

Minutes of WWS Board Meeting

19 May 2022 @ 8.00pm

Location: **Zoom Videocall**

Item	Action
<p>1. Welcome & Apologies: Present - Kevin Lochhead (KL) – Chair; Liz Anderson (LA) - Secretary; Stuart Baillie (SB); Chris Heron (CH); Kim Johnston (KJ); John Radford (JR); Karen Cornwell (KC); Calum Reid (CR) – COO.</p> <p>Apologies – Carole Cooney (CC); Oliver Jessop (OJ); Ali Brotherton (ABr) – DC; Andrew Baptie (ABa) – sportscotland.</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"> • KJ attending a Safeguarding Officer’s Course which is being funded by BWSW. <p>2.4 Record of decisions agreed outwith meetings:</p> <ul style="list-style-type: none"> • Chris Heron appointed to the Town Loch National Training Site Lead Coach Position. 	
<p>3. Minutes of Previous Meeting</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 removals, additions and edits from this meeting.</p>	CR
<p>4. DC Update</p> <p>AB provided a written report ahead of the meeting. See appendix for key points.</p>	
<p>5. Chair Update</p> <p>KL thanked everyone for their submissions ahead of the meeting and noted that weekly meetings between CR and KL continue to ensure he is kept fully updated.</p>	
<p>6. COO Update</p> <p>CR presented a written report ahead of the meeting. See appendix for key points:</p> <ul style="list-style-type: none"> • SB agreed to provide information on a number of funding sources which may support the Inclusive Sites work ongoing at the Town Loch National Training Site. • KL noted reiterated the Board’s desire to see a double-page within the BWSW Magazine for Scottish Content and asked that CR follow this up with BWSW. <p>6.1 The Board approved the proposed Expenses Policy.</p>	<p>SB</p> <p>CR</p>

<p>7. Finance Update</p> <p>SB provided a written report and draft 2021/22 Accounts ahead of the meeting.</p> <p>7.1 The Board approved the allocation of £30k to Other Reserves. <i>Other Reserves are intended as an emergency fund should the business enter financial difficulty or for a similar purpose agreed by the board. Any funds used from this reserve should be replaced over time as income allows.</i></p> <p>7.2 The Board approved the allocation of 33% of the year-end surplus to Special Reserves. <i>Special Reserves are intended as a boat/equipment renewal and replacement fund in line with the Finance Policy.</i></p>	
<p>8. NTS Management Committee</p> <p>CH provided a verbal update.</p> <ul style="list-style-type: none"> • KL congratulated CH on his appointment to the Lead Coach Position and wished him and the team good luck for the season ahead. • CH thanked the Town Loch National Training Site team for their hard work in getting the site prepared for the season. • Since coming into post CH has been reviewing and updating all SOPs and a ‘face lift’ of the site including a significant clear out of the yard area and improvements to the decking and dock area. • There have been some early season staffing challenges but these are slowly being overcome and we will be in a positive position for peak season. 	
<p>9. sportscotland Update</p> <p>CR provided an verbal update on ABa’s behalf:</p> <ul style="list-style-type: none"> • There is an opportunity for clubs/organisations to sign up to the recently launched SAMH Charter. • Alongside that, some local funding for mental health projects will soon be live (not sportscotland funding). • sportscotland’s annual Coaching, Officiating & Volunteering awards are live for nominations. • sportscotland’s new Equalities, Diversity & Inclusion toolbox of resources is now live. • Programme for Government – in other words, how Scottish Government tasks sportscotland on an annual basis. sportscotland have seen an incremental step up in our budget for 22/23. This is being focussed on equalities projects which will be activated through Local Authority partnerships. In addition, sportscotland managed to offer one off cost of living funding to SGBs (against staffing funding) and are looking at additional support areas for SGBs going forward. This is likely to be focussed on areas such as around Safeguarding support, Investigations/Disciplinary, Wellbeing and Sustainability. • The first payment of the 22/23 funding to WWS has now been made. 	
<p>10. AOB</p> <ul style="list-style-type: none"> • JR explained that he along with some others have been looking at the ‘Driver Training Pathway’ within Kyle Waterski and Wakeboard Club and will continue to keep WWS updated on their progress. 	
<p>Next Meeting</p> <ul style="list-style-type: none"> • Board Meeting: 21 July 2022; 8pm • Board Meeting: 22 September 2022; 8pm 	

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Appendix 1:

Key Points from COO Report:

- **Expenses Policy** finalised and proposed for approval.
- CR attending a meeting detailing the new **Equalities Framework** which will be coming into effect.
- CR has been working with BSWW to gain support for the Town Loch NTS to become a recognised **Inclusive Site**.
- The final actions for the **UKAD Assurance Framework** are almost in place.
- On track to achieve or exceed all agreed **Annual Outcomes** agreed with **sportscotland**.
- **Development Officer** role will go to advert shortly.
- **Website and Email** transition now complete.
- Regular contact is now established with almost all **clubs and sites** with support focused on the individual needs of each.
- CR working on an update to the **e-membership** promotional materials.

Key Points from DC Report:

- **Advanced Driver Training** – Wakeboard Module successfully piloted and first official course delivered.
- Delivered a **Wake 2 Wake Coaching Clinic** at Aberdeen Waterski and Wakeboard Club.
- Organised **Coaching Clinic at Liquid Leisure** for some of the Wakeboarders preparing for the 2022 Competition Season.
- **Coaches Gathering** follow up materials completed.
- Initial discussions/idea gathering for **'Volunteer/Observer Course'** to be developed over the off season.
- **Celtwake** again cancelled due to complications with the Irish Universities. Scottish Universities excited to hold another Backyard Event.

Minutes taken by Calum Reid
19 May 2022