

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 10th April** at the **BWSW HQ, Chertsey.**

1. To record attendance and apologies for absence.

Present:

Patrick Prior
Steve Sopp
Nicky Caine
Stuart Scott-Ely
Penny Clifton
Rose Tranah
Patrick Donovan

Apologies:

Justine Naylor

2. To approve the Minutes of the meeting held on 12th February 2014.

The minutes were seconded by Nicky Caine and unanimously approved.

3. Chairman's Comments.

Patrick P welcomed everyone to the meeting and introduced Penny our new independent director; BWSW now had three independent directors who brought a range of key skills, experience and objectivity to the Board to assist in the management of the governing body. He further reminded the members of the need for confidentiality with all Board related matters and thanked everyone for agreeing to attend an additional Board meeting prior to the scheduled May meeting.

4. Declarations of Interest.

No changes to the register of interests were recorded.

5. Matters Arising not covered by this Agenda.

None recorded.

6. To note items for AOB.

a) Correspondence from Yorkshire & Humberside Region – the points in a letter from Brian Rook were discussed re some concerns as to the shift in policy related to driving qualifications and how this affected voluntary clubs and what was perceived to be a greater focus on commercial clubs in terms of driving delivery. Patrick D had contacted Brian by phone to discuss the letter; he had also clarified that investors / “sleeping partners” in a ski club who were not active participants in the sport and did not actually visit the club did not need to be registered as BWSW members. Patrick D would respond to the letter next week.

Following on from a number of concerns about the driving policy roll out the Board agreed to carry out a review to assess whether the current policy was meeting the needs of the sport as a whole. The review would involve a number of partners from a variety of backgrounds.

Action: Patrick P and Patrick D to discuss further to decide on a date and attendees.

7. Resignation of Directors

The Board had been informed prior to the meeting of the resignation of Andrew Cordery and George Hazelwood for differing reasons; the Board expressed its gratitude for their enthusiasm, input and time over the last two or more years. The Board would now focus on finding replacements and moving forward with these key roles; it was agreed that the priority was to co-opt two individuals to lead the Development and Excellence Directorates (not necessarily to co-

opt two new Directors to lead the Directorates) but all options would be considered and a flexible recruitment drive would proceed immediately. Mike Waterman (who had a long term background in the Racing discipline / Excellence and was part of the E&A and World Racing Council) had previously expressed an interest in assisting with Excellence; Mike had been contacted during the meeting and offered to assist in supporting this key area of work with the disciplines as an interim solution.

Action: Furthermore Patrick D would circulate a message across the whole membership re the recruitment drive for an individual to lead the Development Directorate and / or for one or two new Board members preferably with the skills and experience in Excellence and Development Directorate related matters i.e. qualifications and standards to supplement and support the “knowledge gap” and work of the HQ team.

8. Finance.

a) Treasurer’s Report – Nicky provided an update on finances, year end and any areas of concern. It was noted that the VAT irrecoverable was particularly high however an annual adjustment was pending (the “fifth return” annual adjustment) which could reduce this liability once seasonality had been taken into account. BWSW as a funded sport with a great deal of exempt and non-business grant income had a complex VAT arrangement and had an agreed HMRC “special method” of VAT recovery which did create an administrative burden and difficulties in budgeting for this area of liability.

b) Budget 2014 – a comprehensive budget was provided for the meeting with a restructuring of the budget across a greater number of accounts software departments. This meant in effect that BWSW core costs could be isolated, and development projects funded by grant support were isolated from BWSW development projects e.g. driving and coaching. The benefit of this approach was that the way BWSW reported to Sport England, internally and externally via its annual report / financial statements were all very different; the new budget structure would help assist the differing reporting needs. Following on from some clarification the budget was unanimously approved but was highlighted as a working document subject to change. Nicky noted her thanks to Patrick D for his work in assisting on the detail of the budget.

A proposal was made by Nicky that BWSW should re-instate the regional grants to support Regional Chairs and their work within grassroots sport. This was unanimously agreed and each region would receive a £500 grant award.

Action: Patrick D would notify the regional chairs and ask them to confirm bank details to the accounts department.

9. Board Reports

a) CEO’s update – Patrick D provided a summary report to include an update on staffing – currently 50% of the staff had not completed a full season with BWSW so there was ongoing induction, training and “learning on the job” taking place. He further provided an update on Sport England Whole Sport Plan targets all of which on the whole had been achieved and in some cases e.g. participation and talent medal targets had been surpassed for the 2013/14 season.

The Board wished to highlight its thanks to the staff for their very hard work in ensuring the organisation met its key targets and deadlines and very much appreciated the great deal of energy and enthusiasm expended beyond the call of duty in helping BWSW develop.

BWSF Ltd legal status / structure - each three to four years BWSW did consider the legal status of BWSF Ltd i.e. currently a voluntary not for profit limited company and in the past charitable status had been investigated. Recently British Dressage had secured charitable status which had significant benefits and drawbacks to consider – the last time BWSW had looked at this it appeared that this was a more “difficult route” for NGBs with their focus on “the elite end” not necessarily being viewed as a charitable aim for the benefit of the public “at large”. Justine was currently investigating charitable status as part of British Showjumping so it would be beneficial to hear more on this as they investigated the process and potential benefits.

Action points from the last meeting re facilities strategy consultancy costs and membership

audit consultancy – Patrick D outlined the significant costs involved particularly in relation to the facilities strategy which had last been refreshed to cover the period 2001 to 2006.

Patrick further outlined that Justine our new Independent Director had had a full day's induction at HQ which covered, staffing structure, committee structure, overview of finances and meetings with senior staff members. There was also a visit to a local ski club and cable tow to provide an introduction to the work and scale of the organisation.

b) Head of Development update – Georgina provided a comprehensive report on the work of the development team highlighting club visits, partnership working with County Sports Partnerships, the ongoing review and redevelopment of the BWSW safeguarding policy and the delivery plans for the roll out of the 2014/15 funded projects. The delivery plans include a detailed plan, key targets and evidence measures to assess success, a timeline and budget for each project. Additional areas included the ongoing promotion work with the digital communications agency SPOGO (celebrity bloggers being taught water skiing and wakeboarding and the experiences channelled to specific audiences via social media), the push to engage clubs with National Watersports Month and further promotional engagement with the Wakestock festival.

The BWSW “offer” - now close to launching the BWSW accredited wakeboard pass; this was a £20 discount card which could be used at all boat and cable accredited facilities. Kylie and the development team had worked on this together with our designer.

c) Succession planning – following on from some detailed discussion it was agreed to look outwards at comparative organisations and to establish how they were constituted and recruited and appointed Board members via their particular membership structure.

Action: Patrick D would speak to a key contact with expertise in the area of sports governance and report back prior to the next meeting.

d) Elite athlete funding & BWSW Foundation – Stuart reported on Hilary Winter's very kind pro bono expert assistance and guidance on the set up of a charitable foundation to support the sport across a wide range of activities (a comprehensive guidance document had been circulated prior to the Board meeting).

Action: Work would now continue on draft objects and a checklist of issues and Stuart would provide an update at the next meeting.

e) Conflicts of Interest update – Rose reported on this area of work which was ongoing; the aim was to incorporate appropriate conflicts provision at Board level, Committee level and employee level.

10. Any Other Business. Dealt with in item 6).

11. Confirmation of future Meeting Dates.

Board

Advisory Council

Thurs 15 May

Thursday 16 October

Thurs 4 September

Thurs 4 December

Sunday 18 January (post AGM)

Minuted by:

Patrick Donovan
CEO