.
- Currently working on plan for tournament skiing competition diary for this season.

### Online coaching diary

- Trick list and coaching points for cable wakeboard ready.
- In discussions with video editor for the series.
- Once the season starts we can start filming.