

Minutes of WWS Board Meeting

16 September 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; Stuart Baillie (SB); Barry Cook – sportscotland (BC); Kim Johnston (KJ); John Radford (JR); Ali Brotherton (AB) – DC; Calum Reid (CR) – COO.</p> <p>Apologies – Carole Cooney (CC); Oliver Jessop (OJ).</p>	
<p>2. Standing Items</p> <p>2.1 Conflicts of Interest – no new conflicts</p> <p>2.2 Risk Register:</p> <ul style="list-style-type: none">• The board agreed that the Risk Identification and Impact Assessment Papers were approved and should be incorporated into the Risk Management Policy.• The Risk Register is to be updated regarding the current status of First Aid Training. <p>2.3 Child Protection and Wellbeing - KJ provided a verbal update:</p> <ul style="list-style-type: none">• KJ has reviewed the pilot Children 1st Self-Assessment Tool for clubs and has provided feedback on this. The feedback given was in the main positive. This will be a useful resource for our clubs once it is fully available.• It has been agreed that the COO will take on the Lead Safeguarding Officer role and responsibility for processing PVG checks. The transition will take place during the offseason. <p>2.4 Record of decisions agreed outwith meetings:</p> <ul style="list-style-type: none">• Emergency repairs to the NTS Malibu.• Response to the Draft Audit Report provided by KPMG. KPMG has now provided a Final Audit Report to WWS and sportscotland.	<p>JR</p>
<p>3. Minutes of Previous Meeting</p> <p>3.1 Minutes of the previous meeting were unanimously agreed.</p> <p>3.2 The Action Log was reviewed and will be updated with removals, additions and edits from this meeting.</p>	<p>CR</p>

<p>4. Chair Update</p> <p>KL provided a verbal update:</p> <ul style="list-style-type: none"> • Harper Macleod continue to work with Fife Council on the Heads of Terms for the lease at NTS Town Loch. All parties have agreed to a meeting to progress this to the next stage. • Weekly meetings with Chair and COO are now taking place. • A date has now been agreed with sportscotland for the strategic review meeting. 	
<p>5. COO Update</p> <p>CR presented a written report during the meeting covering progress to date and immediate plans. See appendix for key points.</p> <p>5.1 AGM Arrangements – CR provided a verbal update:</p> <ul style="list-style-type: none"> • The AGM will take place primarily as a hybrid in-person and online event at the NTS on the 3rd of October at 2pm. • Harper Macleod has confirmed that our articles allow for simultaneous in-person and online attendance and voting. <p>5.2 DO Post – CR provided a verbal update:</p> <ul style="list-style-type: none"> • This post has now become vacant. • The board agreed that an interim arrangement can be put in place while the strategic review process takes place. 	
<p>6. Finance Update</p> <p>SB provided a written report ahead of the meeting:</p> <ul style="list-style-type: none"> • The board agreed that an additional Debit Card is added for CR. • The board agreed that the Government Bounce Back Loan should be repaid. 	<p>SB SB</p>
<p>7. NTS Management Committee</p> <p>CH provided a verbal update:</p> <ul style="list-style-type: none"> • The NTS Malibu broke down leading to emergency repairs being required to allow the NTS to continue to operate highlighting a risk of the current boat arrangement. • The NTS Management Committee has investigated and reviewed the options available to mitigate this risk and has proposed the purchase of an additional Malibu boat as a backup. • The board agreed that the purchase of the additional Malibu boat should be progressed. • The board agreed that the additional Malibu boat should be a WWS resource available to all clubs/operators on agreement of the board. 	<p>KL</p>
<p>8. DO/DC Update</p> <p>AB presented a written report during the meeting. See appendix for key points.</p>	

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<p>9. sportscotland update</p> <p>BC provided a verbal update:</p> <ul style="list-style-type: none">• The 6 month investment tracker document will shortly be issued for completion.• sportscotland continue to develop their partnership with SAMH and will shortly be bringing a new support initiative to SGBs.• The Equality, Diversity and Inclusion (EDI) landscape continues to move quickly. sportscotland along with Sport England, Sport Wales, Sport NI and UK sport have been working together on an agreed set of principles which will then lead to new guidance being produced and updates to the EDI Standards.• There is no COVID guidance related updates at this time.	
<p>12. AOB</p> <ul style="list-style-type: none">• The board acknowledged the role they play in preventing a “single point of failure” from existing in the event of a departure from the COO role.	
<p>Next meeting</p> <ul style="list-style-type: none">• AGM: 3 October 2021; 2pm• Board Meeting: 18 November 2021; 8pm	

Minutes taken by Calum Reid

Key Points from COO Report:

- Main focus has been on getting up to speed and out and about meeting people.
- Working with Insurance providers to secure insurance for WWS/NTS – this has become a challenging market.
- Working with Stuart we have created a Budget v Actual tracker to help us view current financial position.
- Planning to visit BWSW in October/November to meet the team and build relationships.

Key Points from DC Report:

- Successful delivery of SBDA Courses
- Successful Coaching Clinic at Aberdeen Waterski and Wakeboard Club
- Uploaded Coaching Videos to YouTube
- Supporting Backyard style competitions at Foxlake, Kyle, NTS, Aberdeen and Glasgow
- Working with Scottish university groups to hold a replacement for Celt Wake which fell through.