



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 24th November 2022** via **Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

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

Kylie Cooper
Keir Boissevain
Cathy Hughes (Item 6)

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 20th October 2022.

The minutes were approved by those who were present at the previous meeting. Patrick would publish with an additional rider included re the Advisory Council meeting.

4. Matters Arising not Covered by this Agenda.

a) Racing / Health & Safety Consultant Update – the board did need to have a response from the Racing Committee re the response note dated 29th September in relation to the Gallowglass risk assessment and the potential for further consultancy on this project via another party. The aim continued to be to have a more widely scoped report / safety review which met the needs of the board in its decision making in terms of determining if racing events could in fact be sanctioned without any competitor to competitor motorised insurance cover in place.

Action: This would be followed up on the Wednesday board sub-group meeting. Patrick would do a “sense check” on the Gallowglass risk assessment preamble re any possible restrictions on circulation and if there were no issues would send to two additional E&A Racing Council GB contacts with a clear statement / covering page indicating that the report was not a BWSW commissioned / endorsed document as per our initial draft terms of engagement. Martin would respond to one of these contacts, Steve Cox, accordingly.

b) Club Insurance – another meeting pending next Wednesday with Bluefin and a legal advisor re the BWSW guidance issued to clubs on the voluntary club liability policy (non-motorised).

c) Risk Management Policy and Risk Register – reviewed, updated and recirculated for the meeting as part of an at least annual review process.

d) Board Appraisals – Nick reported he aimed to complete before Christmas.

Action: Nick would circulate a summary report to Patrick by year end, this would be used as part of any evidencing of the Code compliance re board appraisals.

e) Volunteer Recruitment re Advisory Council Circular – **Action:** Kylie would follow up on this

point, to hopefully progress the involvement of those who had responded.

5. To Note Items for AOB.

a) National Championships – in terms of the bidding / award of such events the board acknowledged that, in accordance with the existing BWSW rules, for any site to be awarded the nationals (and indeed to be affiliated) it needed to be demonstrated that the affiliation requirements of BWSW had been met and in particular its sign up of all members to BWSW. Given the contagion of reported (whether or not actual) non sign up by a very small number of membership clubs this was an existential issue for the Federation.

6. Board Equality, Diversity & Inclusion (EDI) Training (2:30 to 3:30pm with Cathy Hughes).

Following on from a recent staff session, Cathy provided a board training session which provided a summary overview of EDI to include the definitions of the terminology e.g. “Equality” and overview of the protected characteristics (e.g. sex, age, marital status, disability etc.) in relation to the 2010 Equality Act. Sport was highlighted as having exemptions from the Act e.g. age categories, selection based on nationality for a team, disability events etc. The aim overall was to encourage inclusion and opportunities to participate in sport. She further outlined the findings of the *Tackling Racism and Racial Inequality in Sport* report re the 25 different factors which impacted on participation in sport such as demographics, diet, education, ethnicity etc. The legal, moral and commercial framework was highlighted as to the importance of EDI e.g. improvements in company performance and of course sponsorship and brand association as an example in the current climate of the controversial Qatar World Cup. The recent BWSW EDI survey was outlined, there was a 10% response rate and summary statistics compared to the national population findings. Finally, Cathy outlined the commitments BWSW had made to Sport England to include, communications, female coaches, networking with other watersports, the diversity and inclusion action plan etc., nothing in the data from the survey contradicted any of these commitments. Thanks to Cathy for her very engaging presentation which would assist with further steps on the diversity journey.

7. Board Related Matters.

a) BWSW Strategy – Nick’s Email to Directors dated 20th October, in which he highlighted the resource hungry nature of contributing to the Sport England strategy *Uniting the Movement* and the risk in relation to performance in this area and the ability to have meaningful and measured impact. This provided for some interesting discussion - there was a limited resource however we were moving forward positively starting with small steps and some realistic key aims.

b) AGM Related – the AGM Notice and related paperwork was reviewed with some minor amendments. Martin briefly outlined the proposed change to article 63 re winding up / continuing to meet mutual trading status re corporation tax benefits.

Action: Kylie would circulate AGM hard copy notice packs on 1st December. Proxy voting packs would be distributed electronically when HQ re-opened in the new year. Martin would amend slightly the revised article 63 and resend to Patrick.

c) Final Accounts – Principle Risks Minor Amendment. Following the last board meeting Peter and Martin discussed and considered the need to include certain principle risks in relation to third party litigation and the inability to access business critical data. The conclusion from the discussions were as follows:

There was no history of material litigation or claims and as such it was considered that the likelihood of a material claim was low and while not impossible it was not considered appropriate to include it as a “principle risk” as these are risks that are key risks that are higher likelihood as well as magnitude. In terms of business critical data there was a very robust level of mitigation to include disaster recovery planning, third party IT support and remote backup indicating that the likelihood and impact would be low. As such this risk was also not included in the principle risks section of the final signed financial statement.

d) Welfare & Safety Lead Director (newly defined director role within the Code) – a paper on this role was circulated prior to the meeting detailing the aims within the Code in response to heightened concerns around welfare and safety in sport and physical activity, (Req. 4.7);

cascade, implement and promote good governance standards – including with respect to diversity and inclusion throughout the organisation’s wider operations, for instance their internal structures and at regional and county level (Req. 4.1); and factor the impact on stakeholders, the environment and wider society into their decisions and the actions implemented by their organisation (Req. 5.2). Martin made the comment that he saw this role as needing to be undertaken by a director who had the affairs of the Federation at their fingertips and therefore he believed Patrick should undertake it. For further discussion given the time available at this meeting.

e) Lascelles Fund – the original bequest made by the former Honorary President was now exhausted however there was a desire to maintain the Lascelles awards on an annual basis, subject to BWSW financial constraints, with any carry forward surplus treated as allocated within the BWSW accounts to future awards. £6.5K was available to support the scheme this year which would be awarded as usual at the AGM. The intent was that the Lascelles awards would be a matter for the determination of the Lascelles committee in each year funds were available, subject to it forming a part of the overall BWSW structure (and subject to any stipulations of donors as to grant criteria). The appointment of Ali White as a new member of the committee was ratified.

f) Water Recovery Plan – considerable discussion and review of a document provided by a third-party consultant had taken place in relation to water recovery with a focus on voluntary clubs.

Action: Keir would circulate the latest iteration of the suite of documents to the board members for review and any comments (to be directed to Keir alone).

8. Confirmation of Future Meeting Dates.

Board:

TBC – Patrick would provide an initial draft schedule to see if there were any issues with proposed dates.

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:

Wednesday 11th January 2023 11:00

AGM

Sunday 29th January 2023 12:00 Video Conference

Thanks to all for attending and contributing to the discussion.

The meeting closed at 16:30.

Minuted by:

Patrick Donovan
CEO