

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**
held on **Thursday 14th April 2016** at **Taylor Wessing, London.**

1. To record attendance and apologies for absence.

Present:

Patric Foley-Brickley
Steve Sopp
Peter James
Nick McGarry
Alex Dobson
Martin Winter
Justine Naylor
Patrick Donovan

2. To approve the Minutes of the meeting held on 12th March 2016.

The minutes were reviewed and approved.

3. Chairman's Comments.

Patric FB reported on some of the feedback received on the AGM with the change of venue to further north in the country being well received. There was some further discussion on the format and what could be improved for the future.

Action: Patrick D would circulate a note on the date of the next AGM with the venue reverting to London. The aim would be to move the venue on rotation, the next AGM to be aligned with the last weekend of the Boat Show (if this was indeed possible).

Patric FB further reported on the redesign of tracksuits which he was working on with Belinda – progress would be reported as the designs were narrowed down to a final three choices. Costings to be confirmed in terms of the budget (potentially circa £5K initially) for a general re-issue of any newly designed top and supplied without cost to any new team members together with further team kit items to be made available as an optional purchase.

4. Declarations of Interest.

Annual declarations of interest forms were collected at the meeting – reminder to those who had not submitted their declaration to do so as soon as possible.

5. Matters Arising not covered by this Agenda.

None recorded.

6. To note items for AOB.

None recorded.

7. CEO Report.

a) Staffing – Patrick D updated everyone on the current staffing situation, maternity absence and other staffing issues.

It was noted in terms of the magazine that the first issue of the season was very good with some diverse, interesting content from those active within the sport and contributions from staff members also on core programmes.

A note of thanks to Sam for his very hard work in growing an income stream from coaching that was now approaching the £100K mark. Coaching courses were now not only being delivered in the UK but also overseas.

8. Finance.

a) Finance Report (Peter James) – Peter gave a verbal report as year-end processes were still in progress with an aim to reach a draft year end position by the end of the month. Draft small surplus anticipated at this stage to be confirmed.

Action: Peter would circulate a more detailed report when matters were more finalised.

b) Budget 2016 – A draft budget had been circulated prior to the meeting which covered the key departments of business, core cost, development activities together with Talent and all other funded areas. The budget was approved but would be subject to ongoing review.

c) Audit – Peter was assisting our accounts department with the audit process and had very kindly offered to assist with the financial statement and FRS102 conversion which would reduce cost and help with what were tight budgets.

9. Development & Excellence Update. (Nick McGarry) – no meeting held since the last Board meeting though a meeting was planned for May. It was reported that there were ongoing projects taking place in the background. There was a clarification on the international anti-doping situation in that mandatory testing at IWWF events was a policy driven by the IWWF/E&A and not Sport England or UK Sport. Free annual testing by UK Sport had in fact terminated in 2009.

10. Structure & Board Related Matters.

a) Advisory Council Nominations - a number of individuals had offered to stand for the Advisory Council with candidates sourced initially via the discipline committees. There were still some gaps to fill however before any vote by Full Members on its makeup.

Action: Patric and Patrick D would discuss further outside of the meeting on sourcing other potential nominees.

The boat owner and recreational representative group was discussed in some detail re what BWSW offers in terms of membership categories and qualifications. This would be the focus of a small working group to assess this offer in more detail. It was suggested that Alex, Patric, Nick and Peter would carry out a review in this area.

b) Independent Director Vacancies – vacancies had been advertised via an open recruitment process with an online agency that specialises in non-executive directors together with UK Sport. At close of applications (31st March) Patrick D had circulated the candidate CVs to Patric FB and Martin.

Action: Patrick D would circulate the CVs to all the Board members for information – Justine, Patric and Patrick D would form a small working group to assess the CVs and this group would make recommendations for interview with the full board to review that determination before interviews were scheduled. Patrick D would update the candidates on the process in hand.

d) Risk Management & Mitigation – the risk register had been circulated prior to the meeting so that a review of overall organisational risk could take place. Patrick D had reviewed the Business Continuity Plan separately which primarily related to data, IT and communications, temporary office space and maintaining core activities such as payment processing and administration.

Action: Steve would aim to produce the Risk Committee terms of reference (currently in draft format); Patrick D was happy to assist in this area.

e) Scope of Insurance Cover – the scope of the cover available was outlined which covered buildings (cover increased in January 2016), liability, professional indemnity, directors and officers cover, data recovery, contents, loss recovery and cyber liability (introduced in 2014). An annual review of the levels and scope of cover took place with our brokers each Autumn with some changes of provider occurring to ensure best value.

Action: Patrick D would circulate some further detail on the insurance cover provided by email.

11. Charitable Foundation. (Martin Winter) – the potential of maintaining the Lascelles name via this foundation was discussed (this would not affect any remaining Lascelles funds or the

existing criteria for eligibility to access grants from the trust). The aim was simply to continue the memory of the former Honorary President who had left a considerable bequest to the organisation.

Action: Patrick D would put this proposal to the existing trustees for further consideration and the potential for a meeting with Liz Hobbs and Nicky Caine (Lascelles trustees) regarding this matter.

12. Confirmation of future Meeting Dates (venue to be confirmed).

Board

Thursday 26th May

Thursday 7th July – **note change of date (previously 30th June)**

Thursday 8th September

Thursday 27th October

Thursday 8th December

AGM

Sunday 15th January 2017 (last weekend of London Boat Show)

The meeting closed at 5pm.

Minuted by:

Patrick Donovan
CEO