



Minutes of the Meeting of the British Water Ski & Wakeboard Board

Date: Tuesday 2nd June 2026

Venue: Video Conference Call

Attendees:	Board Members	BWSW Attendees	External Attendees
	Ruston Smith (RS) Patrick Donovan (PD) Michael Lock (ML) Katie Lowe (KL) Shelley Meyern (SM) Anny Wooldridge (AW) Jeremy Nevill (JN)	Sarah Wassell (SW) Keir Boissevain (KB) Jane Peel (JP) Kylie Cooper (KC) – Items 1 to 4 El Temple (ET) Peter James (PJ) Rod Beattie (RB)	
Apologies:	Andy Phillips (AP)	Jane Peel (JP)	

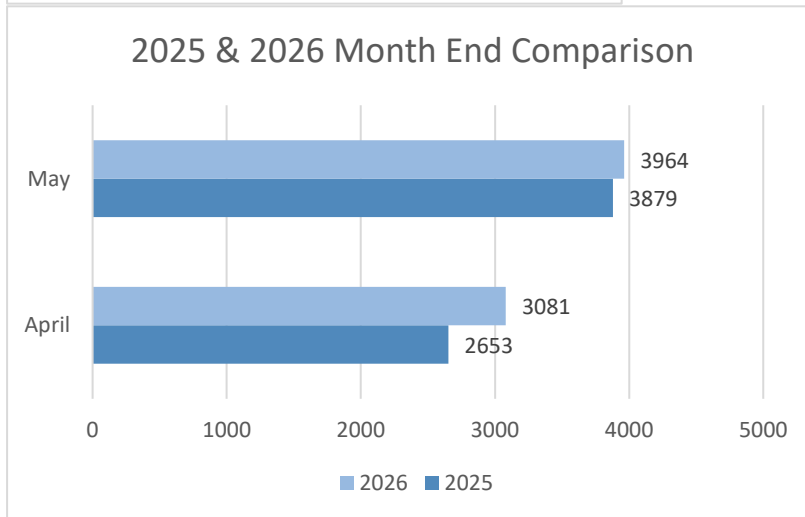
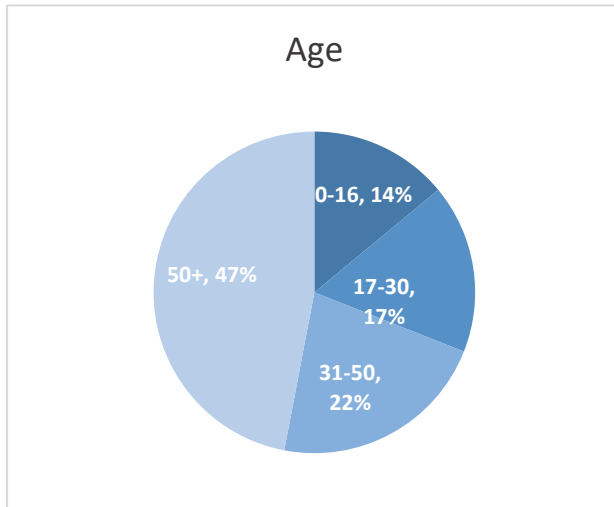
Item	Subject
1.	Regular items
1.1	Welcome - the Chair welcomed everyone to today's meeting and outlined the key items on the agenda.
1.2	Declaration of Changes to Register of Members Interests – there were no changes made to the register of members interests.
1.3	Minutes of the Meeting on 22 nd April 2026 and Decisions Made Between Meetings - circulated prior to the meeting the minutes were reviewed and unanimously approved by those who were present at the previous meeting.
1.4	<p>Matters Arising - a document outlining matters arising / progress on actions was circulated for the meeting together with a RAG rating against each in terms of completeness.</p> <p>- Strategy Working Group to be formed - expressions of interest from board members to join this group have been sent to Ruston. The meeting dates will be issued in the next few weeks</p> <p>- Aim to form an Advisory Board (external supporters to be sourced / invited), outlined by RS.</p> <p>- Risk Register has been fundamentally re-built and will be available for the board's consideration in the next three months. The aim will be to share it outside a board meeting for it to be considered and then formally agreed at the following board meeting. The BWSW top 5 risks and key risk movements will then be considered at each following board meeting.</p>
1.5	Board Business Plan 2026 - a calendar / work flow matrix was circulated to note and provide clarity on the key business items, policy and other reviews that need to be completed to meet the Board's terms of reference and regulatory requirements. Noted as a business tool to ensure the board were delivering to a reasonable timescale on the key

Item	Subject
	<p>areas detailed within.</p> <p>1.6 Advisory Council Meeting Feedback – RB / PJ attended to discuss matters raised at the April meeting; draft minutes of this meeting were circulated to provide the key areas of discussion at the AC but which were subject to final approval. A number of items raised in the meeting had been addressed / responded to after the AC meeting by RS and the HQ team e.g. digital membership cards / IT system, volunteering opportunities. KC noted the feedback and outlined that the membership cards did present a significant cost saving however the key benefit was that the cards were 'live' i.e. new qualifications, competition licences etc would automatically be updated onto the digital cards. It also provided a useful tool on the phone for member discount benefits highlighted by Jeremy.</p> <p>Action: Effectiveness of the digital cards to be reviewed at end of the current season / feedback to be taken once members have become more acclimatised to the new format.</p> <p>PJ highlighted boat insurance principally as an ongoing issue with rising premiums and issues around scope and levels of cover e.g. for 'competition'. A hardened marine market in particular in relation to boat cover was a known issue. BWSW had purchased competition cover for a number of key events where third party promotional boats from dealers could be covered adequately to fill a particular insurance gap. KB highlighted similar issues in the commercial sector, incidents impacting on claims experience and uplift in premium.</p> <p>Action: To be considered further offline via the insurance working group and liaising with brokers such as Marsh. A note of the different requirements would be produced by PJ. Areas of insurance issues included boat e.g. competition, commercial combined cover for multi-sport sites. PJ would outline any further known issues from his own perspective as a member of a key voluntary waterski club.</p>
2.	<p>CEO Update</p> <p>2.1 Corporate Priorities & Plan RAG Rating – circulated with some sample data additionally added (where available) to show a comparison between 2019 (pre COVID) and 2025. The data sourced from a number of areas to include the membership database, annual reports, financial statements, external surveys such as the British Marine Water Sports Survey and Sport England KPIs from the last funding round. A number of ambitions e.g. Safeguarding and EDI were detailed as subject to a considerable submission and narrative reporting / external assessment via the CPSU or the Sport England 6 monthly assessment system. Some data sources were no longer available or due to staffing changes / shift of programme focus are no longer resourced / monitored. The headline figures on club numbers and membership numbers provided a useful comparison, qualifications take up and retention of workforce were a concern and represented the clear challenge of the ambitions within the People Plan (RAG rated Amber/Red).</p> <p>Action: To develop a plan of delivery for the key priorities with timelines and accountabilities.</p> <p>2.2 Strategic Partnerships, Sport England Goals & Assessment Process – a paper was circulated prior to the meeting to outline the 6 monthly assessment process related to System Partner roles and the agreed 5 year funded goals with Sport England as part of the 2022-27 funding cycle and our contribution to their strategy <i>Uniting the Movement</i>. A System Partner was detailed as playing a connecting, influencing or governing role within the sport and physical activity sector and is therefore well placed to create the conditions for positive change to help more people engage and reap the benefits of being active. System Partners can be eligible for one or more roles. As an example BWSW does not have a Talent Development Role due to non-Olympic / non- Commonwealth Games Status.</p> <p>The online portal reporting system was shared to highlight the roles, goals, reporting parameters to include the Maturity Rating report, Regional / Demographic split, Summary Statements for each role, and Theory of Change reporting which was assessed initially via</p>

Item	Subject
	<p>an AI tool to measure progress against the goals and organisational learning and cultural change across the sector.</p>
<p>3.</p>	<p>Finance Update</p> <p>3.1 Quarterly and Year to Date Position – AP was unable to attend due to travel however a set of management accounts were circulated prior to the meeting with a summary overview of the financial position to include year to date against budget and any particular areas of concern:</p> <p>Income for the year to date and for the month of February are in line with expectations and the previous year with the known exception of Coaching and Driving Income. Total Expenditure is slightly lower than expectation and the previous year the main reason being the cost reduction of Coaching and Driving course expenses. We have also included the costs of the IWWF conference £4,700 in February.</p> <p>Overall, the General Fund (business, development and excellence but excluding restricted funds) deficit of £28,172 is slightly less than the previous year (£31,994) and less than the budget of £47,652.</p> <p>The Jill Howard and Small Lottery funds are running in line with expectations.</p> <p>A note of thanks to Andy for the huge time input on the summary accounts.</p>
<p>4.</p>	<p>Corporate Plan</p> <p>4.1 Promoting Awareness:</p> <ul style="list-style-type: none"> - 4.1.1 Opportunities inch Daily Mail update – RS explained the plan and logistics that had been arranged. The progress on the planning / operational matters to schedule the filming and promote this initiative across social media, the membership, e-members etc to amplify and promote our work on profile and encourage engagement was then discussed. AW/AP planned to attend a video shoot to assist with the main video shoot featuring Joel Poland. - 4.1.2 Duke of Edinburgh Initiative update - brief update from Katie on progress on formally applying for status as an active partner of the scheme. <p>Action: Regarding magazine advertising KC to send RS a link to the ‘page turner’ online version of the magazine with pricing and demographics so that they can be shared with corporates interested in advertising opportunities.</p> <p>4.2 Social Media & COMMS opportunities – AW had developed an outline plan to promote potential ‘news’ stories and successes as and when they happened through the main season. It was noted that Wakeboard / Cable Wakeboard appeared to be a highly active discipline that live streamed national championships, with an opportunity to share some of the event experience with others. AW/JN/RB to liaise on this re the imminent Barefoot nationals to ascertain if this could be incorporated into this event. JN kindly outlined some of the cost options on a range of photography / videography.</p> <p>Action: Potential re investing in the equipment required re 4k quality etc. discussed briefly for sharing across the disciplines. KB offered to look into this point / research the market re equipment.</p> <p>Membership & Affiliation – KC provided some key data in the meeting that showed 41% of active members having logged onto the new membership IT / CRM system which was a positive result. Membership registrations to end of May was a little ahead of the 2025</p>

Item **Subject**

4.3 figures for the same point of time in the season. Similar demographic split of the typical 65%/35% male to female membership ratio, with age ranges as below:



Renewal reminder emails had been sent to direct members (slight decline currently on the numbers registered), including those who were last active in 2024. The previous direct membership reminder email achieved a 90% delivery rate, with undelivered emails largely due to incorrect or missing email addresses. Of those successfully delivered, the email achieved an 86% open rate, which is encouraging.

KB outlined affiliated / accredited centre issues re meeting the terms of agreement as part of our affiliation offer. An active 'chase up' was taking place e.g. where for example a club had not registered any of their members to date for the current season; some progress in this area in the last few days.

Cable Site Owners meeting held in May briefly outlined by KB (KB/PD attended) and the issues arising.

Action: Follow up emails to be sent before the next meeting for those that had not re-joined or registered. A members survey to be scheduled using the new IT system at an appropriate point in the season to ascertain reasons for lapsed membership this season (cost of living, no longer coaching, sold the boat, injury etc.) and any other supporting demographic which could provide insight into the 'change' in membership each season. PD/KC would scope the survey initially.

Item	Subject
<p>5.</p>	<p>Safety and Risk Management</p> <p>5.1 Risk Management Update – RS had developed a new risk register which had been sent to AP / PD to provide detail on the sub risks, controls and net risk ratings. To be completed and shared with the board in the next quarter. Action: Following on from this exercise the aim would be to then:</p> <ul style="list-style-type: none"> - Share with the board for challenge and approval - Agree a series of next steps to improve our control environment and reduce our overall net risk - Produce a summary of our top 5 risks <p>5.2 LSO Safeguarding Report – SW shared a report on the oversight of safeguarding which included actions and updates on progress, the key areas of risk, any reported concerns and to provide an update on meeting the compliance requirements as a Tier 3 funded body. The report covered completed and planned actions and highlighted changes announced in May 2026 to the Crime and Policing Act that affects clubs/centres in England (and some changes for Wales) effective in 2027. An annex to the report outlined the impact and actions that would be required for NGBs and their affiliates to align with the new requirements and highlighted the potential risk of criminal prosecution.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Brief club boards, management committees, and NGB leadership on the new corporate criminal liability framework - Map which roles in your organisation are 'senior managers' under the Act's broad functional definition - Ensure safeguarding escalation procedures remove any possibility of senior figures blocking required reports <p>SW currently assisting ML also on safeguarding content for the coaching course syllabus revamp.</p> <p>SW to meet with KC re any impact on DBS processes managed via HQ where KL also offered her support based on her own experience.</p> <p>Finally, the report outlined current safeguarding / welfare concerns in progress in relation to both young people and adults. A note of thanks to Sarah for the comprehensive report.</p>
<p>6.</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> - RS outlined a plan to review and replace the website with a 'responsive' (mobile / tablet friendly) model fit for the future that could facilitate more agile social media activity to promote the sport and opportunities to generate advertising revenue. A working group was being put together to develop the scope and the tender process. <p>There being no further business the meeting closed.</p>

Consideration given to the following risks covered at this meeting:	
1. Strategic	
10	Reputational risk
14	Legal and regulatory
27	Exposure to shifts in public funding policy
29	Progress and measurement against the strategic plan
2. Financial	
18	Exposure to third party liability claims
23	Lack of financial control

The meeting closed at 15:25pm.

Minuted by:

Patrick Donovan
CEO