



# MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Tuesday 4<sup>th</sup> January 2022** via **Video Conference Call**

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

### Present:

Martin Winter  
Steve Sopp  
Peter James  
Nick Fellows  
Patrick Donovan

Kylie Cooper  
Keir Boissevain

### Apologies:

Simon Waring  
Margaret Curtis  
Clare Lobb

## 2. Declarations of Interest.

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

## 3. To Approve the Minutes of the Meetings Held on 25<sup>th</sup> November 2021.

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

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

a) Anti-Doping Framework Compliance – Nick provided an update on the compliance process and second submission deadline at end of December. BWSW submission completed on time and now for UK Anti-Doping (UKAD) to assess the documentation and BWSW compliance with the new Framework. A note of thanks to Nick and Richie for their work on this project. There was some frustration expressed that organisations with low resource, lacking funded elite programmes were being asked to reinvent the wheel from scratch on this subject. Martin mentioned that Richie was preparing a short note so that he could take this up with UKAD.

b) Lead Safeguarding Officer Vacancy – three applications received for this part time role, an aim to start the interview process this week with one candidate already invited to attend, Patrick and Kylie would make up the interview panel.

c) Inflatables – an issue reported at a centre had been further followed up with third party input.

d) Advisory Council representation – Martin reiterated that our obligations to Sport England (as well as a result of the BWSW Articles) required that each Discipline committee nominate two members to the Advisory Council in accordance with its own internal democratic process (with re-election every three years). This could be Advisory Council, Discipline or Board led and needed to be achieved in 2022 where this had not yet occurred. It was noted that there was to be an Advisory Council meeting shortly without Board representation.

e) Code of Sports Governance – the newly revised Code was now available, Patrick would produce a matrix of the Code and incorporate points from an earlier mark-up of the document to highlight where we were fully compliant or otherwise. A mid-February Wednesday AM meeting to be scheduled re the Code.

f) Lascelles Fund –BWSW would top up the current fund balance to £10K for the next round of grant awards at the AGM. The Lascelles legacy had now been fully utilised however, finances permitting, BWSW would seek to continue to make Lascelles grants.

A restatement of the overall total of restricted and designated funds across all Disciplines and sub-committees (e.g. Friends of Tournament) would be made in next year's accounts as a global figure (to include a recent donation in relation to the Lascelles grants). A note of thanks had been made to those who had contributed to the Lascelles grants during the year.

## 5. To Note Items for AOB.

None recorded.

## 6. Board Related Matters

a) AGM – arrangements all on track with one nomination to stand for election to the board received from Michael Lock of Charnwood Waterski and Wakeboard Club. An award sub-committee had made suggestions for the Lascelles Trophy (Open) winner and Volunteer of the Year and their recommendations were accepted.

**Action:** The AGM proxy voting pack would now be circulated to voting Full Members providing three weeks in which to register their proxy. A general member AGM communication would also be circulated inviting those interested in attending to register online for the event, also highlighting the 2021 Annual Report which had now been published online.

b) Insurance Market re NGB / Club Cover – in late December Bluefin Sport had informed HQ that due to a hardening of the market there would be changes to the standard levels and cost of cover in terms of:

i) Abuse limit will reduce to £2.5m from £7.5m – this is industry standard at present

ii) D&O and Entity Cover will reduce to £5m from £10m – scope for an excess layer to £10m at additional cost possible

iii) Just over 50% increase in cost of overall cover

As an aside on insurance matters Steve highlighted some recent discussions he had had re potential underwriting of boat insurance with £2m cover via an insurance contact who had been assisting BWSW. Steve would investigate further on the potential of any scheme.

**Action:** Bluefin Sport would attend a board sub-group meeting scheduled for next Wednesday to discuss the market and options re an excess layer to £10m in relation to D&O cover.

It had been clarified that the Employers Liability, Public Liability, Professional Indemnity would remain at £10m as standard. BWSW would seek assurance from Bluefin that an individual club could not obtain equal cover at lower cost from a third party, BWSW needed to demonstrate that affiliation and buy in to the club block policy scheme provided / demonstrated value.

c) Membership Fees & Draft Letter - with no increase in membership fees for the last four years, a high level of inflationary pressure currently and increased operating pressure re reduced or flat line grant funding streams for particular programmes, an essential increase to subscriptions for 2022 was proposed. Peter talked through the various increases which following on from feedback from a sample of clubs had now been somewhat scaled back and considered very reasonable considering the overall costs of participating in the sport.

**Action:** Kylie would circulate the schedule of 2022 fees (to include the direct fees to highlight the already discounted club rate) to club secretaries / membership secretaries together with a slightly amended version of the draft letter as agreed in the meeting. In terms of member club affiliation fees (historically set at £100) there were no plans to increase this club affiliation fee for season 2022. A call would be made to two particular large clubs who had provided feedback to highlight the decision on fees and the rationale behind the increase.

d) Sport England Phase 2 Funding Process – having completed Phase 1, the Sport England

Board had now approved for BWSW to proceed to Phase 2 with an invite to apply for a funding award as part of this ongoing solicitation process. This effectively equated to a potential flatline award based on the last year of the current funding round. The Phase 2 process required BWSW to outline across its Governing, Delivery and Systemic (connecting and influencing) roles a long term (5 to 10 year) vision for each role. Also, medium term (3 to 5 year) incremental headline steps / goals essential to achieving each role vision, together with short term key actions / milestones (3, 12, 18 months). Overall creative change / key indicators of intended change / transformation needed to be documented together with organisational development priorities across several key areas to include organisation values, purpose and strategy and organisation leadership amongst others. The Phase 2 template had been circulated prior to the meeting to provide everyone with some oversight of the scope of the submission requirements.

**Action:** Kylie and Patrick would attend a scheduled workshop this Friday on the Phase 2 process and Patrick would aim to produce a draft Phase 2 submission document for further internal discussion / debate by end of January. All possible steps would be taken to put BWSW in a position to have a new diversity specific development officer in April or as possible thereafter assuming funding was confirmed at the beginning of April.

e) Safety Recommendations – tweaked inflatable guidance to be published imminently (Keir to action) following on from some additional external input. Affiliation renewal checklists, safety recommendations and event sanctioning plus accreditation documentation requiring further review and updating would be actioned.

f) Honorary Membership – two nominations received which were briefly outlined and approved at the meeting. All honorary members to be invited to donate the equivalent of their membership fee to BWSW to support the sport, encouraging supporting the sport via donations to be highlighted at the AGM.

**Action:** Patrick would circulate the details of the two nominations to the Advisory Council as per the remit of the Council to hear the Board’s recommendations for honorary membership.

## 7. Confirmation of Future Meeting Dates.

### Board:

Tuesday 15th February 09:00	- Conference Call re Code of Sports Governance
Thursday 24th February 14:00	- Conference Call
Thursday 31st March 14:00	- Conference Call
Thursday 23rd June 14:00	- Conference Call / BWSW HQ TBC
Thursday 1st September 14:00	- Conference Call
Thursday 20th October 12:00	- Conference Call
Thursday 24th November 14:00	- Conference Call

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

### Board Sub-Group

Wednesdays 09:00

### Advisory Council:

TBC

### AGM

Sunday 30th January 12:00 (Virtual MS Teams meeting)

The meeting closed at 2:15pm.

### Minuted by:

Patrick Donovan  
CEO