

MINUTES

Of the meeting of the **British Water Ski & Wakeboard Board**
to be held on **Thursday 17th September 2015** at the British Marine Federation, Egham.

1. To record attendance and apologies for absence.

Present:

Patric Foley-Brickley
Steve Sopp
Peter James
Nick McGarry
Alex Dobson
Rose Tranah
Martin Winter
Patrick Donovan

Apologies:

Justine Naylor
Penny Clifton

2. To approve the Minutes of the meeting held on 2nd July 2015.

The minutes were reviewed and approved by those who were present at the meeting.

3. Chairman's Update.

The Chairman updated everyone on the work of the Board including the audit, yearend accounts, the work on Excellence and Development together with Patric himself working closely with Martin on the draft proposed articles of association with assistance from the company solicitor. He further highlighted the need for governing bodies to be fit for purpose in terms of good governance in light of the pending funding round and particularly for the good of the organisation as a whole. Patric had attended the E&A Tournament U21 Championships – he highlighted the positive health of the sport in this country in terms of core staffing, facilities, infrastructure and support compared to many other European countries. Many of the issues facing the sport in GB were also issues faced by other nations for example tackling the pay and play market, access to funding, a lack of sponsorship / profile and a decline in participation across sport as a whole. Encouraging participants to embrace the BWSW brand and its ethos was another area of challenge; our existing members were of course key customers in terms of retention within the sport and aims to expand BWSW membership. Restating and energising the brand together with improved visibility would be an area of focus for season 2016.

4. Declarations of Interest.

There were no changes to the register of interests reported.

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 the current staffing situation with the pending maternity leave of another member of staff scheduled to start in late October. Belinda Simpson had now accepted a maternity cover role within the organisation and was currently working alongside Kylie as part of a 6 week induction. Belinda had several years' experience of working within a sports governing body (cricket) and a diverse range of other skills and experience relevant to the role.

Staff contracts – these were now under review as per the four year Sport England review cycle (which was simply good practice) and Patrick D would be taking advice on the contracts next week together with other HR related matters.

As end of season approached he further highlighted the work of what was a relatively small staff team dealing with a very diverse and often specialised workload in what was a complex and at times much pressurised environment. The staff team had worked very hard to ensure delivery on funded targets and ensure a smooth administrative and member service.

8. Finance.

a) Finance Report (Peter James) – Peter provided a comprehensive summary report on the financial situation as we approach the end of Quarter 2. The key point highlighted was that income and expenditure were broadly in-line with budget expectations at this stage in the year. Membership income was slightly better than budgeted however the budget reflected a decline on the prior year and there was an element of indexing for inflation.

b) Approval of the 2014-15 Final Accounts – the final accounts had been circulated well in advance of the meeting; after a brief final outline the final accounts were unanimously approved. The accounts would be filed with Companies House in due course by our auditors Menzies.

10. Board Related Matters.

a) Approval of the 2015 Governance & Self Assurance Statement – a requirement of ongoing funding and also a key area of work to ensure the NGB demonstrated strong governance and controls, the draft submission had been circulated in advance of the meeting. The submission was approved as an accurate reflection of the governance, finance and control status of the organisation.

b) Articles of Association (Martin Winter) – newly proposed draft articles had been circulated prior to the meeting. A note of thanks to Martin Winter for assisting with this task and liaising with the company solicitor involved during Patrick D's holiday absence. Key to the proposed changes was the mechanism by which Board directors were appointed; the new articles would empower the AGM to **directly** appoint directors to the Board with the Advisory Council remaining as a defined body in the articles however with an alternative and enhanced role. In terms of re-aligning our structure and overview of the sport and with clubs grouped by discipline activity (including boat owner and recreational), members would be appointed from each activity area to the Advisory Council to provide representation from across the sport as a whole. It was agreed to recommend the newly proposed articles and structure to the existing members of the Advisory Council.

c) Directors & Officers (D&O) Indemnity (Peter James) – Peter updated everyone on his recent discussions with Perkins Slade re directors indemnity. BWSW had requested the underwriters if they could provide an additional standalone "top up" cover which they declined to offer outside of the existing combined liability scheme. Based on the discussions with Perkins Slade the recommendation to the Board was that the current level and scope of cover is reasonable, appropriate and consistent with other governing bodies. It was highlighted that the scope of cover and premium was based on risk and claims experience; in terms of severability, if a club had not disclosed an incident which then led to a D&O claim against them, although the claim might be rejected by the Insurers it would **not** impact upon the association's D&O cover. Peter finally outlined that should an individual director not be comfortable with the level of cover they could independently take out their own additional cover and he did have the details of a provider.

12. Confirmation of Future Meeting Dates.

Board	Advisory Council
29 th October	TBC
10 th December	

The meeting closed at 1pm.

Minuted by: Patrick Donovan **CEO**