

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Saturday 19th April 2008 at 10:30am
at Hotel Ibis, Crick, RUGBY

Present: Stewart Smith Chairman
 David Hart Director
 Barry Spouge Director
 Peter Stratton Director

 Tim Fawke Head of Operations & Development
 Peter Heath Company Secretary

Observer Dave Richardson Norfolk Ski Club

Apologies: Nigel Matthews

ACTION

625 Minutes

The minutes of the meeting held on 27th February 2008* were confirmed as a true and accurate record thereof and, together with the minutes of the meeting held on 18th January 2008, were signed by the Chairman.

626 Matters Arising – not on agenda

623. Snowmark. The award presentation to Norfolk Ski Club has been deferred to July as the Sports Minister, Gerry Sutcliffe had to cancel at the last minute. The presentation to Kendal Ski Club will be made at the AGM

627 Strategic Matters

a) UK Coach Award Scheme

Tim updated the Board on progress.
Provisional agreement on title: UK Snowsports Awards
Generic logo, but licence will show issuing HN
Members to renew through their HN for at least one or two more years
Most of documentation complete - now with various readers for checking
Brief overview to be given at AGM with more detailed presentations at following Council meeting and the Coaching Conference in September.
Need to move towards a common fee structure, though different HN grant levels may make this difficult
Instructor/Coach renewals are holding up well with few transferring to BASI
Need to explain where existing instructors fit into the new scheme and their revalidation requirements.

* inserted into the minute book for record purposes.

b) Database Development

Base and performer data now loaded – coaching data still to be transferred. Interfuse had a full copy of the existing data before they accepted our order, but did not fully understand the data structure.

Work to commence on online access/update by members once the data transfer is complete.

The online race entry system will stay as an independent system for the time being.

Stewart confirmed that he will continue to support the online systems after the AGM

c) Sponsorship and Marketing

Inghams – Bibs and Banners on order – required for first Grand Prix race at Norwich on 4th May. Darren Fellows has agreed to write a report after each Grand Prix for publication.

Chill Factore Pro-Am Event. Tim & Peter have met Mark Simmers separately – arrangements in hand

Alpine Team – Peter to meet Mike Barker to discuss sponsorship requirements – minibus etc.

Bingo Lotto.- ran for only six weeks, but should generate about £1000 for SSE. To be re-launched in the autumn.

<http://www.snowzone.tv> is a new internet tv programme run by Simply Media. They are looking for high quality video material to put on the site. (Much of the recent Channel 4 programme on the British Alpine Team is already on the site). To be invited to the Chill Factore corporate event.

Neil McQuoid, Racer Ready, has agreed to provide pictures of the sponsor and winners at each Grand Prix event this summer.

628 Finance & Admin

a) Staff Bad Debt

Stewart reported that the Auditor, Stephen Jones, had identified unauthorised expenditure of about £10k by a staff member using a company credit card. Stewart and Tim had interviewed him and terminated his employment immediately. The expenditure was reported to the police, who have taken appropriate action.

Stewart confirmed that the staff member was authorised to use the credit card to pay for items such as squad flights & hotel bills/reservations, TASS payments etc.

Pending the employment of a new Finance Manager, Andrew Jolly has been a great help - working part-time at very short notice to manage the accounts and pay bills.

b) Audited Accounts 2007

The audited accounts for the year ended 31st December 2007 were approved by the Board for presentation to the AGM Copies were signed by Stewart and David.

Tim to confirm that Stephen Jones will send a copy to Companies House.

TF

A Letter of Representation to the Auditor was signed by Stewart.

c) Management Accounts to 31st March 2008/ Budget 2009

Andrew has provided provisional accounts to 31st March, but warned that a fair amount of reallocation of income & expenditure was outstanding.

Although no comparison with the budget was available, the Board accepted that the accounts show that the business remains stable

The reduction in income for the Alpine Championships and Coaching renewals has been much less than feared. Once the final figures are known, the Finance Committee will review the 2008 budget for Board approval – currently showing a net deficit of £25k (Coaching) and £8k (Alpine)

d) Financial Control

Lindi Le Noury has been appointed Finance Manager and is due to start work next Monday 21st April. Stewart to ask Clive Newell to help Lindi get the ledger and management accounts up-to-date by the end of June.

SS

(POST MEETING NOTE: Lindi decided not to take up the post. Sara Tatham , who was also interviewed for the job, has been appointed and started work on 5th May)

Tim now has the only company credit card, expenses to be signed off by the new Finance Manager.

Head Coach, Mike Barker, will need a credit card for expenditure abroad – expenditure to be signed off by Muriel Ryding and Tim.

In future, online payments will need to be authorised by two people. It may also be appropriate to give one or two extra people authority to view the online accounts.

It was agreed that the Inghams prize money should be paid from the main account with cheques to be signed by Tim. At the prize-giving, winners would receive a letter of congratulations with a request for the payee's details.

e) Office Staffing

Following the appointment of the new Finance Manager, the staff now comprises:

Full-time: Tim, Jenny, Lindi

Part-Time: Julie, Marie

f) Directors

No nominations have been received for the position of Chairman. A nomination as Director has been received, but is incomplete; no other nominations received.

g) Assistant Head Coach – Alpine Team

Tim reported that six applications had been received by the closing date. Interviews may be held next week. The successful applicant will provide services as a self-employed contractor

629 AGM

Agreed that the Tutor Award should be a Chairman's Commendation Award to be presented at the Chairman's discretion, not an automatic annual award.

There have been two nominations for Athlete's Representative to the Alpine Committee – Jo Ryding and Mike Colyer. Assuming that the Special Resolution is approved, an e-mail ballot will be held.

The last 3 pages of the Annual Report as circulated (membership numbers & sponsors) contain errors. Updated copies to be available at the AGM.

630 Key Committees

Alpine – committee to submit a formal proposal to next Board meeting regarding registration/renewal fees

631 Sport England

Still undergoing internal reorganisation. No information available on whether grants will continue to be distributed via CCPR after this year.

632 Snowsport GB

Congress and AGM on Sunday 18th May. Tim and possibly Peter S to attend
Stewart to chase Agenda, accounts etc
SSGB's support of the new BASI Coaching Scheme continues to be a major issue.

633 AOB

Regional Grants.

Tim noted that two Regions had not submitted their accounts for 2007. These must be submitted each year with a copy of the region's constitution, if changed, before the grant of 25% of the club membership fees will be released.

Child Welfare Working Group. – to be included on future Board agendas.

Minutes of the main WG meetings to be circulated to the Board. Case Management minutes remain confidential to the Group.

Promotion of Snowsports

Peter reported that the Association of Snowsports Countries (Andorra, Austria, Canada, Finland, France, Norway & Switzerland) are looking to encourage more people to try snowsports – asking if SSE would be prepared to promote introductory dry slope courses being organised by tour operators. Peter is awaiting further info.

<http://skirebel.wordpress.com/2005/07/30/dry-slopes-encourage-britons-to-learn-to-ski-then-head-for-conventional-resorts/>

Sarah Robinson

The Board offered their best wishes for a speedy recovery to Sarah Robinson, Chief of Race for the British Children's Championships. Sarah was injured by a falling racer and is currently in a French hospital with a broken pelvis.

Stewart thanked the Board for their support during his time as Chairman.

634 Next Meeting

Saturday 17th May – Short meetings before & after AGM

There being no further business, the meeting ended at 1530.