



MINUTES

Of the meeting of the British Water Ski & Wakeboard Board held on
Thursday 4th December 2025 via Video Conference Call

1. To Record Attendance and Apologies for Absence.

Present:

Steve Sopp
Michael Lock
Anny Wooldridge
Shelley Meyern
Patrick Donovan

Kylie Cooper
Keir Boissevain

Apologies:

Andy Phillips
Ruston Smith, co-opted board member and Chair designate
Cathy Hughes, EDI Lead
Sarah Wassell, Lead Safeguarding Officer

Simon Sinclair had tendered his resignation earlier in the week, a note of thanks to Simon for his time and input during his tenure on the board.

2. Declarations of Interest.

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

3. Approval of the Minutes of Meetings Held on 30th October 2025.

The minutes were unanimously approved by those who were present at the previous meeting.

4. Matters Arising Not Covered by this Agenda.

a) Anti-Doping Update – definition of ‘excellence’ in relation to mandatory UKAD training agreed with Melissa our UKAD Lead as those athletes regularly making World finals i.e. circa the top 12 GB athletes in the world. This was viewed as a more practical and robust approach rather than using other data sources e.g. a world ranking list. Melissa was currently working on a review of those detailed on the UKAD mandatory list.

b) Qualifications Suite – updated and complete. A pilot course in relation to a revamped Level 2 waterkski and wakeboarding coaching course was scheduled for Spring next year.

c) Environmental Sustainability Plan – short update from Shelley on progress and she further outlined a new national partner funded by Sport England to assist organisations with expertise and support. Patrick would be happy to attend a meeting with Shelley to utilise this resource.

d) Overview Document – the BWSW summary guide to the organisation, now finalised Keir would circulate to the board for any comments and feedback at the next meeting.

e) Property rental – no further progress as per the last meeting with notice given to the appointed agent re the contract to search for a suitable tenant for a partial rental of the HQ building. An alternative solution was currently being explored however this was at a very early stage of consideration and required substantial further fact finding.

f) Keir provided a brief update on a commercial facility / provider of the sport that had closed down at end of season however there were plans announced on social media for the facility to re-open under new management and rebranding which was a welcome development.

5. Board Related Matters.

a) AGM Related – Notice & Circular / Nominations / Chair of the Meeting – nominations received by the closing date were circulated for information together with the draft Notice of AGM and a circular which outlined the voting process for Full Members (voting clubs and centres) and board rotation and related changes. With the current Chair having resigned, Steve would chair the actual meeting.

Action: The finalised Notice and circular to the voting clubs and centres would be circulated end of next week, any further comments on the content to Patrick by Thursday next week. Patrick would make a tweak to the AGM flow chart document title highlighted by Steve and also would pull together the Full Member voting documentation for distribution to clubs / centres and also update the website resources as theses were finalised. The aim was to circulate proxy voting registration information and the Annual Report to Full Members at least 4 weeks in advance of the AGM date.

b) Child Protection in Sport Unit Report - very welcome news that BWSW had recently achieved 'MET' status regarding the annual compliance process following on from an onsite visit that involved the input of a broader range of staff members and their role in safeguarding processes and procedures. Well done to all involved and of course Sarah in particular for leading once again on a most successful submission. Awaiting an update on the Ann Craft Trust adult safeguarding compliance schedule which was submitted in early November.

c) EDI Role – with our current EDI Lead stepping down from the role in March 2026 after 4 seasons, a revised job specification and role advertisement was circulated for the meeting. A greater focus within the revamped role was workforce development and supporting more the aims within the People Plan and related reach across the wider sport. A key aim was to achieve a broader approach to creating a culture that is equitable, diverse, and inclusive through specific strategies, programmes, training, and policy implementation. 'People' (principally volunteers) being the key resource across the wider network of the sport able to impact on the ground in terms of local communities and specific groups. Additionally, to support and greater evidence theory of change reporting to our key stakeholder funding partners and to increase diversity in the sport through broader activity across the network to include diversification of the key influencers and more defined support for local leaders in particular target communities.

Action: The role would be advertised imminently and widely, with a circa 4 week application deadline.

d) Sponsorship (carried over from last meeting) – Simon had resigned from the board and was not available to report on this project.

e) IT Project – Kylie updated everyone on progress with the IT project which aimed to completely replace the current membership CRM (customer relationship management) system which was now quite dated and not adequately supported by the provider in terms of changes to payment processing security and the shift from SSL to TLS (cryptographic protocols). Data migration was currently a pressing and significant issue though actions were in place together with additional expertise to move matters forward, the database schema (diagram) of the current SQL based system being particularly complex. Two calls per week were typically taking place to progress the project against an agreed implementation plan and realistic timeline. Good progress and going in the 'right direction' was the general sense reported of where we were at the moment in what was a work in progress through to end of February.

f) Membership Fees – standard subscriptions had been agreed by the quorum at the recent board sub-group meeting and Kylie had circulated the 2026 subscriptions to those clubs who had a January to December membership year and were in the process of sending out their own club renewals.

g) Insurance Update – with the market softening there was an opportunity for cost savings in

relation to the combined insurance policy renewal which included Directors and Officers (D&O) cover, public liability, employers liability, abuse and professional indemnity. A market issue ongoing for a number of years regarding the scope and availability of D&O cover was highlighted with BWSW having to purchase 'top up' D&O cover to £10m via an additional underwriter at a significant cost. A key change in the scope of cover available in the wider insurance market was detailed in that it was no longer possible to cascade this level of D&O cover to directors and officers managing voluntary clubs. £10m D&O cover was only available to BWSW directors and £5m D&O cover to voluntary clubs; other areas of cover would remain at previous levels. Our brokers had recommended we renew with our existing underwriter to maintain the current value of the longer term relationship which had provided flexibility in previous seasons for example regarding cover for major titled events being held in the UK. **Action:** Patrick would notify the broker re the board decision to renew with current provider AXA.

An additional point was raised re wider insurance cover available to clubs / centres to include motorised boat insurance and commercial cover. BWSW had a boat insurance introducer scheme / partnership agreement with Richard Ward at IRCM, who it was reported would be moving on from IRCM imminently. A new point of contact at IRCM had been provided to BWSW for future discussions on this scheme and advice on related insurance matters.

h) Risk Register Review Pending – circulated to begin the review process which was behind schedule due to operational pressures. The risk working group would meet in due course, any particular input to Patrick and Steve by end of December on the risk register matrix.

i) IWWF Responses re Congress Issues & Racing – Steve to speak to Janice Thurgar at IWWF Racing re the approach and mechanism for team entry via a standalone racing entity in Australia which had operated for many years. IWWF having rejected the BWSW request to recognise UK Waterski Racing as the body responsible for the discipline in the UK, IWWF demonstrating once again their 'unmoving' view on only one recognised body / Federation per country which BWSW had previously challenged as per their interpretation of the IWWF Articles.

IWWF Congress issues previously raised e.g. audited accounts and ethics commission 'parked' for the moment, BWSW having registered their view on a number of issues which had since been voted on at the IWWF Congress.

j) Confirmation of Any Code Requirement 4.7 / 5.2 Issues for Noting at this Meeting - ongoing update reports on development of safeguarding, and development of EDI however no particular key decisions made today that provided for significant / measurable impact in terms of social and environmental governance.

6. Finance.

a) Finance Report – Andy was unable to attend today however he provided a summary update report and management accounts to end of October for the meeting:

Firstly, the new Finance Manager Barrie Grant has settled in well and is preparing a good set of numbers with a minimum of drama. We are currently in a period of low transaction levels but I am confident that he will still hit his deadlines when we get busy in March next year.

General Fund activities (key area of business activity):

Income levels are broadly in line with expectations; membership income is slightly ahead of previous year and budget. The main area of concern continues to be Coaching and Driving income which is £20k behind budget and £37k behind the previous year.

Overall, our total income is £8k behind budget and £40k behind last year Expenses are in line with budget and the previous year the only differences being for Development and Excellence expenses, £82k for the year to date which is some £43k less than the budget and £49k less than the previous year. As explained at the previous Board Meeting I do not have any forward

visibility as to the likelihood of these expenses catching up with budgets over the coming months.

As a net profit we have incurred a loss of £26k after tax for the seven months ended 31st Oct, compared to a budget of £69k loss and prior year of £33k loss. This improvement needs to be considered only with reference to my points on Development and Excellence expenses above.

The Jill Howard Fund and Small lotteries are performing in line with expectations.

Queries direct to Andy re any concerns and/or questions regarding the management accounts provided for today's meeting.

7. AOB.

None recorded.

8. Confirmation of Future Meeting Dates.

Board

TBC - a draft schedule of dates was available but would be confirmed post AGM.

Some additional meetings may well be required to address ad hoc issues and the proposed time for these meetings is 9am on Wednesday mornings.

Board Sub-Group

Wednesdays 9AM

Advisory Council

TBC

AGM

Sunday 18th January Virtual Online AGM

The meeting closed at 11:55

Minuted by:

Patrick Donovan

CEO