



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 11th April 2019** at **Berkshire House, Holborn, London**

1. To Record Attendance and Apologies for Absence.

Present:

Patric Foley-Brickley
Steve Sopp
Peter James
Martin Winter
Nick McGarry
Simon Waring
Abbie Lench
Clare Lobb
Justine Parker (by conference call)
Patrick Donovan

2. Declarations of Interest.

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

3. To Approve the Minutes of the Meeting Held on 20th February 2019.

The minutes were reviewed and unanimously approved by all who were present at the previous meeting.

4. Matters Arising not Covered by this Agenda.

The affiliation/non affiliation demarcation point in the magazine had fallen away as a result of all entries being affiliated/credited. A summary would be prepared on non-affiliated clubs at the next meeting including indicating where unaffiliated clubs were not functioning so not requiring chase up. This summary would therefore make clear where real focus was required.

5. To Note Items for AOB.

None recorded.

6. CEO Report.

a) Staffing – Patrick D updated everyone on HQ and the current staffing situation as the season now started to pick up. He further reported back on progress with the recruitment drive for the currently vacant Head of Business Development role.

Action: Additional CV received post deadline to be considered with re-advertising a potential option at this stage with a UK base (rather than our HQ) to widen the appeal/field. Patrick and Steve would progress.

7. Finance.

a) Approval of Draft Budget – approved and subject to ongoing review during the season.

8. Board Related Matters.

a) Board Safeguarding Training – Jude Toasland, Senior Consultant from the Child Protection in Sport Unit was welcomed to the meeting to provide her training session and bring the Board up to date with an overview of current safeguarding good practice and ongoing developments.

Action: Lead Safeguarding Officer to circulate to the Board the standalone Vulnerable Adults Policy once completed with a view to its adoption as a formal policy.

b) Board Action Log – the Board action log was reviewed; there was some progress and all would endeavour to complete the outstanding actions.

Action: Corporate Strategy review – Patrick D to circulate for review, Patric FB to carry out the

CEO appraisal and Board appraisals post Easter. Patrick D would progress the workforce survey in terms of the current quote for consultancy and consider an alternative method of completing this area of research. Patrick D would circulate a request to all Discipline Committees asking them to confirm if they had appointed / confirmed their representatives to the Advisory Council (following on from the completion of a three-year term as from March 2016) – to be reported back at the next meeting. 50% re-investment of the 2017-18 surplus to be an explicit agenda item for the next Board meeting. Talent Lead action point dealt with in item 9). Steve and Patric FB to progress the key risk action point for presentation to the Board. The action log was updated and would be recirculated for the next Board meeting. Abbie very kindly offered to review the Board diversity action plan and potential gaps / targets for 2019/20 re diverse recruitment.

c) IWWF Safe Sport Initiative – a summary document was provided for information outlining the general principle that all athletes, staff and volunteers have the right to participate and develop in sport, in a safe and inclusive environment. The initiative closely mirrored the work of the NGB across its own equality statement and safeguarding commitments to include duty of care, codes of conduct and responsibilities of Team Captains and chaperones. The Board noted the principles outlined in the IWWF document which as with the work of BWSW aimed to encourage and develop best practice. In these circumstances it was considered that the IOC tool kit would not be utilised.

Action: Patrick D to circulate the IWWF Safe Sport Initiative summary version to all discipline committees.

9. Talent Programme Future.

A proposal had been circulated outlining a potential extension to the Talent Programme beyond the current 2019-20 financial year to the end of the funding round (end of March 2021) with a cut down programme and a reduced budget. A key aim being to retain the expertise and knowledge of the staff member currently managing the programme.

Action: The use of the restricted reserve funds available to this specific programme to support the continuation of the Talent Lead role to the end of the current funding round (March 2021) was agreed. Patrick D to discuss with the Talent Lead next week.

10. Development & Excellence Update.

The minutes of the last two directorate meetings were circulated as a report on current initiatives and progress. Nick highlighted that there was improved progress of late and a greater working together of volunteers and key staff members.

Action: Request for an update on the progress with non-affiliates who had been targeted for an affiliation offer for the season. A note of thanks to Matt Crowhurst re his recent Neilson initiative / [promotional video](#) which highlighted our approved / accredited ski school scheme to British holiday makers. This was considered an absolutely outstanding example of promotion of towed water sport and Justine was thanked for drawing it to the attention of the Board.

11. Confirmation of Future Meeting Dates.

Board

Thurs 13 th June	TBC
Weds 18 th September	TBC

Advisory Council

Thurs 22 nd May	Heron Lake	11am
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AGM

Sun 19 th January 2020	Queens Club, London
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The meeting closed at 17:00.

Minuted by:

Patrick Donovan
CEO