

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held by telephone conference
on Monday 23rd March 2009 at 7.30pm

Present: Barry Spouge Chairman
Jennifer Denning Finance Director
David Hart Director
Dave Richardson Director
Karen Richardson Director
Peter Stratton Director

Tim Fawke Chief Executive
Peter Heath Company Secretary

Apologies: Nigel Matthews

ACTION

689 Declaration of Interests

Jennifer and Karen to complete declaration of interest forms – Tim to provide these
All Directors are now required to declare any new or amended interests at the start of
each Board meeting. No new interests were declared

TF/JD/KR

690 Minutes

The minutes of the meeting held on 18th January 2009* were confirmed as a true and
accurate record thereof and will be signed by the Chairman at the next Board meeting.

691 Matters Arising

EMSA/WMSA. Tim to have further meeting with Midland Ski Club this week. Subject
to this and consultation within WMSA, a proposal to reform WMSA as the Midlands
Ski Association (embracing the WMSA and EMSA areas) will be put to the WMSA
AGM on 11th May. If approved, it will then be put to the SSE AGM on 20th June. Any
necessary amendment to SSE's Articles can be put to the membership at a later date.

TF

692 CEO's Report - full details in written report & attachments

a) Sport England grant.

Contract comprises the 21 page standard terms & conditions, a summary of outcome
measures and a financial spreadsheet – to be agreed and signed by 20th April with the
first payment due on 30th April. Comments on the terms & conditions already received
from Clive. Tim gave a brief description of the contracted outcomes and the method of
measuring these. Various suggestions were made to secure comparable data for the
measures based on external surveys to aid the attainment of the defined targets.

There is some flexibility in the allocation of funding as long as we are achieving the
set targets. Prior agreement should be obtained for any significant changes of
expenditure either between headings or to a different time period.

* inserted into the minute book for record purposes.

Allocation of funding to Snowcamp to be reviewed at the end of year one.

Tim will prepare a presentation on the four interventions for the AGM and for circulation to the membership. **TF**

The grant will be part Exchequer, part Lottery funded – split not yet known. Exchequer component must be committed within the allotted financial year. Greater flexibility with Lottery money.

Funding is not guaranteed, but can be stopped or reduced at 3 months notice, if we are not reaching our targets, or due to a change of government policy, reduction in grant to Sport England, reduction in lottery sales etc. There is a risk of claw back if any grant money is used for unauthorised purposes.

We need a clear procurement procedure in line with government policy.

There will be no direct contract between Sport England and Snow Camp, so our contract with Snow Camp and other third parties must mirror our contract with Sport England and provide for cancellation or clawback of grant etc.

Jennifer to draft a sub-contract and obtain legal advice once the main Sport England contract has been agreed and signed. **JD**

Sport England is being advised by Bird & Bird LLP – very little flexibility likely in the contract terms.

Clive & Jennifer have highlighted a few concerns/risks in the contract. We may need to ask Sport England to advise us on specific general rules which may affect us.

b) Development Officer

Draft job descriptions and adverts tabled – comments to be sent to Peter S by this Friday, then Peter & Barry will review next week.

Options for car allowance or leased company car will be considered once the officer has been appointed.

c) Snow Camp

Snow Camp have provided various documents as requested – programme, activity plan, projected outcomes, cash flow etc. Comments requested on these to Tim & Barry.

d) Child Protection – Advanced Standards.

CPSU require our submission by July. Action Plan to be modified to achieve this.

e) Coaching Conference.

Draft programme, publicity & application form tabled. Main Speaker to be Catherine Quittet, Olympic & World Ski Championship medallist, 9 times French Ski Champion in the 80s.

f) Ipsos Mori

Some clubs have not circulated details to their members yet – many more responses are needed. Office to chase the clubs individually emphasising the importance and urgency of taking part in the survey.

g) Bank Accounts

The Board approved the draft policy for investment of surplus funds and agreed that the following four bank accounts are to be opened:

Cater Allen	1 year fixed	£50k max
Bank of Scotland	6 months notice	£50k max
Co-op	3 months notice	£50k max
Scottish Widows	instant access	£50k max

and that the current balance over £50k in Standard Life be split across these new accounts so that no more than £50k is held in any of these five banks.

For practical reasons of managing the HSBC current account, it was agreed that, from time to time, up to £100k total may be held for short periods across all our HSBC accounts.

Application forms for the four new accounts are with Jennifer for signing.

JD/TF

Jennifer to consider recommending opening a further account with ING Group.

h) Regional Grants

Two Regions have not yet submitted their accounts for 2008 and their grant (25% of club affiliation fees) is being held in the accounts as an outstanding liability. The Regions are to be given a deadline of 31st May 2009 to submit their 2008 accounts. It was agreed that, if they miss this deadline, their grants will be cancelled.

i) Insurance

Some sports liability claims are now exceeding £5M, so we will probably need to increase our cover to £10M next year – additional annual premium estimated at £6k on top of a likely 3-8% increase for our existing cover.

j) Renewals

Registrations for 2008 totalled 2700. 2300 already paid for 2009, so we should reach the 2008 total.

k) Affiliations

Most clubs have renewed for 2009. Tim to chase the few outstanding.

TF

l) UK Snowsports

Barry reported on his recent conversations with Stuart MacIntyre, the new Chairman of Snowsport Scotland regarding their proposed new arrangements for L1 and L2 courses in Scotland. While supportive of the UK Snowsports Scheme, their clubs and slope operators have not been buying into the courses, and they are now looking at alternatives, which do not compromise the requirements of UK Snowsports.

Jane Harvey and Stuart MacIntyre will be at the British & Scottish Alpine Championships next month and Tim will take the opportunity to have further discussions with them and Robin Kellen (Snowsport Wales).

TF

m) Staff

Head Coach, Mike Barker, damaged his ACL in February and is due for an operation in May. He is still doing the Alpine Team planning and Tim will give him other work while he is unable to coach, some of which can be charged to the SE grant, to offset the additional cost of employing another coach.

To ensure that our head coach receives prompt medical attention for any future injury/illness and minimise the disruptive effect on the Team, Tim proposed that SSE provide medical insurance for the head coach. Quotes to be obtained before a formal proposal is made.

TF

Sara is now confirmed as office manager – she is holding fortnightly meetings with the office staff and providing minutes of the meetings to Tim.

n) Alpine Championships (Bormio)

Expecting the financial outcome to be close to budget with a small surplus. Due to the large number of foreign entries this year, some British racers had to be withdrawn from the FIS SL and GS races to comply with FIS Quotas. A number of options are being considered so that the problem is not repeated next year. Barry will try to attend at least part of the Championships next year.

693 Strategic Review Working Group

Barry and Peter S to meet next week to discuss what areas should be covered and who should work on each area. Any proposed areas for consideration to be sent to Barry & Peter by this Friday 27th

694 Finance and Admin

a). Finance Report and Management Accounts to February 2009

Finance report highlights the variances on budget by discipline. Jennifer to discuss with each budget holder. Jennifer proposing to review the budget in detail after the March accounts have been issued. Aiming to reduce the budget deficit from £23k to no more than £14k and eventually to breakeven.

JD

Governance issues for SE Grant. Proposals agreed for a project board, independent risk register, robust procurement process, anti-doping compliance, etc (as listed in report). Jennifer to discuss in more detail with Tim.

JD/TF

Annual Audit. Concern that the final surplus is £26k less than projected in December. Jennifer to investigate and review the process of year-end forecasting with the budget holders.

JD

Outstanding debts - Agreed that we continue to pursue debtors for payment including by solicitor's letter, but each case is to be reviewed by the Board before initiating court proceedings. Of some £6400 debts still outstanding from 2008, approx £4000 may require legal action to recover. Agreed that the debts should not be written off while we are continuing to pursue for payment, but remain on the balance sheet as debtors.

Stock – agreed to write off stock in the year of purchase rather than carry forward.

SCO reprint provision of £3000 – agreed to carry forward for spending in 2009.

Fixed Assets – Agreed to keep all assets on the register at nominal value once fully depreciated. Sara to circulate a list of assets on the current register to Key Committees to determine which assets still exist and where they are. Each discipline to maintain an up-to-date record of who holds each asset, with a simple booking out/in process for items which are moved around. **ST**

Alpine Christmas Camp – agreed to budget and report all future Christmas camp income and expenditure in January. Jennifer and Peter H to discuss the issue of carrying forward any balance in the Squad account at 31st December each year.

Freestyle accounting – Tim has agreed with Martin Carr that all Freestyle activity income (event entry fees etc) will be paid into and all expenses paid out from SSE office. It was agreed that a float may be provided to Martin to pay for event facility hire in cash on condition that proper VAT receipts are submitted to the office to cover the expenditure.

Directors report to members – Principal Activity. The draft report was approved.

b) Finance Committee

The minutes of the February telephone meeting were received and comments noted.

c) Policy for investment of surplus funds

Approved – see minute 692g above

695 Key Committees

- a) Freestyle – minutes of meeting held on 2nd February were received – no comment
- b) ROTP – minutes of meeting held on 30th November were received – no comment
- c) Schools & Youth meeting last week.

Looking to review the current guidance leaflet on the use of Safety and Protective Equipment – primarily to strengthen the recommendation on the wearing of helmets.

The Outdoor Education Advisory Panel are seeking clear guidance from SSE which will enable them to make the wearing of helmets compulsory for all school snowsports activities. Peter H to send Tim the FIS Press Release issued in Feb 2006 – “FIS strongly recommends the use of helmets for all alpine skiers and snowboarders regardless of skiing ability and age” – based on new medical evidence by the American Medical Association.

696 Snowsport GB

Minutes of the November Congress meeting and Financial Report to 31st January 2009 were received. SSGB’s auditors, Baker Tilly, are to perform a detailed audit of the financial position to July 2008, the outcome of which is to be circulated to the Member Groups. A further financial report is due at the end of April and at the AGM/Congress scheduled for 17th May at BA offices, Heathrow. No other info available at this stage.

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AOB

AGM Elections

Current position re Directors:

Barry – appointed by the Board on 17/05/08 as Chairman – to stand for election

Jennifer – appointed by the Board on 29/11/08 as FD – to stand for election

Dave R – appointed by the Board on 17/05/08 as Director – not standing for election

Karen – appointed by the Board on 18/01/09 as Director – to stand for election

Peter – elected Director for 2 years at the 2007 AGM – to stand for re-election

David H – elected Director for 2 years at the 2008 AGM – stand for re-election in 2010

Nigel – elected Director for 2 years at the 2008 AGM – stand for re-election in 2010

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Next Meetings

Saturday 25th April at Hotel Ibis, Crick

AGM and Council – Saturday 20th June – Halesowen

May need an additional meeting in May to approve the audited accounts.

There being no further business, the conference call ended at 2205