

Minutes of WWS Board Meeting

18 May 2023 @ 8.00pm

Location: Zoom Videocall

Item	Action
<p>1. Welcome & Apologies: Present - Kevin Lochhead (KL) (Meeting Chair); Karen Cornwell (KC); Kim Johnston (KJ); John Radford (JR); Derek O’Riordan (DO) – sportscotland; Ali Brotherton (AB) – DC; Chris Heron (CH) – DO; Calum Reid (CR) – COO</p> <p>Apologies – Liz Anderson (LA); Carole Cooney (CC); Oliver Jessop (OJ); Stuart Baillie (SB).</p>	
<p>2. Standing Items</p> <p>2.1 Conflicts of Interest – No new conflicts.</p> <p>2.2 Risk Register – No updates.</p> <p>2.3 Child Protection and Wellbeing – KJ provided a verbal update:</p> <ul style="list-style-type: none">• BWSW Safeguarding Questionnaire has been completed and returned.• The 2nd meeting of the SGB Board Safeguarding Leads is coming up, and KJ will attend. <p>2.4 Record of decisions agreed on outside meetings – No relevant decisions taken.</p>	
<p>3. Minutes of Previous Meeting</p> <p>3.1 Minutes of the previous meeting were unanimously agreed upon.</p> <p>3.2 An updated version of the Staff Work Plan was provided ahead of the meeting. There were no questions.</p> <p>3.2 The Action Log was reviewed and will be updated with this meeting's removals, additions and edits.</p>	CR
<p>4. DC Update</p> <p>AB provided a written report ahead of the meeting. See the appendix for key points.</p> <ul style="list-style-type: none">• KL asked how we measure engagement with the Coaching Videos and Booklets. AB noted that anecdotally he had been asked about them a lot. CR noted that we can monitor views on YouTube and the website pages.• DO asked for clarification on the implications of UKCC being retired for Waterski & Wakeboard. AB explained that the qualifications have been taken in-house at BWSW, and this was part of our motivation to engage with the Scottish Coaching Certificates.	CR
<p>5. DO Update</p> <p>CH provided a written report ahead of the meeting. See the appendix for key points. CH provided a further verbal update:</p> <ul style="list-style-type: none">• The Disability Inclusion Training went well, it was disappointing not to have all sites represented, but the engagement from the commercials was positive.• The Glen Campbell Coaching Day and Friends of Tournament Development Day had both been a great success.• CH has now achieved Level 2 Coaching, SBD 3 Driving & SBD 2&3 Principle Qualifications.	

<p>6. Chair Update</p> <p>KL provided a verbal update:</p> <ul style="list-style-type: none"> • The process of reviewing and refreshing the strategy will begin shortly. This will begin with an online consultation meeting with interested parties from across the community. Areas for discussion include public access slalom courses and club capacity challenges. • A recent review of the current OKRs continues to show good progress. 	
<p>7. COO Update</p> <p>CR presented a written report ahead of the meeting. See the appendix for key points. CR provided a further verbal update:</p> <ul style="list-style-type: none"> • BWSW carried out the bi-annual inspection at Town Loch this week with positive feedback received. 	
<p>8. Finance Update</p> <p>SB provided a written report ahead of the meeting. CR provided a further verbal update:</p> <ul style="list-style-type: none"> • The year-end accounts for 22/23 are nearing completion and will be available ahead of the next board meeting. 	
<p>9. NTS Management Committee Update</p> <p>CH presented a written report ahead of the meeting (see 5. DO Update).</p> <ul style="list-style-type: none"> • KC & KL both thanked the Town Loch Team for their efforts during the Glen Campbell Coaching Day and Friends of Tournament Development Day. 	
<p>9. sportscotland Update</p> <p>DO provided a verbal update:</p> <ul style="list-style-type: none"> • Credit should go to the work of the organization in achieving an increase in investment. • There is an opportunity for the organisation to use this year to develop a strategy which is ready for further investment and support. 	
<p>10. AOB</p> <p>None.</p>	
<p>Next Meeting</p> <ul style="list-style-type: none"> • Board Meeting: 20 July 2023; 8pm • Board Meeting: 21 September 2023; 8pm 	

Minutes of WWS Board Meeting

18 May 2023 @ 8.00pm

Location: **Zoom Videocall**

Appendix

Key Points from DC Report:

- Development of **Observer/Helper Training resource** is complete.
- Created **Backyard Trick Run** video to support competition.
- **Filmed additional Coaching Videos** for Cable Wakeboard and began editing.
- **Produced draft Box/Rails Coaching Booklet** for Cable Wakeboard.
- Shadowed /assisted at **Level 1 Coaching Course** delivery.

Key Points from DO Report:

- Town Loch **off-peak summer operations** have begun.
- **Level 1 Coaching Course** delivered.
- **Online Disability Inclusion Training** delivered.
- **Backyard Slalom Series** planning continues.
- **Friends of Tournament Development Day** delivered.
- **Glen Campbell Coaching Day** delivered.

Key Points from COO Report

- **Board Conflicts of Interest and Skills Matrix** updated.
- Working with Chair on **Board Self-Assessment and Review Meetings**.
- **sportscotland investment process** complete with a £10.5k increase in investment.
- Annual **UKAD Assurance Framework** Submission complete.
- Further improvements have been made to the **Financial Month-End Reporting process**.
- The **Off-Season Work Plan** has now been reviewed and updated for the DO, DC and COO.
- WWS now represented on BWSW Advisory Council (CR-COO) and Water Ski Committee (CH).

Minutes taken by Calum Reid

18 May 2023