

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**
held on **Wednesday 12th February** at the **BWSW HQ, Chertsey.**

1. To record attendance and apologies for absence.

Present:

Patrick Prior
Steve Sopp
Nicky Caine
Andrew Cordery
George Hazelwood
Stuart Scott-Ely
Rose Tranah
Patrick Donovan

2. To approve the Minutes of the meeting held on 16th December 2013.

The minutes were reviewed and unanimously approved.

3. Chairman's Comments.

Patrick P had asked everyone to read the 2012/20 corporate strategy prior to the meeting to remind everyone of the achievements already made in particular in terms of modernisation e.g. the IT and website project and an expanded development staff team together with changes to the management of the organisation overall with a smaller Board of Directors. He further outlined that he would like the strategy to be reviewed but not until we had a "full" Board to include the new independent directors - the strategy would be reviewed at end of season 2014 and would be re-circulated. Patrick further outlined that it was important that Board members fully understood the role of the Board (Board members were not here to represent their disciplines); furthermore it was important that all Directors demonstrated integrity and wisdom in representing all members of the association and that they had a strategic overview for the sport. Finally Patrick P highlighted that it was important that the Board needed to be united and support decisions which were for example agreed by majority.

4. Declarations of Interest.

Declarations of interest forms were provided prior to the start of the meeting – the directors provided a new declaration of their interests in relation to the sport and work of the governing body. Steve would submit his declaration by end of February.

5. Matters Arising not covered by this Agenda.

a) Conflicts of interest - Rose will continue this work in liaison with Patrick D and consulting with Colin Slater.

b) Pension scheme – Patrick D updated everyone on the progress with the pension scheme which Menzies (our auditors) were advising us on. May was the target date for the finalisation of any proposed scheme.

6. To note items for AOB.

None recorded.

7. CEO Report.

a) Staffing – Patrick D outlined that following a round of interviews a new Development staff member had been found who had a strong background both academically and through work experience at another governing body and BUCS (British Colleges Sport). Furthermore an internal reorganisation had taken place with a rewrite of two admin related job descriptions and a new staff member had already started in the role Membership Services Administrator. A two week induction was currently underway together with software training.

b) IT project update – currently an upgrade to the new membership system was taking place,

Crystal report writing in relation to the renewals process and a simpler “cut down” store module being written to move competition licence sales online. In terms of any online shop, currently working with a third party wholesaler who could potentially fulfil any orders via their own huge range of watersports stock; this would mean a reduced exposure of risk and investment in stock with BWSW receiving commission on sales. This was now viewed as more preferable following on from our researching products, stock and the considerable level of potential investment in building a “full” BWSW website store. Online bookings and payment processing was now functional for events so that competition entry fees etc. could be processed online. Moving forward the new system would be able to provide the organisation with more meaningful and robust membership data and analysis which would be available for Board meetings and assist the organisation in its strategic aims and business planning.

c) Facilities strategy – in terms of “higher level” strategy facilities were a limiting factor for the growth of the sport although BWSW had successfully exploited the potential of straight line as part of the 2013/17 strategy. The BWSW 2006 facilities strategy document did need a “refresh” and considerable research.. This would include engagement with water companies and local authorities looking to revitalise areas of water.

Action: Patrick D would investigate costs in this area by speaking to our designer and a consultancy that dealt with sports facilities and report back by 31st March 2014.

8. Finance.

a) Treasurer’s Report – copies of management accounts and a balance sheet were circulated prior to the meeting.

9. Board Roles & Objectives

a) Vice Chairman – Succession Planning. Patrick P highlighted the need for succession and the need to utilise the Advisory Council to ensure that those with the skills and experience were appointed to the Board. Each year the AGM needed to “produce” those who were future potential future Board members.

Action: Steve was charged with the task of researching succession planning and a “menu” of options by 31st March 2014. He would provide a plan to the Board for discussion prior to the next Board meeting.

b) Chairman of Development –Development Directorate. The Development Directorate had the responsibility for the forming of policy for the qualifications of Driving, Coaching and Cable Operators, and for Safety Recommendations within our sport and for the development of Environmental Policy notes to aid Clubs and sites with any sport specific environmental issues.

The HQ Development Staff had their own role as directed by the CEO and were on the whole focused on funded projects on which they report to Sport England. It was also quite clear that we had a staff member who develops coaching qualifications, but the Directorate should consider whether or not any qualification was appropriate for our needs and what volunteer staff was required to implement it.

The Development Directorate must meet not less than two times a year, but also as and when required to ensure full consultation on any policy. It was important that the members of the Development Directorate were seen by the membership, to be an experienced, knowledgeable and respected cross-section of our sport. The sport was diverse and principally run by voluntary effort and takes place in a wide variety of settings e.g. private lakes, public waters, reservoirs and under National Parks management schemes. Therefore any policy decision needed to take into account a cross section of the membership who would be subject to any changes in policy; in other words the aim is to be inclusive so that BWSW continued to manage the sport in a satisfactory manner as the only body empowered to do so.

Andrew reported that he had 14 persons from across the sport who had indicated an interest to be part of this area of work and he aimed to set the next meeting date for March 11th. The meeting would set out a work plan and objectives for the year.

Action: Andrew to report back to the Board on the work plan and objectives by 31st March 2014.

c) Chairman of Excellence – Patrick P outlined that despite a cut in UK Sport grant and only limited areas of grant support available (e.g. Sports Aid) there was still a role for the Directorate. This role included ensuring that common across discipline areas were covered e.g. anti-doping, team selection processes which needed to be fair, transparent and well communicated, roles of team captains, discipline etc. George outlined that he had a meeting scheduled for late March. **Action:** George to report on a work plan and objectives for the year as soon as possible after the next Excellence Directorate meeting.

d) Independent Directors – following on from interviews Patrick P reported to the Board on the candidates and interview process. Rose offered to withdraw from the meeting so that the remaining directors could discuss independent directorship freely amongst themselves, but this was not required. After some discussion it was unanimously agreed (with Rose abstaining) to formally offer a position on the Board to two of the candidates with tenure of two years. One of the candidates was a staff member and head of development at another sports governing body; the other had a significant background in PR and communications. **Action:** Patrick D would write to the candidates.

10. Funding Review

a) BWSW Foundation – a BWSW member with a legal background had kindly offered to support the set up of a foundation on a pro bono basis. The aim of the foundation would be to raise funds to pursue charitable aims within the sport both grassroots and elite. Stuart had also kindly offered to lead with this project in terms of outlining the detail of how the foundation would operate.

b) Alternative Source of Elite Funding – the aim would be find an alternative source of grant funding or commercial sponsorship to fill the gap left behind by the loss of UK Sport funding. Stuart intended to assess the viability of this aim.

Action: Stuart to make an initial report by 31 March 2014.

11. Membership Review

In 2012 a review of member benefits had taken place with a revamp of the benefits offered; the question was asked as to whether BWSW would wish to seek external consultancy on the whole membership issue e.g. via a consultancy such as Goodform. After some discussion it was decided to discuss with Goodform if they could offer an “ideas” session rather than a full audit and at what cost.

Action: Patrick D to contact Goodform and report back and to report by 31 March 2014.

Cable “membership” proposal – a discussion document had been circulated prior to the meeting of a “cable discount pass” which the main cable site owners were interested in promoting following on from a recent cable site owners meeting. The owners had agreed to accept the £20 cable pass at each other’s sites to offer visiting riders a 10% discount. It was highlighted that the cable pass was an “entry level” membership and was not the equivalent of a BWSW associate membership and that the £20 fee was inclusive of VAT. Cable pass holders would receive a physical pass or card and would have access to the BWSW online magazine but personal accident insurance would not be included due to the low price of the pass. A BWSW associate membership would be required for Nationals entry, Cable Operators registration and for UKCC coach awards as ultimately the membership had to support the services we offered (free DBS checks, judging programmes etc.). It was unanimously agreed to proceed with the proposed scheme.

Action: Scheme operation to be discussed at HQ re administrative implications, IT, the format of the pass itself, promotion of the scheme and registration of users by accredited cable sites.

12. Awareness & Profile

a) The way forward and key objectives – one of our new independent directors had a strong career background in communications and PR. The objective was to use the “fresh eyes” and the knowledge and skills to initially assess BWSW improving its profile as a sport bearing in mind the level of available resource. It was noted that an aim in the Corporate strategy was to raise awareness and profile and improve communications.

13. Any Other Business.

None recorded.

14. Confirmation of future Meeting Dates.

Board

Thurs 15 May
Thurs 11 September
Thurs 4 December

Advisory Council

Thursday 2 October (British Marine Federation)
Sunday 18 January (post AGM)

Finally Patrick P thanked everyone for their input on what was as a long but very useful and key start of season meeting.

The meeting closed at 17:00

Minuted by:

Patrick Donovan
CEO