

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Wednesday 5th December 2018** at **Berkshire House, Holborn, London**

1. To Record Attendance and Apologies for Absence.

Present:

Patric Foley-Brickley - Chairman
Steve Sopp
Peter James
Nick McGarry
Simon Waring
Patrick Donovan
Clare Lobb

Apologies:

Abbie Lench
Justine Parker
Martin Winter

2. Declarations of Interest.

There were no changes to the register of members interests.

3. Chairman's Update.

Patrick FB updated everyone on his recent activity in his role as Chairman and welcomed everyone to the meeting.

4. To Approve the Minutes of the Meeting Held on 25th October 2018.

Seconded by Steve Sopp the minutes were approved by those who were present at the last meeting.

5. Matters Arising not Covered by this Agenda.

None recorded.

6. To Note Items for AOB.

a) The issue of confidentiality was raised (Steve) and the need for Board matters to remain confidential. Noted and agreed.

7. CEO Report.

a) Staffing – Patrick D updated everyone on the staffing situation and an imminent staffing change pending for January. A note of thanks to Sam for his hard work over the last 7 years which had seen in particular the BWSW coaching course offer develop into a much stronger income stream. The role and scope of work in question would now be subject to a review, potential restructure and re-advertisement. There was a need for a HQ role to manage programmes and development staff though it was recognised that consultant/project-based providers could provide productivity and contribute positively to key development aims.

Action: Patrick D would ask Sam H to provide a breakdown of coaching income across the categories of voluntary clubs, overseas coaches, commercial partners, licensing fees etc. Nick to report back on the “direction” of the boat driving project after the next Qualifications & Standards meeting. This project was taking an inordinate amount of time – the key funded aim was to provide more marketable products to service the wider sport, make our qualifications more visible and to further develop income streams.

On other matters the Q3 grant award had now been received, finance matters were being

brought more up to date with the season now over. A recent Sport England performance assessment meeting had been attended and there were no issues to report. Annual report now completed and mailings in progress to a wider distribution list.

8. Finance.

a) Finance Report - Peter kindly circulated a snapshot of the finances for the meeting. Slight increase in membership income and affiliation fees (which could be due to a change in the mix of membership types received) subject to any year end process review. Coaching income was significantly down against budget for a number of reasons including issues in the Greek market earlier in the year. Broadly speaking overall budget versus spend were on track and subject to ongoing review.

b) 2017-18 Surplus 50% Investment – while the organisation aimed to provide a modest surplus each season it also aimed to build up a “rainy day” contingency fund and re-invest 50% of any surplus back into the sport each season. Nick raised the potential of club workshops i.e. taking workshops out to our community of affiliates and delivering both the “face” and value that BWSW aimed to offer e.g. health and safety club training and other areas of support that required some external expertise. “Sales support consultants” from within the sport were another potential resource to visit ex-affiliates – Patric FB was happy to assist with delivering sales training to any recruits to action this potential initiative (detail to be refined). Further investment in the current website in terms of making it responsive (more mobile / tablet friendly) was another consideration.

Action: Nick would discuss with Simon and lead on scoping this as part of the Development Directorate.

9. Board Related Matters.

a) AGM 2019 – Patrick D was working on the AGM arrangements and the Full Member voting packs would be out in the post in the morning now that the deadline for nominations for Board elections had expired. All was reported as so far on track / reasonably manageable at present considering the staffing situation.

b) Honorary Members – it was agreed to award honorary membership to two individuals to recognise their lifetime of voluntary service to the sport.

Action: Patrick D would action this as part of the ongoing AGM arrangements being made – any additional nominations to be circulated for consideration by 20th December to enable adequate notice for attending the AGM.

c) Risk – Key Risks. As part of the organisation’s review of risk a key risk document was re-circulated in relation to facilities, funding, workforce (both key staff and voluntary), membership numbers and relevance i.e. the ability of the NGB to remain relevant to its audience considering its broad dual role as a membership association and sports governing body in receipt of public funding. Capacity, reach and limited staff resources were an issue in dealing with risk mitigation in some key areas.

Action: Decided to defer this topic to another meeting due to time limits after some initial discussion today.

d) Membership – a key aim was organisational affiliate / individual associate member retention and secondly re-capturing ex-affiliates. Linked to 8b) any use of reserve funds should be focussed on this retention drive / re-capturing. It was highlighted that we had to be realistic however in terms of our scale of resource e.g. with any costly initiatives such as marketing. Some discussion on offering free membership (for year 1) via Neilson holiday water ski guests – the Board agreed in principle to approaching Neilson re promoting this offer. Detail of any mechanism to be hammered out outside of the meeting and whether this could be a reduced cost (online only?) / different category of membership e.g. to reduce exposure to cost of personal accident insurance and hard copy magazines).

10. Communications & Reach

a) Social Media & Magazine Proposal – a summary proposal for investing more into BWSW communications to include the magazine and social media was circulated prior to the meeting. The overall aim was to improve quality, consistency, longer term planning and regularity of

content with a more “joined up approach”.

Action: Agreed in principle to proceed with this investment as outlined in the proposal document – Patrick D to draft a freelance role description with a commitment of two years and to circulate to Board members for comment.

11. Development & Excellence Update.

a) Directorate Reports – mainly covered in the general discussion during the meeting and with a meeting to be held next week a full report to be made at the next Board meeting.

b) Barefoot Bid E&A Championships 2020/21 – a bid request from the Barefoot Committee was circulated prior to the meeting. Agreed to formally approve the bid.

Action: Patrick D would contact Paul Turner and outline the support that HQ could provide in relation to the event, the Board having agreed the bid with an offer of £2K support to assist with associated costs such as anti-doping / any sanction fee.

c) Lascelles Trophy Nominations – there were no nominations despite reminders from the disciplines for the 2018 season awards. After a review of the medal results in the annual report there was agreement by the Board *subject to a final check with / approval from the disciplines* to award:

Open Trophy	David Small	(Barefoot)
Junior Trophy	Luca Kidd	(Boat Wakeboard)

Action: Simon would contact both discipline representatives for a final discussion on the above and refer back to Patrick D.

12. Confirmation of Future Meeting Dates.

Board

Weds 20 th February	Berkshire House	2pm
Thurs 11 th April	tbc	

Advisory Council

Thurs 21 st February	Heron Lake	11am
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AGM

Sun 20 th January 2019	Queens Club, London
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The meeting closed at 17:00

Minuted by:

Patrick Donovan
CEO