



MINUTES

OF the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 25th October 2018** at **Berkshire House, Holborn, London**

1. To Record Attendance and Apologies for Absence.

Present:

Patric Foley-Brickley, Chairman
Steve Sopp
Peter James
Martin Winter (by conference call)
Clare Lobb (by conference call)
Abbie Lench (by conference call)
Simon Waring
Nick McGarry (by conference call)
Patrick Donovan, CEO

Apologies:

Justine Naylor

2. Declarations of Interest.

There were no changes to the register of members interests.

3. Chairman's Update.

Patric FB updated everyone on his recent activity in the role as Chair and welcomed everyone to the meeting.

Action: From the introductory discussion risk management (in a global sense) was identified as a subject to be revisited at the December Board meeting together with membership to be an ongoing Board agenda item. Patrick D would re-circulate the key risks discussion document produced by himself and Steve for the July Board meeting.

4. To Approve the Minutes of the Meeting Held on 6th September 2018.

The minutes were circulated prior to the meeting, seconded by Steve Sopp and approved by those who were present at the previous meeting.

5. Matters Arising not Covered by this Agenda.

None recorded.

6. To Note Items for AOB.

None recorded.

7. CEO Report.

Patrick D updated everyone on the current staffing situation with HQ "surviving" the season with a capacity issue due to two members of staff on maternity and new members of staff requiring a great deal of support. With the main season over autumn coaching courses were now on offer with three courses currently running or about to run including one in Greece. Revamped SBD supporting materials were currently still in development with filming taking place during autumn to supplement the multimedia training resources available to candidates. This work was funded by Sport England as a "transition" project to help make our qualifications more marketable products and to assist income generation for the longer term. A mid-year Sport England target report had been submitted together with a Q2 finance report and Q3 request for grant payment. Currently Patrick D was working with the designer on a revamped Annual Report with a more visually striking design which would be distributed across a wide audience of our key stakeholders in early December.

8. Finance.

a) Finance Report – Peter outlined that he had reviewed the trial balance and that post main season activity there was not a major volume of finance activity to report on.

b) Membership Fees 2019 – after some discussion it was proposed by Peter to freeze membership fees once again for the 2019 season. Seconded by Patrick D this was unanimously agreed.

Action: Patrick D would circulate this to staff members and clubs representatives. Agreed furthermore to add to the December agenda potential plans to invest circa 50% of the 2017-18 surplus in the purposeful development of the sport with the remainder retained for contingency.

9. Board Related Matters.

a) Board rotation AGM 2019 - each year one third of the Board (excluding the CEO) stood down having completed a three year term and could offer themselves for re-election (up to a maximum of 3 x three year terms). Martin was scheduled to stand for re-election having completed a three year term and following on from previous resignations of Board members which affected three yearly rotation it was agreed that Clare and Simon would stand (these being closest to having completed a three year term).

Action: Patrick D would now prepare the AGM Notice and information pack for circulation with the Annual Report 2019.

b) Sport England Assurance Statement – the draft document had been circulated at the beginning of the month giving all Board members time to consider the detail. Following on from a review and some final amendments to the annual assurance and governance submission this was approved as an accurate reflection of the governance, finance and control status of the organisation to the best of everyone's knowledge. Areas identified for improvement were agreed to include a more regular annual Board evaluation process / CEO appraisal process. Additionally a more formalised approach to the meeting of the Finance & Audit Committee / Development Directorate which had been active though not formally minuted / evidenced as regularly as required.

Action: Patrick D would submit the finalised document together with the signed 2017-18 final accounts before the 31st October submission deadline. Abbie offered to join the Finance & Audit Committee as an Independent.

c) Draft Articles AGM 2019 – Martin had kindly worked on a draft of the current articles to both refine and update some of the language for reasons of clarification and also to define the Regions as a Discipline eligible for representation on the Advisory Council. These changes had been reviewed by Russell-Cooke solicitors for BWSF Ltd.

Action: It was agreed to propose to the AGM a Special Resolution to delete the existing articles in their entirety and replace those articles with the newly proposed draft.

d) Board Safeguarding Training – there was a need to repeat Board Safeguarding training with the last training session having taken place three years ago and new directors now also appointed. This would be scheduled for the first or second Board meeting of 2019 (with any staff wishing to join welcome) however physical attendance would be required as opposed to dial in for the session as requested by the Child Protection in Sport Unit (CPSU) trainer. A note of thanks to Tony Green and Patrick D on recent progress with the CPSU and “Green” RAG rating moving forward.

10. Communications & Reach

a) Social Media – updated report and reach statistics circulated prior to the meeting to summarise progress and work up until the end of September. A note of thanks to Chelsea and Sian for assisting with this area of communications particularly at a time when we had reduced capacity due to maternity leave. Agreed to continue for a three month period pending any further decision on a way forward with overall communications.

b) Magazine – a report on the magazine outlining the comparative offer of a dozen other NGBs

was circulated prior to the meeting. There was clearly a mix of those who had no printed or online magazine, print supplemented with online or online only offers with one NGB taking a 24 page section as part of a commercially produced third party magazine with a wide circulation. **Action:** To be discussed in more detail at the December Board meeting with more time allowance for this important topic.

c) Network Reach – Harbours etc. Our Head of Business Development had circulated a summary report on areas of activity across the sport where BWSW has limited reach to include non-affiliated clubs, ex-affiliated clubs, harbours and similar recreational areas where the sport was actively taking place.

Action: Consideration of a compelling offer (whatever shape this would take) to be considered and the list of organisations to be categorised for written contact or a visit as appropriate based on known facts / history of many of these organisations.

11. Development & Excellence Update.

Nick provided a brief update. Some discussion on the need for a straight line cable qualification as an ongoing gap/issue though this development was currently not actioned. Steve Sopp would update John Battleday on today's discussion / developments.

Action: Patrick D would discuss with Sam next week further and try to understand in more detail the issues with a draft qualification supplied as a potential starting point to develop this project. It was recognised that there were capacity issues and Patrick D would discuss with Sam what additional resource could assist moving this project forward. Patrick D would update everyone on this / discuss with Simon in readiness for the next Board meeting.

12. Confirmation of Future Meeting Dates.

Board

Weds 5th December* Berkshire House, Holborn 2pm

** note date change from Thurs 6th December*

Advisory Council

Thurs 8th November Heron Lake 11am

AGM

Sun 20th January 2019 Queens Club, London

The meeting closed at 17:15.

Minuted by:

Patrick Donovan
CEO