

**Minutes of Management Committee Meeting held on Teams**

**9th March 2023 @ 7.00pm**

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| Present: | Paul Carroll (PC) President | Brid Deegan (BD) Treasurer |
|  | David Zebedee (DZ) Wakeboard Officer | Simon Durham (SD) Waterski Officer |
|  | Keela O’Malley (KOM) WIS Officer | Miriam Quinn (MQ) Secretary |
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|  |  | Action By: | On: |
| 1. | **Declaration of interests** |  |  |
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|  | Each committee member present declared that there was no change in their personal interests from those previously declared, that they were not conflicted and therefore eligible to discuss and vote on all the items on the agenda of the meeting, and that they would declare any such interest and leave the meeting in the event that, a conflict of interest arose. |  |  |
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| 2. | **Draft Minutes of Management Committee Meeting held on 19th January 2023** |  |  |
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|  | The draft minutes of the Management Committee (MC) Meeting held on 19th January 2023, which were circulated on 22nd January 2023, were approved. Proposed by BD and seconded by PC. |  |  |
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|  | No email ratification log was available for this meeting as all the MC are not yet using teams. |  |  |
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|  | All MC were reminded to use teams for this purpose especially the approvals app and this will alleviate the amount of admin currently required to keep track of same (Note: 4 approvals from MC members will be sufficient to validate the request). | **ALL** | ASAP |
| 3. | **Matters arising from Minutes of Management Committee Meeting held on 19th January 2023 and not on the Agenda or the carry forward list** |  |  |
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|  | No matters arose. |  |  |

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| 4. | **President’s Update** |  |  |
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|  | **EA Congress** |  |  |
|  | PC attended the 2023 EA Congress in Antalya, Turkey 4th February 2023. He said that this is something that we should look at from a “value for money” point of view. The meeting this year was only two and a half hours; those that are part of the council benefit as they go to side meetings. PC said it also has to be considered in light of a voting year and in the event that we would have a need to vote (we have 3 votes) on a matter of interest for us. It was concluded that we should review this matter again in November and it will be put on the follow up list. | **ALL** | Nov  2023 |
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|  | **Water Expo report** |  |  |
|  | The federation took a stand at the 2023 “Ireland on The Water Expo” held 4th to 5th March 2023 in EIKON Exhibition Centre, Lisburn; merch was purchased & distributed at the event. |  |  |
|  | The following was reported: |  |  |
|  | * A bit disappointing with the footfall. |  |  |
|  | * Notwithstanding this fact it was a great opportunity for networking; much appreciated support from our local affiliated clubs/family members, Cormac Collins and his daughter. |  |  |
|  | * There were chance encounters with other independent waterskiers/wakeboarders/bare footers and the promotional material provided by Meteor and Rob Skelly were very welcome and useful. |  |  |
|  | * We are hopeful that we made a new contact with a gentleman that can help us with a boat for the inclusion games in Wexford Sailing Club, 23rd to 25th June 2023. PC will follow up. | **PC** | April  2023 |
|  | * Additionally we met up with other exhibitors and promoted the sport and got some new female followers for WIS. |  |  |
|  | * Water safety organisations had a strong presence at the event & we explored with them all the various resources that they can provide for us. PC will pass on these contacts to SD for Waterski event 2023 | **PC**  **SD** | April  2023 |
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|  | **EA Seminars** |  |  |
|  | PC entered a bid on behalf of IrWWF to host a Judging & Scorers Seminar in Dublin from 31st March to 2nd April. Unfortunately the Seminar was awarded to the Greek Federation for the same weekend.  It is our intention to host possibly a second Seminar later in the year, in Q4, for Judging and Scoring. PC has lobbied the Wakeboard Council and it is being considered. | **PC** | In due  course |
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|  | Barry & Eileen Galvin will be attending E&A Seminar in London, 24th - 26th March 2023. Total contribution to their costs €750; half of which will be funded by WIS. SD said a report and any other advice is to be shared on their return. | **SD** | April  2023 |
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|  | PC will be attending EA Boat Drivers Seminar in Athens, 31st March to 2nd April 2023. Total contribution to his costs €757. | **PC** | April  2023 |
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|  | The grant money received and ear marked for special events will be used to run some other courses later in the year. The importance of homologating club’s slalom courses was stressed as currently we only have 1 or 2 people capable of doing this. SD said he will work on this. | **SD** | April  2023 |
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|  | **IrWWF Nationals Grant Application forms** |  |  |
|  | The MC developed a new format for tendering for National Championships by the introduction of a specific application form. This was done so as to have an even playing field and a standardised approach to all discipline. With safety and governance being so important it is imperative for the federation to ensure all National competitions are held to the highest standards. PC apologised for not sending out this form to the clubs earlier. The day after this meeting PC emailed all the clubs and provided a link ([https://forms.office.com/e/UCncjZeKax](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2Fe%2FUCncjZeKax&data=05%7C01%7C%7C92278a97f71840b7e87a08db21578425%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638140431979356677%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=bkjSto8qz0AT8udFJP5JIB9jQucI8IYmVrkjoTWBInY%3D&reserved=0))  to the application form and informing them that the submission date has been extended to 24th March 2023. | **PC** | 10/03/2023 |
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| 5. | **Treasurer’s Update** |  |  |
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|  | **Audit** |  |  |
|  | Auditor’s report came through today and BD forwarded it to the MC. Cathal O’Caoimh to review, a few items that need follow up and when this is completed they can be distributed for the AGM. Noted that expenditure increased by 20k in 2022. | **BD** | ASAP |
|  | BD said she will discuss the audited accounts at the AGM; as she is new to the role, should it be required, assistance on specifics was offered by PC & MQ. |  |  |  |
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|  | BD said current year not much happening as yet. |  |  |
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|  | **Go Cardless** |  |  |
|  | BD queried monthly (approx. €10) entries for Go Cardless in 2022; it was suggested that this might be a payment for “Sage”. BD says there is no invoices and will follow this up to see if it is necessary. | **BD** | April  2023 |
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|  | **2nd Approvals for Bank Account** |  |  |
|  | MQ said that she will need some assistance/training on how to do 2nd approvals with our online bank account. |  |  |
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|  | **Quarterly Accounts** |  |  |
|  | BD said that quarterly accounts will be available at the end of the month. | **BD** | April  2023 |
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| 6. | **Waterski Update** |  |  |
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|  | SD has had preliminary discussions with the clubs about 2023 season and covid grant ideas, he believes in the main it was well received. | **SD** | April  2023 |
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|  | **Waterski Nationals (*carried forward)*** |  |  |
|  | Viability and costs in relation to proposed idea for IrWWF to fund the costs of hosting the Nationals in order that athletes will have free entry and free licences – *carried forward* until we have received Nationals tenders to assess further. | **SD**  **BD** | April  2023 |
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|  | **Waterski Slalom League** |  |  |
|  | SD has discussed with the clubs but no date or details available yet; further meetings will be carried out. | **SD** | April  2023 |
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|  | **Safety matters** |  |  |
|  | SD agreed that a safety briefing before the Nationals would be a good idea. | **SD** | Season  2023 |

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| 7. | **Wakeboard Officer’s Update** |  |  |
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|  | DZ is waiting for dates for the season 2023 e.g. European, Worlds, etc. | **DZ** | April  2023 |
|  | **Wakeboard Nationals (*carried forward*)** |  |  |
|  | Viability and costs in relation to proposed idea for IrWWF to fund the costs of hosting the Nationals in order that athletes will have free entry and free licences – *carried forward* until we have received Nationals tenders to assess further. | **DZ**  **BD** | 07/03/2023 |
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|  | DZ said Newferry AGM pending and will know more about their interest/dates next week. | **DZ** | April  2023 |
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|  | **Insurance** |  |  |
|  | DZ said he has a contact that is working on insurance matters for him. | **DZ** | April  2023 |
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| 8. | **Women in Sports (WIS) Update** |  |  |
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|  | There have been 2 WIS subcommittee meetings since our last meeting; minutes, summary of club WIS summer 2023 applications and preliminary budget have been circulated to MC. |  |  |
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|  | The most recent meeting had specific recommendations to the MC as follows: |  |  |
|  | * KOM circulated the detailed responses from the 7 club’s application WIS funding forms which were reviewed by her subcommittee. Some of the proposals were in excess of WIS current budget and will be kept on file should funding increase in July. It was noted that they were very good proposals and the enthusiasm from the clubs was appreciated. KOM will inform the clubs of certain criteria that will be required to be met to be eligible for funding. KOM to make announcement at AGM. | **KOM** | 25/03/2023 |
|  | * KOM has received many new suggestions for WIS reps and the suggestion was that she/newly elected WIS Officer contact them directly after the AGM. | **KOM** | April  2023 |
|  | * Preliminary budget has shifted slightly since it was circulated as there has been a €720 saving in the cost of the upcoming WIS leadership course (€30). |  |  |
|  | * Overall WIS subcommittee strategies and other matters including branding & merch plans were all approved by the MC. |  |  |
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|  | **SI Women in Sport week 6th to 12th March 2023** |  |  |
|  | WIS really wanted to be involved but this presents some challenges when we are not in the water during this time. The following were completed: |  |  |
|  | * Excellent interview by Cornelia Krausz with Dianne Kirby posted on our social media on International women’s day |  |  |
|  | * Social media posts uploaded from the SI Her Moves launch |  |  |
|  | * Posted newspaper clipping that indicates that we are our now ranked #8 highest “Women on the Board” out of the 65 federations examined |  |  |
|  | * Advertised on our social media an SI webinar “Menopause and Physical Activity” event. |  |  |
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|  | **SI 2 year finance report request** |  |  |
|  | KOM received a request 10.02.2023 from SI that a report should be emailed to them 28.02.2023, “detailing all expenditure relating to Women in Sport projects supported by Sport Ireland through its WIS funding, as well as an update/report on these projects that took place from June 2021 in receipt of WIS funding. Where possible, the inclusion of data regarding numbers reached, e.g., participants in programmes and events, should be included.” This has been completed. |  |  |
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|  | **Sports Ireland WIS Application for Funding** |  |  |
|  | KOM was informed by email that “Sport Ireland is aiming to open the application process to NGBs/funded bodies in March and the closing date for application submission is 5pm, 21st April 2023. KOM/newly elected WIS Officer will have to complete this application process.  Note: WIS were furthermore informed that “Following the review and approval process in Sport Ireland, it is hoped that those successful in their application will receive news of their WIS allocation in early July.” | **KOM** | April  2023 |
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|  | **Her Moves – SI campaign launch** |  |  |
|  | On International Women’s Day, KOM & MQ attended the launch of Sport Ireland’s newest initiative, Her Moves, details of campaign and event -<https://www.sportireland.ie/news/news-HerMoves> and  <https://www.hermoves.ie> |  |  |
|  | Summary as follows: |  |  |
|  | * Exceptional event and initiative which we believe that we could develop further for initially a pilot project(s) in the coming season | **KOM** | April  2023 |
|  | * Excellent networking opportunities on the day in particular contact with SI local sports partnership officers and The Shona Project (<https://shona.ie>); many promising ideas discussed. Offers of help and collaboration are to be followed up. | **KOM** | April  2023 |
|  | * Also informed by these contacts of other free resources available to the fed in connection with social media. KOM to follow up. | **KOM** | April  2023 |
|  | * KOM introduced herself to Nora Stapleton, thanked her for recent help and intends to keep in touch with her | **KOM** | April  2023 |
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|  | **SI Leadership course** |  |  |
|  | KOM has made an application to attend SI Leadership course commencing next month. | **KOM** | April  2023 |
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| 9. | **IT Update** |  |  |
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|  | **2022 Award Nomination Sways** |  |  |
|  | Actively posting 2 per week on all social media “2022 Award Nominee” sways and will continue up until the AGM. Analytics from this software are indicating that these sways/posts are very popular. |  |  |
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|  | **Teams – *carried forward*** |  |  |
|  | The following was discussed: |  |  |
|  | * Some teams functionality issues are being actively worked on. | **CK** | On-going |
|  | * It was highlighted that this centralised space for the MC use is ideal and very safe for our use. |  |  |
|  | * It was strongly urged for all the MC to start using this platform and a reminder to use @mentions in order that messages/files, etc will be visible to the intended collaborator. | **ALL** | ASAP |
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|  | *At this point, PC experienced a total electrical failure and was unable to re-join the meeting.* |  |  |
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|  | **Spond – *carried forward*** |  |  |
|  | Agreed that the Spond app (<https://spond.com/client/>) should be used instead of Whatsapp to communicate with clubs and members 2023 about events. It will be launched shortly for use prior to AGM – **PC to launch at AGM** | **PC** | 25/03/2023 |
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|  | *Carried forward as not all MC are using teams just yet:* Teams and channel set up and permissions are to be reviewed by the IT subcommittee. Information will be provided at the next meeting. | **CK**  **KOM**  **MQ** | In due  course |
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| 10. | **SI Covid Grant plans – *carried forward*** |  |  |
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|  | SD & PC have discussed this matter but due to the absence of the President, this matter will be carried forward to the next meeting. |  |  |
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|  | *A detailed discussion was had about what proposals should be considered for SI Covid grant funding (25k); the following was put forward for deliberation:* |  |  |
|  | * *Revival of all National competitions* |  |  |
|  | * *Support for slalom league due to increased costs to competitors* |  |  |
|  | * *Setting up centre of excellence for training athletes* |  |  |
|  | * *Increase support to reformed open days* |  |  |
|  | * *Main focus on getting new people/clubs involved in the sport and especially young people* |  |  |
|  | *All MC members were requested to submit ideas by email prior to the next meeting.* | ***ALL*** | *ASAP* |
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| 11. | **Operational Plan Review – *carried forward*** |  |  |
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|  | PC discussed the need for the MC to constantly review this document and the importance of actively monitoring our compliance with same. | **MQ** | Every  meeting |
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| 12. | **A.O.B.** |  |  |
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| a | **Nationals 2022 & records enquiry – *carried forward*** |  |  |
|  | PC yesterday emailed the MC suggestions on how to proceed with this matter – all agreed with his recommendations. He will communicate with the parties involved and follow up on one outstanding issue. | **PC** | April  2023 |
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|  | As a result of these enquiries it has become apparent that the Irish Rule book needs to be brought up to date to provide clarity for the season ahead. PC proposed that a new subcommittee should be formed to complete this task. SD is to request assistance from Carl Cautley and Stuart England. The MC agreed. | **SD** | April  2023 |
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| b | **AGM** |  |  |
|  | AGM venue Clayton Hotel Dublin Airport (K67 X3H5) has been booked for Saturday, 25th March 2022 at 2pm. |  |  |
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|  | **Notice** was posted on the website week commencing 13/02/2023. Invitations, Agenda, minutes of last year’s meeting and proposed amendments to the constitution were emailed to the clubs 20/02/2023. |  |  |
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|  | **Voting & Proxy forms:** One club has emailed their voting nominee and no proxy forms have been received to date. Reminders will be sent to clubs. | **MQ** | ASAP |
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|  | **Venue:** MQ will check with venue about facilities, refreshments, etc. Another appeal to be posted on our social media to ascertain if we can get more accurate numbers; currently ~22 attending and 2 apologies. | **MQ** | ASAP |
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|  | **Officer’s Reports:** All have now been received and will be forwarded to IT Officer to post on the website. | **MQ** | ASAP |
|  | Exception is Audited Accounts which will be forwarded directly to IT Officer when available. | **PC**  **BD** | ASAP |
|  | Power point presentation of the agenda items will be generated and circulated to MC. | **MQ** | ASAP |
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|  | **Return of Trophies –** previous award winners have been contacted and agreed to bring the trophies to the awards events after the AGM.  *Carried forward*: Some unused WIS trophies are still unaccounted for. |  |  |
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|  | **Awards 2022** i.e. Richard Armstrong, Cianne Naji and Young Sports person of the year will be presented after the meeting. |  |  |
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|  | **Richard Armstrong Award:** adjudicating panel to meet shortly; PC to check no overlap with other awards. Carl Cautley to present award; award fund to be provided by the trust & decision on voucher/cheque. Subsequent to the meeting trustees met 10.03.2023 and made a decision; PC will now present the award. | **PC** | 25/03/2023 |
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| c | **Cianne Naji Award** |  |  |
|  | Cianne Naji adjudicating panel have selected a winner; Cathal O’Caoimh will present award and €500 voucher; PC to draft an explanation for use of €500 award fund which will be attached to the voucher. | **PC** | ASAP |
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| d | **Young Sports Person of the Year Nominations** |  |  |
|  | Young Sports Person of the Year adjudicating panel have selected a winner; PC will present trophy, hoodie and €500 voucher; PC to draft an explanation for use of €500 award fund which will be attached to the voucher. | **PC** | ASAP |
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| e | **IrWWF Calendar 2023** |  |  |
|  | Template for IrWWF draft calendar 2023 has been uploaded to teams and can be used as a guide for AGM with a view to incorporating the data onto our website calendar in due course. |  |  |
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| f | **Shared Island Civic Society Fund – *carried forward*** |  |  |
|  | Email received today from SI concerning Funding Opportunities - Shared Island Civic Society Fund will be reviewed by PC as he is unsure as of yet if we are eligible or of how viable this will be for the IrWWF. | **PC** | ASAP |
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| g | **Wakeboard U14 Cup** |  |  |
|  | Missing Wakeboard U14 cup has been found and given to the winner. |  |  |
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| h | **IrWWF Licencing – *carried forward*** |  |  |
|  | IT meeting prior to Christmas 2022 reviewed this matter: | **SD** | April |
|  | * CK confirmed that the transaction fee for Spond is: 2.5% + €0.20 and the payment works through the provider Stripe which means people can only pay via card on Spond |  | 2023 |
|  | * DF provided the comparison below of expenses with our current provided |  |  |
|  | * From 1 Jan to 15 December 2022 our license fees processed through Pay Pal were as follows: * Number of transactions 48 * Gross Income €1310 * Net income €1247.71 * Fees €62.29 |  |  |
|  | * Based on the proposed costs via Spond, the 2022 license issues would have resulted in the follows: * Number of transactions 48 * Gross income €1310 * Fees @ 2.5% €32.75 * 48 Transaction fees @ €0.20 = €9.60 * Total cost to IrWWF = €42.35 |  |  |
|  | This reflects a saving of €19.94 using Spond. |  |  |
|  | It was noted that there is a further saving of the annual fee to maintain the current licencing system of €250. |  |  |
|  | Total estimate saving at this stage for using Spond = €269.95. |  |  |
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|  | Email received from Linda Fitzpatrick 16.02.2023 with a Pro Forma Invoice for IrWWF licence Forms for 2023 with €100 increase – will be discussed at the next meeting. |  |  |
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| i | **SI Transgender** |  |  |
|  | Sport Ireland has commenced work in the area of transgender and non-binary inclusion in sport and physical activity. Focus group meetings were set up for 28.02.2023 in the National Indoor Training Centre so that stakeholders would have an opportunity to share their views, insights, needs and concerns; MQ attended. |  |  |
|  | Summary as follows: |  |  |
|  | * SI hired consultant facilitated the meeting and explained the outcome of the current interviews and focus groups will feed into recommendations they make to SI which will dictate the final SI report. The end report will be guideline rather than rule and each sport will still have to create or review their own policy. Many of the attendees were unhappy that SI will only provide guideline and not be clear on a policy as many of the team sports are increasingly challenged with these decisions. |  |  |
|  | * Discussion topics: on number of podium categories (boxing said they could have up to 5), most concerns about trans males/hormone levels/testing, currently managing on a case by case basis, etc |  |  |
|  | * Overall it appears to be quite a complex issue and there will be further updates in April/May. |  |  |
|  | * There were excellent networking opportunities on the day & MQ will follow up to enquire about GDPR in these different organisations. | **MQ** | In due  course |
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**Next Meeting**: To be decided by the new committee after the AGM.

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| **Approved:** |  |
| **Date:** |  |
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**ATTACHMENT**

**List of items Carried Forward as at December 2022**

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| Date of Meeting | Minute No. | Item | Responsibility &/ Status | On |
| 06/12/2022 | 4 | PC will also go back to FIS to follow up on his enquiries about support from them for smaller NGB’s. | **PC** |  |
| 06/12/2022 | 4 | **Management Committee schedule, activity and protocol plans**  PC is in the process of drafting a MC “Schedule and Activity Plan” similar to the one used by the board. | **PC** |  |
| 09/11/2022 | 3xxi | **New Clubs** –see minutes for details |  |  |
| 09/11/2022 | 3xx | **Jumping, Tricking, Barefooting and Other Aspects of Towed** **Watersports** –see minutes for details |  |  |
| 09/11/2022 | 3xv | **Inclusion Games** –see minutes for details | **PC** |  |
| 09/11/2022 | 3xiv | **Special Event: EA Competition 2023** –see minutes for details | **PC** |  |
| 09/11/2022 | 3xiii | **Open Days** –see minutes for details |  |  |
| 09/11/2022 | 3xii | **Athletes Training Plans/Centre of Excellence 2023** –see minutes for details |  |  |
| 09/11/2022 | 3xi | **Homologation Plans 2023** –see minutes for details | **PC** |  |
| 09/11/2022 | 3x | **Driving Awards Plans 2023** –see minutes for details | **AMcQ** |  |
| 09/11/2022 | 3ix | **Judging Plans 2023** –see minutes for details | **PC** |  |
| 09/11/2022 | 3viii | **Coaching Plans 2023** –see minutes for details | **AMcQ** |  |
| 09/11/2022 | 3vii | **Women in Waterskiing** –see minutes for details | **KOM** |  |
| 09/11/2022 | 3vi | **International Competitions** –see minutes for details |  |  |
| 09/11/2022 | 3v | **Licencing Management** –see minutes for details |  |  |
| 09/11/2022 | 3iv | **Other Competitions** –see minutes for details |  |  |
| 09/11/2022 | 3iii | **Wakeboarding Boat and Cable Nationals** –see minutes for details | **DZ** |  |
| 09/11/2022 | 3ii | **Waterskiing Slalom League** –see minutes for details | **SD** |  |
| 09/11/2022 | 3i | **Waterskiing Nationals** –see minutes for details | **SD** |  |
| 09/11/2022 | 3b | Sample **application form** is to be drafted and circulated to all the MC officers so that they can input and use as a template. | **ALL** |  |
| 09/11/2022 | 3a | All to use **teams email address** so files and information can go directly to IrWWF. MQ to discuss with CK to set up. | **MQ**  **CK** |  |
| 09/11/2022 | 3a | MC agreed all to transfer over to teams and emails that required MC attention to be sent to teams for noting or approval; <https://www.jumpto365.com/blog/two-easy-ways-to-share-an-email-from-outlook-to-teams> | **ALL** |  |
| 11/10/2022 | 11 | **Team Development Days (carried forward)**  This matter was considered to be a good idea for 2023 season and originated from the desire to invest more in the upcoming skiers/riders. Due to time constraints this was not developed fully – will be carried forward to the next meeting. | **ALL** |  |
| 11/10/2022 | 6 | **Federation calendar and competition/event dates:**  The international competition calendar 2023 was circulated to the MC with the Agenda. The committee will seek competition/event dates at the end of the year/latest January 2023 for the season so as to give ample notice and to avoid the difficulties experienced this year. | **ALL** |  |
| 11/10/2022 | 6 | **Nationals and Slalom League 2023**: The dwindling numbers attending competitions and other aspects of same were of concern….. try and revive interest in the Nationals and set up a 5 round slalom league (excluding the Nationals). Incentives and bonuses schemes will be considered to make these events more attractive. | **SD**  **ALL** |  |
| 11/10/2022 | 6 | **Athletes coaching courses 2022 and centre of excellence:**  SD felt that the coaching courses provided this year have been most beneficial and we should consider creating a centre of excellence next year that would be easily accessible, a setting with good conditions, etc. | **SD**  **ALL** |  |
| 11/10/2022 | 6 | **Slalom League 2023**: The management committee agreed that New Year dates are to be submitted earlier, they will be requested December 2022 and ready prior to AGM for inclusion on the IrWWF calendar. There will also be more emphasis on the clubs ensuring all competitors are licenced, GDPR permissions for use of photographs on our social media, club insurance and safety measures. | **SD** | 06/12/2022 |
| 11/10/2022 | 4 | **Athletes International Travel – selection process and kit 2023**: There was some discussion about team selection, team kit, etc – agreed protocols and advance planning will be put in place for season 2023.It was agreed however that as a minimum on the kit/uniform is our Logo and we also agreed that in future all kit will need approval from the MC in advance of purchasing; suggested that we appoint a single supplier with standardised kit. | **PC** |  |
| 11/10/2022 | 4 | **Boat Driving Courses**: PC has emailed all the board driving course organisers to request course options for next year stressing delivery consistency was required; could involve prior requirements for first aid training and antidoping elements; more details to follow when organisers have made their plans. | **PC** |  |
| 11/10/2022 | 4 | **Coaching Plan**: Coaching level 1 course plans for 2023 to be developed further. Plan has been submitted and approved by Tony Wright of SI Coaching. | **PC**  **AMcQ** |  |
| 05/05/22 | 8 | No invoice as yet for division 1 long line new trophy. EG stated that she had used one of the surplus WIS trophies for slalom league division 1 long line presentation on the awards night. She will make arrangements to sort this out and ensure the WIS fund receives the refund.   * DF/Cathal O’Caoimh to make account adjustment for audit. | **BD & COC**  **Pending** |  |
| 17/01/2022 | 11 | CK enquired if there was an overview of the responsibilities of the IrWWF key roles/job description; as these do not exist it was agreed for the moment that all would submit 5 main points that we have to do in our roles.   * PC, MQ & brief details provided by Eileen Galvin 2022; Insufficient time to deal with at the meeting, will be carried forward | **DZ, SD & KOM**  **Pending** |  |