



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 26<sup>th</sup> November 2020** via **Video Conference Call**

---

### 1. To Record Attendance and Apologies for Absence.

**Present:**

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

Tony Green - Chair, Advisory Council  
Keir Boissevain - Development Officer  
Kylie Cooper - Operations Manager  
Carole Cooney - Chief Operating Officer Water Ski & Wakeboard Scotland

**Apologies:**

Abbie Lench

### 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 21<sup>st</sup> October 12<sup>th</sup> Nov & 18<sup>th</sup> 2020.

The minutes of both meetings were unanimously approved by those who were present at those meetings.

### 4. Matters Arising not Covered by this Agenda.

a) Disciplines meeting with the board – a meeting was now scheduled for 17<sup>th</sup> December at 4pm – invite to be circulated in due course with four disciplines indicating their ability to attend. Martin highlighted the need for a democratic process re discipline committee makeup and Advisory Council representation.

b) Code of Sports Governance Survey – Martin had now received this survey invite from an SE consultant partner and would respond on behalf of BWSW. He further invited anyone interested to also respond (Nick had subsequently responded and the survey had been sent to him).

### 5. To Note Items for AOB.

It was noted that at the AGM it would be proposed that the Company change its registered name to The British Water Ski & Wakeboard Federation Ltd and the articles amended to make clear E-membership would not count so as to bolster Full Member voting entitlement.

### 6. Sport England Related (SE).

a) SE 2021/22 Draft Submission re New Strategy – Patrick D outlined the process and timeline for a draft submission to SE regarding a broad statement by BWSW on “shared goals” for the 2021/2 season i.e.the 5<sup>th</sup> year of the extended current funding round. With a shift in SE strategy towards a much greater focus on tackling inequality the purpose of the submission was to ensure that all funded partners were aligned with the SE wider vision for sport and that the investment provided would be utilised to support these shared goals. An overview of this

process was [available online](#).

**Action:** Patrick D had produced a draft submission and following on from a meeting at HQ in the morning he would circulate to the board and submit with a draft budget by the deadline of 16<sup>th</sup> December.

## 7. Development.

Peter briefly outlined some of the key points on progress on an incentivised member sign up proposal – the aim being to encourage / motivate a push on BWSW membership and rewarding membership take up via direct debit at commercial sites. Marginal incremental cost involved but ultimately self-funding from the subscriptions gained. An additional aim was an alignment of commercial member clubs and pay and play centres in terms of membership uplift. Direct member recovery, particularly post pandemic was another aim, re-joining to be encouraged / rewarded with a participation voucher to encourage uptake / re-entry to the sport. Historically the direct members were a “sticky”, important group who had a close either functional or emotional connection with the sport and were self-motivated to join.

**Action:** Peter would add in the e-membership proposal (to include standard member clubs as well) to the draft document, so both were contained in the same source document. Peter was happy to discuss further offline for any board members who wished to understand the further detail. A simple implementation / roll out plan to be developed to act as a timeline for disseminating the proposals on the ground at centres. It was recognised that considerable and repeated buy in would be needed prior to start of season. Peter would continue to communicate with the HQ team on this matter with an agreed timeline for necessary actions – note of thanks for the considerable amount of time he had spent on developing this proposal. This could well be an area where the Government Kickstart scheme or a graduate wishing to build CV credentials could be used as an additional resource.

## 8. Board Related Matters.

a) AGM Rotation / Recruitment - each year one third of the Board (excluding the CEO) stand down by rotation; additionally, any members co-opted to fill a Board position since the previous AGM also need to stand for election. The rotation and any wish for members to re-stand does not in any way inhibit additional nominations being made and voting members voting. At the AGM, having completed a three year term Peter would re-stand for election, our Independent Director Abbie had decided to retire following on from completing a term and there was one additional available position with the maximum number on the Board currently not reached.

**Action:** Patrick D would liaise with Kylie on the AGM documentation with an aim of circulating the Notice via hard copy imminently and the voting packs in mid-December. The annual report was close to completion and Kylie would circulate to the board early next week. A recruitment drive was in process re independent directors utilising the SE recruitment partner Perrett Laver.

b) Risk Register – this was circulated one month before the meeting to give all time to consider the content and key risks highlighted. Some general discussion on the register – membership was a key risk highlighted particularly with the current pandemic having a significant impact across the sector.

**Action:** Additional comment column to be added to highlight current state of play / notes – Patrick, Nick and Kylie to have a call to outline key points in this additional column and revise some of the points highlighted today. The risk register to be circulated and to be an agenda item for the February board meeting.

c) Action Log – reviewed and updated as appropriate, Tony Green to circulate the draft minutes of the recent Advisory Council meeting.

d) Racing Insurance Issue – a recent circular to racing members had highlighted the gaps and exposure to potential claims from a proposed “per event” insurance scheme which did not provide for competitor to competitor cover. A video conference call was also proposed to provide an opportunity for any queries to be discussed.

**Action:** Patrick would circulate a Zoom calendar invite re this conference call to take place on Saturday 5<sup>th</sup> December from 10AM to 11AM (checking with the Racing Chair on availability with the 12<sup>th</sup> December as an alternate date). A “one pager” paper would be produced to summarise the key points re the insurance issue – Patrick would produce a draft imminently. Martin would

chair the video conference meeting with board members invited to attend if they wished to / were available. Additionally, regarding the investigation of an ongoing complaint within racing Patrick would set up a call with Nick, Abbie and Martin for next Wednesday to discuss the feedback on the investigation.

e) COVID-19 Update – with the lockdown due to end in England on 2<sup>nd</sup> December with a newly defined tier system just announced, most areas were expected to be put into the higher tiers two and three - both of which ban households from mixing indoors. Sport however would open once again however under strict COVID compliant operating procedures. Circular pending across the membership to clarify this imminent change but to await any updates from Sport England / the Government specifically on the safe operation of outdoor sport. Patrick would liaise with Martin on the content of this circular.

## **9. Confirmation of Future Meeting Dates.**

### **Board**

Weds 13<sup>th</sup> Jan 2021

08:15 Conference Call re Action Log and AGM

### **Advisory Council**

TBC

### **AGM**

Sun 24<sup>th</sup> January 2021

Via Video Conferencing

The meeting closed at 16:15

Minuted by:

Patrick Donovan

**CEO**