



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Wednesday 28th June 2017** at **BWSW HQ, Chertsey.**

1. To record attendance and apologies for absence.

Present:

Nick McGarry (by conference call)
Martin Winter (by conference call)
Peter James (by conference call)
Patrick Foley-Brickley
Steve Sopp
Clare Lobb
Patrick Donovan

Apologies:

Justine Naylor
Simon Waring

2. Declarations of Interest.

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

3. Chairman's Comments.

Patric FB outlined some of his recent activity in his role as Chairman which included a visit to one of our larger recreational / boatowner affiliated clubs. A key volunteer at the club indicated they were interested in being part of the recreational and boatowner group. The Board had an aim of actively recruiting key volunteers with the skills and time to support the work of the organisation. He further outlined action points from the last meeting which were now on the whole complete to include the "membership offer" in terms of why clubs should affiliate to the governing body. This comprehensive template sales presentation was circulated prior to the meeting to act as a guide / "hymn sheet" re the benefits and support offered by the organisation. Key benefits from a club perspective and an individual associate member perspective were highlighted. The document could of course be adapted to any particular audience in terms of scope and length of presentation.

A note of thanks to Patric FB for his time and input on the document and what has been a very active period for the Chairman outside of Board meetings.

Action Point: Patric FB considered the document to be a first draft and he would continue to revise it.

4. To approve the Minutes of the Meeting Held on 24th May 2017.

The minutes were reviewed, seconded by Steve Sopp and approved by those who were present at the previous meeting. Action points from the last meeting were reported back on in terms of progress and completion / near completion.

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 outlined the current staffing situation with an induction ongoing for a new staff member in the coaching development role. He highlighted that it really did take a full season for new staff members to be able to navigate their way around the organisation and absorb the systems and complex environment in which we operate. The plan was to recruit an additional development staff member later in the season e.g. September, the aim being to support an outward looking business plan beyond our traditional environment.

b) Sport England Targets – with staff changes and a development vacancy Patrick D outlined the impact on targets, risks and achievement of KPIs as part of the current funding round.

Action: While many targets were on course Patrick D would continue to monitor progress and keep the Board updated.

c) Risk Management Update – Patrick D and Steve had been liaising on risk since the last meeting and reviewing the risk register in more detail. The intended output was to provide an assessment of the key risks that were within our resource to monitor/manage adequately and to rate these risks appropriately.

8. Finance.

a) Finance Update (Peter James) - Peter provided an update on the financial position in terms of the 2016-17 financial year, the recent audit and the small surplus achieved. The organisation aimed to invest any surplus in developing the sport in addition to building reserves as part of our reserves policy and to support future investment plans. After some discussion it was agreed to invest 50% of the surplus into development initiatives. Draft initiatives were discussed and would be considered for the next meeting. Furthermore the 2013/17 Sport England funding round had been signed off by the Accountable Officer (CEO) and expenditure of all grant funds received had been evidenced as expended. Patrick D would next focus on the submission to ensure the 2017/18 grant expenditure reconciliation was submitted for Q1 to enable the Q2 grant funding request (new quarterly payments system).

Action: Nick would put together some bullet points on draft ideas as how to utilise any funds ear-marked for development initiatives.

b) Audit – the audit had run extremely smoothly and there were no significant / major issues raised. The diversity of our income streams and payment methods came under some scrutiny / additional testing and there would be some improvements to filing systems and recording methods to address the points raised.

9. **Membership Review.** (Martin Winter) – Martin's document was re-circulated prior to the meeting detailing initiatives that could incentivise clubs to grow their membership. Each incentive was outlined in detail and discussed and approved as appropriate considering the level of voluntary and staff resource available.

Action: Patrick D would produce a draft circular aimed at membership based affiliates re the club rebate scheme proposal i.e. clubs being reimbursed 50% of their net growth in BWSW membership subscriptions turnover (£s not headcount) compared to a baseline of the previous membership year. Patrick D would liaise with Kylie to ensure the retrospective baseline for 2016-17 in terms of overall subscriptions could in fact be accurately assessed via our IT system at the current stage of the current season - Sage accounts would be a more convoluted source of data to assess this baseline.

Martin would furthermore assist / discuss with Kylie some additional discount benefits which could be offered. Patric FB would keep oversight with assistance from other Board members of the magazine content and whether there were areas of our core market which were not being highlighted, ensuring there was balanced content to meet the needs of a very diverse readership. Patrick D would further circulate Martin's document to the Advisory Council notifying everyone that following on from their feedback the initiatives that would be actioned.

10. Board Related Matters.

a) Independent Director Vacancy - following on from a resignation by one Independent Director earlier in the month this vacancy had now been advertised with a closing date of 14th July. One very interesting CV received to date and the advert had been further advertised on a non-executive director "Women on Boards UK" search / recruitment website.

Action: Patrick D would further advertise on an additional non-exec website for wider reach.

b) Succession Planning (Code of Sports Governance) – the action point to meet the Code of Sports Governance stated that funded NGBs should have a written succession plan in place. Whilst succession and recruitment were a regular Board agenda item BWSW did not have a definitive written / publicly stated succession plan. Patrick D provided a draft template to assist the process and encourage members to consider their own personal plans for tenure on the Board.

Action: Patrick D would circulate a draft succession plan complete with the actual year members were due to retire following on from completing three terms of three years (total nine years tenure). The succession plan would be reviewed each October Board meeting pre AGM.

c) Skills Audit – BWSW had a skills assessment process to assist with ascertaining skills and any skills gaps to inform future Board recruitment.

Action: Patrick D would provide the skills tool / spreadsheet to those who had not previously completed the submission and to any member who wished to review and revise their existing submission.

d) Draft Articles of Association – following on from Martin's work on the draft articles Sport England had been asked for some feedback before requesting a review of the draft by Russell Cooke, the company solicitor. Sport England had appeared to have approved the changes suggested to the articles to meet the requirements of the new Sports Governance Code subject to a couple of minor changes.

Action: Martin would follow up with Patrick D so as to put the articles in final form for final review by Russell Cooke.

11. Development & Excellence Update

Nick provided a brief update and provided some positive feedback from the Coaching Conference and suggestions for any future conference in terms of scheduling. He further outlined that the next Development Directorate meeting would take place in October. Patrick D provided an update on the transition for a new staff member being inducted / an ongoing handover in terms of coaching.

12. IWWF Congress – Delegate & Vote for President

With Kuno Ritschard standing down as IWWF President in 2017 there would be an election at the World Congress in September this year with two candidates currently standing and the deadline for nominations being 9th July. Patrick D had written to Kuno suggesting that as this was such an important vote that something more than a summary CV should be provided as many within the sport may not know one or more of the candidates. For example both candidates could answer a template / series of questions for comparative purposes.

Action: The Board would make a collective decision on a vote for a preferred candidate at the August meeting to give our Chairman a mandate to vote at the World Congress on behalf of the sport.

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

Board

Weds 30th August

Thurs 26th October *

Weds 6th December

London - possibly Patric FB's offices tbc

In conjunction with the Advisory Council venue tbc (note change of date – was Weds 25th)

AGM

Sun 14th January 2018

Queens Club, London

The meeting closed at 16:20

Minuted by:

Patrick Donovan

CEO