MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** to be held on **Thursday 10th July 2025 via Video Conference Call**

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

   Present:
   Martin Winter
   Andy Phillips
   Michael Lock
   Anny Wooldridge
   Shelley Meyern
   Patrick Donovan

   Keir Boissevain – Business Development Officer
   Sarah Wassell – Lead Safeguarding Officer, Item 5d)
   Kylie Cooper – Operations Manager

   Apologies:
   Steve Sopp
   Simon Sinclair (co-opted to the board 30th June - apologies to Simon who was unfortunately not on the original calendar invite for this call which was circulated in January)

2. **Declarations of Interest.**
   There were no changes made to the register of members interests.

3. **Approval of the Minutes of Meeting Held on 5th June and 24th June.**
   The minutes were reviewed and unanimously approved by those who were present at the respective meetings.

4. **Matters Arising Not Covered by this Agenda.**
   a) Melissa Lock had accepted the Lead Anti-Doping Officer role and would be invited to the September meeting. Patrick would send an email to the Waterski and Boat Wakeboard chairs just recording their informal confirmation, already given, that they had not new individuals within the mandatory group and to the other disciplines re seeking their confirmation as to any new athletes or athlete support personnel which they sought to add to the mandatory group re the need for anti-doping training - and then report back to the board.

   b) UKAD follow up meeting had taken place, awaiting for Steve to complete UKAD board lead training following which the season 2024/25 newly updated submission document to be filed with UKAD. Martin commented that he did not feel that UKAD were seeking to make their submission and other requirements over onerous. .

   c) Boat insurance scheme – a plug in the magazine had been arranged re an advertorial to promote the scheme, Patrick would follow up as to whether this had been produced. Keir followed up with Richard at IRCM re the issue of rising premiums and the financial pressure on the boat operating costs of affiliates. No rabbits had been pulled out of the hat as yet.

   d) Commercial centre insurance – Andy had spoken to two commercial operators on their increasing insurance costs as part of our exploring how we could possibly assist for example the potential of a commercial group scheme which had previously been investigated in previous seasons. He had identified some providers which needed follow up. Martin made the point that given this and c) were minuted Advisory Council discussion points the board needed to be able to respond at the next Advisory Council meeting on 15 July even though the progress was limited. Patrick would seek to make himself available. Martin said he would not

be able to attend due to a consultant appointment following a recent injury. Steve had said he expected to be available. For continuity purposes board involvement at Advisory Council meetings remained essential.
e) Qualifications Suite & Wider Verification (inspection and monitoring re quality control and consistency of delivery) to include SBD1 – Mike reported back on this and would draft a communication for clubs / centres to cover necessary amendments to the Qualifications Suite document.

f) Health & Safety Executive (HSE) and Approval of John Puddifoot Cable Park Risk Assessment – no response though Keir had followed up on this point. Keir would circulate to accredited centres and would note that the document was with HSE for their input and that BWSW would revert on any comments once received.

5. **Board Related Matters.**
a) Membership & Affiliation Update – Keir outlined the latest membership numbers (paid subscribers) with a comparative at the same point last season. This showed the risk of a slight reduction on last year. However, E-membership was climbing rapidly thanks to an accredited cable site who was actively promoting the scheme and had built sign up into their booking process. A note of thanks to New Forest and Ben Jury for assisting with this initiative which it was hoped could now be extended to other sites. Martin reiterated the need for an effective communication programme with e-members without which all the effort that had gone into this would be wasted. He suggested the text of a suitable welcome communication for Keir to send to e-members. Martin expressed the view (once again) that in terms of showing engagement with exactly the people we were expected to connect with, this was an absolute priority. The potential numbers involved could be transformative in terms of BWSW's quantifiable reach (critical for the Sport England submission) and credibility generally.

b) Sponsorship – sponsorship pack updated with images and medal achievements. Keir would source a quote from our designer to mark up the document ready for circulation. A number of potential sponsors were discussed to target as part of any circulation and follow up calls which Keir would coordinate.

c) Environmental Sustainability Plan – work continued in the background on this Sports Code requirement, a plan needed to be developed and completed within the current funding round ending in March 2027. A note of thanks to Shelley who was working on this project with David Grey on a voluntary basis.

d) Lead Safeguarding Officer – Sarah circulated a summary report for the meeting, which outlined completed actions, planned actions and key dates. The CPSU annual compliance process paperwork had been submitted (awaiting a response) and work on the new Ann Craft Trust adult safeguarding compliance submission was ongoing; Kylie and Patrick had met to provide input and background on some of the processes e.g. DBS and recruitment. Welfare drop-in sessions continuing with a shared workload of hosting these with other watersports e.g. RYA. Sarah and Shelley had visited Chichester WSC re their involvement with a 'youth voice' initiative. A very minor single safeguarding / welfare concern was described. Sarah was thanked for moving this forward so efficiently.e) Succession – Chair Update. Patrick and Shelley had met with a candidate; the video recording of the meeting had been circulated for information to those present at today's meeting. A further candidate to be interviewed next week, Shelley and Patrick were available next Tuesday and Patrick would contact the candidate with a suggested AM time. Patrick had mentioned the interest of another candidate but, it turned out this had no traction

From the recent interview a small former 'lost' affiliated club from the 1970/80s still operating had been identified and Keir would follow up re the BWSW affiliation offer.

f) IWWF Position re Racing – recent correspondence with IWWF had been circulated to the board members for information ongoing. BWSW had, with a view to supporting UKWR as a standalone entity, indicated a willingness to meet via video conference call soonest to discuss further the IWWF stated position of only one national federation recognised per country. IWWF had been asked (again) to identify the rule in question and why, if there was such a rule, it had been disregarded for 20 years plus with SRA in Australia and the reason for a change of mind now. Currently the racing discipline in the UK was not a recognised discipline as per the BWSW Articles (since the adoption of a proposal at our January 2025 AGM) and was managed by UKWR as a separate entity as per the Australian model with the SRA operating the discipline as a distinct national federation. Received today, IWWF had offered to schedule a meeting for next week for further discussion on this matter.

g) Confirmation of Any Code Requirement 4.7 / 5.2 Issues for Noting at this Meeting - no particular specific key decisions made today that provided for significant / measurable impact in terms of social and environmental governance. A case of reporting on work ongoing in relation to these workstreams.

6. **Finance.**
   a) Finance Report – no management accounts provided for this meeting due to the pressures of the recent audit process ongoing though draft figures were broadly in line with the budget expectations to be confirmed. Andy provided an overview on progress with the audit and finalisation of the financial statement which Patrick would also be working on this weekend. Andy would work on a request from Menzies, in connection with the going concern sign off, for a post 2025/26 extension of a draft budget i.e. for an additional 6 months extension / projection beyond the current financial year. Martin reiterated that the board needed to approve its own separate and formal budget, even if later in the year than normal, having taken into account all possible savings for 25/26 (which remained to be identified) and then beyond. Clearly this needed to show a better position than any going concern draft budget shared with the auditors. Patrick was asked to move forward the renting of all or part of the building as a matter of priority. There was then a discussion of another budget issue which Martin would canvass, and Patrick and Shelley take forward.

7. **AOB.**
   None recorded.

8. **Confirmation of Future Meeting Dates.**

Board

Thursday 11th September	09:30AM
Thursday 30th October	09:30AM
Thursday 4th December	09:30AM

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

Tuesday 15th July	10AM

AGM

Sunday 18th January	Virtual Online AGM

The meeting closed at 11:15AM

Minuted by:

Patrick Donovan
CEO