

Meeting of the Board – 24 January 2025, 7- 8am

Virtual Meeting Via Teams

Minutes (Approved)

In Attendance:

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

Observers - Paul Stark (CEO), Barry Cook (**sportscotland**) and Lee Wood (Lost Shore)

Apologies: Sally Harris and Andy Hadden

#	Minutes, Decisions and Actions	Action Owner	Due Date
1	<p>Welcome and Apologies</p> <p>The Chair welcomed the Directors to the meeting, noting apologies from Sally Harris and Andy Hadden.</p>		
2	<p>Conflicts of Interest</p> <p>No further conflict of interests were declared.</p>		
3	<p>Minutes from Previous Meeting</p> <p>DECISION: The minutes from the meeting of 6 December 2024 were approved as a true and accurate record.</p>		
4	<p>Action Log Update</p> <p>The CEO provided an update on the actions within the Action Log to the Board’s satisfaction. The CEO noted that only one action (Corporate Sponsorship Pack) remained to be progressed with all other actions completed.</p>		
5	<p>CEO Report</p> <p>The CEO provided updates to the Board on the key items for consideration within the report highlighting the progress with the Performance Dashboard with all actions now started and all actions completed within the first Strategic Pillar (Profile).</p> <p>The CEO advised that, with the finalisation of the strategy, distribution to members and stakeholders would soon commence.</p> <p>ACTION: The Board noted that Local Authorities had not been included in the list of stakeholders and asked the CEO to include them in the strategy distribution list.</p> <p>DECISION: In relation to the events calendar, and specifically attendance at ISA events by Team Scotland, the Board noted their preference to attend and competed at all events over 2025, subject to athlete selection and appropriate funding arrangements being in place.</p>	CEO	2 February 2025

	<p>DECISION: The Board expressed their preference for the Executive to undertake an open, transparent and inclusive recruitment process for the position of Chair of the Adaptive and Para Committee.</p>		
6	<p>Management Accounts</p> <p>The Finance Director apologised to the Board for the lack of financial information available for consideration at the meeting, which was a result of the integration of the financial systems. This was actively being considered by the Finance Committee and the Management Accounts for December 2024 would be circulated in due course.</p> <p>ACTION: The Finance Director to circulate the December 2024 Management Accounts, following review by the Finance Committee.</p>	Finance Director	7 February 2025
7	<p>Risk Register</p> <p>The CEO noted that the Risk Register had been updated following the conclusion of the Risk Appetite exercise. The Risk Register will be further reviewed to ensure that risk actions and scoring is considered against the Risk Appetite, as confirmed by the Board, for future meetings.</p> <p>ACTION: Risk Register actions to be reviewed against the organisational risk appetite and reported accordingly at future meetings of the Board.</p>	CEO	7 March 2025
Additional Items			
8	<p>Marketing and Communications Plan</p> <p>The Marketing and Communications (M+C) Director introduced the first draft of the M+C plan for the SSF. The Board commended the production of the plan.</p> <p>The Board noted that the SSF also managed a Vimeo account in addition to the other social media channels noted within the management plan and were content for the M+C Director and CEO to determine future reporting arrangements for the M+C plan.</p> <p>DECISION: The Board approved the format of the Marketing and Communications plan and the creation of a voluntary Social Media Manager position.</p>	CEO	7 March 2025
9	<p>Governance</p> <p>DECISION: The Board approved the Terms of Reference for the Finance Committee.</p> <p>DECISION: The Board approved the Terms of Reference for the Student Surfing Committee.</p> <p>DECISION: The Board approved the updated Risk Management Policy.</p> <p>DECISION: The Board approved the updated Sports Betting Policy.</p> <p>ACTION: The Board requested that the Chief Executive explore revised insurance arrangements for the SSF and to identify and procure appropriate Employers Liability insurance to ensure compliance with the SSF's legal obligations.</p>	CEO	7 March 2025

10	<p>Annual General Meeting</p> <p>DECISION: The Board approved the notice of the Annual General Meeting of the company, the recommendation to hold a 'members engagement session' following the formal business of the Annual General Meeting and the adoption of an electronic voting system at this Annual General Meeting, and for subsequent general meetings of the company.</p>		
11	<p>SSF 50 Year Anniversary Celebrations</p> <p>The Board discussed options for the celebrations marking 50 years since the formation of the SSF. It was noted that the federation was formed at the National Championship in 1975, held in Fraserburgh.</p> <p>ACTION: The Chief Executive to determine the exact date of the 1975 National Championships.</p> <p>The Board agreed that the Gathering of the Clans event, held at Lost Shore, would be a fitting location and event for the celebration of 50 years of the federation.</p> <p>The CEO proposed a number of options to the Board for consideration, including:</p> <ul style="list-style-type: none"> • Recognition of athletes who had competed internationally on behalf of Scotland (i.e. international 'caps') • The nomination and awarding of 'volunteer of the year', 'club of the year', 'athlete of the year' etc. • The creation of a tradition that could be taken forward over the next 50 years (TBC). <p>The Board also noted 2025 was the 20th anniversary of Gathering of the Clans and agreed to reflect on the options for the 50th anniversary celebrations and to consider the programme of activities over the course of subsequent meetings.</p>	CEO	7 February 2025
12	<p>'School to Surf' Pilot Programme</p> <p>The Board noted the paper and complimented the Executive on the successful delivery of the pilot.</p>		
13	<p>Performance Committee – Decision and Action Log</p> <p>The Board noted the paper and the intention of the Executive to include a copy of the minutes from all Board Committees to each meeting of the Board, as appropriate.</p>		
AOCB			
14	<p>AOCB</p> <p>The Board thanked Directors and the Executive for their efforts since the last meeting of the Board and noted that the next meeting would take place on 7 March 2025.</p>		