

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Saturday 12th July 2008 at 10:30am
at Hotel Ibis, Crick, RUGBY

Present: Barry Spouge Chairman
David Hart Director
Dave Richardson Director

Tim Fawke Chief Executive
Peter Heath Company Secretary

Apologies: Nigel Matthews
Peter Stratton

ACTION

643 Minutes

The minutes of the meetings held on 19th April 2008* and 17th May 2008* were confirmed as a true and accurate record thereof and were signed by the Chairman.

644 Matters Arising – not on agenda

629. Athlete's Representative. E-mail ballot in progress. One of the candidates has challenged the process but to date has not responded to a reply from Gill Hall.

633. The Snow Club held an AGM on 25th May and a new committee has been elected.

645 Strategic Matters

a) UK Coach Award Scheme – see CEO report *

Press launch held on 17th June

Tutor training in progress

Planning about ten club/slope visits to promote the scheme

The investment budget of £10k will be spent this year, budget required for 2009.

Card printer to be bought.

Estimated cost based on 1500 members: £2200 in year one, £540 pa afterwards.

To cover Instructor/coach licences in 2009, performers from 2010.

Aiming to align fees with other HNs by 2010.

Documentation for snowboarding progressing well.

Coaching e-newsletter to be launch later this month

Course material to be sent out as PDF or colour printed for a charge.

Need colour photocopier or access to external colour printing.

Colour costs 5 times B/W – need to concentrate colour on a few pages.

Dave R offered to advise – Tim to arrange for Chris Exall to contact him.

Working with Sports Coach UK to secure the UK Coaching Certificate endorsement of the scheme

TF

* inserted into the minute book for record purposes.

b) Database Development

Office side of main membership database now working well.

Work outstanding on importing the clubs/club officers database.

Aiming to have the online renewal system ready for testing at the end of July.

Need to consider initial registration online possibly with athlete's declaration, commitment to rules, code of conduct, doping regs etc forms to be downloaded, signed & returned to office before registration is confirmed.

Snowsport Wales interested in using our online membership service for an appropriate charge – to be discussed once our system is up & running.

In-house backup and off-line access arrangements to be pursued.

TF/SS

c) Sponsorship and Marketing

Report received from Peter.

Very positive feedback for Inghams re the Grand Prix Series.

Debrief required after All England.

Peter to feed back to Inghams & seek confirmation of sponsorship for 2009.

SSGB Corporate Challenge now scheduled for 4th Sept – just before All England. Aiming for 20 teams; minimum of 10 teams needed to make event viable.

PS

E-comms/marketing. 2500 current members on database, 86% with e-mail address.

Database is already being used for targeted newsletters to alpine performers, instructors etc, so can now handle marketing info.

d) Strategic Review of SSE - discussed under Sport England

646

Finance and Admin

a). Management Accounts to May 2008

Full management accounts and report by Clive Newell were considered.

Professional fees above budget due to additional audit work & temporary cover by Andrew Jolly.

Office salaries below budget as Tim's Alpine Squad time was charged to the Squad accounts.

Coaching is the main area for concern. Course & assessment fees down 75% on same time last year. Coaches waiting for launch of new scheme. Registrations & renewals only down 10%

Alpine Championships income only 10% down on 2007, compared with cautious budget due to venue & date change.

HO Service Charge is allocated in proportion to registration income, rather than HO workload. Are disciplines being charged fairly? Clive to be consulted for the best way of producing a more accurate basis for allocating HO costs.

PH

Agreed to seek a new accounting package in time to load the 2010 budget in Autumn 2009.

The package should allow direct & immediate production of the monthly management accounts against budget (currently at least 3 days work each month) and provide remote access over the internet for authorised officers.

Clive to be consulted for advice on suitable packages.

PH/CN

b) 2008 Budget Review

In view of the increased Alpine Championships income reported above, overall Alpine budget to be changed from £8456 deficit to break-even.

Coaching budget to remain unaltered.

c). Financial Control

The Auditor's recommendations on financial control and Clive Newell's draft reply were considered. Also the draft Financial Procedures Manual as updated by Clive. Tim & Peter H to go through the documents in detail with Sara and arrange appropriate action.

PH/TF

Barry to advertise for a Finance Director in the next issue of The Piste and via e-newsletters.

BS

d). ESC Skiers Foundation Trust

A letter of resignation has been received from the Chairman of the Trust. Barry to make contact and seek a resolution.

BS

Agreed to defer to September a decision on the 2008 grant to the Trust. Trustees will delay advertising for applications until a grant has been received.

PH

e). Registration Fees

Peter H tabled a proposal on behalf of the Alpine Committee to:

1. discontinue 1st time registration fee and cease provision of logbook
2. discontinue £5 BASS supplement
3. change registration year in line with Scotland. 2009 registration would be from 1st Jan to late October.

The proposal was agreed by the Board for immediate implementation for all performers. The material currently provided in the log book should be made available on the web site.

Tim advised that proposed coaching scheme is also likely to move to a late October renewal date.

A small discount for paying by Direct Debit was suggested. Currently 200 pay by this means. Decision to be made at the September Board meeting.

It was noted that SSGB are continuing to charge a late payment fee of £30 or £50 for Alpine FIS Licences, though FIS have announced that their late fee of approx £36 will no longer be applied. Agreed that Tim should refer to the SSGB Alpine Exec to seek a change in 2009.

TF

647 Chief Executive's Report

a. UK Coach Award Scheme – see 645a

b. Members benefits.

Details of clothing & equipment offers have been mailed to coaching scheme members

c. TASS

Probably to be administered by SSGB this year. Nominations to be submitted in August. Only available for Development Team members if they sign up to the Loughborough programme. Possibly 30 awards available this year.

d. CCPR

Impact & Improvement Grant to improve communications with the Regions has been received. Project to be completed by March 2009. Syzygy Leisure are leading this. The NWSF Chairman & Treasurer have accepted the invitation for NWSF to be one of the two pilot regions.

CCPR are aware of the delay in spending the database grant & have accepted the reasons.

e. Office/Staffing

Sara is settling in well and bringing the management accounts up-to-date with support from Clive.

E-newsletters – each Key committee to produce a regular newsletter. Freestyle have long issued their own. Alpine & Nordic to write theirs. Coaching & Piste Extra to be produced in the office. All to be e-mailed using the broadcast option in the new database.

f. Clubmark/Snowmark

Actively targeting and signing up a number of clubs to the scheme, others are expressing interest.

g. Snow Centre, Hemel

Tim tabled a draft agreement for SSE's proposed partnership with the new Snow Centre

h. Towergate Insurance

Towergate are still interested in securing our insurance business – to be invited to submit a detailed proposal in time for consideration at the September Board meeting.

i. South West Region.

Tim reported on recent correspondence with members of the Region regarding the regional grant. Tim to write to all member clubs in the SW Region, also to obtain the minutes of the SW meeting scheduled for 23rd June.

TF

648

Key Committees

a. Approval of Committee membership

Membership of the Alpine, Freestyle, Nordic & Coaching Committees were approved as submitted.

The Board accepted the names submitted for a Schools & Youth Advisory Group, Tim & Nigel to assist Martin Tomlinson in defining terms of reference for the Key Committee; Martin then to propose approx 8 names to be members of the formal committee with Martin as Chairman.

TF/NM

b. Alpine minutes June 08 – Tim to chase All England contract

TF

c. ROTP minutes April 08 – no issues raised

d. Schools & Youth minutes June 08 – noted that Key Committee's may nominate the Leader of their committee, but the appointment is made annually by Council.

e. Child Welfare Management Group

Meeting held in April. Minutes will be available after approval at the next meeting. David H will also provide minutes of the Nov 07 meeting.

DH

Draft Terms of Reference were approved – group to be titled British Snowsport Child Welfare Working Group.

Current membership is:

David Hart	Chairman
Tim Fawke	Snowsport England
Jane Harvey	Snowsport Scotland
Wendy Petschnyk	Snowsport Wales
Jenny Shute	Snowsport GB
Charles Jerrett	Legal Advisor
Bridget Owen	

Each Member Group funds its own expenses.

Group to be asked to advise what training if any Board members need to deal with appeals etc.

DH

Julie currently has some 500 disclosure forms to send out – giving priority to new members who have not been checked yet.

649 Sport England

Barry, Peter S, Tim and Liz Behnke (Syzygy Leisure) attended a meeting with Sport England yesterday following the recent launch of Sport England Strategy 2008-2011. Details at: http://www.sportengland.org/index/news_and_media/news_pr/sport_england_strategy_2008-2011.htm

They appeared to be very enthusiastic about our four year development proposals and are working with us to prepare a grant bid – to be submitted by end of August for a decision in December.

An estimated 10 days work required from Syzygy was approved.

If the bid is successful, funding would be for a four year period from April 2009 with clear milestones and reporting requirements.

Agreed that the three would continue to work on the bid and copy the final draft to the Board for comment before submission.

650 Snowsport GB

Tim & Peter S attended the AGM and Congress in May.

Funding continues to be an issue. They are working to recover the 2006/07 deficit of £90k with some programme budgets being reduced.

SSGB has agreed to support the UK Snowsports Coach Award Scheme and has published the 17th June Press Release on its web site.

The 2008 BASI Directory includes a statement copied from the 2007 Directory referring to BASI working in partnership with SSE on the delivery of qualification. BASI have accepted the error and a joint statement has been agreed which will be published by both parties shortly.

SSGB has agreed to accept a Members' representative on the Board, initially as an observer. Alun Evans (ex Chairman Snowsport Wales) will take this position in the short term. Future provision is planned for the Member Groups to elect a Director for this position.

SSGB would like a link to the HNGBs' membership database to enhance marketing opportunities for potential sponsors.

651 **AOB**

Business Cards – Dave R offered to arrange cards for Board members – will circulate proposed layout

DR

SSGB Concern was expressed that the SSGB National Pathway and Performance Manager seemed to be showing little interest in working with the Home Nations. The published job description specifies that 60% of his time is allocated to Alpine Skiing Pathway, which involves working closely with the HNGBs and all organisations involved with Children's Alpine Skiing to achieve effective communication and collaboration.

Directors Barry reported that of the four potential Directors, only one had responded to his recent contact. He has been asked to provide a short CV and may be invited to the next Board meeting as an observer.

Bingo Lotto Fund

Only two bids have been received for the £1000 allocated to SSE by the Fund: Equipment for roller skiing and promotion of a Telemark day. Agreed that the money be split equally between the two bids.

Role of Council - to be an agenda item for the next Board meeting

634 **Next Meeting**

Saturday 13th September – Hotel Ibis, Rugby East

There being no further business, the meeting ended at 1600.