Scottish Surfing Federation

Meeting of the Board – 25 July 2025, 7- 8.30am

Virtual Meeting Via Teams

Minutes (Approved)

In Attendance:

Directors - William Watson (Chair), Mark Boyd (General Director), Jason Simpson (General Director), Euan Baxter (Performance Director), Rob Arbuthnot (Marketing and Communications Director) and India Hodgson-Ferry (Finance Director).

Observers - Paul Stark (CEO)

Apologies:

Sally Harris (General Director), Andy Hadden (General Director) and Barry Cook (**sport**scotland).

#	Minutes, Decisions and Actions	Action Owner	Due Date
1	**Welcome and Apologies** The Chair welcomed the Directors to the meeting, noting apologies from Sally Harris, Andy Hadden and Barry Cook.		
2	**Conflicts of Interest** No further conflict of interests were declared. The CEO confirmed that the Conflict-of-Interest surveys would be sent out in advance of the next meeting following the approval of the Board Appraisal Policy (Item 12). **ACTION:** The CEO to send out the revised Conflict of Interest surveys to all Directors.	CEO	19 Sept 2025
3	**Minutes from Previous Meeting** **DECISION:** The minutes from the meeting of 16 May 2025 were approved as a true and accurate record.		
4	**Action Log Update** The CEO provided an update on the actions within the Action Log to the Board's satisfaction. **ACTION:** The Sports Operations Manager to provide the Chair with the contact details for the ESF President.	SOM	19 Sept 2025
5	**CEO Report** The CEO provided an update to the Board on the key items within the CEO report, highlighting the creation of the Performance Dashboard for 2025-26 key performance indicators. Of particular note was the performance of the senior team at this year's EuroSurf event, finishing in 10th place – the best international performance of a Scottish team to date. Learnings from the event will be taken forward to refine provision prior to the junior event in 2026 and senior event in 2027.		

	The CEO discussed the positive impact of the two new voluntary Social Media Managers alongside providing updates on funding, 50th anniversary celebrations, discipline development, judging and officiating, SUP and Paddleboard national championships including selected athletes, upcoming GB Cup and information relating to anti-doping. The Board discussed the information in the CEO report, including the UKAD update and noted that the WADA prohibited list would be communicated to athletes and via social media. **ACTION:** The Sports Operations Manager to progress the booking arrangements for the 50th anniversary celebrations at Lost Shore. **DECISION:** The Board approved the appointment of Chairs to the Board Committees as follows: • Alasdair Findlay (SUP and Paddleboard Committee) • Josh Christopherson (Bodyboard Committee) • Sally Harris (Women and Girls Committee) • Mark Boyd (Technical Committee)	SOM	19 Sept 2025
6	**Management Accounts** The Finance Director provided an update on the current position relating to the production of the Management Accounts. **ACTION:** The CEO and Finance Director to work with Scottish Surfing's financial service provider to finalise the format for the Management Accounts.	CEO	19 Sept 2025
7	**Risk Register** The Risk Register was taken as read, with the CEO noting that it would be updated following the conclusion of the Risk Appetite exercise.		
Additional Items			
8	**2026-29 Organisational Strategy** The CEO introduced the paper, noting that a three-year strategic cycle had been agreed with **sport**scotland so that Scottish Surfing could align with a future 4-year funding cycle for Olympic sports. As such, a draft 2026-29 strategy was required to be produced for discussion with **sport**scotland in October 2025 in relation to a discussion about investment in outcomes over this period. **ACTION:** The CEO to invite Directors to a strategy review and development meeting on Friday 15 August from 8-10am.	CEO	15 Aug 2025
9	**BDO Audit – Closing Meeting Agenda Report** The CEO provided an update to the Board in relation to the recent pilot audit process with BDO, noting the closing meeting agenda report that had been provided to the Board. The CEO advised that the full report would be received shortly and that the Board would be updated accordingly.		

10	**Governance Structure** The Board noted the progress in relation to the establishment of Board committees to drive forward the strategic aspirations of Scottish Surfing.		
11	**Annual Accounts 2024/25 (Draft)** The Finance Director introduced the draft Annual Accounts and provided a summary of key movements for Directors. The Finance Director also noted that the accounts required an independent review prior to finalisation, and proposed that she use her network to identify a suitable individual would be able to review the accounts. The Board were content to accept the proposal from the Finance Director. **ACTION:** The Finance Director to identify a suitably qualified individual, independent of Scottish Surfing, to review the draft 2024/25 Annual Accounts of the company.	Finance Director	19 Sept 2025
12	**Governance** The Board considered the various governance documents that had been submitted for approval. **DECISION:** The Board approved the Terms of Reference for the Technical Committee, SUP and Paddleboard Committee, Bodyboard Committee and Women and Girls Committee, the Judging Panel Selection Policy and Board Appraisal Policy.		
13	**Adaptive and Para Committee – Decision and Action Log** The Board noted the paper.		
AOCB			
14	**AOCB** No additional items were raised.		
15	**Next Meeting** 19 September 2025, 7am – 8.30am		