

# Minutes of WWS Board Meeting

17 November 2022 @ 8.00pm

Location: Zoom Videocall

Item	Action
<p><b>1. Welcome &amp; Apologies:</b> Present - Chris Heron (CH) – DO (Meeting Chair); Liz Anderson (LA) - Secretary; Stuart Baillie (SB); John Radford (JR); Karen Cornwell (KC); Ali Brotherton (ABr) – DC; Calum Reid (CR) – COO; Andrew Baptie (ABa) – <b>sportscotland</b>.</p> <p>Apologies – Kevin Lochhead (KL); Carole Cooney (CC); Kim Johnston (KJ); Oliver Jessop (OJ).</p>	
<p><b>2. Standing Items</b></p> <p>2.1 Conflicts of Interest – <i>[Redacted]</i>.</p> <p>2.2 Risk Register – No Current Updates. The Risk Register will go through a complete review ahead of the next meeting.</p> <p>2.3 Child Protection and Wellbeing – KJ provided a written report ahead of the meeting:</p> <ul style="list-style-type: none"><li>• Training Attended – KJ (Mental Health) and CR (PVG Referrals)</li></ul> <p>2.4 Record of decisions agreed outwith meetings:</p> <ul style="list-style-type: none"><li>• <i>[Redacted]</i>.</li></ul>	JR
<p><b>3. Minutes of Previous Meeting</b></p> <p>3.1 Minutes of the previous meeting were unanimously agreed upon.</p> <p>3.2 The Action Log was reviewed and will be updated with this meeting's removals, additions and edits.</p>	CR
<p><b>4. DC Update</b></p> <p>AB provided a written report. See the appendix for key points.</p>	
<p><b>5. DO Update</b></p> <p>CH presented a written report ahead of the meeting. See the appendix for key points.</p>	
<p><b>6. Chair Update</b></p> <p>CH provided a verbal update on behalf of KL:</p> <ul style="list-style-type: none"><li>• Strategic Review Meeting has now taken place and CR has worked with CH and ABr on an off-season plan.</li><li>• Weekly COO meetings between CR &amp; KL continue.</li></ul>	
<p><b>7. COO Update</b></p> <p>CR presented a written report ahead of the meeting. See the appendix for key points.</p> <ul style="list-style-type: none"><li>• <b>Anti-Doping:</b> KC attended an online training/networking session.</li></ul>	

<p><b>8. Finance Update</b>  SB provided a written report ahead of the meeting.</p> <ul style="list-style-type: none"> <li>• CH proposed having formal budget reviews at least each quarter. SB agreed, noting the ability to react to changing situations is important in the current climate.</li> </ul>	<p><b>SB/CR</b></p>
<p><b>9. NTS Management Committee Update</b>  CH presented a written report ahead of the meeting (see 5. DO Update) and provided a further verbal update:</p> <ul style="list-style-type: none"> <li>• The council have now arranged for the exterior metal work to be painted.</li> </ul>	
<p><b>9. sportscotland Update</b>  ABa provided a verbal update:</p> <ul style="list-style-type: none"> <li>• <b>Strategic Review Timeline:</b> Following a positive review meeting proposals will go to the <b>sportscotland</b> Board and indicative outcomes will be indicated early in 2023 before being finally confirmed towards the end of the financial year. ABa noted that <b>sportscotland</b> has been asked to find cost savings by the Scottish Government which may have an impact on increased asks by SGBs.</li> <li>• <b>Coach Education:</b> ABa noted the positive conversations that have taken place between CR and <b>sportscotland</b> Coaching Team members.</li> </ul>	
<p><b>10. AOB</b></p> <ul style="list-style-type: none"> <li>• <b>2023 Meeting Dates:</b> LA has been working on a set of proposed dates and will circulate via email.</li> </ul>	<p><b>LA</b></p>
<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Board Meeting: 26 January 2023; 8pm</li> </ul>	

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## Appendix

### Key Points from DC Report:

- Development of **Observer/Helper Training resource** is underway.
- **Pre-SBDA Lesson framework** in development.
- Organising **off-season trampoline training** for wakeboarders, the plan is to pilot with national level group.
- **Orla Winn** shortlisted for Scottish Women In Sport Young Sportswoman Award.

### Key Points from DO Report:

- Town Loch now set up for **winter operations**. Promotion of winter sets sent to all WWS Members and Clubs.
- **Winter S&C** programme created and launched. First two sessions recorded and available online.
- Testing of **Community Boat** continues.
- Initial contact made with **The Hive (Fife's LGBT Hub)**.
- **Waterski Judges Course** arranged and bookings open.

### Key Points from COO Report

- **AGM** wrap up complete including production of draft minutes.
- We are now working with BWSW on the collection and analysis of **Equality Monitoring Data** – further collection may be required.
- Our **Strategic Review** Meeting with **sportscotland** was positive and the small number of follow up actions have been completed.
- We remain on track to achieve all our **Annual Outcomes** agreed with **sportscotland**.
- An **Off-Season Work Plan** has now been agreed for the DO, DC and COO.
- The next edition of the **BWSW Magazine** will contain a 'Focus on Scotland' article.

Minutes taken by Calum Reid  
17 November 2022