

## MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 2<sup>nd</sup> September 2021 Via Video Conference Call.**

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

**Present:**

Martin Winter  
Steve Sopp  
Peter James  
Margaret Curtis  
Clare Lobb  
Nick Fellows  
Patrick Donovan

Kylie Cooper  
Keir Boissevain

**Apologies:**

Simon Waring

### 2. Declarations of Interest.

There were no changes to the register of members interests.

### 3. To Approve the Minutes of the Meeting Held on 24<sup>th</sup> June 2021.

The minutes were reviewed and unanimously approved by those who were present at the previous meeting (Martin to provide wording reflecting the fact that the member communication covered a number of matters not just the level of insurance cover available).

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

a) Lascelles Fund – a meeting had been held with Liz Hobbs MBE and Nicky Caine (Fund Guardians), to clarify the history of this restricted fund and its terms of reference (which were a little dated). Liz and Nicky would come back with any suggestions on (i) protecting the funds in the event of insolvency and (ii) any thoughts on terms of reference. Aim to have these updated in due course (including to reflect the Sports Code) however it was noted that the Lascelles process was working well and there were pressing issues elsewhere.

b) Club Visits – Board members who had managed to visit some clubs outlined their visits.

**Action:** Keir to update the log accordingly. It was highlighted that some additional descriptive information (where known) on the type of club on the club schedule would assist with pre-visit understanding.

c) Club Grants – article for the magazine on grants awarded specifically for those clubs who had increased their membership in the 2020 pandemic season had been progressed and would be published in the next issue.

d) Members Personal Accident Scheme – to be discussed further with Bluefin on potential options and improvements to cover (Bluefin had wished to assess the market in later summer as a more appropriate time frame).

**Action:** Patrick / Kylie would follow up and progress.

e) Marketing Working Group – following on from an initial meeting of this newly formed group, a key volunteer with relevant expertise had not been able to attend meetings during the season

or attend today's Board meeting due to a relocation to another country.

**Action:** Patrick to follow up on any future availability to assist / attend the next Board meeting.

f) Social Media – assessment of how many followers on social media were in fact already BWSW members. Feedback from our social media coordinator was that this was not particularly easy to assess however.

**Action:** Keir would analyse a reasonably sized sample of followers to get a sense of scale on this query.

## 5. To Note Items for AOB.

a) Inflatables – it was reported that a video clip filmed at a centre had been sent to HQ from an ultimately anonymous source. This certainly raised a flag but was inconclusive in its nature due to the very short running time. This matter to be followed up with the centre concerned to get an understanding. Action to follow as appropriate.

**Action:** Keir to follow up with the centre concerned.

b) Additional Bank Deposit Account – Peter outlined briefly an aim to have an additional restricted funds / donations company account for funds raised e.g. for the BWSW Friends of Tournament small lottery scheme. Ease of reference for those operating the account being a key aim.

## 6. Ongoing Priorities - Updates.

a) Risk Warnings & Guidance / Insurance & Safety Communications Update – circulated prior to the meeting, Martin reiterated that as per his director appointment letter that he brought no relevant legal skill from his professional career in terms of the particular risk areas for the Federation. This process had to be a collaborative one and whilst legal and broker advice was being obtained on the safety and insurance documents it was incumbent on all directors to carefully consider and review the documentation as they were issued as drafts. Martin outlined recent work on these draft documents and the aim to “sharpen up” the guidance. Some useful discussion and feedback on the documents; these would be finalised tomorrow during a scheduled meeting at HQ.

b) UK Anti-Doping Update – Nick provided an update on progress on the new anti-doping assurance / compliance process re the new national policy. This was an evidence driven process with a need to provide an Education Strategy & Plan (Assurance Framework requirements 14 and 15) by 31 October 2021. Additionally, evidence for all other Assurance Framework requirements by 31 December 2021, as set out previously, all NGBs must be fully compliant by 1 April 2022. Recent workshops had taken place (Richie and Nick attending) together with completion of online modules; limited capacity and resource was highlighted as an issue for many smaller governing bodies going through this process.

**Action:** Clare felt that she could input on some existing resources which could be useful; she would touch base with Nick outside of the meeting. Nick to feedback on progress ongoing.

c) Membership / Initiatives Update – some updates on membership / e-membership numbers which were positive, two very late / recent club affiliations reported which were gratefully received. An aim was to top up the membership numbers via qualifications and late registration of members; it would be most welcome if we could match the 2019 total. Keir reported that on the whole (with one or two notable exceptions) much of the recovery in paid subscribers was via voluntary clubs rather than through initiatives at commercial centres.

**Action:** Keir would circulate a report on the various initiatives with more granular detail on what was an ongoing work in progress.

d) Diversity – Kylie provided a paper for the meeting outlining the diversity awareness month of July and related actions, results of the diversity survey and next step action points to include developing further links with Active Partners, updates to BWSW use of imagery, further inclusive sessions at centres and working with Access Adventures on workshops. Social media results re recent filming over the July activities had produced some positive numbers in particular with increased engagement of female followers. Kylie reported that incentivised

competitions had assisted with improvements to engagement. A note of thanks and appreciation to Anny Wooldridge who was managing our social media platforms on a voluntary basis.

**Action:** Diversity Group meeting to be scheduled at end of season to reflect on the challenges and successes of the season, to build on momentum for next season.

e) Amendments to Articles (for discussion)

i) Include reference to inflatables – it was highlighted that BWSW was not the governing body for this activity and was not a regulatory body in relation to these activities. Ancillary guidance provided by BWSW could potentially be detailed in the Articles / Objects of the Federation re any non-water ski and wakeboard activities. Agreed.

ii) Limit directors to 8 in the aggregate – it was highlighted that recruiting to acquire key skills for particular needs rather than simply “filling numbers” was important. Currently it was felt that the number of 8, also with senior staff members inputting at meetings was working reasonably well. It was agreed that the limit of 8 in the aggregate was an appropriate / workable number.

iii) Exclude directors with particular effective part time roles from retirement (currently 3 X terms of 3 years) e.g. finance (as per the CEO role); Martin outlined his thoughts on this point – the aim was to retain skilled persons with an important defined and ongoing function which could not be readily replicated. It was unlikely to extend beyond a very few directors with the remainder subject to rotation. Martin and Peter referred to a discussion with Sport England via Zoom in this respect.

**Action:** Above points to be carried forward to the next meeting for further discussion / Martin would produce some further bullet points / draft wording. Keir to produce a short paper on gaining younger representation / youth involvement in the organisation. Any particular thoughts on this point to be fed to Keir post meeting. It was noted that the recreation aspect of the sport was intended to be represented as a discipline (as defined in the Articles through the Advisory Council).

f) Action Log – brief follow up on various points.

## 7. Finance Report.

a) Year End / Audit Progress – Peter outlined that we were a little behind compared to previous years. Due to issues in the accounts workings submission the audit work in this respect missed its “slot” with the audit team finalising the accounts. This would be rescheduled for start of next week – draft figures indicated a £3K deficit on company overall activity, a £6K surplus on general activities (business, development and the disciplines excluding the restricted Lascelles and Talent Programme activity). This was noted as a very welcome position considering the pandemic and the prudent financial management / cost mitigation to reduce any potential negative impact on the business.

## 8. Sport England 2022-27 Process.

The new funding process was very much a non-traditional process compared to previous funding rounds. This amounted to a “diagnostic” approach in terms of assessing current funded partners’ alignment to the new *Uniting the Movement* strategy and their ability, capacity and reach in terms of contributing to the key themes of preventing and tackling inequalities in sport and physical activity. An initial “system partner” diagnostic framework document had been completed – this diagnostic approach for system partner investment was intended to explore organisational strengths, areas for development and alignment in role, purpose and functions to the vision and mission of *Uniting the Movement*. A second funded partner roles document had also been completed outlining the detail of each BWSW role in terms of a governing role, a delivery role and a systemic (connecting and partnering) role. These documents would form the basis of a discussion with our strategic partner which would begin in the later autumn.

**Action:** Patrick would submit the two draft documents to our liaison at Sport England in preparation for the discussion / iterative process. He would keep everyone up to date with developments (in particular after the first initial meeting). He would continue to consider the

finance aspect of the application, liaise with Peter and HQ senior staff as appropriate.

## 9. Confirmation of Future Meeting Dates.

### Board

Wednesday 20 <sup>th</sup> October	08:15 Conference Call re Action Log
Thursday 25 <sup>th</sup> November	14:00
Wednesday 15 <sup>th</sup> December	12:00 (BWSW HQ tbc) * Note new dates added *

### Advisory Council

Thursday 21 <sup>st</sup> October	11:00
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### AGM

Sunday 30 <sup>th</sup> January	12:00 (Online or venue tbc)
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The meeting closed at 16:40

### Minuted by:

Patrick Donovan  
CEO