

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Saturday 13th September 2008 at 10:30am
at Hotel Ibis, Crick, RUGBY

Present: Barry Spouge Chairman
 David Hart Director
 Nigel Matthews Director
 Dave Richardson Director
 Peter Stratton Director

 Tim Fawke Chief Executive
 Peter Heath Company Secretary

Apologies: None

653 Minutes

The minutes of the meeting held on 12th July 2008 were confirmed as a true and accurate record thereof and were signed by the Chairman.

654 Matters Arising – not on agenda

644. Athletes' Representative. Jo Ryding had been elected as Athletes' representative on the Alpine Skiing Committee.

633. Allocation of Service Charge and review of accounts software in progress with Clive.

655 Strategic Matters

a) UK Coach Award Scheme

Coaching conference next Saturday – over 60 attending.

Documentation still in progress – not a quick job

Website – www.uksnowsports.com Holding page at present. Content to be provided by January.

Tim planning to visit clubs & slopes before Christmas – once documentation complete.

New promotional leaflet required to replace the existing SSE Coaching Scheme leaflet.

Agreed that marketing of the new scheme is urgent to retain membership levels.

b) Future Role of the Coaching Committee

Originally set up to support the Director of Coaching. Current format with a mix of Key Committee representatives and senior coaches is not working. Freestyle & Nordic organise their own coaching courses, but Alpine coaching remains under the Coaching Committee. With the planned creation of UK Snowsports, what will be the role of the SSE Committee? A working group of Nigel, Tim and David H to make recommendations to the Board.

c) Database Development

Online registration/renewal system almost ready – user testing next week. Aiming to go live on 1st October. Fallback is to use Stewart's system until the new system is ready.

d) Sponsorship and Marketing

Peter to have sponsorship review with Inghams on 2nd Oct. Informal feedback from representatives at the various races has been excellent. Thanks to Gill Hall and her team for all their work promoting Inghams at the races.

Peter reported sponsorship interest from a number of ski travel companies

Freshers Ski Week – Jan 2009. Details on SSE web site – offering free tuition, lift passes & ski equipment for beginners at 50 resorts. Still needing support from our clubs to provide beginners courses at home.

Concern was expressed that one hotel group had increased their prices by 25% when a major ski event was held in the vicinity. Could we negotiate and promote a discount package?

Also noted that Esporta Health Clubs offer discounted access for national squad members. Dave R to get more details.

Proposal to ask member clubs to provide e-mail addresses for all their members – potentially creating a nine-fold increase in our mailing list for marketing purposes.

e) Strategic Review of SSE – Sport England Funding Bid

Draft bid submitted. Verbal feedback due next week. Bids have been submitted by 46 sports – total value well in excess of the money available.

Tim to give a presentation to two members of the assessment panel on the 23rd – aiming to present a story based on one of our top athletes.

Final submission required by 3rd October, then no contact until decision in December.

Governance questionnaire. Clive has prepared a draft reply. Tim to lead on its completion.

f) Future Role of Council

With all the electronic forms of communication now available, it was agreed that the Council of Regional Representatives is no longer an effective or efficient means of sharing or gathering views and information. Attendance at recent meetings has been very poor.

Part of the recent grant from CCPR will be used to enhance SSE's communications with its members.

Barry to write to the Regional Chairmen advising that the next meeting will be held after the AGM next May and will include a discussion on the alternatives.

656

Finance and Admin

a). Management Accounts to July 2008

Full management accounts and report by Clive Newell were considered.

It was noted that some Alpine event costs are still to come in; also that the Alpine Squad finances are effectively ring-fenced, so any surplus at the year end should be carried forward to next year's Squad account.

Clive is planning one more visit to the office to assist Sara.

b) 2009 Budget

Last night's Finance Committee was postponed due to failure of the telephone conference facilities. (Post-meeting note – meeting rescheduled for 29th September)

The Piste – 3500 copies printed at present, but largest clubs receive only 12 copies. Agreed to increase print run to give more copies to clubs. Also agreed that The Piste should be published on the internet immediately, rather than one copy behind the printed issue.

CS budget to take account of increased printing costs & staff salaries.

Agreed that we should aim for an overall break-even or small surplus for the year.

Peter S proposed a new brochure explaining what SSE does - aimed at schools, tour operators, media, potential members etc. We undersell ourselves. Dave R offered to look after the design if others can provide contributions for the content and a budget is agreed.

Rather than carry a large print stock, the printer could mail direct to a mailing list on request, perhaps with some of the content personalised.

c). Financial Control

Actions following Auditor's report:

Lapsed lottery & refund cheques written off

Going Skiing print reserve written back to general reserve and Schools account.

All England & Alpine Championships bank accounts now dormant (to be closed shortly) with all income & expenditure now processed through the main account.

Stock – agreed Clive's recommendation to recount & log all existing stock at zero value, and write off existing stock value in this year's accounts – approx £5000.

Fixed Assets – Apart from assets purchased this year, agreed to log all other fixed assets at zero value, and write off existing asset value in this year's accounts – approx £3000.

Reply to Auditor not yet sent. Tim to organise.

Bank signatories:

HSBC Current and Deposit Accounts. Agreed new signatories to be: Barry Spouge, Tim Fawke, David Hart and Peter Stratton. Cheques up to £250 – any one to sign. Cheques over £250 – any two to sign.

Standard Life. Agreed new signatories to be: Tim Fawke, Sara Tatham and Barry Spouge. Tim to organise mandate forms for signing

Tim to e-mail the Board with a recommendation on the maximum and minimum levels to be kept in the HSBC Deposit Account, the surplus to be transferred to Standard Life. Tim also to consider options for earning a better rate of interest.

Financial Procedures Manual. Clive's amended version to be submitted to Sport England as part of the governance response. However, further work is required on the manual before it can be implemented fully.

Discipline Accounting. For good governance and audit reasons, it was agreed that all income must be paid into the main bank account and all expenses paid from the office after approval by the Committee Leader. Other arrangements are no longer acceptable. Barry to discuss with Leaders as necessary.

Expenses Claims. Agreed that all expenses claims must be submitted no later than the end of the month after the expense was incurred. In the event that a claim cannot be made within this time scale, the claimant should advise the Finance Manager of the details within the defined timescale so that a provision can be made in the accounts. Sara to refer any late claims to Tim for a decision on the appropriate action.

Finance Director. Clive has produced a job spec for potential volunteers. Barry & Dave R have explored various options, but no volunteers so far. Advert to go in next issue of The Piste. Clive is continuing to work as our Financial Consultant for a monthly retainer.

d) Accrued CCPR Grants

Clubmark and Child Protection projects now complete – outstanding grants to be brought into CS income.

Database & Communication/Regional Planning projects in progress. Leave grant in accruals.

e). ESC Skiers Foundation Trust

A new Chairman of the Trust is required. Two ex-SSE Directors were suggested. Barry to invite

Agreed that there will be no grant to the Trust this year, but a £5000 grant is to be included in the 2009 CS budget submission.

f). Chief Executive's Report

South West Region. A new committee has been elected at a recent meeting of the member clubs. Stuart Robertson is the new Chairman. Tim has the full list of officers.

Nordic Website. The existing web site is to close and relevant material included in the Cross Country and Telemark sections of the SSE site using the standard SSE branding & layout.

2009 Membership Fees. Changes agreed:

Coaching Scheme (instructors/coaches/performers/officials) to cover 10 month period to 31st October 2009.

Initial registration surcharge to apply to instructors/coaches only.

Performers/officials will not receive a log book.

Discount for payment by Direct Debit: Performers £3, Instructors/Coaches £5

BASS registration surcharge to cease.

Late renewal surcharge to apply from 1st January @ £20 – with the intention that it will apply from 1st November in future years.

Expenses – Car mileage rate to increase to 28p per mile from 1st January 2009.

Club, School/Associate member fees – agreed no change. Renewal date to remain as 1st Jan.

Towergate Insurance.

Quotation is no less than already paid to Perkins Slade. Tim to clarify some of the issues raised by Towergate regarding the allocation of risk with our existing insurance. Subject to their response and, if necessary, clarification from Perkins Slade, it was agreed to continue with our existing insurance arrangements

Declaration of interests

All members of the Board were asked to complete and return their declaration form.

Proposal to purchase a minibus for the use of the England Alpine Team.

Tim reported that we are committed to renting again for the coming winter, but want the option to purchase the leased vehicle or another new or used vehicle at the end of the winter.

The Board agreed this in principle, subject to the following:

Mike to seek sponsorship including vehicle branding, using the vehicle as a marketing tool.

Mike/Muriel to submit a fully costed proposal for approval before committing to any purchase.

The additional costs – primarily depreciation – to be included in the team budget and paid by the team members.

Dave R agreed to work with Mike to seek sponsors, get the best vehicle price and produce the vehicle graphics.

657 Key Committees

- a) Alpine – Options for Seeding & Technical Panel. Agreed that ASC must seek the Board’s approval before agreeing any transfer of responsibility or duty outside of ASC.
 - b) Freestyle – minutes of May & August 08 meetings received – no comment.
 - c) Nordic – minutes of April 08 meeting received – no comment.
 - d) Schools & Youth – Recent meeting had a very large attendance. Martin proposing to retain all as an Advisory Group and as a pool of volunteers to do specific projects. He will propose names for a smaller committee and submit Terms of Reference for approval after the next meeting – to be held on 4th October. Agreed that as Key Committee Leader, Martin has direct access to the Board.
- 3) Child Welfare Working Group. Next meeting mid-October. No major issues at present. Charles Jerrett has stood down from the Group.
Will be seeking some new members to broaden the experience of the Group.
Currently relying heavily on CRB checks. Need to expand Child Welfare Training to cover competition officials, and include how to detect abuse & know what to do, perhaps with more sports specific training.
Considering a review of the club CWO structure.

658 Sport England/CCPR – covered under minute 655e above

659 Snowsport GB

A written update was received from Alun Evans on the recent Board meetings and the current financial position. Tim provided additional information from recent conversation with Mark Simmers.

Barry to write to Oliver Jones with various questions and to arrange a meeting with him if appropriate.

There were continuing concerns regarding the very high cost of the British training programmes – equivalent programmes are reported to be available elsewhere at significantly less cost.

The Autumn Congress will be at Heathrow on Sunday 23rd November. Barry, Peter S & Tim are planning to attend.

660 AOB

There is a need to recognise those of our longer serving members who have made a significant contribution to the success of SSE. Agreed that we should review the use of Life Membership and consider the award of special lapel badges and/or certificates. Dave R agreed to enquire re badges.

Chris Exall & Tim to attend the IVSI Conference in Hungary next January.

661 Next Meeting

Barry to propose possible Oct/Nov dates for a telephone conference.

There being no further business, the meeting ended at 1700