



**Minutes of WIS committee Meeting held on Teams  
8 Jan 2023 @ 6.00pm – 8.00pm**

### Standing Agenda

1. Welcome
2. Agree Minutes of Last Meeting
3. Upcoming Events - Sports Week / Her Outdoors week
4. Committee members
5. Portfolios
  - a. Finances & Grants (EvB)
  - b. Strategy 2024-2027 (EG)
  - c. Education, e.g. coaching (MA)
  - d. Annual Calendar, e.g. events & competitions (IH)
  - e. Advertising/Marketing, e.g. merchandise (TBD)
  - f. Talent (TBD)
6. AOB
7. Close

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### Decisions

1. The minutes of the meeting held in Nov 2023 reviewed by EG and MA for approval
2. No meeting held in Dec 23
3. Regular meetings with the standard agenda have been scheduled every on the 2<sup>nd</sup> Wed of every 2<sup>nd</sup> month, 7pm – 8.30pm. Next meeting 07 Feb '24

### Actions completed after previous meeting

1. EG shared via email first draft of strategy (WIS Strategic Plan), email also also been sent to relevant stakeholders requesting Data to input on Step 1 Phase 1 of Strategy.

### Actions standing over from previous meeting and new actions (No 7 – 14)

1. We need a volunteer for the Marketing portfolio and we need 2-3 support volunteers for each portfolio @all
2. Contact Connie to understand our options re: access to Strategy and Grant application for members who does not have a IrWWF email address @EvB
3. Schedule a meeting with Sarah to give input to the new website @EvB EvB spoke to Connie and suggestions can be emailed to Connie for inclusion of the content. Sarah is only responsible for the design of the website.
4. The Board Strategy is required so that the WIS strategy can follow the same lines. @EvB to request a copy from JBK
5. Th AGM will be held in Mar '24 @all
6. There's a lot on content in the minutes which we shouldn't lose, we need to think about how to build it up on the sharepoint @all EvB has added the committee to Teams and hopefully all files can now be stored and accessed. We need to test if it is working.
7. MA to draft up emails for WIS to send to Technical Committee on Judging Training. @MA & @EvB
8. Elmarie to remind clubs of funding applications previously sent @EvB
9. Elmarie to create a spreadsheet with applications @EvB
10. Interested parties to put forward to names to Elmarie for admin rights to upload content @EvB@CK
  - a) Eileen Galvin & Mary England have confirmed they want to added as admin on Social Media @EvB@CK
11. Elmarie to ask Simon if Pippa would be keen to keep the social media rounds going @EvB
12. Eileen to run a giveaway / vouchers in conjunction with Sport Ireland "Sports Week" in March 2024 – first come first served. Those who are successful must use the vouchers this season. WIS would pay the club to cover the lessons.
13. Eileen to put together a power point on Strategy for use in grant application and send to WIS rep for review @EG
14. Mary to send on notes/doc regarding the judging plan to include in overall strategic plan @MA

### Portfolios

- 1) Finances & Grants @EvB
  - a) Club Communications

Draft dated 1 Oct 2023

- i) Suggested to have ad-hoc budget for smaller clubs who may ask two weeks before an event – wider WIS committee to agree on this and discuss.
  - ii) Create a focused WIS list for meetings and correct best contacts for clubs – more interaction from clubs is required.
  - iii) Use social media to communicate deadlines on funding applications.
  - iv) Needs to be efficient and be inclusive
  - v) Funding applications received so far – two from Cork, one from Muckno
  - vi) Need to remind the clubs of dates and application for funding.
- b) Sport week
- i) Sport week – run by sport Ireland - online sessions available for women to dial into – coincides with international women's week, do giveaways via Irishwvf and budget for that – vouchers to cover lessons.
- c) Her Outdoors
- i) Sport Ireland expect clubs to run events – separate application that needs to be made to sport Ireland for this – with funding being divided accordingly.
- 2) Strategy @EG
- a) Eileen Galvin ran through the draft Strategy and explained the structure of the document.
- i) Currently in phase 1 – focusing on 4 pillars set out by Sport Ireland, active participation is one of Sport Irelands main goals, what they want us to do is invest in programs that lead to sustained participation. Reduce the number of females dropping out. Difficult question – do clubs want new skiers – at beginner level are we encouraging at this level
  - ii) Grants for school groups – create interest locally – once year
  - iii) Focus on the questions we want answered now – regarding difficult questions leave them out in the first round or keep them within the WIS committee – focus on the information we need for sport Ireland for now.
  - iv) Step 1 of phase 1 - currently Analysing the situation – before the organisation itself will be analysed and then the public.
  - v) In step 1 of phase one trying to obtain required information to analyse male / female. Agreed to use percentages as opposed to numbers. Eileen has sent out an email requesting information required and hopes to get sufficient feedback on this
  - vi) Step 2 of phase 1 – candid look at the organisation – internal environment before external environment
  - vii) Phase 2 – Strategy – setting goals and objectives.
  - viii) Phase 3 - Is tactics eg trailing communication plans and evaluating
  - ix) Phase 4 – evaluating what has happened
- b) Communication / participation:
- i) Would like an email to be sent out at the start of January going forward alerting people of license required.
  - ii) Dedicated notice board – with WIS information and clubs around Ireland. Create a QR code? – you do have to pay. Website link included here on [Cost](#)
  - iii) Need to focus on younger people under 18 for officiating too
  - iv) Encourage females to use their existing qualifications
  - v) An outdoor weekend – recreation level awards – participation awards – bring people in at a level where they are most comfortable
  - vi) Need to help people to increase their knowledge which will be done through participation
- c) Leadership:
- i) Provide a pathway for people to go into leadership in the sport – might be unknown to people currently
- d) Other related items:
- i) Grant cut off – March 2024 – Phase 2 strategy potentially ready by March 2024. As this is unknown right now, agreed to focus on having a clear concise document ready to show what we have done and where we are going.
  - ii) Have internal KPIs to monitor ourselves – dashboard for each pillar or KPI, in particular for maintaining participation – Div 1 / Div 2 / Div 3. ie moving females up from div 3 to div 2 in slalom league
- e) *Note to update to Menstruation Policy – minutes from Nov-23 meeting retained here for discussion in Feb-24 meeting, MA* asked that we include a plan to support female skiers on managing periods. I found good information on Swim England's website. <https://www.swimming.org/sport/information-female-aquatic-athletes-managing-period/#:~:text=The%20menstrual%20cycle%20is%20normal%20in%20girls%20and,that%20a%20girl%E2%80%99s%20body%20is%20preparing%20for%20reproduction>. We also need a communications plan, especially for younger girls. We suggested that the plan should include female only sessions as well sessions for officials, in particular coaches.
- i) Points for discussion on Menstruation Policy mentioned in point (c) above:
    - (1) Can we nominate a menstruation officer?
    - (2) Training / Workshops – start with the females then broaden to males, provide information on coaching of females – know when to push and not push – know the signs
    - (3) Nutrition & Health – Supplements are important to managing your period, in particular Omega fatty acids to help with PMS – need to tie in with WADA prohibited list – what we can and can't take - can we do a workshop on this alone?
    - (4) Information posters in female changing rooms – would tie in with marketing
    - (5) Toilets – sanitary changing facilities - are they accessible at all sites for females?
    - (6) What are the sanitary options? What are other sports doing? Swimming / Gymnastics etc – do we have contacts to ask?
    - (7) Free sanitary products at clubs? Can WIS fund this?
    - (8) Should we broaden to a menstruation / menopause policy or separate this out?

- (9) Could set a KPI in our Strategy based on points above?

2) Education @MA

- a) The list of qualified officials can be found here: <https://www.irishwwf.ie/iwwf/documents/qualified-officials-2022>.
- b) Judging Training
- i) Highlighted by EG new technical committee now in place
- ii) First step will be to contact the technical committee (Barry Galvin for now until wider committee is known) and ask about the pathway we need to take to get more judges trained and how it would work:
- (1) Ask them for costing – new equipment needed? Etc
- (2) What parts of the rule book do they need to focus on (Prerequisite – to read the rule book to attend the introductory course online)
- (3) Outline to technical committee focus will be on slalom Primarily slalom in Ireland – tie ins in the book – ie homologation.
- (4) Hard to include all disciplines for now as wakeboarding for example is a different judging course – focus on waterskiing for now – justify why we focus on waterskiing for now. (Slalom), justify why slalom on the email. WIS are also interested in training more officials for trick, jump, wakeboarding etc how can we do it for next year?
- (5) Ask for the up-to-date rule book – technical committee to ask upload Connie and add to IrishWWF website.
- iii) Second step is a reach out via whats app and WIS email to obtain an EOI – numbers of interested candidates. Ask the main committee to contact the clubs and we do WIS etc
- iv) Third step go back to technical committee with EOI numbers. Include judges' and club contacts to ensure they are aware and obtain their cooperation for practical training.
- v) Fourth step is to send out an email to those who expressed an interest and explain what's expected of them and what they need to read.
- vi) Noted to be inclusive for all – funded spaces are reserved for women but if men are keen they can join and if funded slots are left they can take one and if no funded space available pay a nominal fee.
- vii) Potential outline of training pathway:
- (1) Attendees to read rule book
- (2) Initial one hour online
- (3) Shadow at tournaments
- (4) Qualification – is mostly on the practical – would need to do a whole summer shadowing. Chief judges or judge in charge would decide at the end of the season if people are ready to qualify. Might be written but that's up to the technical committee. Requalifying might be needed for existing judges.

2) Calendar @IH

- a) The WIS calendar will only be drawn up once the dates for the International and National events have been announced
- b) A good time of the year for WIS events is May/June, so that new skiers can start at the beginning of the season
- c) We can have a national woman's competition, with an all-female crew, i.e. officials and skiers

3) IT @CK

- a) EG and MA would like to give input to the content of the IrWWF website. EvB established that CK is collating the information for Sarah who is the web developer
- b) Content management needs to be resolved, @EvB to contact CK in this regard
- c) Access for Portfolio links to relevant documentation needs to be resolved, @EvB to contact CK in this regard
- d) Rules provided under 3 (b) (ii) points (4) & (5) need to be available on IrWWF website – currently there is a safety document under the rules tab of but no actual rule book for people to reference: <https://www.irishwwf.ie/iwwf/documents/rules>

4) Marketing @TBD

- a) We are still looking for a lead for the marketing portfolio

5) Talent @TBD

- a) We are still looking for a lead for the talent portfolio. This portfolio would have a large overlap with the education portfolio and we need to decide is we need this portfolio

AOB

- a) Spoke about participation at meetings, maybe those who cannot attend meetings are given club-based projects such as open days and increasing female participation.
- b) Advertising / marketing / merchandise / social media – in one role, start by sharing content then see if someone has a knack for it.
- c) Discussed Elmarie stepping down from WIS representative role and the option of having an assistant representative to assist her and step in as required.
- d) Also discussed Connie stepping down – she has asked for someone who has an interest to step up but none shown yet.
- e) If anyone has anything ready to put up send through to Connie – have content ready, could even have someone logging in once a month to show highlights of the month.

**Next Meeting:** 13 Mar 2024

**Approved:**

**Date:**



**Attendance**

Member	Club	Portfolio	Support	8 Jan 24	8 Nov 23	29 Sep 23
Elmarie van Breda (EvB)	Chair	Finances & Grants	All others	Y	Y	Y
Keela O'Malley (KOM)	Outgoing Chair	N/A	N/A			Y
Elaine O Riordan (EOR)	Ballyhass WP					
Ellie Glavin (ELG)	Ballyhass WP					
TBC	Carrigadrohid WC					
Eileen Galvin (EG)	Cork PBWSC	Strategy	Finances & Grants	Y	Y	Y
Mary Angland (MA)	Cork PBWSC	Education			Y	Y
Clíodhna Foley (CF)	Cork PBWSC					
Isabel Hevey (IH)	Golden Falls WSC	Calendar				
Phil Hevey (PH)	Golden Falls WSC		Calendar			
Poppy Fitzpatrick (PF)	Golden Falls WSC					
Megan McKenna (MM)	Long Island WSC					Y
Jordan Thompson (JT)	Lower Bann WC					
Jackie Bates Gaston (JBK)	Meteor					Y
Kirsty Kee (KK)	Meteor					
Jodie Kee(JK)	Meteor					
Catherine Scott (CS)	New Ferry WC					
Louise Conley (LC)	New Ferry WC					
TBC	Portumna WSC					
Eamonn Prunty	Wake 'n Ski					
Cornelia Krausz (CK)	Independent	IT		Y		
Dianne Kirby (DK)	Independent		<ul style="list-style-type: none"> <li>• Strategy</li> <li>• Education</li> </ul>	Y		Y
TBC		Marketing				
Total attendance					3	7

**Email addresses:**

"Eileen" <skigirlcork72@gmail.com>; "Mary" <maryangland@gmail.com>; profbates-gaston <profbates-gaston@hotmail.co.uk>; Cornelia Krausz <cornelia.k6@gmail.com>; Chartine Scott <kat.scott@btopenworld.com>; Dianne Kirby <d.kirby@ulster.ac.uk>; Dianne Kirby <KIRBYDI@tcd.ie>; Elaine@ballyhass.ie <elaine@ballyhass.ie>; Jodie Kee <jodie.kee@outlook.com>; Kirsty Kee <kirstykee@hotmail.com>; Louise Conley <davyandlouise@yahoo.co.uk>; Megan McKenna <Megan.summer@gmail.com>; Phil Hevey <phevey@gmail.com>; Poppy Fitzpatrick <poppy.fitz@icloud.com>; clíodhnabelle@gmail.com <clíodhnabelle@gmail.com>; eamonn prunty <eamonnprunty84@gmail.com>; ellieglav@gmail.com <ellieglav@gmail.com>; Izzy Hevey <isabelhevey1@gmail.com>