



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 6th September 2018** at **Berkshire House, Holborn, London**

1. To Record Attendance and Apologies for Absence.

Present:

Patric Foley-Brickley (Chairman)
Steve Sopp (by conference call)
Peter James (by conference call)
Martin Winter
Nick McGarry
Simon Waring
Justine Naylor (by conference call)
Patrick Donovan

Richard Snelling (Menzies auditor - by conference call)

Apologies:

Abbie Lench
Clare Lobb

2. Declarations of Interest.

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

3. Chairman's Update.

Patric FB welcomed everyone to the meeting and outlined some of his recent activity in his role as Chair – he had attended the Tournament Nationals which combined the Senior, Open and Junior age categories which was a well run successful event though somewhat lacking on Junior attendance. There was a need to recruit more junior level skiers – hosting the Cutting Edge Competition at the Thorpe Pro Am could provide an inspirational event to encourage junior team uptake. Inspiring / rewarding the coaching community was recognised as a “sell” to encourage entry to the junior competitive scene also.

Action: Simon, Steve and Nick to take away from the meeting to discuss / develop and consider relevant initiatives which could support take up. Following on from some general discussion on the discipline committees and their representation on the Advisory Council it was highlighted that 2019 would be the first term completed re the 3 year rotation of Council members as detailed in the articles. The disciplines should therefore nominate their representative(s) through their own internal democratic process this autumn. Patric FB would write to Tony Green and the discipline Chairs re this point also as regards including the regions as a discipline in the articles - Patrick D to circulate.

4. To Approve the Minutes of the Meeting Held on 17th July 2018.

The minutes were reviewed, seconded by Steve Sopp and unanimously approved by those who were present from 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 outlined that while HQ was under a great deal of pressure in July / August due to

reduced staffing levels heads had been kept above water though there was inevitably some inevitable degradation in response times and levels of service. He reported that key areas of compliance such as Sport England assurance, DBS registered body compliance, Safeguarding, finance / audit related were either complete or ongoing. In terms of staffing, the seasonal membership admin role would be extended over the winter, Patrick was seeking knowledgeable and experienced external assistance re the AGM, there was a need for additional staffing in early 2019 for membership database set up and roll out of renewal processes for clubs/members. A staff member currently on maternity had offered to assist with the permissible 10 KIT (maternity keep in touch days) re the more technical aspects of our database / IT set up. He further outlined imminent staffing matters and a need for some re-alignment to support our operations ongoing.

Action: Patrick D would research communications roles in a small number of NGBs of a similar scale. It was recognised that there was a need within BWSW to have a wider communications role that “tied up” our sometimes disparate work in this area to have a more “joined up” approach.

8. Finance.

a) Finance Report – nothing significant to report at this point in the season and less than half way through the financial year.

b) Approval of the 2017-18 Final Accounts – Richard Snelling of Menzies kindly dialled into the meeting to outline the final accounts and this year’s audit process; there were no significant areas of concern in the management report that would be issued in due course. The final accounts had been circulated prior to the meeting - after some discussion and clarification the final accounts were approved by the Directors (subject to some minor typos and tweaks noted at the meeting and in Peter’s track changes comments for inclusion).

Action: Following on from these minor amendments and a very final proof read by Martin, Patrick D would forward to Peter and Patric FB for signing. Once a signed electronic copy was received by our auditors this would be published online for the sake of transparency / to make a full disclosure of the Company finances as per the Code of Sports Governance requirements.

c) BWSW Finances Overview – Patrick D had circulated a comprehensive overview of BWSW finances to clarify for everyone the breakdown of the 2017-18 surplus (the surplus included the restricted use surpluses of the disciplines), together with a breakdown of reserve funds. Reserve funds were comprised of the Lascelles Trust, the reserves of the disciplines, reserves related to earlier incarnations of the current Talent Programme, 6 months of core operating costs as per our reserves policy together with an element of cashflow / contingency. The Board were mindful of the current “difficult” funding landscape and the need to hold adequate reserves to both invest in / develop the sport and to provide for contingency in relation to any potential changes in grant funding policy.

9. Board Related Matters.

a) Membership Numbers – a comprehensive outline of membership trends over 10 years and individual club member levels over three seasons was circulated prior to the meeting. Our traditional voluntary club structure was not an overall growth area with many clubs having a limited capacity and a “comfort level” in terms of membership numbers. The typical split of club members versus direct paying non-club members remained on the whole stable at 20% direct joiners – these direct joiners in many cases had a functional need to join the organisation e.g. they were Officials, Coaches or required an International Certificate of Competence (ICC boat driving licence). There were also those who had an emotional attachment to the organisation i.e. they were committee members and long term supporters of the sport. It was also clear from the discussion that the manner in which participant’s consumed their sport and committed to a particular activity had very much changed in recent years.

b) Communications – as per the discussion under the CEO report and action point above – to be followed up at the next meeting. It was noted that it was a key objective of the organisation to stabilise and then increase its declining membership rate. It was further agreed that grants and support available to clubs would be highlighted in membership benefits as an indirect benefit.

10. Development & Excellence Update.

No major report to make pending an Autumn meeting.

11. Confirmation of Future Meeting Dates.

Board

Thurs 25th October tbc Patric FB offices 2pm tbc subject to room availability

Weds 5th December tbc *

tbc

** 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 17:00

Minuted by:

Patrick Donovan

CEO