



## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Wednesday 18<sup>th</sup> September 2019** at **Labs House, Holborn, London**

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

**Present:**

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

Brian Phillips (independent observer)

**Apologies:**

Justine Parker

The members were introduced to Brian Phillips and their roles on the Board briefly outlined. All welcomed Brian to the meeting and thanked him for his time today in helping to provide an independent evaluation of the Board's process and governance, to assist with compliance with the Code of Sports Governance.

### 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 13<sup>th</sup> June 2019.

The minutes already proposed were seconded by Simon Waring and unanimously approved by those who were present at the previous meeting.

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

None recorded except that Patric FB announced that now in his fifth year as Chairman he intended to stand down as Chairman and ideally from the Board at the next AGM. A note of thanks for Patric's contribution was recorded.

### 5. To Note Items for AOB.

None recorded.

### 6. CEO Report.

a) Staffing – Patrick D updated everyone on the staffing situation to include the seasonal reduction in headcount (membership) and the ongoing induction / settling in period of our new staff member / development lead.

b) Sport England Related - broadly speaking key targets were on track with the notable exception being coaching course candidate numbers which currently (and for the second season) were well behind on take up (under 50% of a key target). Principally this was in relation to staffing continuity issues i.e. two staff changes over the last two seasons. Patrick D reminded everyone of the key aim of making the coaching role self-financing for the longer term (currently supported by grant funding until the end of the current financial year).

Finally, Patrick D outlined an issue with one particular affiliated commercial provider – whilst a

major recipient of Sport England capital grant funding and subject to an 8 year contract the affiliate was not meeting the terms of the funding contract. As such and as per the terms of the contract an invoice had been issued to recover the full grant award value followed by the serving of a Statutory Demand (the 21 days had now expired).

**Action:** Patrick D would liaise with our legal advisor on an assisted approach to resolving this matter.

## 7. Finance.

a) Approval of the 2018-19 Final Accounts – circulated well in advance of the meeting Peter briefly outlined the headline figures. The financial statement already proposed was seconded by Nick McGarry and unanimously approved by the Directors subject to some small final tweaks to the general narrative within, which Martin would supply to Peter by email.

**Action:** Patrick D would liaise with the auditor on filing of the final accounts document once received and any corporation tax return. A copy of the signed audited accounts would also be published on the BWSW website for transparency re the organisation's finances.

## 8. Board Related Matters.

a) Approval of Sport England Assurance & Governance Statement – circulated over a month prior to the meeting due to the length and detail within the document, the statement was approved as a complete and accurate reflection of the Governance, Finance and Control status of the organisation.

**Action:** Patrick D would submit to Sport England together with the signed financial statement prior to the end of October deadline.

b) Board Action Log (Updated) – discussed by conference call on Monday, the action log had been brought up to date with other updates during today's meeting. An evaluation would be carried out at a future Board meeting to assess the membership renewal process. Strong views were expressed and this would be added to the action log.

**Action:** Patrick D would circulate all Board appraisal submissions to Steve Sopp for his assistance to conclude the Board appraisal process.

c) 50% Re-investment of Surplus – Lascelles Proposal. The Lascelles fund was close to expiry with only £3.5K available for the next round of awards (Jan 2020). There was a desire to maintain this initiative as a motivational / useful recognition tool. As such it was agreed to top up the available funds with an additional £4.5K of BWSW funds for distribution in 2020 as part of the grant awards. Going forward the fund would be badged the BWSW Lascelles Awards or similar and would effectively be brought in house even though there would be a separate grant allocation committee. The term "Trust" would no longer be used.

**Action:** Patrick D would circulate the existing Lascelles terms of reference – moving forward for future years the terms would be reviewed and re-stated (Patrick D and Patric FB would liaise on this point prior to the next Board meeting).

d) Diversity Action Plan (Updated) – re-stated and simplified thanks to Abbie's efforts this revised policy document was approved by all present and would replace the current published version.

**Action:** Some minor tweaks suggested during the meeting would be actioned by Patrick D. Diversity would be referenced at every Board meeting / added to the action log.

e) Risk Register (Re-stated) – Patric FB had restated the risk register with a "heat map" element to highlight key areas of risk for the organisation. The updated risk register was reviewed, an external unmitigated risk re the impact of recession and non-registration of members were upgraded in status to "red". This now concluded the Board review of the risk register which had been partially reviewed in 2018.

## 9. Membership Numbers & Ex / Non-Affiliates.

Historical annual membership numbers and a breakdown of membership by individual club highlighted that numbers were slightly higher than at the same point last year (continuing the more recent trend of numbers being fairly "flat"). A summary update had been provided on ex / non-affiliates and our understanding of the scope of any opportunity to expand the number of

affiliates. It was clear from searches that many clubs no longer existed or were relatively minor in scale e.g. principally jet ski operations. Ongoing as an initiative to increase the number of affiliates – particular attention would be required over the off-peak season to further this essential project.

**Action:** Steve had a contact recently acquired for Beresford WSC – he would forward to HQ. The affiliates document to be updated with a date and any imminent actions based on today's discussion.

#### **10. External Communications.**

Martin had circulated a summary proposal document to acquire the ad hoc services of an ex BBC journalist to head up external communications / PR and raising profile of the sport across the disciplines. The aim would be to fill a gap in resource and to provide greater coordination of external PR across the disciplines with local / mainstream press etc.

**Action:** Agreed to move forward on this initiative with Martin and Steve to lead on the detail / liaison in terms of preparation for the 2020 season. The disciplines to be made aware of this appointment / terms of reference and how to make use of this additional useful resource.

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

An autumn meeting was pending. Nick outlined that he had decided to step down from the Committee at the next AGM. He would document his exit thoughts on Excellence and Development prior to stepping down for any successor. A note of thanks for Nick's time and knowledgeable input over the years in what was a key area of work.

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

##### **Board**

Thursday 31 <sup>st</sup> October	Labs House, Holborn	14:00 PM
Wednesday 4 <sup>th</sup> December	Labs House, Holborn	14:00 PM

##### **Advisory Council**

Thursday 24 <sup>th</sup> October	Heron Lake	11:00 AM
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##### **AGM**

Sunday 19 <sup>th</sup> January 2020	Queens Club, London	12:00 Noon
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The meeting closed at 17:15.

#### **Minuted by:**

Patrick Donovan  
**CEO**