



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 31<sup>st</sup> October 2019** at the **Sport & Recreation Alliance, London**

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

**Present:**

Patric Foley-Brickley  
Steve Sopp  
Martin Winter (by conference call)  
Peter James (by conference call)  
Justine Parker (by conference call)  
Clare Lobb (by conference call)  
Abbie Lench  
Patrick Donovan

**Apologies:**

Nick McGarry  
Simon Waring

### 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 18<sup>th</sup> September 2019.

The minutes were reviewed, seconded by Steve and unanimously approved by those who were present at the previous meeting.

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

a) Patrick D updated everyone re a potential legal case regarding a particular affiliated commercial provider – whilst a major recipient of Sport England capital grant funding and subject to an 8-year contract the affiliate had not met the terms of the funding contract. The matter was currently with an appointed legal advisor dealing with the matter ongoing in terms of a final demand. Patrick D would take appropriate advice and keep the Board informed on next steps as appropriate including as regards any potential material costs exposable.

b) Racing Boat Insurance scheme – work was still ongoing in terms of trying to find a solution though this was somewhat being hampered by a very hardened marine insurance market. There however was a positive and constructive approach to finding a solution / underwriter with two advisors and our broker working on the task in hand.

### 5. To Note Items for AOB.

None recorded.

### 6. CEO Report.

a) Staffing - nothing significant to report other than the very welcome news that Sport England would fund the current coaching role for an additional year to the end of the current funding round (March 2021).

b) Sport England Related – Patrick D had now submitted the mid-year data re actual versus key targets on the new online reporting system, the Q2 finance report had been submitted and Q3 release of grant funds confirmed as imminent. A mid-year review session would take place in November with three HQ staff attending. Soundings currently emerging re Sport England strategy for the next four-year funding round from April 2021 – Patrick D would be attending an initial workshop in relation to the development of the new strategy.

## **7. Finance.**

a) Finance Report - the final accounts signed by our auditor had now been received and Patrick D had submitted the letter of representation.

**Action:** Patrick D would publish the full financial statement online for the sake of transparency and to ensure compliance with the Code of Sports Governance (item 5.5 for designated Tier 3 organisations i.e. those organisations with activities funded over a number of years, in excess of £1m).

## **8. Board Related Matters.**

a) Board Rotation AGM 2020 – the current articles of association provide for 10 members of the Board. There are 6 elected members, 3 elected independents plus the CEO. Each year one third of the Board (excluding the CEO) stand down by rotation; additionally, any members co-opted to fill a Board vacancy since the previous AGM also need to stand for election. At the 2020 AGM Patric Foley-Brickley and Nick McGarry would stand down but would not re-stand. Additionally, Steve Sopp would stand down having completed a 3-year term, however he would re-stand and seek re-election (all non-independent directors). Our independent director Justine Parker having completed a 3-year term would also re-stand for election (the independent director election being a separate election).

**Action:** Patrick D would circulate the AGM Notice to Full voting members by hard copy together with a nomination form for clubs to nominate any candidate wishing to stand for election to the Board as a non-independent director.

b) Succession Planning & Board Diversity – following on from a wider recruitment drive Martin had very kindly followed up by telephone expressions of interest in voluntary roles within the sport to include the Board, Advisory Council and assisting the Disciplines of the sport.

**Action:** An advert for the independent director role / vacancy would be circulated via Sporting Equals and the Sport & Recreation Alliance to ensure independent director vacancies were widely advertised outside of the membership. There would be a nominations committee constituted of Patrick D, Peter and Martin.

d) Board Action Log (Updated) – the action log was reviewed and brought up to date on various points with a number of actions now resolved and cleared from the log. Safeguarding would be added as a standing item on the log.

## **9. Membership Numbers.**

It was clear that the September / October membership numbers had not kept pace with the previous season. The autumn period had not seen the usual number of Ski Boat Driver applications and coaching candidates processed and this appeared to be a factor in the drop in direct membership numbers. Each autumn the traditional “top up” of membership numbers had mainly been provided via qualifications with less busy clubs offering courses during the off-peak and renewals of ICCs etc. The Board were very aware that the ongoing membership numbers was an area of ongoing concern though it was noted that the key membership and affiliation income stream had remained stable over the last two years.

## **10. External Communications.**

With ex-BBC journalist Jane Peel now appointed to deal with external press during the main season there was a need to formalise a mechanism for electronic distribution. Following on from a limited free trial The Press Association (PA) had now agreed to offer an annual 100 press release distribution contract at a very favourable rate per year starting from 1 January 2020. It was agreed by those present to move forward on this offer as part of an ongoing trial of a more co-ordinated external PR approach.

**Action:** Martin would confirm acceptance of the service offer and ask PA to forward terms of contract for signing.

## **11. Development & Excellence Update.**

No report received – request for a report after the next Development Directorate meeting and an update at the next Board meeting.

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

### **Board**

Wednesday 4<sup>th</sup> December                      Sport & Recreation Alliance, London 14:00 PM

### **Advisory Council**

February TBC

### **AGM**

Sun 19<sup>th</sup> January 2020                      Queens Club, London

The meeting closed at 16:30.

Minuted by:

Patrick Donovan  
**CEO**