

# MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 8<sup>th</sup> January** at the **BWSW HQ, Chertsey**.

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## 1. To record attendance and apologies for absence.

### Present:

Patrick Prior  
Steve Sopp  
Nicky Caine  
Patrick Donovan  
Stuart Scott-Ely  
Penny Clifton  
Justine Naylor  
Alex Dobson

### Apologies:

Rose Tranah

## 2. To approve the Minutes of the meeting held on 4<sup>th</sup> September 2014.

The minutes were reviewed, seconded by Nicky Caine and approved as an accurate record of the meeting.

## 3. Chairman's Comments.

Patrick P recorded a note of congratulations for Rose Tranah who had recently been awarded the Financial Times Diploma as an independent director. He further outlined the scope of the meeting.

## 4. Declarations of Interest.

No changes to the register of interests were reported.

## 5. Matters Arising not covered by this Agenda.

## 6. To note items for AOB.

None recorded.

## 7. CEO Report.

a) Staffing – Patrick D outlined current staffing and progress with key areas of programme activity. He further outlined that there was a period of pending maternity leave approaching for our Head of Development. Various options for covering this role or otherwise were outlined.

b) Statutory Maternity Pay – Patrick D outlined the new BWSW maternity policy which provided a comprehensive overview for staff as to SMP and the more detailed areas such as staff benefits, pensions and equipment provided to staff. All aspects of the policy had been checked with our legal helpline to ensure that current legislation was referenced.

## 8. Finance.

a) Treasurer's Report – a balance sheet and profit and loss were provided for the meeting and Nicky outlined the current financial situation and draft year end position.

A proposal had been received from the Lascelles Trust to add a mandatory levy of £0.50 or £1 to BWSW associate membership fees to raise income for the Lascelles Trust to maintain its lifespan. Over the last decade the fund was being "run down" with only minor bank interest added. The consensus was that *mandatory* donations were not really in the "spirit" of any well intentioned fundraising initiative and BWSW had in place a policy of not using membership fees for the "elite" / competitive end of the sport – this was supported by grant funding streams or

personal expense. However the Board did wish to support the longevity of the Trust and would support initiatives to promote the fund.

**9. AGM 2015 Process** – the AGM process was discussed in detail and various points on awards and presentations were also noted. In terms of the vote on the articles of association an individual voting slip would be used which would have the proposal stated as per the agenda item, have the club name and number of votes held on the slip with a Yes / No / Abstain option – with 75% required for the proposal to pass. A speaker to introduce the proposal would present on the rationale for change and the BWSW solicitor would be present to answer any more technical questions on the actual articles themselves.

#### **10. Recent Proposals & Ongoing.**

a) Marina Proposal (Gareth Turnbull) – Patrick D and Patrick P had previously met with former employee Gareth Turnbull as to opportunities outside of our current affiliate structure e.g. commercial marinas. He had provided a very brief outline proposal which would require staffing input and resource to push the project forward should initial research indicate the viability. Further information and research data was required before any draft project plan could be developed.

**Action:** As a starting point Patrick D offered to speak to Bob Watts of GJW regarding Gareth’s proposal and report back on any feedback.

b) Press & PR (Penny) – a proposal document was circulated prior to the meeting and Penny outlined the role for a press and PR intern.

**Action:** It was agreed that BWSW would appoint a PR intern for the season the aim being for her to potentially work alongside Kylie on general communications in line with the website and magazine (if this was indeed realistic in terms of workload – Patrick D would discuss with Kylie). Penny would provide guidance for the intern related to the scope of the role and its aims. A budget would be required so all were clear on costings to include for example a laptop, software user licences (e.g. the IT system) and any other additional resource etc.

c) BWSW Foundation Update (Stuart) - Stuart reported that there hadn’t been any major progress on this point since the last Board meeting and with the lead in to Christmas and the holiday period.

**Action:** Stuart would provide Patrick P with a brief bullet point update report on where we were with this.

d) Cable Wakeboard League – not discussed due to time constraints but would be carried forward to the next meeting.

#### **13. Confirmation of future Meeting Dates – tbc after the AGM**

<b>Board</b>	<b>Advisory Council</b>
26 <sup>th</sup> March	TBC
14 <sup>th</sup> May	
2 <sup>nd</sup> July	
3 <sup>rd</sup> September	
29 <sup>th</sup> October	
10 <sup>th</sup> December	

Finally a note of thanks to Stuart for his time and input who after three years on the Advisory Council and two years on the Board would be stepping down.

The meeting closed at 4:15.

#### **Minuted by:**

Patrick Donovan  
**CEO**