

# ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held by telephone conference  
on Wednesday 1<sup>st</sup> September 2010 at 7.15pm

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Present: Barry Spouge Chairman  
Nigel Matthews Director  
Karen Richardson Director

Tim Fawke Chief Executive  
Peter Heath Company Secretary

Apologies: Jennifer Denning  
Peter Stratton

**804 Declaration of Interests**

No new interests reported.

**805 Approval of Minutes – meeting 7<sup>th</sup> August**

It was noted that, at the last meeting, Nigel Matthews had accepted the Board's appointment as Director for Equity, also that Tim will appoint a member of staff as Equity and Ethics Officer. Subject to this amendment, the minutes of the Board meeting held on 7<sup>th</sup> August 2010\* were confirmed as a true and accurate record thereof. The amended minutes will be signed by the Chairman at the weekend.

**806 Matters Arising**

**Actions from last meeting:**

777. Action Log – now implemented and attached to the minutes

797a Online Assurance – to be signed off by 18<sup>th</sup> September

797a Equity Policy. Vicky Pullin has been appointed Equity and Ethics Officer.

797a Analyse club membership – to be completed by 18<sup>th</sup> September

797a Publish summary of facilities survey – awaiting final report from Sport Structures.

797b Backup membership database. Tim to ask Interfuse for an automatic routine. In the meantime, regular backups will be taken manually.

797b Inside Out Ski Club – details received and membership approved.

797d Staff reviews – will be completed this autumn. Tim's to be completed by 18<sup>th</sup> Sept.

797e Child Protection training – Tim to arrange with new CPSU contact once a date for the January Board meeting has been agreed.

797f Online payments system. Tim discussed this with Andrea Grant today. Andrea to explain to Jennifer the requirements for a bespoke system.

\* inserted into the minute book for record purposes.

797g Dev Team payments – Tim reported the current position – ongoing. The Board reviewed recent correspondence concerning the equipment purchased by SSE for the Dev Team and confirmed that this should not be released until the outstanding debts have been paid.

798 Share strategy WG papers – outstanding. Progress has been slow during the holiday period. All WGs to provide written reports for the October Board meeting which will allow time for collation of the final document for signing off at the November Board meeting.

799a Update reserves policy/requirement – outstanding

799c VAT position re invoices from BSS. Karen reported that BSS do not currently meet the qualifying criteria for VAT exemption, so have to add VAT when charging for their services. Karen will send details of the qualifying criteria for Tim to discuss with Robin Kellen and offered to speak direct to BSS if required.

## **807 CEO Report**

### **a) Sport England Update**

Nothing further to report

### **b) Membership**

The Board accepted the constitution of Snowboard Club UK and approved their application for membership. At present, this is a national club with about 2500 members, but may evolve into separate clubs at each facility in the long term.

Renewal details will be sent out to all member clubs shortly, which will include a request for clubs to amend their constitutions to include a commitment to attend the SSE AGM

### **c) Applications to join the Board**

15 applications have been received to date – each with CV. Tim has already spoken to a number of the applicants to explain what is required.

It was agreed that the Board should study the applications after the meeting and score each on the four areas already identified. Tim to circulate a spreadsheet to facilitate this with space for comments on each. Based on the responses, a shortlist of about 5 applicants would be prepared, who would each be invited to discuss their application by telephone with one of the Directors – preferably Peter Stratton as our recruitment expert. Our preferred three would then be invited to attend the November Board meeting at Rugby.

## **808 Strategic Plan 2011-2014**

Discussed in Matters Arising – see Action on Minute 798 above.

## **809 Finance and Admin**

### **a) Management Accounts to 31<sup>st</sup> July 2010**

The accounts as reported show an overall surplus ahead of budget. It was noted that there are some outstanding costs (including slope fees) which will reduce the Alpine surplus by around £3000. The principal contributors to the current Alpine surplus are: Alpine Championships, sponsorship of the slope fee for the British Indoor Championships and significantly more registrations & renewals than expected. A cautious budget had been set for 2010 in view of the current financial climate, but so far there has been a good entry for the major events. With the Government's Autumn Spending Review to come, the Board accepted that it may be necessary to set a cautious Alpine budget for 2011.

**b) Payment of VAT for BSS supplies**

Discussed in Matters Arising – see Action on Minute 799c above.

**c) BSS Admin charge for FIS Calendar entry**

A proposal has been received from BSS Board to charge an admin fee of £25 per race on top of the FIS calendar fee. For Bormio, this would amount to £150 to FIS plus £250 admin fee to BSS. Separate charges would apply for the BASS races.

Following some feedback, it is understood that BSS will now adopt the fee structure agreed at the TD Forum in May.

FIS Calendar Fee £150 per event to FIS. Bormio week counts as one event.

TD Forum Fees - £25 per race day - applies to all FIS, BASS and BARTS races

BSS Admin Fee - £20 per event

**d) Development Team Equipment**

Discussed in Matters Arising – see Action on Minute 797g

**e) Alpine Accounts Reporting in Sage**

It was noted that some non-standard accounting practices, which were acceptable in the old ledger, have resulted in reporting difficulties when continued in Sage. This has been especially apparent in the Alpine discipline where the majority of income & expenditure is project-based (competitions and squad training camps) and detailed analysis by project is required.

Subject to discussion with Jennifer, Karen recommended that all income and expenditure transactions be posted direct to the P&L account with accruals posted to the balance sheet at each month-end. Some coding changes will be required to keep the accruals process simple while allowing adequate analysis of costs and meaningful reporting against budgets.

Alpine to provide details of their reporting requirements to Karen with a view to preparing the 2011 budget to match and implementing agreed changes from 1<sup>st</sup> Jan 2011.

**810 Key Committees**

Minutes of the following meeting were received:

Freestyle – 2<sup>nd</sup> August

Any comments or queries should be made to Tim or Martin Carr as appropriate

**811 British Ski and Snowboard**

The Chairmen of the 3 HNGBs and BARSC have arranged a meeting with the Chairman of BSS to be held on 8<sup>th</sup> September. The Groups are preparing a shared agenda to focus the meeting on agreed objectives – primarily to explain and confirm the existing role of the HNGBs and BARSC, the support they have given BSS in organising the British Championships, to establish BSS's proposals for its role and the funding position, to seek some clarity on the proposed consultation process on the future structure, and to establish regular and effective communication with BSS. It was considered essential that BSS works with the HNGBs to a common goal, rather than independently, as happened during the latter years of Snowsport GB.

It was noted that various British Alpine events, including the English Championships at Bormio, were published on the FIS web site today. The British Championships are shown to be held at Meribel, but BSS has issued a statement advising that this is just a holding entry and that the Board are considering alternative venues for 2011. They are aiming to make a decision at their September Board meeting.

**812 AOB None**

**813**     **Next Meetings**

Wednesday 6<sup>th</sup> October at 7.15pm telephone conference  
Saturday 13<sup>th</sup> November at 10.00am Hotel Ibis, Rugby East

Barry to circulate potential dates for a meeting at Rugby in January and probably a telephone conference in February

There being no further business, the meeting ended at 8.40pm