



MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 1st September 2022** via **Video Conference Call**

1. To Record Attendance and Apologies for Absence.

Present:

Martin Winter
Steve Sopp
Margaret Curtis
Michael Lock
Patrick Donovan

Kylie Cooper
Keir Boissevain
Rod Beattie, Advisory Council Chair (Item 6b)
Cathy Hughes, Equality, Diversity & Inclusion Lead (Item 6c)

Apologies:

Clare Lobb
Nick Fellows
Peter James

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 23rd June 2022.

The minutes were unanimously approved by those who were present at the June meeting.

4. Matters Arising not Covered by this Agenda.

a) Racing / Health & Safety Consultant - it was imperative that the BWSW board was fully confident that the discipline could reasonably operate on a reasonably safe and prudent basis. This was accentuated by the lack of any available motorised race insurance cover. The BWSW board could not allow a material liability risk to the assets of the Company and thereby put in peril all the other disciplines. By extension liability risk to the directors also needed to be taken into account.

An independent safety consultant with a strong background in powerboating racing and related safety matters had reviewed the safety consultation document commissioned by the Racing Committee with Gallowglass. Points raised from solely a very initial review of the Gallowglass report indicated that the document was comprehensive and detailed, based on a Port Marine Risk Assessment model, it could form the basis of a sound report and risk assessment. There were some further comments on omissions and areas of potential improvement in relation to protocols and procedures. The items which had been ignored in the BWSW draft engagement terms needed resolving. It was obviously not acceptable that there be no acknowledgement by racers of the personal risk to assets. A statement suggesting separate legal advice be taken clearly did not, on any analysis, remotely achieve this. A terms of engagement letter would now be drafted to set out the scope of work for the independent consultant to further carry out a more detailed analysis of the safety document. The outcome was to assess as to whether a responsible national governing body could reasonably sanction the sport in the context of the risks and insurance position, given competitor to competitor motorised insurance cover was not available. Patrick would obtain a redline showing the changes in the Gallowglass report from the Port Marine Risk Assessment Model.

Note: Post meeting Patrick contacted the author of the report who indicated that no tracked

changes versions of the document were in fact available.

b) Board Appraisals – Nick was not present to comment on this point however those who had not submitted the feedback form were asked to do so as soon as possible.

c) Membership Numbers / Delinquency – Kylie outlined current membership levels at end of August as 5,530 in comparison with 5,782 members at the same point last season. E-member numbers in total were currently 486 compared to 358 last season which was an improvement. Kylie further reported that the situation with two clubs, now off the list of problematic clubs in terms of meeting the affiliation agreement and registering their members though late in the season.

Action: An article on membership written for the next issue of the magazine by Martin would be circulated by email to key contacts i.e. Club and Membership Secretaries plus a communication to club members who had not been renewed by clubs this season to check their actual status in case of any slippage.

d) Qualifications Matrix & External Evaluation – an additional review project pending with our health and safety consultant post the racing safety consultancy project to review the structure and syllabus of our qualifications.

e) Equality, Diversity & Inclusion Policy – no additional amendments made post the June meeting.

f) Claire Ellis email – no further action at present until an EDI Committee was formed and Claire would then be invited to join if she wished to.

g) Remuneration Committee – Patrick would circulate to the members, copying in Martin, a calendar invite for early March 2023 to review remuneration.

5. To Note Items for AOB.

a) Talent Lead – Ex-Gratia Payment – following on from our long-term Talent Lead exiting BWSW employment at the end of August it was agreed to make an ex-gratia payment as a gesture of goodwill in recognition of the huge contribution made over many years to the Talent Programme. A heartfelt note of thanks to Richie who would not be a stranger and would be available for any consultancy projects in the future.

Action: Patrick would instruct accounts accordingly.

b) October meeting start time – it was agreed to bring forward the start time of the October meeting to 11AM to enable our auditor to attend and provide feedback on the audit process and final accounts. **All directors should make every effort to attend to hear the auditor's report**; the main board meeting would continue at 12 noon.

Action: Patrick would re-circulate the calendar item with the revised start time and send out a reminder re the importance of attending re the final accounts nearer the time.

6. Board Related Matters.

a) Risk Management Strategy & Risk Register – overdue in terms of a review, some initial points raised for amending. Patrick, Kylie and Steve would carry out an initial review of the document later in September / early October when Patrick had returned from holiday. Martin also had points for consideration (fundamentally there is no risk working group and all the directors need to give due consideration to this). This would be brought back to the next board meeting.

b) Advisory Council (AC) – Martin said It was unconscionable to have 15 people spending three hours (at 45 hours a whole working week) with no evidenced output.

Rod kindly attended to provide feedback from the previous Council meeting. Issues relating to appropriate representation, minute taking and the need to have a democratic process / succession were discussed. An ongoing need was identifying the main discipline of BWSW members, the website did provide for online profiles to enable appropriate targeted messaging

and to assist with volunteer recruitment though capturing data was an ongoing challenge and area of work. Rod reported that there were no particular “burning issues” raised as such, a note of thanks to Steve who attended to answer the various queries relating to board and business matters from a knowledgeable position which was considered very helpful. It was reiterated that as AC/board dialogue underpinned the AC function that in all normal events, as contemplated by the AC/board protocol the board should be represented at AC meetings. Martin stressed that our Sport England obligations required a democratic process in terms of AC membership and we needed to follow up on those who had volunteered even if there was a likelihood that identifying suitable individuals might work well in practice. Failing to respond to volunteers who put their names forward was to be avoided.

Action: Steve kindly confirmed he had agreed to catch up with the minutes of the last Council meeting (which was recorded) and would circulate before the next meeting; Rod to confirm the next meeting date and time to Patrick who would then circulate a calendar invite. Kylie would follow up with those individuals who had answered an online survey and indicated a wish to volunteer at discipline or Council level and liaise with the relevant chairs; Kylie would forward to Martin the details of the applicants. The recruitment drive to be scheduled once again for next April with a more joined up process once individuals responded. The Council protocol document, a previous board minute and terms of reference in the articles to be highlighted again at the start of the next Council meeting and circulated with the agenda to remind everyone of the Council role and the need for communication / a conduit to the board. The current situation seemed to be that there were more places than people to fill them. It was noted that there was no obligation to be on the AC and if people did not want to do it then it was open for them to resign.

c) Tackling Inequality (Cathy Hughes to Attend at 3:30pm)

- EDI Lead Update, Cathy provided a brief update on her work in this area.

- Diversity & Inclusion Action Plan – a revised DIAP had been circulated prior to the meeting with a number of small updates which Cathy outlined. It was agreed to adopt the actions, objectives and priorities within the plan, demonstrating BWSW commitment to this area of work. Some clarifying points were agreed.

Action: With the targets within the DIAP now agreed the next step would be to agree the actions / targets with Sport England. Cathy would discuss with Clare.

d) Water Recovery Action Plan – following on from an earlier board sub-group meeting during the week it had been agreed that this document required some further reworking to make it more relevant to the context of voluntary clubs. Keir continues to work on this.

e) Voluntary Club Insurance Scheme – BWSW was currently taking external legal advice on the Bluefin policy to ensure it met the needs of our voluntary clubs and a number of points had been identified for follow up with the provider.

f) Accreditation – This needed to be moved forward and concluded in the Autumn.

7. Finance.

The final accounts were not available for the meeting however work on the financial statement had progressed considerably with Peter now reviewing the narrative of the various reports within and the figures. The document would be circulated once finalised prior to the October meeting for approval. The year end position was a company overall surplus of £33k / with £39k on General Activities.

8. Confirmation of Future Meeting Dates.

Board:

Thursday 20th October	11:00	- Conference Call * Revised Start Time *
Thursday 24th November	14:00	- Conference Call

Some additional meetings may well be required to address ad hoc issues and the proposed time for these meetings is 9am on Wednesday mornings.

Board Sub-Group

Wednesdays 09:00

Advisory Council:

Wednesday 28th September 11:00

AGM

TBC TBC - Conference Call

The meeting closed at 16:20.

Minuted by:

Patrick Donovan

CEO