

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**
held on **Thursday 4th September 2014** at the **BWSW HQ, Chertsey.**

1. To record attendance and apologies for absence.

Present:

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

Apologies:

Sue Mundy
Rose Tranah

2. To approve the Minutes of the meeting held on 7th August 2014.

The minutes were reviewed, seconded by Nicky Caine and approved.

3. Chairman's Comments.

Patrick P outlined the business of the day and welcomed everyone to the meeting which had a comprehensive number of agenda items.

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.

None recorded.

7. CEO Report.

a) Staffing – Patrick D outlined that the seasonal administrator had now left for the season (end of August), Dermot (IT contract extended support role) would leave as scheduled at the end of September; there were gaps. Currently interviews had taken place for the Talent role to further support the Talent Development Programme (currently managed on a part time basis). A decision would be made on the appointment by the end of the week. A comprehensive development team report was provided prior to the meeting outlining the ongoing work of the development staff on the various club and network initiatives.

c) Whole Sport Plan Targets – overall the Talent Programme was delivering strong results in terms of medal success at international events. The UKCC Coaching programme was on track with new qualifications and the role out of the latest Cable qualification; end of season courses were now starting and would run throughout the autumn both at HQ and at other venues. The new courses were starting to develop into a significant income stream compared to the “old” syllabus courses and there was also international interest in the BWSW qualifications offer.

Participation numbers - in terms of this key target numbers were being collated on a monthly basis (to avoid any end of season surprises) and to contribute to Sport England's overall target

of increasing participation in sport and assisting BWSW in introducing newcomers to the sport. A review would take place in the autumn re the Network Development programme (club and affiliate support) - this area of work was more complex and included longer term measures. Half way through the current funding round the review would ascertain where a stronger and wider impact could be made for the available resources.

Action: Patrick D to set a review meeting date with the Head of Development

8. Finance.

a) Treasurer's Report – Nicky outlined the current financial situation (a P&L and Trial Balance had been circulated prior to the meeting). Various points were clarified and discussed.

b) Approval of the 2013/14 Accounts & Accounting Policies – draft accounts subject to final minor changes were provided for the meeting – Nicky outlined the general activities and restricted activities of the organisation to include the World Class programme and Lascelles Trust. The accounts were reviewed and the accounting policies of the company e.g. depreciation policy etc. were clarified – the accounts were unanimously approved. Nicky noted her thanks to Daisy from Menzies and the staff for their hard work with the finances and audit.

Patrick P asked everyone to consider for the future whether BWSW should have a finance committee which could be a training ground for any future treasurer and assist with more in-depth understanding on the Board. This could provide an element of transparency and understanding of some of the complexity of public funding streams and related matters.

c) Review of BWSF Ltd auditor, Menzies – Patrick D and Nicky reported that they were both very confident in the ability and level of service offered by Menzies. Additionally last year comparative audit quotes had been sought to assess “value for money” and Menzies were clearly competitive; additionally a changing audit team each year in terms of personnel did provide an element of “fresh eyes” on the finances. It was unanimously agreed to accept the recommendation to continue with Menzies.

9. Board Related Matters.

a) Advisory Council Meeting October – the October meeting would focus on:

Chairman's report – the work of the Board
CEO report – update on programmes and HQ
Committee Structure – Presentation
Nominations Committee Proposal

Action: Patrick D & Justine would discuss various points raised in relation to any proposed new articles and the make-up and remit of any nominations committee outside of the meeting and put together a summary briefing document for circulation to the Board. Conference call booked for Monday 8th September.

10. Membership Issue.

a) Historical Numbers – membership numbers dating back to the mid-1990s were provided for the meeting with key events highlighted that had affected numbers both in terms of increases (e.g. administrative changes to the membership) and decreases (e.g. loss of Windermere). The downward trend of the last five years in terms of what was generally felt to be principally recessionary factors (as reported by numerous clubs) had slowed considerably which was welcome news.

b) Clubs and Membership Capture – it was clear from recent work by the development team that there were clubs who were very comfortable with a decreased membership e.g. one club reported that they were now capping their membership at a lower level to enjoy the increased water time. Also there were those clubs who had no vested interest or motivating factor to increase their numbers – typically these were “virtual” clubs that simply provided access to water e.g. an estuary. There was no clubhouse to maintain, no boat to replace (individual boat owners) and so membership levels did not create any sense of financial pressure on the club to

address. There were however some clubs that required more members in order to remain viable however they did not have a strong resource to reach outwards into their local communities. On a more positive note some clubs had this season increased membership levels and BWSW was at the centre of the sport; circa 95% of clubs and sites were involved with the governing body as affiliates.

c) Potential Solutions – potential areas for improvement:

Further membership capture outside of the current “Federation of Clubs” e.g. via Harbour Masters and other areas of launching – Patrick D had a planned meeting with the Harbour Masters Association to discuss any scope in this area.

Facilities strategy – a revitalised, more ambitious and outward looking facilities strategy. The last facilities strategy had been produced at a very significant cost (£16K - £10K research and £6K design and print) however there were no available funds to replicate this level of work to the same level.

Action: Patrick D would review the strategy document over the autumn and assess the input required to refresh the strategy but also to reformat it as a digestible and positive promotion of the sport for an external readership.

Promoting Competition – capture via leagues and ladders.

Alternative sources of income – reviewing existing fees and services. Developing and promoting new products e.g. there were plans in place to re-develop the SBD Level 3 in-house with Sam Haslam over the winter and re-launch courses and training in this area. Promoting UKCC Coaching to new markets e.g. there was interest from overseas course attendees. Recognising areas of expertise to re-package and exploit.

Other federation successes – Nicky noted that Germany had a “capture system” via cables of participants. This would be discussed with the German Federation in further detail.

Working at a “higher level” i.e. insurance companies, water companies and those who had influence over the facilities of the sport.

More outward looking communication and coverage – to be discussed further in terms of 12 b).

11. Assurance & Risk Management.

a) Risk Register Review – the risk management policy had been reviewed during the year and was circulated prior to the meeting. After some discussion on the various points it was agreed that the document outlined many of the key areas of risk that the governing body needed to remain mindful of.

b) Current Insurance Overview – an overview of insurance cover was provided to all the Directors of the Company prior to the meeting to outline how BWSW mitigated any areas of risk across the organisation. All insurance was reviewed in November each year.

c) 2014 Assurance Statement – in relation to the governing body’s fitness for purpose to be in receipt of public funds (and an intrinsic desire to remain a well-managed organisation overall) a comprehensive summary overview of the key areas of assurance and governance were provided prior the meeting regarding the key areas of:

Governance
Strategic Planning
Finance
Organisational Policy
Risk Management

It was agreed that the statement reflected a realistic view of the organisation in terms of governance and assurance.

12. Recent Proposals & Ongoing.

a) National Training Site (Stuart) – Stuart provided a proposal on revitalising the National Training Site concept for the future at Oxford. There was some discussion on this point after Stuart had left the meeting – the general view was that the current system of having a network of centres of excellence throughout the country which were within easy reach of the athletes and provided quality coaching and facilities was currently a desirable and working option for BWSW elite training needs rather than having a single National Training Site. Following on from previous experiences with the last National Site and the loss of a key funding stream to support elite funding (UK Sport grant) the Board had not included the aspiration to secure a site in the 2012-20 Corporate Strategy.

b) Press & PR Internship (Penny) - it was decided to defer this item for a more in-depth discussion at the next Board meeting when all members were present.

c) BWSW Foundation Update (Stuart) – Stuart kindly provided an updated draft constitution for the proposed charitable foundation.

Action: Comments on the constitution and the various points raised would be made available to Stuart by Friday 19th September ready for his return from holiday.

13. Confirmation of future Meeting Dates.

Board

Thurs 4 December

Advisory Council

Thursday 2 October
Sunday 18 January (post AGM)

The meeting closed at 16:30.

Minuted by:

Patrick Donovan
CEO