



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 25th November 2021** via **Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

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

Kylie Cooper
Keir Boissevain

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 Meetings Held on 2nd September & 20th October 2021.

The minutes were reviewed and unanimously approved by those who were present at the previous meetings.

4. Matters Arising not Covered by this Agenda.

a) Safeguarding – Alan Murray had resigned as Lead Safeguarding Officer having decided to fully retire. However, he would be available for any informal advice and was happy to stay part of the Case Management Group on a voluntary basis – this is the group that very rarely meets but deals with serious / complex safeguarding issues e.g. concerns about a coach from time to time. Following the last safeguarding compliance meeting BWSW was currently at a “conditional pass” rating. A note of thanks to Alan for his work in the role and support during the year.

Action: Patrick would inform the Child Protection in Sport Unit of Alan’s decision and address the recruitment drive / resource needed to support our work in this area. Once an updated job specification had been advertised to the wider membership he would follow up any leads / sound out any potential candidates suggested by any board member.

b) Inflatables – an issue reported at a centre had been further followed up and a brief summary update was provided.

c) Personal Accident Scheme – enhancements to member benefits with two additional options now received for further consideration in determining, in particular, 2022/23 membership fees.

d) Social Media – it had proved rather difficult to assess how many followers on social media were in fact paid up BWSW members as they were not clearly identifiable from any online profile available.

e) Membership numbers – slight but welcome additional increase to 6,064 members in 2021/22. This was the first increase for 15 years (by reference to 2019 numbers).

f) Sport England – Patrick provided a summary overview of the 5 year funding cycle application process which had now been completed. Two exceptional requests had been made re additional funding to assist with tackling inequality above and beyond the current level. The BWSW final submission would now be assessed by an independent panel with an award announced in later December.

g) Anti-doping – no feedback on the earlier initial draft submission to UKAD re our draft educational programme, a deadline for the end of December was imminent in relation to progress on meeting the other key compliance points beyond the educational programme itself. **Action:** Patrick and Kylie would happily assist with any previous anti-doping activity reporting needed in relation to the pre-pandemic period e.g. at international events hosted in the UK and athlete communications / sign up to squad contracts. Nick would liaise with Richie and Patrick/Kylie as necessary to ensure the December deadline was met.

5. Accounts

Approval of the Final Accounts 2020-21 – Peter provided a summary overview of the accounts following on what had been a challenging audit and financial year in terms of income disruption and lower levels of staffing. Circulated prior to the meeting the final accounts were unanimously approved.

Action: Patrick would liaise with Menzies to arrange for the electronic signing of the accounts and filing with Companies House.

6. Board Related Matters

a) Risk Warnings & Guidance / Insurance & Safety Communications – the club and centre circular in relation to insurance, safety and liability, inflatables guidance and the waiver and risk agreement together with club and members summary overview of insurance benefits. Final drafts agreed for circulation (subject to a final minor tweak on the summary of insurance benefits document).

Action: Martin would liaise with Patrick on any final tweak; Keir to circulate when finalised to affiliated clubs and centres. Patrick would speak to our insurance broker Bluefin as to their potential availability to provide a scheduled “insurance clinic” regarding any queries on the circular (if in fact needed). A suggestion around having honorary lawyers / brokers at AGMs was deferred for further consideration.

b) AGM Related / Proposal to Change Articles – two special resolutions would be proposed at the AGM i) to reduce the maximum size of the board to 8 Directors (from the current 10 members) and ii) to incorporate additional provisions within the Articles, both resolutions with immediate effect. The additional provisions related to ex officio functions, jurisdiction over ancillary areas in relation to inflatables guidance and a change of name of the Tournament discipline to Waterski (the revised IWWF terminology). A member circular was ready in draft stage to clarify the two resolutions in further detail. Assuming the resolutions were passed, Peter would formally take on the position of Treasurer as an ex-officio director role.

Action: The AGM Notice would be circulated to Full Members (voting clubs and centres), hard copy on 1st December with an additional electronic circular to all associate members. Patrick would liaise with a BWSW member who had an interest in standing for election to the board at the AGM (with a safety remit) on the requirements of the Director role.

c) Directors, Committee Terms of Reference & Associated Governance Matters – Martin had very kindly brought this document up to date and with the numerous changes in the organisation to include reference to working groups. The document now had a wider scope in terms of governance and it was clarified that it applied to the BWSW Board, BWSW committees (including Disciplines) and the Advisory Council as well as other governance related matters. In particular it was made clear that relevant sports codes applied throughout BWSW governance. Discipline sub-committees and members of Disciplines and sub-committees were included within the description of committees. The document was approved by all present and was now available on the BWSW website.

d) Sports Code Summary – the latest iteration of the Code had been circulated to all board members, Martin had produced a mark-up of the document to highlight where we were fully

compliant or otherwise; this would be incorporated into a summary document so those areas requiring attention could be focussed on and reviewed at appropriate times during the year.

Action: Patrick would incorporate the contents of the document into a summary table and mark-up as appropriate the level of compliance and any supplementary notes / tangible deliverables. The board were committed to meeting the requirements of the Code.

e) Friends of Tournament (FoT) Terms of Reference – these supplemental terms of reference outlined the appointment and constitution of the FoT committee, its remit and application of its deemed restricted funds to support the Waterski discipline. These funds were included within the BWSW accounts in accordance with the relevant accounting requirements to be applied solely for the benefit of the discipline. The document was unanimously approved.

f) Lascelles Fund – with the balance of the Fund at £6K, Lizz Hobbs (Chair of the Lascelles Fund) had confirmed the committee would be making available the full balance of the fund to support the 2021 grant awards. BWSW would be additionally willing this year to top up this amount to a maximum of £10K. Notwithstanding the resulting expiry of the fund, BWSW did wish to work with Lascelles to maintain and support the purpose of the fund and the longevity of the Lascelles name. For future years the board would aim to review on an annual basis how the Lascelles name could be maintained and consider if BWSW could contribute in any given year to support grant awards. This would be based on the financial position of the Company and any additional donations made available. Kylie was currently liaising with and assisting Lascelles with the grant application process, timeline and AGM related matters. Great appreciation was expressed for the continued efforts of those administering this fund.

7. AOB.

None recorded.

8. Confirmation of Future Meeting Dates.

Board:

Tuesday 4th January 12:00 (BWSW HQ tbc subject to COVID situation)

Advisory Council

Wednesday 12th January 11:00

AGM

Sunday 30th January 12:00 (Virtual meeting)

A note of thanks for everyone's time and input at the meeting.

The meeting closed at 16:00

Minuted by:

Patrick Donovan

CEO