



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**  
held on **Tuesday 6<sup>th</sup> December 2016** at **Taylor Wessing, London.**

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### 1. To record attendance and apologies for absence.

**Present:**

Patric Foley-Brickley  
Steve Sopp  
Peter James  
Martin Winter  
Nick McGarry  
Justine Naylor  
Clare Lobb  
Natalie Campbell  
Patrick Donovan

**Apologies:**

Alex Dobson

### 2. Declarations of interest.

There were no changes made to the register of members interests.

### 3. Chairman's comments.

Patric FB welcomed Clare and Natalie to their first meeting, he outlined the business of the day and highlighted a number of key items on the agenda.

### 4. To approve the minutes of the meeting held on 27<sup>th</sup> October 2016.

The minutes were reviewed, seconded by Peter James and approved.

### 5. Matters arising not covered by this agenda.

a) Friends of Tournament 200 Club – Martin highlighted the small society lottery fund raising initiative set up by the BWSF Ltd Tournament Committee. This lottery had already been registered with Runnymede Borough Council (a licence was not required under the Gambling Act 2005) and as a fundraising sub-committee it would be covered by our association's liability cover for what were the recognised activities of a "not for profit". Legal advice had been sought in relation to the set up and structure and our auditors had confirmed that there were no issues in relation to Corporation Tax as this would be part of the association's mutual trading. Some final amendments were made to a sign up / promotional document and a final proof was supplied for Steve to approve with the organisers asap for distribution in the next issue of the magazine.

**Action:** Steve to review final proof, discuss with the Promoter of the lottery scheme and approve any final copy.

### 6. To note items for AOB.

a) Child abuse in sport DCMS letter – a letter from the Minister for Sport, Tourism and Heritage, Tracey Crouch MP had been circulated to all National Governing Bodies of Sport in light of the recent media reports and allegations of historical child abuse within Football. The letter requested NGBs to ensure they had robust safeguarding processes in place, whether the NGBs had processes for managing historical allegations and whether there was a need for investigation or re-investigation of any historical allegations. BWSW did indeed have adequate processes in place and had met the requirements of the Advanced Standard of Safeguarding. In terms of dealing with historical allegations (though there were no cases open or pending

investigation on file in terms of reported complaints) BWSW would seek the assistance of the Child Protection In Sport Unit (CPSU) for support in this area.

**Action:** Patrick D would contact the CPSU immediately for further advice on historical allegations of abuse and any actions necessary in relation to our existing affiliates. Patrick D would further respond to the Minister's letter once advice from the CPSU had been received.

b) Tournament Logo (bespoke non-standard logo) – Patric FB highlighted that he did not feel that the individual disciplines producing their own logos was helpful in relation to promoting the overall “brand” of BWSW. BWSW custom logos were available with the discipline name as part of the standard BWSW logo.

## 7. CEO report.

a) Sport England funding – a decision was still pending regarding our main four year funding submission however two additional opportunities had arisen. Following on from ongoing dialogue with Sport England we had now received two letters inviting applications for additional funding to support two projects:

i) Consultancy to carry out research into our membership in terms of member commitment and the emotional and functional factors influencing retention of existing members and take up by new members. The consultancy would provide for online surveys as well as face to face focus groups of current and lapsed members (£5K contribution). This would enable BWSW to carry out its most thorough research of the membership to date.

ii) Consultancy and support to ensure that our driving qualifications carry currency and recognition in the market place and are commercially a more widely marketable product. Enabling greater diversification of income streams and in the longer term a reduced reliance on public funding streams (£20K contribution).

**Action:** Patrick D would produce draft applications this week and would aim to submit by the approaching deadline date of 16<sup>th</sup> December.

b) Staffing – there had been a better response to the advert for the Head of Business Development role following on from a second recruitment drive. Staffing structure was outlined and potential changes discussed though ultimately any decisions would require confirmation of funding for the next four year cycle. Furthermore a review of the Business Support & Communications role was currently taking place to ascertain how its effectiveness could be maximised.

## 8. Finance.

a) Finance report – Peter produced a comprehensive written summary overview of the finances which was distributed prior to the meeting. Broadly speaking there were no concerns with spend versus budget broadly on track and in-line with expectations. Coaching income was on track with some risk acknowledged within the Greek market for BWSW courses and with £15K needing to be raised through course fees by 31<sup>st</sup> March to meet income targets. It was recognised that if certain courses did not take place budgeted costs regarding these costs would not be expended so margins only would be lost. At this stage a modest surplus was anticipated at year end to act as a contingency.

**Action:** Patrick D would publish the finance report as part of the minutes of this meeting.

b) Membership fees 2017/18 – after some discussion it was agreed to increase membership fees for the 2017 season following on from two years of a freeze and considering the inflationary pressure in the economy which would feed through to next year's inflation figures.

## 9. Development & Excellence.

a) Update – Nick outlined significant items and would provide a full written report for the Board for the next meeting.

b) Lascelles Trophy Panel – a Lascelles nomination form had been distributed to the IWWF recognised disciplines to nominate athletes for the Junior and Open trophy awards (closing date Friday 9<sup>th</sup> December).

**Action:** Nick and Patric FB would form the panel to assess nominations received and would

report back on their recommendations by Friday 16<sup>th</sup> December providing for 1 month's notice to inform recipients and invite them to receive their award at the AGM.

**10. Board related matters.**

a) Independent Director – approval of appointment. Following on from the last round of interviews the Board confirmed the appointment of Clare Lobb as an Independent Director and thanked her for her time and input today.

b) Honorary members nominations – two nominations suggested; any other further nominations to be circulated to the Board by end of December.

c) AGM related matters – Full Member voting packs were in the post already, other mailouts in relation to the AGM and Annual Report would be completed this week. In terms of a potential pre-AGM seminar Safeguarding (with a focus on historical allegations) was a potential topic which was very current in the media regarding historical child abuse within Football. The draft AGM notice would be produced to Board next year before the December board meeting, so there could, amongst other things, be a discussion on timing for obtaining director nominations.

**Action:** Patrick D would contact the CPSU to see if a 45 minute pre AGM seminar could be provided for on the date of the AGM.

**11. Confirmation of future meeting dates.**

**Board**

TBC (potentially 3<sup>rd</sup> week of January)

**AGM**

Sunday 15<sup>th</sup> January 2017, Queens Club, London

**Minuted by:**

Patrick Donovan  
**CEO**

# British Water Ski & Wakeboard

## Finance report to the Board

October 2016

# Executive Summary

## Executive summary

### Financial performance October 2016

- The financial performance for the year to date is broadly in-line with budget and expectations
- Income from membership is slightly lower than budget and down on last year therefore this is a trend that we need to try to change for 2017/18.
- Coaching courses and driving are broadly inline with budget, however to achieve the full year budget Sam needs to deliver an additional £15k between October and the end of March.
- Sam has highlighted that there is a risk that this may not be achieved due to the uncertainty over the Greek courses, however if they do not run the costs will also be lower, mitigating the shortfall in terms of contribution.
- Costs are lower than budget by ~ £30k, included within this are slightly higher spend on salaries due to the seasonal phasing is more than offset by lower costs elsewhere (property and other costs)
- YTD the disciplines have utilised ~ £30k of there bought forward reserves, while these reserves are for use within the disciplines the discipline committees need to be aware that this level of utilisation can only be continued to the extent they have bought forward reserves.

# Overview of BWSW Income and Expenditure based on the October 2016 management accounts trail balance

## Overview of Business Income

Income in the year is slightly ahead of budget however

### Membership income

Slightly lower than budget and prior year.

### Coaching and driving

£97k is broadly in-line with budget, however the phasing of courses is not linear.

To achieve the full year budget Sam needs to deliver an additional £15k between October and the end of March.

Sam has highlighted that there is a risk that this may not be achieved due to the uncertainty over the Greek courses, however if they do not run the costs will also be lower, mitigating the shortfall in terms of contribution.

### Sport England funding

in-line with three year plan

### Other Excellence income (Discipline income)

This is primarily the discipline income.

The discipline income is budgeted to be net break even, offsetting their costs.

However this is not the case this year reflecting that year to date the disciplines have utilised some of there bought forward reserves.

	October Actual	October Budget	Difference
<b>Business income</b>			
Membership and affiliations	280	283	-3
Sport England Grant	126	123	3
Magazine advertising income	8	9	-1
IT project grant	0	0	0
Other	11	10	1
<b>Development / Excellence income</b>			
Coaching & Driving programme	97	94	3
Sponsorship	0	0	0
Sport England Grant	171	170	1
Other - Excellence	50	50	0
<b>World class</b>			
Sport England Grant	0	0	0
<b>Total income</b>	<b>743</b>	<b>739</b>	<b>4</b>

Note: (The budget has been allocated on a straight line basis and does not reflect seasonal variations)

## Overview of Business Expenditure

### Salary

- Expenses have remained stable and in-line with expectations given the seasonal variations.

### Development expenditure

- Development expenses are favourable to budget and this favourable variance will increase if the coaching income is not achieved from courses in Greece.

### Excellence expenditure

- The Excellence costs (relate to primarily to discipline spend) is higher than the related income of £50k. This means £33k of bought forward reserves have been utilised.

### Irrecoverable VAT

- Irrecoverable VAT could give rise to variance later in the year with the full year true up but to date this is favourable ~£10k.

### Other costs

- The other costs were slightly better than budget.

	October Actual	October Budget	Difference
Salaries	152	142	10
Development expenses (incl car)	68	79	-11
Excellence costs	83	83	0
Property & maintenance costs	28	36	-8
Magazine costs	30	37	-7
Insurance	25	22	3
Legal & Prof', audit and bank fees	25	23	2
Irrecoverable VAT	8	18	-10
Depreciation	12	11	1
Printing, postage and stationary	13	14	-1
Meeting costs & social functions	1	3	-2
IT costs	3	2	1
Publicity and Associations	0	0	0
Other costs	5	15	-10
World class expenditure	0	0	0
Lascelles	0	0	0
<b>Total expenditure</b>	<b>453</b>	<b>485</b>	<b>-32</b>

Note: (The budget has been allocated on a straight line basis and does not reflect seasonal variations)