

Minutes of WWS Board Meeting

10 March 2022 @ 8.00pm

Location: Zoom Videocall

Item	Action
<p>1. Welcome & Apologies: Present - Kevin Lochhead (KL) – Chair; Liz Anderson (LA) - Secretary; Stuart Baillie (SB); Carole Cooney (CC).Chris Heron (CH), Kim Johnston (KJ); John Radford (JR); Oliver Jessop (OJ); Ali Brotherton (ABr) – DC. Andrew Baptie (ABa) – sportscotland</p> <p>Apologies – Karen Cornwell (KC) Calum Reid (CR) – COO</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">• JR suggested a line in the bundle terms and conditions that allows for interim price increases due to unusual circumstances; referencing the likely steep increase in fuel prices due to the situation with Russia and Ukraine and how that might impact bundles sold prior to those price increases coming into effect.• JR suggested that as KC has legal expertise she be listed as the person responsible for those risks for which she has more experience and knowledge of. JR/KL/CR to discuss with KC and to update the risk register accordingly. <p>2.3 Child Protection and Wellbeing - KJ provided a written report ahead of the meeting. See appendix for key points</p> <ul style="list-style-type: none">• KL suggested KJ contact BWS to see if what leaflets they produce to see if there were any WWS could adapt or replicate. <p>2.4 Record of decisions agreed outwith meetings:</p> <ul style="list-style-type: none">• Community boat purchased. CR/KL are working on producing a document to advise clubs on terms of use, what's expected when clubs use the boat and so on.	<p>JR</p> <p>JR/KL/CR</p> <p>KJ</p> <p>CR/KL</p>
<p>3. Minutes of Previous Meeting</p> <p>3.1 Minutes of the previous meeting were unanimously agreed.</p> <p>3.2 Action log KL/CR will review and remove any actions which are now complete</p>	<p>CR</p>
<p>4. DC Update</p> <p>AB provided a written report ahead of the meeting. See appendix for key points.</p> <ul style="list-style-type: none">• CH suggested AB contact other social media sites to widen the audience for the Wake Series promotion.• CH suggested NOCCO as a possible alternative sponsor to Red Bull• AB will discuss the plans for the Easter fitness session with CH.	<p>AB</p> <p>AB</p> <p>AB/CH</p>

<ul style="list-style-type: none"> It was agreed observer course is more suited to a video. AB will agree with Aberdeen what content they are looking to cover and it is hoped this will be ready for the start of the season for all clubs to use. Likewise if the Board have any suggestion as to what this should include please share these with AB. 	AB
5. Chair Update KL referred to the COO report There were no questions.	
6. COO Update CR presented a written report ahead of the meeting. See appendix for key points.	
7. Finance Update SB provided a written report ahead of the meeting.: <ul style="list-style-type: none"> SB explained that the bank accounts are reduced significantly due to the purchase of two boats in one financial year. Once the accountants adjust the profit and loss to capitalise these items of expenditure the accounts are looking at a profit of approximately £37k. KL thanked SB for his hard work in applying for and his success in obtaining the grant funding which has contributed to this profit figure. SB added that this is also due to the successful staffing profile created by CC which has worked to reduce the cost of temporary staff. SB will share the budget, this looks at a£2k profit at the year end. This budget covers worst case. It is hoped that using the current staffing profile the aim is for a £10k profit each year. 7.1 Finance Policy <ul style="list-style-type: none"> With the addition of a note on moving money between accounts to achieve better interest rates for long term reserves, the Board approved the policy. 	SB
8. NTS Management Committee CH provided a verbal update. <ul style="list-style-type: none"> CH discussed the impact of not having a Lead Coach. CH/CR are working on a proposal which could give more longevity to the post, may cost £6k this year but providing additional sportscotland investment is agreed there would be no additional costs in the following year. CH added that new pricing structure reflects increases in fuel. There is also now a new bundle that beginners can move onto once they have finished their introductory sets which was missing from last year’s pricing structure. 	

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<p>9. sportscotland Update</p> <p>ABa explained that the sportscotland investment process means that February / March is a busy time for preparing and reviewing reports. ABa highlighted the investment target areas for WWS for the next year. ABa offered to share these with any of the Board who would like more information on the investment process and/or investment targets set.</p> <p>Some of the targets are already well under way with coaching courses started and the wake season already planned. The issues around converting participants to members was discussed. ABa added that sportscotland were keen to see growth in the sport and that wider developments in participation would be recognised.</p>	CR
<p>13. AOB</p> <ul style="list-style-type: none">• There was no additional business	
<p>Next Meeting</p> <ul style="list-style-type: none">• Board Meeting: 19 May 2022; 8pm• Board Meeting: 21 July 2022; 8pm.	

Key Points from Safeguarding Report

- CWPS Online Self-Assessment Tool is now available for clubs to use and this has been communicated to clubs
- KJ attended Safeguarding Adults in Sport and notes for anyone interested are in the safeguarding folder on one-drive

Key Points from COO Report:

- WWS will complete sportscotland's mini health check next year while we await updated **Equality Standards**.
- **Anti-Doping Assurance Framework**: several areas of work previously submitted having now been approved there are still a small number of pieces of work to be completed but WWS is on track to complete this ahead of the deadline.
- The public-facing version of **Strategic Plan 2022-2025** is now complete and we can publicise once the new website is up.
- We have now agreed on our **annual outcomes** with sportscotland for the 2022/23 year. Andrew will provide a full update on these at the meeting.
- **Annual Return (2021-22)** has been submitted.
- A draft of **12 Month Tracker (2021-22)** has been provided to support Andrew in preparing our 2022-23 Panel Paper. It is like we will need to update this following the year-end.
- **2021-22 Finance Year End**: Stuart circulated an estimation of this following the last board meeting.
- **2022-23 Budget**: This has now been agreed. Stuart will provide a full update at the meeting.
- There is a vacancy for **Lead Coach/Driver** and the recruitment of a replacement will have some bearing on **WWS Development Staffing** Kevin and CR will review this with a decision in April.

- Seasonal Team: Interviews for the additional Front of House position are due to take place on the 5th of March.
- **Both** websites are now online in a testing state. The changeover will take place over the next two weeks.

Key Points from DC Report:

- Scottish wake series is now documented, everyone who enters is encouraged to be at least an e-member.
- AB will work with Glasgow Uni to support Celt Wake 8 – 10 April
- Trial wakeboard advanced driving course will be run in March, all supporting document is prepared
- AB attended disability inclusion workshop
- AB will contact members from different clubs to advise them of WWS clinics
- Aberdeen have asked WWS to put together an observer/volunteer course.
- Fit for easter is ready to zoom sessions in Easter
1st SBDA course
Coaches gathering had a good turnout and was a successful event.

Minutes taken by Liz Anderson
10 March 2022