

Minutes of WWS Board Meeting

20 May 2021 @ 8.00pm

Location: Zoom Videocall

Item	Action
<p>1. Welcome & Apologies: Present - Kevin Lochhead (KL) – Chair; Chris Heron (CH) – Vice Chair; Liz Anderson (LA) - Secretary; Kim Johnston (KJ); John Radford (JR); Carole Cooney (CC); Barry Cook (BC) – sportScotland Partnership Manager.</p> <p>Ali Brotherton (AB) joined the start of the meeting to provide an update on his activities since the last meeting.</p> <p>Apologies – Stuart Baillie (SB); Louise Gillespie (LG) Ollie Jessop (OJ); Mariet Scott (MS)</p>	
<p>2. Standing Items</p> <p>2.1 Conflicts of Interest – no new conflicts</p> <p>2.2 Risk Register – review completed; no change required</p> <p>2.3 Child Protection and Wellbeing – KJ confirmed no new cases.</p> <ul style="list-style-type: none"> • Reminders issued to clubs and Board re safeguarding training/info sessions • Children1st development has been delayed slightly – further update to follow • WWS Safeguarding posters to be circulated to clubs • Discussions underway with Volunteer Scotland re enhancing WWS status to allow PVG checks for satellite clubs to be undertaken. We cannot undertake PVG checks for employees of commercial operators as this would breach GDPR <p>2.4 Record of decisions outwith meetings:</p> <ul style="list-style-type: none"> • Boat Investment Proposal – paper circulated to and approved by Board • CC will join the Board as an Independent Volunteer Director (see Item 4 – Chair Update) 	<p>KJ/LG</p>
<p>3. Minutes of Previous Meeting</p> <p>3.1 Minutes of the previous meeting were approved by CH and seconded by JR</p> <p>3.2 The Action Log was reviewed and will be updated with additions from this meeting.</p>	
<p>4. Chair Update</p> <ul style="list-style-type: none"> • KL spoke of the recent sad passing of Scott Murray, his amazing character and immense contribution to the sport. Further discussions to be held regarding the establishment of a WWS Lifetime Achievement award. • CC is to join the Board of Directors as an Independent Director – no objections raised. Discussions re recruitment for the COO role have been held with sportScotland and the position will be advertised this week. The Chair noted thanks to CC for her 	<p>KL</p>

<p>work in the COO role. CC reflected that she is excited to be joining the Board and feels very fortunate to be able to continue working with the great team to continue supporting and developing the sport. Handover meetings and write-ups for the COO activities are being progressed.</p> <ul style="list-style-type: none"> Feedback from clubs indicates a slight shift strategy focus may be required – priority driver for clubs so far is less on promo/increasing membership and more on coaching and training. This may be a reflection on emergence from COVID lockdowns etc. Work on WWS longer term strategy will take place throughout the season – including input and feedback from clubs and operators 	
<p>5. COO Update 5.1 & 5.2 <u>COO Update & Annual Plan</u></p> <ul style="list-style-type: none"> Annual Operational Plan and COO Reports were circulated ahead of meeting. See appendix for key points 	
<p>6. Finance Update 6.1 <u>Update</u></p> <ul style="list-style-type: none"> Treasurer’s report to follow. Draft Finance Policy was submitted to the recent KPMG audit and we are awaiting feedback <p>6.2 <u>Boat Investment Proposal</u></p> <ul style="list-style-type: none"> Paper previously circulated and approved. An NTS Boat Replacement Process/Strategy is to be documented. 	<p>KL</p>
<p>7. NTS Management Committee CH provided a verbal update:</p> <ul style="list-style-type: none"> NTS is now open for the season – with COVID guidelines in operation New team (Drivers/Coaches and Front of House) are in place and receiving great feedback The ‘new to us’ wakeboard boat is now in place and is receiving great feedback The new Ski Nautique boat is due for deliver over the summer Social Media for NTS is now being run by the NTS team and there has been an increase in activity Key focus now is on promotion – new signage, leaflets etc are being progressed; NTS has participated in the National Lottery Open Day initiative Ski or Die webinars (June) to be promoted to customers over coming weeks 	
<p>8. DO Update Report circulated ahead of meeting. See appendix for key points</p>	
<p>9. DC Update Report circulated ahead of meeting. See appendix for key points</p> <ul style="list-style-type: none"> New WWS Coaching Framework is now in place and being rolled out to clubs and operators. Circulate to Board 	<p>AB</p>
<p>10. sportscotland update</p>	

Minutes taken by Carole Cooney

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Key Points from COO Report:

Governance

- Sportscotland/KPMG audit took place 17-19 May. Close out meeting scheduled with COO/KPMG 21/5 and KPMG report will be issued thereafter
- BWSW affiliation for 2021 is in place; date for Accreditation Site visit will be confirmed shortly

Finance

- Sportscotland Funding Application for 2021/22 has been approved and annual targets agreed

HR

- COO Investigation has now concluded and paper submitted for discussion at Board meeting

COVID

- Revised guidelines published

Clubs/Operators

- Club memberships are being renewed and details shared, as per agreement, with WWS to allow member comms to be issued
- E-membership posters for customers at commercial operators and other water venues around Scotland to be circulated

Key Points from DO Report

Marketing/Promo

- Focus on marketing/promo of NTS (feedback from other clubs indicates no strong drive to increase their membership this year so we will focus on other areas of support for them – eg coaching frameworks)

Development

- Adapt & Thrive and Strategic Framework Business Fund applications submitted
- Equalities and CWPO statements/posters produced
- Introductory meetings with Scottish Student Sport
- E-Membership sign up form and promotional poster created
- Volunteer Guide finalised (approved by Board at meeting)
- Organising, administering and promoting Coaching Webinars

- Working with Scottish Disability Sport; updating Inclusive Coaching video: <https://youtu.be/fjU08amgCZE>

Focus for coming months:

- Roll out E-Membership initiative
- Cascade Volunteer Guide for Clubs
- Manage and promote Coaching webinars
- Visit clubs and sites

Key Points from DC Report

- SBDA Principal training scheduled 24/5 – planning to run SBD 1 and 2 courses at NTS over the summer
- New WWS Coaching Framework is now in place and being rolled out across clubs and operators
- Beginner Coaching Booklets are now complete and videos will be available on YouTube channel shortly
- Filming for Intermediate cable booklets has been completed; filming for Intermediate boat booklets is in progress
- Filming for the Online Coaching Library has begun and will continue over the summer

Focus for coming months:

- 2 coaching booklets available for each discipline
- SBDA courses scheduled and advertised
- Site visits
- Wake Series planned