



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Wednesday 5<sup>th</sup> February 2020 at Taylor Wessing, London**

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

**Present:**

Martin Winter  
Steve Sopp  
Peter James  
Simon Waring  
Margaret Curtis  
Nick Fellows  
Patrick Donovan

**Apologies:**

Clare Lobb  
Abbie Lench

### 2. Declarations of Interest.

There were no changes to the register of members interests – newly appointed directors had completed a declaration of interests statement following on from their appointment at the recent AGM.

### 3. To Approve the Minutes of the Meeting Held on 4<sup>th</sup> December 2019.

The minutes were reviewed and unanimously approved by those who were present at the last meeting.

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

a) Racing Boat Insurance – Patrick D updated everyone on the current status in the search for racing boat insurance cover following on from the withdrawal of GJW cover (sole provider within the UK). The search for alternative cover for what was a more extreme aspect of the sport had been taking place for many months at a time when the marine insurance sector was very much hardened / troubled. Some recent positive progress and we hoped the outcome of a meeting tomorrow would lead to a newly proposed scheme to both cover racing boat insurance needs and provide a wider BWSW boat scheme to promote to clubs and recreational members.

**Action:** Patrick D would report back to the Board on any developments and there was a fall back position of per event cover as an alternative to individual boat cover (akin to the Off Shore Circuit Racing scheme for Powerboating).

b) Club Block Liability Insurance Scheme – this was briefly outlined in terms of the scope of cover and service provided to our not for profit voluntary affiliated clubs. The benefits of the scheme were outlined in plain English via club renewal packs each year and our HQ staff with support from the broker Bluefin did respond appropriately with support on all insurance matters and queries. The scheme was reviewed each year via our senior staff and brokers providing improvements to the cover at each renewal to benefit our affiliates. The cost of cover to voluntary clubs had also been static for 5 years due to a very good claims experience.

c) Press Association (PA) – Martin outlined for everyone the PA service which BWSW had subscribed to for the 2020 season to disseminate BWSW news stories from across the sport into mainstream / local media. Ex BBC journalist Jane Peel as the BWSW Head of Communications was leading on this initiative and liaising with the disciplines.

d) Committee Structure – Martin outlined the revised diagram of the BWSW Committee / Constitutional structure which had been re-stated for the sake of clarification. Core committees and areas of responsibility were highlighted – it was agreed to have each committee report on an annual basis for the sake of accountability and a “health check”. It was subsequently mentioned that the registered charity British Disabled were in the process of merging with Action Adventures who would in due course take over all assets including the lease of Heron Lake.

**Action:** Martin would contact each Chair of the committees re their status / progress and to introduce himself in his new role as Chairman. A review of the terms of reference was ongoing and Martin would liaise with Patrick D. Patrick D would add the newly updated structure to the BWSW website – he would look into generic email addresses e.g. barefoot@, tournament@ etc. to be forwarded via a distribution list to Chairs and also for publishing in the BWSW magazine together with the re-stated committee structure.

## 5. To Note Items for AOB.

None recorded.

## 6. Key Priorities 2020.

a) New Directors Welcome / Induction – Martin welcomed our new Directors to the meeting. It was outlined that there would be an ongoing induction during the season with the opportunity to visit our HQ and meet staff members / discuss with them their roles in more detail. Also, an opportunity to visit some of our affiliates and view events across this multi-discipline sport.

b) Profile – the contract with the Press Association had now been signed with the first year’s subscription now paid. Jane Peel would lead on this initiative with the support of comms representatives within each discipline committee with whom Jane was in close touch with. Building profile was recognised to be a significant challenge however we now had some capability to address this.

c) Membership – Martin and Maggie would have some side discussions on this ongoing issue of a membership which was in decline or at best static in some years. Patrick D happy to discuss offline outside of the current meeting. It was recognised that adapting to how participants consumed sport in an ever-changing world was an issue for all sports with a traditional membership offer. Whilst the BWSW membership scheme did “work” for the more traditional clubs an alternative offer was needed to meet the needs of the organisation in representing the wider sport and ensuring its development.

d) Development Committee – aim to move forward with the development committee in terms of re-stating the terms of reference and appointing a Chair to lead on development matters.

**Action:** Martin would organise a conference call to outline ways of moving development matters forward. There were some outline discussions on sponsorship and the BWSW limited visible offer in terms of rights and assets. Agreed to consolidate this into a more formalised offer though it was recognised that much discipline level sponsorship was via personal / local connections. Sponsorship would be added as a Development Committee responsibility where this was feasible.

e) Advisory Council – Martin felt that it was important to clarify the communication channel between the Council and the Board and that the output of meetings should reflect the terms of reference.

**Action:** Martin would discuss further with the Chair of the Council.

## 7. CEO Report.

a) Staffing – Patrick D outlined internal changes to reduce the training and induction burden of seasonal membership admin roles. A seasonal administrator would be utilised once again to support the competitions, licences and qualifications processes over the main season (where less training and customer service knowledge were required). Staffing stability currently which would hopefully continue.

b) Pre-Season Activity – current HQ activity was primarily around a major database upgrade

and ongoing testing, renewals preparation and club renewal packs. Additionally, ensuring Q4 finances in terms of grant spend being maximised with regard to key targets. A re-boot and push on safeguarding at club level was also planned to improve levels of compliance at club level. Our Lead Safeguarding Officer was leading on this with some support from HQ staff.

## 8. Finance.

a) Finance Report - Peter circulated a summary finance report pre-meeting. The financial performance for the year to date was broadly in-line with budget and expectations. Income from membership was broadly in line with budget. Coaching courses and driving income was substantially below budget however this was expected to reduce with further income in the last two months and mitigated by lower costs as the courses had not been delivered. Magazine income had fallen slightly short of budget this year reflecting the challenges of raising advertising income. Costs (excluding discipline/excellence costs) were expected to be broadly in-line with budget once the final quarter costs were incurred. Costs in Q4 were relatively low due to the off season. It was expected that excellence / the disciplines would be broadly break-even, not utilising or adding significantly to their bought forward reserves. The Talent funding within the Sport England grant is £64K which is used to fund the eligible excellence activities. As always there was a level of ongoing review and re-allocation required as we approach year end.

Sport England Q3 grant expenditure reconciliation and Q4 grant payment request completed and now approved for imminent payment.

## 9. Board Related Matters.

a) Board Action Log (Updated) – the action log was reviewed and updated. **Action:** Patrick D would circulate to all present the Code for Sports Governance as a reminder to all that we were subject to the Code as a Tier 3 funded organisation.

b) AGM 2020 Location – Queens Club was provisionally booked however an open mind in terms of the host location for the 2021 AGM.

c) Limited Company Name – Martin outlined that whilst the public name “British Water Ski & Wakeboard” had been updated some years ago the registered Company name “British Water Ski Federation Ltd.” had not been amended to include the term “Wakeboard”.

**Action:** The Company name change would be proposed as a Special Resolution at the January 2021 AGM.

d) Simon would bring back a paper to the Board relating to a proposed black-tie event in the North of England badged as a BWSW supported event.

**Action:** Simon to circulate prior to the next Board meeting.

## 10. Future Meeting Suggested Dates.

*Suggested protocol where possible moving forward; AGM attendance in person and physical attendance at Board meetings as standard. Written reports (as opposed to verbal) submitted at least one week prior to Board meetings.*

### Board

Thurs 19 <sup>th</sup> March*	08:15, Conference Call re Action Log
Thurs 2 <sup>nd</sup> April	14:00, HQ, Chertsey
Weds 13 <sup>th</sup> May	08:15, Conference Call re Action Log
Thurs 25 <sup>th</sup> June	14:00, Taylor Wessing, London
Thurs 10 <sup>th</sup> September	14:00, Taylor Wessing, London
Weds 21 <sup>st</sup> October	08:15, Conference Call re Action Log
Thurs 26 <sup>th</sup> Nov	14:00, Venue TBC
Weds 13 <sup>th</sup> Jan 2021	08:15 Conference Call re Action Log and AGM

\*Note date change (was 18<sup>th</sup> March)

### Advisory Council

Wednesday 26<sup>th</sup> Feb 2020

11AM, British Disabled, Heron Lake

**AGM**

Sun 24<sup>th</sup> January 2021

TBC (Queens Club provisionally booked)

The meeting closed at 16:45.

**Minuted by:**

Patrick Donovan  
**CEO**