

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board** held on **Thursday 2nd July 2015** at **BWSW HQ, Chertsey**.

1. To record attendance and apologies for absence.

Present:

Peter James
Martin Winter
Alex Dobson
Patrick Donovan

Apologies:

Justine Naylor
Penny Clifton
Rose Tranah
Patric Foley-Brickley
Steve Sopp
Nick McGarry

2. To approve the Minutes of the meeting held on 14th May 2015.

The minutes were reviewed, seconded by Peter James and approved.

3. Chairman's Comments – as Patric FB was not present Patrick D chaired the meeting. He welcomed everyone to the meeting and introduced new Board members to the staff team and briefly outlined their roles.

4. Declarations of Interest.

There were no interests declared. It was highlighted once again that despite several reminders there were still members who had not completed their declarations originally issued in January on appointment. Penny, Steve and Alex – please forward asap.

5. Matters Arising not covered by this Agenda.

None recorded.

6. To note items for AOB.

None recorded.

7. CEO Report.

a) Staffing - with a key staff member pending maternity leave in the Autumn discussions had taken place at HQ as to how to best cover the role during the maternity period. This was not particularly easy in terms of the required background knowledge and the depth of the complex IT systems; a long induction would assist however there would not be a perfect solution that could cover all areas. As such a revised and more limited job specification had been produced with the role now advertised. The AGM arrangements had not been included as part of the role (requirement of in-depth background knowledge and learning curve) and a "one off" solution to the AGM was being discussed with a former Board member who was willing to manage this area of work with some administrative support from HQ. A fixed term, maternity cover role had now been advertised with a closing date for applications at end of July.

b) HQ Update - Patrick D outlined some of his recent activity which included a CEO *State of Play* meeting re the collective message being collated by sports governing bodies regarding the impact they provide i.e. to promote the wider work that NGBs do and to influence wider investment policy. A key aim was to highlight that NGBs are *not* simply about participation numbers (as there has been so much focus on the results of the Active People Survey) but provide a greater range of value for the investment provided. There was increasing pressure

on NGBs to innovate, adapt, become more enterprising however there was a great deal of range and diversity to these challenges, limited resources both staffing, voluntary input and financial together with some uncertainty over the level of any future funding opportunities. Scale was a particular issue for some sports such as BWSW in addressing the numerous challenges with limited investment and staffing resource. The questions that all sports ask are: how do we deliver great, sustainable community sport without compromising sporting objectives? How do we provide great customer experiences and grow participation while at the same time meeting the strategic objectives of external partners and funders, whether they are from within sport or from health or community services? How do we engage the local community and play our part in the fabric of our local communities? How do we develop and deliver an innovative range of sporting opportunities, attracting people of all ages and abilities?

Finance Audit - had run extremely well this year, with outsourcing staff now having two seasons of understanding, improved consistency of allocation and the separation of accounting work and operational input being more streamlined. More in depth pre-audit planning also assisted. A note of thanks to Peter for also assisting in various areas.

End of June marks the end of the key administrative set up and roll out period – an extremely intense period of activity due to the seasonal nature of the sport. Numerous issues addressed regarding guiding affiliates in the right direction, insurance issues and questions of affiliation outcome etc.

Funded programmes were being well managed and there was a sense of control and focus on key targets.

Assurance process (requirement of all funded sports) was on track for completion by end of July with the submission date being late October.

Safeguarding (requirement of all funded sports) – the submission of the Advanced Standard presented a very tight deadline with a pre-submission in July with a pending final assessment in September.

Membership numbers were sluggish, about 200 down on last year at this stage however there were two clubs which were closed due to environmental issues, two who had lease issues and could not operate and a further club that had internal issues which were still not resolved.

Risk – Patrick D outlined a liability risk from a club in the South West who were making their own decisions on levels and scope of insurance cover which were not in line with the advice of our brokers Perkins Slade. As such the club could not meet the terms of the BWSW affiliation agreement and this had been logged with Perkins Slade. The club was currently not displayed in the search results on our website. Patrick D had written to the club following on from advice received from Perkins Slade who had investigated the weaknesses of the club's own policy – the club were operating water skiing with a policy which provided cover based on the risks of sailing activity solely and did not provide for cover for directors and officers.

8. Finance.

a) Finance Report (Peter James) – Peter had circulated a comprehensive summary finance report prior to the meeting. After two years of operating to a deficit (partly due to planned IT systems investment) the 2014/15 final accounts would show a small surplus which was welcome news. He further outlined that there was a non-cash expense in the accounts in terms of depreciation – as such the cash position was stronger than the small surplus might indicate enabling the company to manage its operations together with a reserves policy. The Lascelles Trust also formed part of the financial entity and this trust fund had no income as such and simply provided grant payments from what was a dwindling fund which added to the company's overall expense profile.

He further outlined the current situation for the first quarter of the new financial year – there were no areas of concern at this stage in the year.

b) Update on Year End & Audit – the year end audit had run extremely well last week and the final accounts would be circulated to the directors during July (once the Audit & Finance Committee had met) and will be formally approved at the next Board meeting.

9. Development & Excellence Update. (Nick McGarry) – Alex had circulated a comprehensive written report prior to the meeting covering qualifications development, a review of Cutting Edge and other areas discussed at the last Development Directorate meeting. The proposal on recreational boat owner membership in relation to coastal driving qualifications would require some further research and follow up from Michael Lock on his discussions with a harbourmaster in the South West. Peter offered to look at this in more detail with the benefit of his RYA background and to research pricing of memberships / qualifications / courses. Patrick D would aim to source data on post codes of all RYA centres, harbourmasters and BWSW SBD centres, the aim being to run this via mapping software to present a view of the spread of access points to qualifications across the UK.

10. Structure & Board Related Matters.

a) Update on Draft Articles of Association (Martin Winter) – Martin had kindly circulated a document in advance of the meeting for all to consider. Key bullet points relating to any revised set of articles were detailed – the Board were keen to discuss the draft points with the Advisory Council and Martin would discuss with Patric FB a date for the next Advisory Council meeting the timescale and any lead in to an EGM/AGM being key to adoption.

Action: Patrick D would speak to Sport England regarding the key points and in particular to one point regarding Board tenure which could potentially be problematic (tenure being extended indefinitely via voting support).

b) Directors Liability Cover (Martin Winter & Rose Tranah) – Rose was unable to attend and was pursuing Perkins Slade on various points re directors iinsurance. New articles would include a clear and absolute indemnity for directors (“shall” not “may” be indemnified being the pertinent point). Rose to report back on insurance related matters at the next meeting.

Action: Patrick D would raise directors and officers cover at the next Perkins Slade review meeting in the Autumn.

c) Skills Audit (mandatory requirement for funded sports) – as the majority of Board members had not completed the skills audit requirement outlined at and distributed after the last Board meeting it was not possible to consolidate the results for discussion at today’s meeting. Patric, Alex, Rose and Justine to forward their template.

d) Board Evaluation Process (mandatory requirement for funded sports) – Patrick D outlined the process which consisted of a simple template which Board members should complete and forward to the Chair. An informal discussion would then take place together with feedback and follow up comments with the final document being lodged securely at HQ for the next onsite assurance assessment.

Action: Patrick D to circulate the template with instructions and a deadline date.

11. Recent Proposals, Products & Services.

a) Driving – SBD1. A driving award without the SBD2 coastal element of the syllabus. The award was now complete in terms of the outline syllabus and had been approved by the Development Directorate.

Action: With Michael Lock unable to attend the meeting to elaborate on the SBD1, a request to Nick to circulate the syllabus to all Board members for background understanding.

b) Wakepass – take up of this entry level recreational discount card had been limited so far this season. A survey had been put out to sites requesting feedback and four responses had been received – review pending on this product at end of season by referring back to the cable owners group however in the meantime BWSW would continue to encourage take up via sites and seek feedback.

12. Confirmation of Future Meeting Dates.

Board	Advisory Council	Location
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17th September (AM)
29th October
10th December

TBC

TBC
TBC
TBC

AGM

No date confirmed at present following on from the very recent withdrawal of Queens Club hosting the event, the venue facing major works and refurbishment until end of April 2016.

The meeting closed at 16:30.

Minuted by:

Patrick Donovan
CEO