

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**
held on **Thursday 4th February 2016** at the offices of **Taylor Wessing, London.**

1. To record attendance and apologies for absence.

Present:

Patric Foley-Brickley
Martin Winter
Nick McGarry
Patrick Donovan

Apologies:

Rose Tranah
Alex Dobson
Penny Clifton
Steve Sopp
Peter James
Justine Naylor

2. To approve the Minutes of the meeting held on Sunday 6th December 2015.

The minutes were reviewed by those present and unanimously approved.

3. Chairman's Comments.

Patric outlined his recent work in the role of Chairman, work continued on identifying those who could stand for the Advisory Council. Re-invigoration of the organisation was a key theme and aim for the year – the discipline committees had been asked to identify those who could stand for the Advisory Council. The identification of new independent directors was seen as a priority and the net should be cast as wide as possible.

4. Declarations of Interest.

There were no changes to the register of interests reported. As there would be a vote on the Lascelles Trophy awards Martin would not vote on the candidates nominated due to a family connection.

5. Matters Arising not covered by this Agenda.

None recorded.

6. To note items for AOB.

a) BWSW E&A / IWWF Liaison – Nicky Caine was identified as an ideal person to act as an E&A liaison person for IWWF / E&A matters.

Action: Patrick D would discuss further with Nicky and outline the liaison role as draft which would give no independent mandate other than that stipulated by the board from time to time.

7. CEO Report.

a) Staffing – Patrick D outlined the current staffing situation in terms of maternity, maternity cover and other issues which meant we were not at full strength at HQ in terms of the pre-season preparation and set up of the IT system. There were issues due to lack of continuity of staffing in relation to the IT system however Kylie (who was currently on maternity) had offered to come in for three KIT (keep in touch days) to assist with the rather complex IT set up for the renewals. Interviews about to take place for the seasonal membership role – Patrick D further elaborated on this point that this was primarily a data entry / call handling role to ease the peak admin workload from March to July.

b) Pre Season Planning – various meetings had taken place in terms of the funded programmes, with draft budgets either complete or in development. Accreditation packs were

due to be circulated with plenty of advance notice and renewals process, AGM mailout etc. were under way. Planning for the Talent Programme had begun in December with liaison with the disciplines re identifying those with the potential who could step up to the programme.

In terms of IT, the new server was installed (though there had been complexities with migrating the membership database over to the new server). New Office 365 email system up and running together with the new backup system though the upgrade to the membership system accounting module had not been carried out as yet as the focus was now on the renewals process and preparation for the start of season. Carrying out the upgrade at end of season would reduce any risk involved.

c) Sport England Annual Review - the quarterly finance report on grant spend against budget had been submitted together with the self-evaluation report which outlined our achieving of funded targets across the four main programme areas. This report had been circulated prior to the meeting and outlined that we were “on track” and achieving our contracted targets overall. Inevitably with sport there were always areas that were unavoidable e.g. injury – this year the Talent programme did not achieve its annual medal target due to an injury of a likely medal winner however *overall* for the four years we were still on target due to high achievement in years one and two.

It was further outlined that one of the key areas of work that was undertaken at HQ was actually maintaining our recognition as a governing body eligible to receive public funds. As such we had successfully completed an anti-doping compliance process and we had now received confirmation that our conditional pass regarding the Advanced Standard of Safeguarding was now a “full pass”. A note of thanks to Natalie for her very hard work in this area – achieving this standard was a requirement for all sports as part of the terms of the funding agreement.

A note of thanks from the Board on all the good work being done at HQ to ensure we remain a robust and well governed organisation.

8. Finance.

a) Finance Report – Peter circulated a comprehensive summary report on finance prior to the meeting outlining the spend against budget and highlighting any areas that required attention / further investigation. Core costs were identified as broadly in-line with the budget which was welcome news at this stage of the financial year. There was some discussion on the funding of the elite end of the sport in terms of athletes and an earlier initiative to set up a fund with charitable status

Action: Martin would clarify the situation with the documentation produced in relation to the formation of the standalone charity which had been carried out on a pro bono basis by Hilary Winter and ask that Hilary resubmit the paperwork prepared at the request of Stuart Scott Ely.. It was intended be discussed at the board meeting before the AGM so an announcement could be made.

b) Tracksuits – Options & Budget. The options were to continue with the existing tracksuit (which was a bespoke design) or opt for an off the shelf non bespoke version and replace all the existing tracksuits in circulation which of course would be a considerable cost. It was agreed to stay with the current “union jack” BWSW tracksuit however Patric FB had an alternative supplier who could supply this bespoke tracksuit at lower cost and with lower production runs.

Action: Patric FB would liaise with Belinda and supply the details of the supplier concerned – it was suggested that the off the shelf O’Neills clothing could be available to teams and members generally and orderable with BWSW logos online direct from the supplier.

9. AGM & Club Conference 2016.

a) Board Rotation – Martin had volunteered to stand down at the next AGM and re-stand, Rose and Penny had decided to stand down and not re-stand. A search would take place for new independent directors to populate the Board positions and ensure we met the 25% minimum requirement for independent versus elected Board members. It was highlighted as a note of clarification that independent directors were recruited via an open recruitment process – an independent could have had some involvement in the sport of water skiing and wakeboarding

however if they had any former involvement in the governance of the sport above club level (ie including advisory/board level positions) the clear view of the board was that they would not fulfil the criteria of independence as required by the articles of association.

b) Conference & Workshops – the schedule was re-worked during the meeting with three workshops available at end of the AGM. These would be first aid, safeguarding and club funding. There would be a charge for two of the workshops with a club funding workshop available to all for free.

Action: Nick to liaise with the provider regarding safeguarding and first aid and confirm attendance / details. Patrick D to arrange the club funding workshop presenter.

c) Lascelles Trophy Award Nominations

Action: Patric FB and Nick as Chair of Excellence would meet post Board meeting and decide on the winner of the two trophies and notify Patrick D in relation to the AGM presentations.

10. Excellence & Development Report – Nick provided a summary written report which was circulated prior to the meeting. He outlined some of the topics from yesterday's Development Directorate meeting. Verification of Ski Boat Driver centres was a key point in terms of the aim to maintain standards and ensure the integrity of the scheme.

Action: £3K approved in the draft budget to help support this area of work.

11. Confirmation of future Meeting Dates

Board

Advisory Council

Saturday 12th March 6pm (1 hour pre AGM conference call)

Tbc

Other suggested dates:

Thursday 14th April

Thursday 26th May

Thursday 30th June

Thursday 8th September

Thursday 27th October

Thursday 8th December

The meeting closed at 16:00 – a note of thanks to Martin for once again hosting today's meeting.

Minuted by:

Patrick Donovan
CEO