



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 24th June 2021 Via Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter - Chair
Steve Sopp
Peter James
Margaret Curtis
Clare Lobb
Nick Fellows
Patrick Donovan

Kylie Cooper – Operations Manager
Keir Boissevain – Development Officer

Richard Ward, IRCM Ltd
Bayley Nicholson, Sport & Recreation Alliance

Apologies:

Simon Waring

2. Declarations of Interest.

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

3. To Approve the Minutes of the Meeting Held on 13th May 2021.

The minutes were reviewed and unanimously approved.

4. Matters Arising not Covered by this Agenda.

a) Lascelles Fund – A paper had been circulated prior to the meeting for Board review which aimed to clarify the status of the fund. The fund dated back to December 2002 with the receipt of an unconditional bequest from the former Honorary President, Major General Anthony Lascelles with clear wishes expressed to the CEO at the time, Gill Hill. A protected fund had been set up as part of the BWSW finances to assist young and talented athletes bring credit to Great Britain by winning European and World medals. A number of “Guardians” had been appointed to manage the fund and the grants process with a high degree of autonomy and with administrative support from our HQ. The fund had been an extremely successful initiative for circa 20 years though it was now recognised that the terms of reference (dating back to April 2003) did need some updating.

Action: The paper was approved and Martin would circulate it to two of the Guardians, Nicky Caine and Chair Liz Hobbs who would be invited to a future call.

b) Sport & Recreation Alliance Pro Bono Legal Panel – none of the legal providers partnered with this support scheme had accepted the BWSW project re insurance and operating procedures.

c) Club visits – Martin had visited Oxford, Peter would visit some centres in the summer and Kylie and Keir had visited local centres to include Liquid Leisure and Access Adventures. Clare would carry out some visits from mid-July, Patrick planned a visit to Hunstanton at end of the month.

d) Club grants – 8 grant applications received, and awards made to those clubs who had

increased their membership last season compared to 2019. The view was expressed that this was a particularly effective use of BWSW resources in relation to the 2020/21 financial year. **Action:** Keir would liaise with Jane on a “plug” for this initiative including in the magazine, White Cross WSC had already offered to produce an article on their award which was for a specific piece of Barefoot training equipment for newcomers to the discipline. It was agreed the whole scheme should be promoted.

5. To Note Items for AOB.

None recorded.

6. Ongoing Priorities - Updates.

a) Insurance – Steve / Richard Ward, IRCM Ltd; Richard had kindly previously attended our insurance working group meetings, acting in an advisory capacity. Richard reiterated the lack of change in the marine insurance market and the continued reduced capacity in what was a very hardened market which had impacted on availability and levels of liability cover for motorised activity. In terms of Racing (Martin summarised points from the very recent insurance meeting), despite a very significant and ongoing search for a solution over 18 months, the hard fact remained that the marine market was a most difficult place and it would take a significant shift in the market for any potential future Racing solution to include competitor to competitor liability cover (and as part of this cover for a driver’s own skier and crew) in particular. Richard highlighted other sports such as motorsport where competitor to competitor cover was not available and the “norm” was for an “at one’s own risk” approach though personal accident cover was available, but which only gave multiple £10Ks of cover. Richard highlighted that the sport did not have a “huge book” of business in terms of buying power however it could be demonstrated that it had a good safety record which (when the market opened more) could assist in purchasing additional layers of cover.

Action: Patrick would circulate the notes from the last racing insurance group meeting together with summary notes on a recent conversation with a further contact from the marine insurance industry. Martin would draft for the purposes of obtaining legal advice arising from the work he had done in the previous financial year, a communication post meeting (with guidance from Richard) re motorised boat cover for clubs and centres so that members were reminded of the potential for significant claims over and above the level of any boat liability cover in place. Patrick and Kylie would discuss options for the BWSW personal accident insurance scheme with Bluefin re levels of cover and any scope for improvements in cover and top up costs. Richard would continue to explore as before excess liability cover for voluntary clubs’ motorised activity.

b) UK Anti-Doping – Nick provided an update on UKAD compliance ongoing, access to the UKAD hub to upload evidence of compliance now available, a number of support sessions announced re the production of any education strategy which Nick would attend with Richie. Martin reiterated the Board’s great thanks to Nick for taking this forward.

c) Marketing – an initial meeting of the working group had taken place at end of May, Kate Simon (marketing advisor) and Anny Wooldridge (social media) had been introduced to all the staff team members. Kate had been supplied with data on the make up of the sport, demographics, communication methods and a key research document based on an earlier membership research project by Goodform. The aim was to produce a draft marketing and communications plan that was realistic for the available resource. Kylie reported that social media postings had increased significantly since Anny’s appointment resulting in more traffic and sharing of content. 2,573 followers were currently following our Instagram account. **Action:** Kate would be invited to the next Board meeting in September.

d) Membership – Kylie outlined current membership numbers which were roughly similar to the same end of June period in 2019 which provided a positive indicator of recovery. E-membership continued to be promoted and there was some growth however this was a work in progress and evidenced mass had not been achieved. Membership renewals were ongoing with some clubs still not having submitted their membership for the year which Keir was following up on. Kylie reported an increase in the number of SBDs and related membership sign up which would assist numbers. Steve asked whether there had been an accelerated sign

up because of the pandemic meaning the pipeline was not as strong as in 2019. However the view was that we were on track to equal 2019 membership levels.

Action: Keir would follow up with our social media coordinator as to how we might ascertain if those named followers e.g. on Instagram were current BWSW members or E-members.

e) Diversity – Kylie had circulated a comprehensive action log and update report on a number of areas to include subsidised participation sessions at urban facilities, contact with Active Partners, specific female coaching courses and participation activities together with a programme of coach CPD and seminars in relation to coaching within adaptive sport. A diversity survey for members / participants was at draft stage and would be ready for circulation at end of the month and a number of photography and filming projects were taking place in relation to diversity within our sport. Diversity launch month of July was actively being promoted across our network with liaison with Jane and Anny in terms of magazine, PR and social media.

f) Board Action Log – the action log had been circulated prior to the meeting. No new actions needed to be added at this stage.

7. Finance Report

a) Year End / Audit Progress – currently we were behind the original schedule with the preparation of the accounts workings for the 2020-21 financial year however the aim was to submit these to Menzies at end of today. The audit was scheduled for mid-July, draft figures were currently being double checked for accuracy and any underlying issues.

A surplus was anticipated due to cost mitigation measures, retention of members to a higher level than initially anticipated, accessing government furlough support, reduced irrecoverable VAT and use of grant funds to support the core business programmes. With reduced activity in terms of coaching courses and the discipline activities there was additionally significant cost mitigation in these areas. The Board thanked HQ for their efforts in keeping the Federation in surplus.

It was noted that as part of the review and finalisation of the accounts that there are potentially accruals which need to be included in 2020/21 in respect of committed programmes from 2021/22 which have not been expended from a cash perspective (such as development days and grants) relating to the pandemic year of 2020/21. The review needs to ensure that where it is appropriate and in accordance with the accounting standards accruals are made in the current year to 31st March 2021.

b) Going Concern Report – Peter provided everyone with an update on the Going Concern aspect of the audit highlighting that the business had a good level of reserves, cashflow and a key asset in relation to the HQ building. An additional “5th” year of funding added on to the 4 year funding round had provided stability in uncertain times. Principle business risks related to strategic, operational, commercial and financial risk. Whilst there had been a significant reduction in income during the financial year in question there had been significant cost mitigation ongoing, particularly in relation to staffing costs and reduced operations across the sport. Budgets / forecasts were reviewed ongoing by the Board to ensure that the Company’s investments in support of and development of the sport were aligned with the available resource. Use of the Government job retention / furlough scheme helped ensure we were able to retain our key employees and retain valuable knowledge of our operations. A cautious approach had been adopted due to the levels of uncertainty brought about by COVID-19. Much appreciated flexibility provided by Sport England in relation to use of grant funds had assisted in ensuring continuity and tailored support for affiliates and individual members to support them in returning to sport and driving recovery of participation and membership.

Action: Peter would produce the required Going Concern report for the auditors as recently requested.

8. Sport & Recreation Alliance – SRA (Bayley Nicholson attending).

Bayley joined the meeting and outlined the key aims and work of the SRA which acted as a representative voice of the sport and recreation sector and supported its members to tackle the

challenges and take advantage of opportunities within the sector. Founded in the 1950s and currently funded by Sport England, the SRA had a key role as the voice of the sector with Government, policy makers and the media. Provision of advice, support and guidance was a key benefit to its members. The SRA had circa 300 members who were other varied sports organisations to include National Governing Bodies and related smaller run voluntary organisations. Members were allocated to a “division” e.g. water based, outdoor activity, major spectator sports or movement and dance as examples. BWSW, as a very long-term member, did actively engage with the SRA in a number of areas to include forums and divisional group meetings, advertising non-executive director roles and accessing resources. The SRA had recently launched its four-year strategy which was an evolution of their previous strategy with some newly refined objectives to include championing the positive impact of sport and the interests of their members from across the sector. Diversity and inclusion was of course a key focus also assisting their member organisations to remain sustainable. Further information on the work of the Alliance and a copy of their new strategy was available at: www.sportandrecreation.org.uk . A note of thanks to Bayley for attending today’s meeting.

9. Confirmation of Future Meeting Dates.

Board

Thursday 2 nd September	14:00 (Kate Simon invited)
Wednesday 20 th October	08:15 Conference Call re Action Log
Thursday 25 th November	14:00

Advisory Council

Thursday 21 st October	11:00
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AGM

TBC

The meeting closed at 16:35.

Minuted by:

Patrick Donovan
CEO