

MINUTES

Of the meeting of the British Water Ski & Wakeboard Board held on
Thursday 21st November 2024 via Video Conference Call

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter
Steve Sopp
Andy Phillips
Michael Lock
Margaret Curtis
Anny Wooldridge
Patrick Donovan

Kylie Cooper
Keir Boissevain
Peter James, Advisory Council Co-Chair & Secretary (Item 6a)
Sarah Wassell, Lead Safeguarding Officer (Item 6b)

2. Declarations of Interest.

There were no changes made to the register of members interests.

3. Approval of the Minutes of Meetings Held on 17th October & 7th November.

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

4. Matters Arising Not Covered by this Agenda.

a) Lascelles Grants Panel – grant application process circulated and in progress, Kylie was liaising with the grants panel.

b) Anti-Doping – Steve had followed up on any athlete training issues with the disciplines, progress on this point through the chase up process with Waterski.

Action: Steve would ask Boat Wakeboard for an update on athlete training compliance by mid-December.

c) IWWF – Martin updated everyone on some of the issues ongoing regarding progress on the closure of the IWWF UK limited company and the establishment of a 'newco' in Switzerland. e.g. unequivocal sign up in the articles to International Olympic Committee requirements, need for independence in the Ethics Commission and the proposed lack of an audit. for newco (though expressed by IOC to be "highly desirable"). Martin agreed to circulate a related email sent to IWWF outlining his input on the issues to hand.

d) Qualifications suite – some progress on the HQ server filing system and re-ordering / tidying this up into a more logical structure for ease of access. Michael to respond to Kylie on a recent email communication in relation to this point.

e) Sport England reporting process – Andy to meet with Patrick re overview of the funding process and allocation / restrictions of use. Andy to be invited to an appropriate meeting / workshop with our funding partner as a way of introduction re supporting having a clearer overview of this income source which represented circa 38% of turnover.

f) Perrett Laver board diversity survey data not published as yet, Cathy working on a proposal document on board diversity targets re gender, age, disability and ethnicity as appropriate with the organisation's priorities, mindful of course that essential key required skills were the driver

of recruitment.

g) Communications and member profiling related documents were identified as now legacy / out of date for current purposes with this area of engagement having moved on e.g. with use of PA Media press distribution etc.

h) Engagement and a consistent message on EDI and Safeguarding with clubs / at club visits, brief update from Keir however a work in progress currently and reflected also in the strategy review discussion at yesterday's board meeting on this related point.

5. Finance.

a) Finance Report / Audit for Financial Year 2023-24 – Andy circulated management accounts for the period to the end of September and provided a summary overview of the financial position.

Following on from the very recent Audit Committee meeting with our auditors Menzies and with input from Steve and Peter James from the Waterski perspective regarding small lottery funds and their description within the document, an updated financial statement would be circulated for approval imminently for next week's Wednesday meeting. It was reported that at the audit committee meeting that the auditors had expressed the view that the preparation by BWSW of the 2023/24 audit was transformational as against recent years. Huge thanks was expressed to Andy and Katie Penn in this respect.

Action: Once circulated any queries or reports of typos etc. to Andy who held the current master copy of the document.

b) Sport England Delivery Funding 2025-27 – Patrick confirmed that a terms of award agreement had now been received and signed to confirm the Delivery Role funding for the last two seasons of the funding round. Funding for the Systemic Role and Governing Role had been confirmed from the outset for the whole of the 5 year funding round.

6. Board Related Matters.

a) Advisory Council – Peter James joined the meeting to provide some feedback on the most recent Council meeting which had limited attendance. He provided a summary of the topics and actions as per the meeting minutes circulated for today's meeting. Having a board member present at the Council meetings was 'helpful', proposal to have a Cable Owner represented on the Council was positively received, active recruitment re the Boat Owner & Recreational discipline role. Discipline reports demonstrated some good grassroots work around competition, lack of retention and attracting new competitors within the Kneeboard discipline was highlighted. Two new members joining the Council representing Barefoot, a note of thanks to Robert Crewe who had now stood down from the Council as the previous Barefoot representative. The Cable 3 Event discipline lacked competitive facilities in the UK with only one viable venue able to support the technical set up required by this discipline. A number of members of the Council had now completed three terms of three years to the maximum of nine years as per the Articles and recruitment was currently a focus, with existing members staying in post for reasons of continuity while this recruitment drive takes place via a democratic process.

A note of thanks to Peter for assisting in steering the Council as Co-Chair and for his time this morning. Peter's role was Co-Chair rather than secretary and this should be reflected in future minutes.

b) Safeguarding Report & Child Protection in Sport Unit (CPSU) Compliance Update – Sarah provided a report outlining completed actions, planned actions and key dates upcoming. There were no new concerns reported this month and anonymised data on any reports previously received in the 6 month period to end of September had been submitted.

Following on from the recent compliance review meeting BWSW had received a draft report (circulated for today's meeting) indicating a continuance of our 'Conditionally Met' status. A small number of points were highlighted as requiring attention (some of which were quite routine) to change this status e.g. additional staff training, website audit, board refresher

training, involvement of children and young people e.g. a youth council. Sarah was currently working on the actions to address this status flag to 'Met'.

c) Membership Subscriptions 2025 – Kylie outlined that the personal accident cover provider had indicated a likely estimated 5% increase in premium (this cover which was included as part of the membership subscription ran from 1st April each season). In terms of overall indexing it was agreed to apply a very modest increase with any appropriate rounding to produce 'sensible' fees.

d) AGM Board Rotation & Recruitment Update – having completed one term of three years Michael would stand for re-election and this would be made clear in circulating nominee CVs. Margaret Curtis had decided to retire at the next AGM, a note of thanks for her time and input over the last 5 years and in particular the insight she has brought to the Board from the perspective of voluntary clubs. Having completed three terms of 3 years to the maximum of 9 years, Martin and Steve offered to re-stand for up to an additional year in accordance with Article 36.2 via a vote by two respective Special Resolutions at the AGM.

Action: Patrick would circulate the previous AGM summary CVs for the candidates to update (if required) in relation to the Board election process.

There had been particularly good response to the advert for an Independent Director with the closing date being end of November. Widely advertised both within and outside of the sport as an open and skills based recruitment process, with consideration given for the diversity and inclusion aims of the organisation. Patrick was meeting with a potential candidate this Friday who had expressed an interest in applying for the role.

AGM attendance - Board members and staff were reminded to complete the online registration form to be able to meet the security requirements of Queens Club and to gain access on the day. Without registering it would not be possible to enter the venue:

<https://www.bsw.org.uk/forms/agm-attendance/>

e) Succession – following on from a recent resignation it was proposed to appoint Andy Phillips as Senior Independent Director. Unanimously agreed. The Code stated that the Senior Independent Director should be a sounding board for the chair, an intermediary for directors where necessary and an alternative contact for stakeholders if normal channels fail (as well as leading the appraisal process for the chair)

Action: Andy to provide some suitable summary resume text for the website and those who had not responded to previous requests to also send to Kylie:

<https://www.bsw.org.uk/bsw-board/>

f) Sport England Environmental Sustainability Action Plan – following on from a webinar earlier in the season, two documents were circulated which set out Sport England's expectations of System Partners to develop a sustainability action plan as part of imminent new requirements. This included tackling carbon emissions, encouraging biodiversity, promoting the circular economy etc. Embedding environmental sustainability into the wider organisational decision making mechanism was detailed in the Code for Sports Governance, section 5.2. It was expected that action plans would be in place by March 2027 at the very latest however funded partners were encouraged to work on these plans in achievable steps prior to this deadline. No action to be taken imminently at this stage in the year, this represented a project for 2026. Martin said the paperwork indicated a practical approach was fine commensurate with the resources of an organisation. He did not think the action plan required a magnum opus. Perhaps four sections on office (a check against routine improvements seen in most offices, day to day off water site operation, events and environmental issues relating to water use.

g) Confirmation of Any Code Requirement 4.7 / 5.2 Issues for Noting at this Meeting – there were no significant decisions made during the meeting that would provide measurable impact on social and environmental governance.

7. AOB.

None recorded.

8. Confirmation of Future Meeting Dates.

Board

TBC

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 9AM

Advisory Council

Tuesday 29th April 2025 TBC

AGM

Sunday 19th January 2025 1PM Queens Club, London

The meeting closed at 11:20AM.

Minuted by:

Patrick Donovan

CEO