

# MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**  
held on **Thursday 7<sup>th</sup> July 2016** at **BWSW HQ, Chertsey.**

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

### Present:

Patric Foley-Brickley  
Peter James  
Alex Dobson  
Martin Winter  
Justine Naylor  
Patrick Donovan

### Apologies:

Steve Sopp  
Nick McGarry

## 2. To approve the minutes of the meeting held on 26<sup>th</sup> May 2016.

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

## 3. Chairman's Comments.

Patric FB outlined his recent activity in the role of Chairman including an update on tracksuits and clothing – the additional clothing was now available online at ONeills.com. Future funding challenges were outlined and how the sport could continue to benefit from current grant funding streams whilst being proactive about developing new and diverse income streams.

## 4. Declarations of Interest.

There were no changes to the register of members interests.

## 5. Matters Arising not covered by this Agenda.

None recorded.

## 6. To note items for AOB.

None recorded.

## 7. CEO Report.

a) 2017-21 Sport England Funding Round Update – delays on the investment pack and a postponed “scoping meeting” with our Sport England Relationship Manager had delayed progress. However it had been made clear in the case of National Governing Bodies (NGBs) that Sport England would invest where any NGB's strategic priorities and capabilities align most closely with the outcomes Sport England had been asked to deliver by government. The audience with whom any NGB was most closely connected to were those who already have a sport and physical activity habit. This 'core market' would be the primary area of NGB investment to target this particular group to keep them active and engaged. To access public investment NGBs needed to demonstrate how they could improve the resilience of their customers and reduce the risk of them dropping out of sport and physical activity altogether. Even in the core market, where habits are regular and strong, individuals can and do lapse, so reducing drop out was key.

The recommendation was to avoid making more speculative bids for funding that require a high degree of experimentation or diversification at this stage. The aim of the current phase of any investment was to concentrate on the core market, and to support sport's existing customers and the primary NGB business as a priority.

Any future investment would not necessarily follow the standard four year funding round as in

previous years though Talent funding would remain within a four year cycle to align with the Olympic and Paralympic cycle.

**Action:** Patrick D would keep everyone up to date with developments in this area and any future scoping meeting discussions.

b) Staffing - Head of Business Development Role. A draft job specification for a revamped Head of Development role had been circulated prior to the meeting. An aim ongoing for our key funding partner Sport England was in the medium to long term to ensure sports governing bodies became increasingly less reliant on public funding. A key focus of the new role would be further developing diversification of income streams and ensuring our products and services found new markets. There were a number of suggestions to improve the draft specification made.

**Action:** Patrick D would advertise the vacancy next week on a number of web sites both within sport and across the wider leisure industry.

## **8. Finance.** (Peter James)

a) Finance Report – Peter updated everyone on the finances. He highlighted that the audit / outsourcing process was working well and provided a good range of available skills / expertise at a number of levels via Menzies.

b) Year End Update – draft financial statement now near completion and audit close to finalisation. FRS102 (accounting standards) transition incorporated into the financial statements - a note of thanks to Peter for his assistance with this task. Financial and non-financial KPIs were detailed in the final accounts to provide clarity and outline company performance.

**Action:** Patrick and Peter would finalise the detail of the KPIs and a draft financial statement would be circulated to the Board for approval at the September Board meeting.

c) Richard Snelling (Audit Senior Manager, Menzies) – Audit Feedback. Richard attended the meeting to provide some feedback on the recent audit which had run particularly smoothly. He highlighted some of the treatment of historic reserve funds based on UK Sport and Sport England funding and how this was presented in the accounts. Other presentational changes in terms of tangible / intangible assets were highlighted, leasing commitments and other disclosures. Richard outlined that there were no major issues in terms of the management report – VAT processes were outlined and slow moving stock. Risk in terms of key personnel and the diverse but niche nature of the business were discussed as a point to monitor though overall the situation was more robust than in the past particularly in relation to finance. Moving forward the Risk Committee would assist with this area.

## **9. Development & Excellence Update.** (Alex Dobson) – no update presently as a meeting had not been held prior to today's Board meeting. There was some additional discussion of potential draft plans for bolstering driving and developing this further as a product to generate income.

**Action:** What BWSW offers – Patric FB offered to put together a "one pager" summary of what BWSW offers its clubs. The current "Who We Are & What We Do" leaflet potentially a useful starting point for this with added detail.

## **10. Board Related Matters.**

a) Skills Audit – Summary Results. The summary consolidated results of the recent skills audit had been circulated prior to the meeting. There were variances however no particular distinctive gaps in the skills available.

b) Independent Director Interviews – interviews had been held in mid-July for the two available positions. One position had now been accepted, with a further candidate wishing to make a decision having attended the next Board meeting as an observer. It was pleasing to see that the organisation could attract very strong candidates from the recent recruitment campaign.

**Action:** Patric and Martin offered to meet with the remaining candidate to assist with the process before the next Board meeting to hopefully move matters forward. Patric FB kindly offered to make these arrangements.

c) Risk Management Committee Draft Terms of Reference – draft terms of reference had been circulated prior to the meeting. The terms were approved and the risk committee would schedule its first meeting for outside of the main summer season.

**11. Charitable Foundation - Update.** (Martin Winter) One trustee “pencilled in” and a meeting with the Lascelles Trust pending to progress matters further.

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

**Board** \* *note change in red*

Wednesday 14<sup>th</sup> September, 2pm (*note was previously 8<sup>th</sup> September*) Venue: London

Thursday 27<sup>th</sup> October, 11am Venue: London

Thursday 8<sup>th</sup> December, 3pm Venue: London (possible meal post meeting tbc)

**Advisory Council**

Thursday 27<sup>th</sup> October, 1pm (Venue either Chertsey area or London tbc)

**AGM**

Sunday 15<sup>th</sup> January 2017 (Queens Club, London - last weekend of London Boat Show)

The meeting closed at 16:30

**Minuted by:**

Patrick Donovan  
**CEO**