



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Wednesday 4<sup>th</sup> December 2019** at the **Sport & Recreation Alliance, London**

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### 1. To Record Attendance and Apologies for Absence.

**Present:**

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

**Apologies:**

Peter James  
Justine Parker

### 2. Declarations of Interest.

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

### 3. To Approve the Minutes of the Meeting Held on 31<sup>st</sup> October 2019.

The minutes were reviewed, seconded by Steve Sopp and unanimously approved by those present at the last meeting.

### 4. Matters Arising not Covered by this Agenda.

a) Potential legal case regarding a commercial provider (recovery of grant funding awarded in 2013) – it had been decided following on from advice and internal discussion to not pursue the matter further on the basis of risk and excessive cost. The experience would provide a useful learning experience for any future capital projects.

**Action:** Patrick D would close the matter with our legal advisor and update key staff members.

b) BWSW Boat Insurance Scheme / Racing boat cover – an ongoing project with some positive progress reported. The aim was to resolve the matter on paper by Christmas in readiness for the new season. An alternative fall-back solution was also being investigated re cover for Racing events on an event basis (rather than on an individual boat basis) with third party only. This was how powerboating competitions were covered in the UK and how Racing operated in many countries in Europe in any case. Patrick and Kylie were progressing the matter as best they could with two providers in what was a hardened marine insurance market.

c) Press Association service contract – Martin kindly outlined progress on this matter, an external advisor was currently reviewing the contract and Patrick D had asked the BWSW insurer for clarification of cover regarding any potential exposure to intellectual property infringement and for example issues around defamation. The capped indemnity was discussed.

d) Membership totals end of year – a drop off at end of year principally appeared to be due to lack of autumn take up of qualifications e.g. coaching throughput and driving qualifications. This meant there was a drop in membership in season 2019 compared to season 2018 with season 2017 and 2018 having previously been relatively flat.

## 5. To Note Items for AOB.

None recorded.

## 6. CEO Report.

a) Staffing – Patrick D updated everyone on staffing related matters – there had been a significant amount of collaborative work to produce the annual report. The HQ staff were also providing Tony Green (Lead Safeguarding Officer) with support on various initiatives in relation to re-energising Safeguarding compliance at club level. Patrick D and Tony had also met with the liaison officer from the Child Protection in Sport Unit re ongoing compliance with the Safeguarding Standards. AGM related matters were currently a focus of workload in terms of planning and arrangements to pull the event together.

It was noted that Tony Green was very much valued in his work and ongoing progress with Safeguarding compliance and dealing with cases in a very knowledgeable, thorough and professional manner.

b) Sport England Mid-Year Review – Patrick D and two other staff members had attended the mid-year review, the focus being on Talent and the key development targets within the Whole Sport Plan. The areas requiring greater attention were the known issues in relation to coaching qualifications take up / income growth as well as affiliate growth.

## 7. Finance.

a) Finance Report - no report was received for the meeting however there were no particular issues to report on the finances as we approached Q4 from the CEO's perspective.

## 8. Board Related Matters.

a) AGM 2020 – an update was provided for the meeting on recruitment to the Board with thanks to Martin and Peter who had assisted in encouraging those with the appropriate skills to stand for election. There were two interested candidates who would now very likely stand for election (awaiting confirmation / club nomination forms). AGM packs and paperwork were in progress but awaiting the close of nominations on 10<sup>th</sup> December before finalisation.

b) Succession Planning / Chairman – a note of thanks was recorded to Patric FB for his time over the last five years with today being his last Board meeting. The Board now had in place a succession plan for the role however this would be announced at the 2020 AGM.

d) Board Action Log (Updated) – the action log was reviewed and updated.  
**Action:** The Board external evaluation was close to finalisation, being completed on a pro bono basis and should be circulated within two weeks. Steve would finalise and supply Board appraisal forms in electronic format to Patrick D and complete the CEO appraisal. Patrick D would further update the action log and remove now completed actions.

e) Honorary Membership – two nominations were received, discussed and approved (subject to confirmation of one at the Tournament meeting the next day).

## 9. Advisory Council / Committee Review.

There was some general discussion on committee structure and the work of the committees and how to streamline / improve this. It was clear from the discussion that a full review on structure and terms of reference was required.

**Action:** Martin would lead on a review of the committee structure and terms of reference, Patrick D to assist.

## 10. Lascelles Trophy Awards 2019.

Two disciplines had submitted nominations for the Lascelles Awards – following a review of the applications it was agreed to make the following awards:

Junior Trophy	Tom Parkin
Open Trophy	Joel Poland

A commendation award would be made to Jake Frame (Racing) as a close runner up for 2019.

**Action:** HQ would notify the individuals concerned, parents and the discipline committees.

#### **11. Development & Excellence Update.**

The minutes were circulated from the last meeting as an update on the work of Qualifications & Standards. Nick provided a brief update on activity which was also covered in agenda item 9.

#### **12. Confirmation of Future Meeting Dates.**

##### **Board**

Wednesday 5<sup>th</sup> February                      2pm, Venue TBC

##### **Advisory Council**

Wednesday 26<sup>th</sup> Feb 2020                      British Disabled, Heron Lake

##### **AGM**

Sun 19<sup>th</sup> January 2020                      Queens Club, London

The meeting closed at 16:30 pm.

#### **Minuted by:**

Patrick Donovan

**CEO**