



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on
Thursday 25th June 2020 via **Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

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

Apologies:

Abbie Lench

2. Declarations of Interest.

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

3. To Approve the Minutes of the Meeting Held on 27th May 2020.

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

4. Matters Arising not Covered by this Agenda.

None recorded though Maggie and Martin would review membership initiatives.

5. To Note Items for AOB.

a) Water parks – highlighted as prohibited in the newly updated government FAQ guidelines in relation to sport and leisure. This was highlighted in the BWSW email circular to members on the recent COVID-19 guidelines announcement. BWSW had a duty of care to our affiliates and aimed to simply draw attention to the very recent announcement and furthermore a water related leisure activity within the government guidance which would be of relevance to some providers.

b) SBD – update circulated on the Ski Boat Driver Level 3, the aim being to restate the qualification and update the modular syllabus. As the comprehensive documentation had been circulated yesterday this had not as yet been digested. Some discussion around the currency and recognition of qualifications and the value they provide to BWSW members.

Action: Steve, Simon and Patrick would review the new syllabus on behalf of the Board with an aim to adopt the newly revised qualification / refer back to the Development working group as appropriate.

c) No renewed figure was expressed for the estimated deficit for the 2020/21 financial year though it was now hoped it would be less than the £100K figure previously mooted.

6. Finance.

a) Audit – scheduled for mid-July, the pre-audit meeting had now taken place with Menzies, Patrick and Peter present. Currently the various schedules, accruals and deferred income etc. were being dealt with at HQ. There would be a greater focus on “going concern” / operational existence for the foreseeable future, considering the impact of the current pandemic on the sport sector. This year the audit would take place remotely via an online submission portal –

currently we were not at a stage where a draft year end position was available.

b) Finance & Audit Committee – Nick was invited to join the finance and audit committee and confirmed his acceptance.

7. Board Related Matters.

a) Action Log – the action log was reviewed and updated as appropriate with CEO and Board appraisals now complete (Steve to supply final write up of the CEO appraisal).

Actions: Patrick would circulate the requirements of the Code of Sports Governance re diversity – Patrick and Clare would review diversity targets and the diversity statement. Patrick briefly outlined the recent annual Sport England review meeting and would circulate the review meeting notes.

b) Advisory Council Regional Representation (England) – the articles of association provided for representation for Scotland, Wales and Northern Ireland together with the Regions defined as a Discipline. However, it was clear that the historic regional structure based on the old Sports Council model was in many cases inactive / redundant. It had been proposed that the English regions should be consolidated into 4 groups of representative affiliates and this would provide for more specific regional representation regarding England on the Advisory Council. A draft club circular and affiliate make up of what would constitute the 4 regions had been sent to Tony Green and would be discussed in further detail next week.

c) Resourcing – a subgroup of the Board had been supporting the CEO during the pandemic over a number of weeks on pressing financial and business continuity matters with staff overhead costs being a key discussion point. The current staffing situation was highlighted with 3 staff currently on furlough and a forward plan was agreed regarding ongoing furloughing and future employment.

d) Senior Independent Director – Clare was appointed to the role following on from the previous holder of the post not being re-elected to the Board.

8. Confirmation of Future Meeting Dates.

Board

Thurs 10 th September	14:00, Venue TBC (key items - development / diversity)
Weds 21 st October	08:15, Conference Call re Action Log
Thurs 26 th Nov	14:00, Venue TBC
Weds 13 th Jan 2021	08:15 Conference Call re Action Log and AGM

Advisory Council

TBC

AGM

Sun 24 th January 2021	Queens Club, London TBC
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The meeting closed at 16:10

Minuted by:

Patrick Donovan
CEO