



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 31st March 2022** at **2pm** via **Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter
Steve Sopp
Margaret Curtis
Michael Lock
Nick Fellows
Peter James

Kylie Cooper
Keir Boissevain

Apologies for absence:

Clare Lobb
Patrick Donovan

2. Declarations of Interest:

None.

3. Matters arising from the minutes of 24 February 2022

- a) Keir confirmed he had done a note of the discussion with a facility re inflatables.
- b) Charlotte Wharton has started the Club Welfare Lead role.
- c) Nick confirmed the UKAD framework compliance document had been accepted.
- d) Maggie hasn't been able to find out anything further about the people plan but is following up with Sport England.
- e) The insurance summaries were getting a further legal review.

4. To Approve the Minutes of the Meetings Held on 24th February 2022.

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

5. Matters Arising not Covered by this Agenda.

a) Board Appraisals

Members of the board are happy with the amendments made to the Board Appraisal form.

b) Boat Insurance Scheme Referral

Steve and Patrick to continue to develop further with Richard Ward the scheme now set up with referrals/members having access to opening a policy with IRCM (Richard had recently indicated he would provide a progress report on take up of the new scheme at end of May).

c) E&A Racing Council Minutes February – BWSW Response

Members of the board are happy with the response to the IWWF.

6. To Note Items for AOB.

None.

7. Board Related Matters.

a) Racing Discipline – Update & Potential Way Forward
Claims/cover does not meet the requirements of the sport. If the third parties compare risk to other sports and decide on the level of risk to Racing. BWSW to support Racing with a good independent investigation into the risks of the sport, which could affect other disciplines. Board happy to proceed on the basis that comprehensive terms of engagement as detailed in the related paper circulated were approved by the Board.

b) Safety Recommendations
No comments

c) Coaching & Driving – External Validation

Mike to create a matrix of external/other validation for current coaching, operating and boat driving courses (qualifications). SBD has third party validation via ICC. Patrick would take charge of any identified gaps in validation once produced

d) Boat Drivers' Insurance
Kylie has sent an email to members about GJW's change to the policies with regards to observers.

e) Tackling Inequality – SE Update & EDI Role

-To be checked whether there is a minimum requirement for Sport England/Sports Code purposes for a 30% female board representation as indicated in the draft Action Plan recently prepared. Action point: Patrick to respond on 30% gender figure.

Post meeting Patrick confirmed that there was no mandatory % requirement in terms of female representation on the board – the only mandatory requirement in terms of board make-up was the 25% minimum for independent directors.

-Postpone diversity policy and the risk register discussion until next meeting.

EDI role - not an overwhelming response Should the salary be increased?

Action Point: Kylie to check whether there had been any advert or discussion with one of the external agencies previously canvassed when seeking a board member with particular diversity expertise.

f) Advisory Council (Rod Beattie to attend at 3pm) - Minutes 16th February

-Particular AC points were welcomed and being followed up by HQ from previous AC meetings: (i) desirability for external input on water recovery plans for injured participants (with equipment and training being key) and (ii) better data on the make-up of the BWSW membership base.

ACTION POINTS: Keir following up on (i) and Kylie had requested input on (ii) in the membership renewal process

-Response to Clare Ellis's points raised in Advisory Council Meeting:

The board acknowledges Claire's point with regards to the website not being mobile compatible as well as other points on the website as valid, but it costs a lot of money to change/update the website and not easy to prioritise at this time. This was an issue that needed addressing but would have to be on the back burner given resources for the next two years.

The website integration project took place in 2013 (with assistance from Sport England as part of a modernisation programme) – with the swift moving forward of ever changing technology the advice Kylie and Patrick had received was to not invest in what was

becoming now a legacy system but to integrate a responsive (tablet / mobile friendly) ability into any replacement website.

Logging into the website to pay a membership fee is integral for our database system. So, the system that is in place must be the way it is to work correctly.

Action Point: A standard letter for someone that breaks a record to go to competitor will be drafted, ideally with Lord Moynihan's signature.

- Advisory Councils points on the democratic process: it was decided that the necessary democratic process which BWSW had undertaken with Sport England, as a funding obligation, to cascade into all its committees and councils would be done via the disciplines. It was emphasised that the democratic process was deliberately designed to be unprescriptive. Given the potential for a very small pool of candidates it might not be helpful to have anything too formal though it was open for the AC to propose any level of formality. What could not be escaped was BWSW's obligations regarding a democratic process. The AC had been in existence for a good number of years, and it was essential that BWSW could demonstrate to its public funder that such a process was in play. Currently this could be difficult to show. The desirability of BWSW board attendance at AC meetings was emphasised so the necessary dialogue was in place. There was currently a risk of a communication breakdown in terms of points being made where the board could readily show, as a result of work it had done, why there was no traction e.g. the limitations of hold harmless letters.

Action Point: Office to liaise with discipline chairs to come up with a letter/wording to members asking for volunteers to be potential candidates for the Advisory Council.

-There was general uncertainty regarding the comment about the Board operating the Articles - differently from the AC. Action Point: considered to be useful to go through the articles with the Advisory Council as Tony Green had previously done.

-There was further discussion around the appointment of the AC chair. It was emphasised that it was for the AC alone to choose from amongst their nominated members. There were to be some follow up discussions with potential candidates. Essentially a very large number of candidates within the AC had turned down the appointment. It was emphasised that for the purposes of the Articles the Regions and Boat owner/recreational were recognised disciplines.

WWA: Action Point: Keir to liaise with Matt Crowhurst, Suzi Nightingale, Rod Beattie and Liquid Leisure with regards to the World Wakeboard Association cable competition.

8. Finance.

a) Finance Report

Patrick and Peter to come up with best estimate for 21/22 financial year end for planning purposes. Note: significant work has been done in the year and is ongoing, the cost of which should be appropriately captured in 21/22.

- Racing risk review and independent board advice
- Qualification validation
- Insurance review
- Accreditation

b) Approval of draft budget 2022/23

The budget has been approved by the board, subject to some changes, depending on decisions as to whether to reconfigure the approach on current key activities.

8. Confirmation of Future Meeting Dates.

Board:

Thursday 23rd June	14:00	- Conference Call / BWSW HQ TBC
Thursday 1st September	14:00	- Conference Call
Thursday 20th October	12:00	- Conference Call
Thursday 24th November	14:00	- Conference Call

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 09:00

Advisory Council:

TBC

Republished 23rd June 2022 with minor amendments:

7 a) Racing - Board happy to proceed on the basis that **comprehensive terms of engagement as detailed in the related paper circulated were approved by the Board.**

7 f) Advisory Council – the democratic process was deliberately designed to be **unprescriptive**