# **Minutes of WWS Board Meeting**

20 May 2021 @ 8.00pm Location: Zoom Videocall

Item	Action
1. Welcome & Apologies:	
Present - Kevin Lochhead (KL) – Chair; Chris Heron (CH) – Vice Chair; Liz Anderson (LA) - Secretary; Kim Johnston (KJ); John Radford	
(JR); Carole Cooney (CC); Barry Cook (BC) – <b>sport</b> Scotland Partnership Manager.	
Ali Brotherton (AB) joined the start of the meeting to provide an update on his activities since the last meeting.	
Apologies – Stuart Baillie (SB); Louise Gillespie (LG) Ollie Jessop (OJ); Mariet Scott (MS)	
2.Standing Items	
2.1 Conflicts of Interest – no new conflicts	
2.2 Risk Register – review completed; no change required	
2.3 Child Protection and Wellbeing – KJ confirmed no new cases.	
Reminders issued to clubs and Board re safeguarding training/info sessioins	
Children1st development has been delayed slightly – further update to follow	
WWS Safeguarding posters to be circulated to clubs	KJ/LG
<ul> <li>Discussions underway with Volunteer Scotland re enhancing WWS status to allow PVG checks for satellite clubs to be</li> </ul>	
undertaken. We cannot undertake PVG checks for employees of commercial operators as this would breach GDPR	
2.4 Record of decisions outwith meetings:	
Boat Investment Proposal – paper circulated to and approved by Board	
CC will join the Board as an Independent Volunteer Director (see Item 4 – Chair Update)	
3. Minutes of Previous Meeting	
3.1 Minutes of the previous meeting were approved by CH and seconded by JR	
3.2 The Action Log was reviewed and will be updated with additions from this meeting.	
4. Chair Update	
KL spoke of the recent sad passing of Scott Murray, his amazing character and immense contribution to the sport. Further	
discussions to be held regarding the establishment of a WWS Lifetime Achievement award.	KL
• CC is to join the Board of Directors as an Independent Director – no objections raised. Discussions re recruitment for the COO	
role have been held with sportScotland and the position will be advertised this week. The Chair noted thanks to CC for her	

10. sportscotland update	
New WWS Coaching Framework is now in place and being rolled out to clubs and operators. Circulate to Board	АВ
Report circulated ahead of meeting. See appendix for key points	
9. DC Update	
Report circulated ahead of meeting. See appendix for key points	
8. DO Update	
Ski or Die webinars (June) to be promoted to customers over coming weeks	
Open Day initiative	
<ul> <li>Key focus now is on promotion – new signage, leaflets etc are being progressed; NTS has participated in the National Lottery</li> </ul>	
<ul> <li>Social Media for NTS is now being run by the NTS team and there has been an increase in activity</li> </ul>	
The new Ski Nautique boat is due for deliver over the summer	
<ul> <li>The 'new to us' wakeboard boat is now in place and is receiving great feedback</li> </ul>	
<ul> <li>New team (Drivers/Coaches and Front of House) are in place and receiving great feedback</li> </ul>	
NTS is now open for the season – with COVID guidelines in operation	
7. NTS Management Committee CH provided a verbal update:	
7. NITC Management Committee	NL .
Paper previously circulated and approved. An NTS Boat Replacement Process/Strategy is to be documented.	KL
6.2 Boat Investment Proposal	
2. a.c. mande i dney was sasmitted to the recent in the addit and we are awaiting recassion	
<ul> <li>Draft Finance Policy was submitted to the recent KPMG audit and we are awaiting feedback</li> </ul>	
Treasurer's report to follow.	
6.1 Update	
6. Finance Update	
Annual Operational Plan and COO Reports were circulated ahead of meeting. See appendix for key points	
5.1 & 5.2 COO Update & Annual Plan	
5. COO Update	
clubs and operators	
lockdowns etc. Work on WWS longer term strategy will take place throughout the season – including input and feedback from	
promo/increasing membership and more on coaching and training. This may be a reflection on emergence from COVID	
<ul> <li>Feedback from clubs indicates a slight shift strategy focus may be required – priority driver for clubs so far is less on</li> </ul>	
activities are being progressed.	
working with the great team to continue supporting and developing the sport. Handover meetings and write-ups for the COO	
work in the COO role. CC reflected that she is excited to be joining the Board and feels very fortunate to be able to continue	

# **Minutes of WWS Board Meeting**

# 20 May 2021 @ 8.00pm Location: Zoom Videocall

	<u>,                                      </u>
• The WWS investment application for 2021/22 has been approved and the first installment has been released. Annual targets	
have been agreed	
Scottish Government cabinet has aligned Sport with Public Health and additional funding is likely to be provided (with a focus).	KL
on inclusion and equality). WWS will begin discussions with sportscotland re 2022/23 funding in Sept/Oct.	
Sportscotland are delivering child wellbeing training for Board members	
Nominations for the National Lottery Awards close on 7/6 – recognising individuals supporting communities.	
UK Anti Doping framework/policy has been updated – WWS Board members will need awareness	
COSLA report highlighting the active role all parties have in promoting sport is now available. A good opportunity for WWS to	
actively promote the benefits of the sports	
Links to above to be circulated	BC
11. HR Investigation	
Paper regarding COO investigation into a historical case was circulated in advance of the meeting.	
The Board recognised mismanagement of the situation at the time and that lack of due process had been followed by the previous	
Board and management. All agreed that the policy and protocols (including recruitment, conduct, complaints) implemented by the	
current Board and management would prevent recurrence. An apology for the shortcomings will be issued to the individual	
concerned.	
Concern about the legal advice provided was also noted and formal feedback will be issued to sportscotland.	JR
12. AOB	
Competitions – CH noted that NTS is eager to run some backyard competitions in 2021 including ski/wakeboard; slalom and	OJ/AB
trick, with a possibility to tie in with the 2021 Wake Series. Further discussions to be held.	
A number of NTS members are also keen to participate in the forthcoming Kyle Backyard competition – date tbc	
BWSW have confirmed that insurance for Racing, where an individual has previously raced, is now available again. Discussions	
and investigations are underway regarding running an event in Scotland this year.	
Date of AGM confirmed as 3 October 2021.	
Next Meeting:	
15 July 8pm – Zoom	LA

Minutes taken by Carole Cooney

# **Minutes of WWS Board Meeting**

20 May 2021 @ 8.00pm Location: Zoom Videocall

### **Key Points from COO Report:**

#### Governance

- Sportscotland/KPMG audit took place 17-19 May. Close out meeting scheduled with COO/KPMG 21/5 and KPMG report will be issued thereafter
- BWSW affiliation for 2021 is in place; date for Accreditation Site visit will be confirmed shortly

#### **Finance**

• Sportscotland Funding Application for 2021/22 has been approved and annual targets agreed

#### HR

• COO Investigation has now concluded and paper submitted for discussion at Board meeting

#### **COVID**

· Revised guidelines published

# Clubs/Operators

- Club memberships are being renewed and details shared, as per agreement, with WWS to allow member comms to be issued
- E-membership posters for customers at commercial operators and other water venues around Scotland to be circulated

# **Key Points from DO Report**

# Marketing/Promo

• Focus on marketing/promo of NTS (feedback from other clubs indicates no strong drive to increase their membership this year so we will focus on other areas of support for them – eg coaching frameworks)

# **Development**

- Adapt & Thrive and Strategic Framework Business Fund applications submitted
- Equalities and CWPO statements/posters produced
- Introductory meetings with Scottish Student Sport
- E-Membership sign up form and promotional poster created
- Volunteer Guide finalised (approved by Board at meeting)
- Organising, administering and promoting Coaching Webinars

Working with Scottish Disability Sport; updating Inclusive Coaching video: https://youtu.be/fjU08amgCZE

## Focus for coming months:

- Roll out E-Membership initiative
- Cascade Volunteer Guide for Clubs
- Manage and promote Coaching webinars
- Visit clubs and sites

### **Key Points from DC Report**

- SBDA Principal training scheduled 24/5 planning to run SBD 1 and 2 courses at NTS over the summer
- New WWS Coaching Framework is now in place and being rolled out across clubs and operators
- Beginner Coaching Booklets are now complete and videos will be available on YouTube channel shortly
- Filming for Intermediate cable booklets has been completed; filming for Intermediate boat booklets is in progress
- Filming for the Online Coaching Library has begun and will continue over the summer

# Focus for coming months:

- 2 coaching booklets available for each discipline
- SBDA courses scheduled and advertised
- Site visits
- Wake Series planned