

**Minutes of Management Committee Meeting held on**

**19th January 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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| In attendance: | Cornelia Krausz (CK) IT Officer – on Teams |

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|  | *Prior to the start of the Agenda items, Brid Ferry was seconded onto the Management Committee (MC) as Treasurer. PC proposed and DZ seconded and entire MC were in agreement. PC warmly welcomed and thanked Brid, he gave a brief description of this temporary role, answered her queries and offered MC assistance to her.* |  |  |
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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 6th December 2022** |  |  |
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|  | The draft minutes of the Management Committee (MC) Meeting held on 6th December 2022, which were circulated on 9th December 2022, were approved. Proposed by PC and seconded by KOM. |  |  |
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|  | No email ratification log was available for this meeting as all the MC are not yet using teams. MQ gave a brief verbal report of the main topics dealt with by the MC since the last meeting by way of email. |  |  |
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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 |

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| 3. | **Matters arising from Minutes of Management Committee Meeting held on 6th December 2022 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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|  | **Sports Ireland Core Grant** |  |  |
|  | SI core grant letters of allocation were received by email 16th December 2022 indicating that 2023 core grant has been increased by 2k now total amount 42k. Also 2022 covid 19 grant scheme once off payment of 25k was transferred to our account in December 2022. Total funds from SI for 2023 (excluding WIS monies) 67k v’s 2022 40k. PC was congratulated for this achievement. |  |  |
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|  | **Water Expo** |  |  |
|  | The federation has taken a stand at the 2023 “Ireland on The Water Expo” to be held 4th to 5th March 2023 in EIKON Exhibition Centre, Lisburn; merch has been purchased. |  |  |
|  | PC appealed for volunteers to help him man the stand; if applicable, volunteers accommodation expenses will be paid. MC to review diaries and revert to PC if they have availability to assist on these day(s). | **ALL** | ASAP |
|  | KOM to provide some assistance with posters/artwork. | **KOM** | ASAP |
|  | PC will provide logos that need to be included for pull up banners to KOM. | **PC** | ASAP |
|  | PC will provide social media post instructions to CK. | **PC****CK** | ASAP |
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|  | **EA Seminars** |  |  |
|  | PC & SD will look into this matter further and make a proposal for MC to consider. | **PC****SD** | 07/03/2023 |
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|  | **EA Congress** |  |  |
|  | PC will attend the 2023 EA Congress in Antalya, Turkey 4th February 2023. |  |  |
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|  | **Christmas/New Year greetings and summary of IrWWF 2022 activities** |  |  |
|  | Sway was circulated to the MC in December and posted on our social media <https://sway.office.com/uG2yKOROhHY1Rbin?ref=Link> |  |  |
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| 5. | **Treasurer’s Update** |  |  |
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|  | Dave Foley (DF) resigned as Treasurer 31/12/2022 as his work commitments and fed matters were too time consuming. PC and all the MC wanted to say that he will be greatly missed and we are extremely grateful to him for all that he did during his time as treasurer, he was a valuable member of the team with very worthy contributions. He was also highly commended on how well he completed end of year accounts and has left his records for BD. |  |  |
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|  | DF recently met with Cathal O’Caoimh (COC); accounts have been sent to the auditors. |  |  |
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|  | **Income and Expenditure** |  |  |
|  | Prior to the meeting DF provided an update with the 2022 ledger and confirmed the following bank balances: |  |  |
|  | * Current bank balance ROI ~ €43k
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|  | * Current bank balance NI ~ £5.5k
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|  | There has not been any financial activity in 2023 to date. |  |  |

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|  | BD made some queries on how the accounts are currently handled, our use of sage, etc. Many of the financial safe guards in place with 2nd approvers were outlined and all the considerable governance matters that have been implemented since BD was last on the MC/Board. Also there was some discussion on using a separate bank account for WIS funds but this was not recommended. It was suggested that BD contact DF and COC to get a handover over files and update. | **BD** | 02/02/2023 |
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|  | CK was asked to set BD with the treasurer’s email address and add her to teams. BD said she might need some teams training – SD, COC have also been identified for teams training. | **CK****BD****SD****COC** | 02/02/2023 |
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|  | In the meantime, BD said to use this email address: bferry@bcl-international.com |  |  |
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| 6. | **Waterski Update**  |  |  |
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|  | SD said the biggest challenge for the clubs was insurance. He also felt that upgrading club facilities, homologation and setting events up were important. He would like to individually meet the clubs to discuss these and other matters with them for the season ahead. | **SD** | In due course |
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|  | **Waterski Nationals** |  |  |
|  | Awaiting SD immediate feedback on draft Nationals application form <https://bit.ly/3iIseBs> - as it is intended that these forms will be emailed to all the clubs 25th January 2023 and thereby National tender(s) will be available for selection at AGM. | **SD** | ASAP |
|  |  |  |  |
|  | 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** | 07/03/2023 |
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|  | *Carried forward*: SD discussions with clubs over Waterskiing slalom league: 1 event per month over the season starting in June and ending September 2023; *awaiting further discussions with PC concerning covid grant aid plans.* | **SD****PC** | 07/03/2023 |
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| 7. | **Wakeboard Officer’s Update**  |  |  |
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|  | **Wakeboard Boat and Cable Nationals** |  |  |
|  | Awaiting DZ immediate feedback on draft Nationals application form <https://bit.ly/3iIseBs> - as it is intended that these forms will be emailed to all the clubs 25th January 2023 and thereby National tender(s) will be available for selection at AGM. | **DZ** | ASAP |
|  |  |  |  |
|  | 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 that Newferry were interested in running boat Nationals and will include wake surfing as part of the competition. They are recommending that the competition be run over 2 days. |  |  |
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|  | DZ will contact Ballyhass to discuss running cable Nationals. He said he will also discuss grassroot events. | **DZ** | 07/03/2023 |
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|  | *Carried forward*: DZ may seek assistance with his role. | **DZ** | 07/03/2023 |

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| 8. | **Women in Sports (WIS) Update** |  |  |
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|  | KOM provided the following update since the last meeting: |  |  |
|  | * Summary of WIS 2022 activities sway was circulated to the subcommittee and MC prior to Christmas 2022 <https://sway.office.com/Q3iFYgc31sbA9Fmg?ref=Link>
 |  |  |
|  | * This report included a financial analysis 2021-2022 which indicated that there is now a more even spread of funding.
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|  | * All WIS summer club 2022 sway reports were published on social media (8) in the last two months.
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|  | * All the female WIS funded international competitors have provided reports and images from their events 2022; sways posted on social media and 2 more this month/early February scheduled to be posted.
 |  |  |
|  | * KOM has corresponded with SI and got permission that remaining funds(~5k) be carried forward to 2023.
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|  | * KOM will write to all the clubs to appeal for new reps in 2023.
 | **KOM** | ASAP |
|  | * CK is drafting a survey for the WIS subcommittee to assess their needs going forward.
 | **CK** | ASAP |
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|  | MC requested that a WIS subcommittee meeting should be arranged at the earliest opportunity to progress 2023 plans. | **KOM** | ASAP |
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|  | MC asked that coaching plans should be developed now. | **KOM** | ASAP |

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| 9. | **IT Update** |  |  |
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|  | The IT subcommittee (CK, KOM and MQ) minutes were circulated to MC 08/12/2022. |  |  |
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|  | CK provided the following update: |  |  |
|  | * DZ password provided for access to teams
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|  | * Set up “How to channel” called “How to guides” under “IT/Help desk”. Everybody has permission to access on teams
 |  |  |
|  | * WIS and International Athletes 2022 sway series posted and remaining sways scheduled to be posted in the next 3 weeks. International Athletes sways also uploaded to IrWWF website. All sways/posts have been well received.
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|  | * Spond feedback provided about prices see item 5.
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|  | * WIS survey in progress and to be completed by the end of January.
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|  | * Board homepage queries answered.
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|  | * Other outstanding homepage issues in progress and pending on Granite.
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|  | **Teams** |  |  |
|  | The following was discussed: |  |  |
|  | * Some Microsoft 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.
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|  | * 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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|  | **IrWWF Draft Grant Application forms** |  |  |
|  | PC provided guidance in December on the adjustment to the first draft of the grant application form and the amendments were carried out by the IT subcommittee. The second draft grant application form was circulated to the MC 08/12/2022 <https://bit.ly/3iIseBs>. This can be used as a template for other instances where IrWWF grant funding will be applied for. |  |  |
|  | Applications to tender for all 2023 Nationals will be sent to the club next week. CK and MQ will need to do some teams administration work to set this up. | **CK****MQ** | ASAP |
|  | CK has offered to assist with customising these application forms providing that two weeks’ notice is allowed when making these requests. | **CK** | In due course |
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|  | **2022 Award Nomination Sways** |  |  |
|  | It was agreed that the reports and images provided for the young people nominated for 2022 awards will be presented using sway and published on our social media leading up to the AGM. | **MQ****CK** | 07/03/2023 |
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|  | **Spond** |  |  |
|  | 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 | **MQ****CK** |  |
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|  | *Carried forward as not all MC are using teams just yet:* Teams and channel set up and permissions are being reviewed by the IT subcommittee. Information will be provided at the next meeting. | **CK****KOM****MQ** | 07/03/2023 |
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|  | PC commended CK and thanked her for all the work that she has carried out. |  |  |
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| 10. | **SI Covid Grant plans** |  |  |
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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
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|  | * Support for slalom league due to increased costs to competitors
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|  | * Setting up centre of excellence for training athletes
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|  | * Increase support to reformed open days
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|  | * 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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|  | PC stated that a budget submission may be required before the next meeting and he will complete same. | **PC** | 07/03/2023 |
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| 11. | **Board Matters**  |  |  |
|  | The board requested that the “Risk Register Dec 2022” should be brought to the attention of the MC and this was circulated to them prior to the meeting. |  |  |
|  | PC gave an explanation to MC about this document and emphasised the need for them to be aware of this so that we comply with our SI governance requirements. | **ALL** |  |
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| 12. | **Operational Plan Review** |  |  |
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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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| 13. | **List of Items carried forward** |  |  |
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|  | Many of the matters on the list of items carried forward (see attachment 1 at the end of this document) will be dealt with as matter of course as the season progresses. PC undertook to assess the list and provide feedback. | **PC** | In due course |

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| 14. | **A.O.B.** |  |  |
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| a | **Nationals 2022 & records enquiry** |  |  |
|  | 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** | 07/03/2023 |
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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** | 07/03/2023 |
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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** will be posted on the website week commencing 13/02/2023 with regular reminders leading up to the event on our social media. | **CK** | w/c 13/02/2023 |
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|  | **Proxy forms** will emailed to all the clubs with the invitations to the meeting. | **MQ** | w/c 13/02/2023 |
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|  | **Officer’s reports** are to be submitted now to the MC secretary so that they can be posted on our website by CK. As we have many new officers this year, it was highlighted that previous year’s reports are available on our website if MC members want to use as a reference on what is required <https://www.irishwwf.ie/iwwf/documents/agm-presentations> | **ALL** | ASAP |
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|  | **Amendments to the constitution** are being currently worked on and will be emailed to the clubs and IrWWF individual members along with the Agenda and other relevant information. | **PC** | ASAP |
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|  | **Return of Trophies** will be requested from last year’s award winners to ensure that they will be present for the awards ceremony after the AGM. In addition PC will ask that the unused WIS trophies be brought to the event. | **MQ****PC** | ASAP |
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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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| c | **Cianne Naji Nominations** |  |  |
|  | Cianne Naji nominations have been summarised and circulated to the chair of the selection panel, COC who will now arrange for the panel to adjudicate. | **COC** | ASAP |
|  | Voucher will be used for €500 prize fund. | **MQ** | 25/03/2023 |
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| d | **Young Sports Person of the Year Nominations** |  |  |
|  | Young Sports Person of the Year nominations have been summarised and circulated to the chair of the selection panel, PC who will now arrange for the panel to adjudicate. | **PC** |  |
|  | Voucher will be used for €500 prize fund. | **MQ** | 25/03/2023 |
|  | Hoodie similar in design to last year will be purchased for the winner. | **MQ** | 25/03/2023 |
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| e | **IrWWF Calendar 2023** |  |  |
|  | Template for IrWWF draft calendar 2023 is to be forwarded to PC for consideration to be used for our own events. | **MQ****PC** | ASAP |
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| f | **Shared Island Civic Society Fund** |  |  |
|  | 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** |  |  |
|  | PC reported that this cup has gone missing and he asked that he could purchase a new cup. All agreed. | **PC** | ASAP |
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| h | **Main committee proposal for an extra officer 2023** |  |  |
|  | There was some discussion about the merits of adding a 7th member to the MC to assist with the extra workload that we have to deal with. Some new candidates were considered and SD said he would make an approach to someone he knows. | **SD** | ASAP |
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| i | **International Athletes 2022 Sways** |  |  |
|  | 2 reports are outstanding – a further reminder will be emailed to same. | **PC** | ASAP |
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| j | **IrWWF Licencing – *carried forward*** |  |  |
|  | IT meeting prior to Christmas 2022 reviewed this matter: | **SD** | 07/03/2023 |
|  | * 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
 |  |  |
|  | * 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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**Next Meeting**: Tuesday 7th March 2023 @ 7pm

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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 | 8 | **WIS plans:*** WIS committee would like to draft procedures/protocols for their group
* Broad agreement on the need to develop strategy and no real appetite for hiring in; MC concurs no need for paid strategist and are requesting the subcommittee to forward to MC when ready
* Significant interest in Coaching, Driving & Judging courses expressed. Applications, details & quotes to be forwarded to the MC for approval.
* KOM’s intention is to attend next SI WIS leadership course.
* The subcommittee wish to have a standardised GDPR form for contact information and permissions for images used on social media.
* The subcommittee felt it was important that a prerequisite of clubs receiving funding in 2023 would be that advance notice would be provided for all events and are considering the most effective methods for efficient communications.
* The subcommittee intend to invite Linda Johnson to one of their meetings so that they can learn more from her experiences.
* Plans to progress WIS database, Schedule to year end, 2023 plans, delegation of subcommittee roles with focus on the future.
* Estimate of finances were reviewed noting that there were some reserves remaining which will be revised at their next meeting. Any proposals will be forwarded to the MC for approval.
 | **KOM** |  |
| 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 | 6 | **Slalom League Trophies 2022 season:** for those that were not present for the final event at Wake N Ski, their, trophies will be handed out at the AGM along with the replacements for the perpetual trophies for the 2021 division 1 & 2 winners. | **SD** | 25/03/2023 |
|  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** |  |