

## MINUTES

### Of the meeting of the British Water Ski & Wakeboard Board held on Tuesday 17<sup>th</sup> July 2018 at Taylor Wessing, London

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

**Present:**

Patric Foley-Brickley (Chairman)  
Steve Sopp  
Peter James (by conference call)  
Martin Winter  
Abbie Lench (by conference call)  
Justine Naylor (by conference call)  
Patrick Donovan

**Apologies:**

Clare Lobb  
Nick McGarry  
Simon Waring

#### 2. Declarations of Interest.

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

#### 3. Chairman's Update.

Patric FB outlined some of his recent activity in his role as Chairman. He further outlined that it would help matters if reports were provided in writing and circulated well advance of meetings – this would give time for consideration of any pertinent topics and make meetings more efficient in terms of time / dealing with queries and clarification pre-meeting. Moving forward everyone would endeavour to provide written reports and deal with any queries pre-meeting when possible. Brief update on the Commonwealth Games and the aim of the IWWF to explore the possibility of inclusion of water skiing and / or wakeboarding – a “glimmer of hope” had been provided by a new “recognised sports” initiative currently in development by the Games (currently the CG programme consisted of clearly defined mandatory and optional sports). It was recognised that the number of countries in the Commonwealth having recognised water ski federations affiliated to the international federation would be a challenge. A note of thanks for Martin's assistance with this area of work between meetings. Martin would follow up on a letter from the IWWF to the CG Federation. Brief discussion on membership numbers and fluctuations in numbers registered at affiliates and the BWSW membership strategy overall and necessary improvements required.

**Action:** Patrick D would provide an analysis of club membership current and past on a club by club and overall basis and circulate for the next meeting. Patrick to discuss with HQ development staff the potential of a “harbours initiative” and how this could be researched outside of the peak season. This followed a query from Abbie on our how our individual direct membership numbers might be increased. A report and presentation item would be an agenda item for the October meeting.

#### 4. To Approve the Minutes of the Meeting Held on 11<sup>th</sup> May 2018.

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

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

None recorded.

## 6. To Note Items for AOB.

a) Tournament Discipline standalone website – brief discussion of this Tournament dedicated website in terms of for example use of BWSW logos and a forum.

Action: Steve to take feedback to the next Tournament meeting and ensure integration of the Tournament website.

## 7. CEO Report.

Patrick D outlined that a new staff member had started in early July in the Coaching and Qualifications role. Elisa in the administration team was now on maternity leave creating a gap in staffing which HQ were dealing with as best they could under the circumstances. He further brought everyone up to date with the previously discussed plan to purchase an existing straightline cable qualification – there had been some new thoughts on direction with this initiative and currently the purchase was on hold. A bespoke “system wide” qualification was now the preferred route and this was endorsed by the Board.

**Action:** Patrick to discuss with Sam a potential timeline for introducing this for next season. Potential timeline / written report from Sam to be presented for the next meeting.

Furthermore Patrick outlined an initiative via the Sport & Recreation Alliance to re-engage with UK Sport regarding the plight and lack of support for non-Olympic sports. A meeting was scheduled for a non-Olympic group of NGB representatives to shape any response / re-engagement as part of the ongoing UK Sport funding consultation.

## 8. Finance.

a) Finance Report – broadly speaking at this early point within the current financial year matters were broadly on track against budget though there was the potential for underspend in the current financial year due to capacity issues / staff changes.

b) Year End Update – Peter provided a summary document for the meeting outlining key points in the draft financial statement. The surplus was higher than anticipated partly due to the disciplines providing (rather unusually) an overall £10K net towards the surplus, irrecoverable VAT (an expense that was complex to accurately budget for) was down £8K on the previous year and some underspend due to capacity and timing issues.

**Action:** Any input and comments on the draft financial statement to be received by Friday 3<sup>rd</sup> August. The financial statement would be approved at the September meeting.

c) Re-investment of surpluses – there was an aim to re-invest circa 50% of any surplus back into the sport with any remaining funds providing for contingency, seasonal cashflow and future investment / major projects. The Board were mindful of the BWSW reserves policy (which provided for the support of 6 months of core business costs and the very seasonal nature of the sport and to have a fluid cashflow situation).

**Action:** Any worthy development projects with appropriate / meaningful outcomes to be reported to Peter James before the next meeting. So he could provide a summary report for consideration, Martin suggested, if it could be done cost effectively that someone be recruited to co-ordinate a communications strategy. Request to outline a breakdown of the reserves across business, the disciplines and Lascelles funds to be provided for the next meeting – Patrick and Peter to deal with this action point.

## 9. Board Related Matters.

a) Risk Register & Key Risks – as part of the organisation’s review of risk Patrick D and Steve had provided a key risks discussion document for the meeting which outlined risk 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. Capacity and limited resources were an issue in dealing with mitigation in some areas. The main risk register document detailing mitigating factors had been updated – from the discussion it was clear that some more precise actions and initiatives were required.

**Action:** Patrick and Steve to review – Abbie and Justine offered to provide some sample risk registers showing both the level and likelihood of relevant risks. The BWSW main risk register and policy document contained broader information on this aspect together with detail on risk

mitigation.

b) Communications – a report on progress with social media and statistics demonstrating overall improvements to reach was circulated prior to the meeting. Work ongoing in terms of the YouTube channel and some recent video work currently being edited.

**Action:** Agreed to continue with the additional external input on social media until at least end of September and an overall review of the organisation's rather fragmented / ad hoc approach to communications (website, magazine, social media and external PR) had been carried out.

#### **10. Development & Excellence Update.**

No report received for the meeting with the two Board members responsible not able to attend.

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

##### **Board**

Thurs 6<sup>th</sup> September                      London                      2pm                      (Berkshire House, Holborn)

Thurs 25<sup>th</sup> October tbc                      tbc

Weds 5<sup>th</sup> December tbc \*

*\*Note change of date from Thurs 6<sup>th</sup> December*

##### **Advisory Council**

Thurs 8<sup>th</sup> November                      Heron Lake                      11am

##### **AGM**

Sun 20<sup>th</sup> January 2019                      Queens Club, London

The meeting closed at 5:15pm.

#### **Minuted by:**

Patrick Donovan  
CEO