

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**
held on **Wednesday 8th March 2017** at **Taylor Wessing, London.**

1. To record attendance and apologies for absence.

Present:

Patric Foley-Brickley - Chairman
Peter James
Martin Winter
Justine Naylor
Nick McGarry
Simon Waring
Patrick Donovan

Apologies:

Steve Sopp
Clare Lobb
Natalie Campbell

2. Declarations of Interest.

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

Action: Those who had not completed their annual written declaration of interests were asked to forward to Patrick D.

3. Chairman's Comments.

Patric FB outlined his recent activity in his role as Chairman which included attending the recent Advisory Council meeting held at our HQ with 14 members attending. He further outlined some of the recent staff changes at HQ and a planned staffing re-structure. Boat owner and recreational was a key area of future focus and an area of concern for the organisation. There was some continuing discussion on membership benefits and ensuring the message on who we are and what we do as an organisation was a message that was repeated and re-inforced.

Actions: Following on from a discussion on recovering an injured skier and BWSW not having procedures for this Patrick D would discuss with Sam Haslam / look at sources who potentially could provide some guidance e.g. Royal Life Saving Society. It was recognised however that there was an element of site specific procedures at particular clubs due to the nature of their facility and health and safety management / procedures.

Patric FB would circulate a copy of an email he was preparing on the benefits of membership.

4. To approve the Minutes of the Meeting Held on 6th December 2016.

The minutes were reviewed by those present, seconded by Nick McGarry and unanimously approved.

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 plans for the Head of Business Development role which would start from 1st April and further outlined recent staff changes at our HQ. Our Talent Development

Programme would continue with a more limited scale and a single staff member running the programme on a part time basis (our Talent Coordinator had decided to resign on news that funding for the programme would ultimately end). A reduction in funding support for our development programmes together with a need for a change in focus in the new funding round had further led to a redundancy process. Patrick D outlined some ways in which some of the gaps in this area could be addressed to deal with the very wide diversity of development related topics within the sport. Utilising key volunteers for example for club visits and other matters could provide a knowledgeable resource to resolve club issues and offer support.

b) Membership Consultancy – Patrick D outlined the progress with the membership consultancy which Sport England had majority funded. A series of four workshops / focus groups were scheduled for later March with a geographical spread and with an attendee mix of current members, lapsed members and pay and play recreational participants. In addition to this an online incentivised survey was about to be circulated widely across the sporting community to establish various viewpoints from across the sport. A note of thanks to Kylie for her hard work on this project at a time when HQ was very busy with start of season IT set up and renewal processes.

Action: Kylie to circulate finalised survey analysis once completed.

8. Finance.

a) Finance Report (Peter James) – Peter was still working on a finance report which would be circulated post meeting. Broadly income and expenditure were on track and subject to year end adjustments and amendments.

b) Budget 2017 (Draft) – Patrick D outlined briefly the structure of the BWSW budget which was divided into numerous departments to isolate areas such as grant expenditure and core costs to enable more streamlined reporting to Sport England. The main focus in terms of financial control was related to departments 1 to 4 (business, core cost, BWSW development and Sport England development) – in terms of other departments which consisted of Talent and the disciplines a break even situation was anticipated as the disciplines could not spend over and above their own restricted available funds.

The budget was unanimously approved by those present however would be subject to continuous review during the financial year with any significant changes notified at each Board meeting.

Action: Patrick D would once more review the budget in early April before the next meeting.

9. Development & Excellence Update. (Nick McGarry) – no written report circulated however a Development related meeting was scheduled for later in the month. A standardisation meeting was also imminent for tutors and assessors in terms of coaching. Working groups would meet in between meetings to deal with tasks and issues for example in relation to qualifications and standards such as accreditation. There was some further outline reporting on the potential of developing qualifications for the super yacht industry – again a key aim was meeting the wider needs of the industry and developing new income streams.

10. Board Related Matters.

a) Code for Sports Governance Action Plan – BWSW had been identified as a Tier 3 organisation i.e. subject to the top level of mandatory governance requirements within the Code. The requirements in this Tier seek to ensure high governance standards principally because of the significant public investment over £1m being made over a period of years (as opposed to a short term project). As such Sport England and UK Sport would look for a formal commitment from organisations to meet various new and outstanding requirements within set timescales. Patrick D had submitted to Sport England an action plan with various timescales for compliance.

Action: Points in the action plan to be considered for the next Board meeting. Patric FB would further follow up on previous Board appraisals which had not yet been completed.

b) Board recruitment – succession planning and timely recruitment were outlined well in advance of any AGM to ensure that the Board could maintain a diverse Board that offered the skills and experience the organisation required to operate as a not for profit voluntary membership association and governing body of sport.

Action: All Board members to consider recruitment potential as part of their daily involvement in the sport. Ethnicity of the Board was highlighted as an area that required attention. AGM draft paperwork to be available for the October Board meeting.

d) Risk Management & Mitigation – Cable Working at Height. The Health & Safety Executive had identified issues under the Health & Safety at Work Act 1974, the Work at Height Regulations 2005, the Provision and Use of Work Equipment Regulations 1998 and the Management of Health and Safety at Work Regulations 1999 (Revised). A meeting had taken place with cable manufacturer Rixen and with Andy Granger from Sheffield Cable who was assisting with a satisfactory resolution. Andy was one of the most experienced cable operators in the country and also was a qualified engineer.

Action: As per the correspondence provided for the meeting Patrick D would continue to liaise on this matter. Additionally some funds were made available in the budget to provide for health and safety consultancy to assist with the process and provide suitable support on some of the more technical aspects related to health and safety at work.

e) Scope of Insurance Cover – following on from an annual review of the organisation's insurance cover Patrick D circulated a summary document which outlined the key areas of cover across a broad spectrum of the organisation's activities. This included association liability, club liability, professional indemnity for coaches and officials, employer's liability (which included volunteers), data and business continuity, cyber liability, loss recovery (in the case of a critical disaster such as fire) together with buildings and contents. The scope of cover had been increased in relation to buildings and contents at the beginning of 2016 and all levels of cover outlined above were discussed as appropriate with our brokers. A report on the review meeting had been provided by Perkins Slade outlining the scope of cover and their recommendations.

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

Board

Weds 19 th April	Taylor Wessing, London 2pm
Weds 24 th May	
Weds 28 th June	
Weds 30 th August	
Weds 25 th October	
Weds 6 th December	

AGM

TBC Venue: Queens Club, London

The meeting closed at 17:15.

Minuted by:

Patrick Donovan
CEO