

# ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

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Minutes of a Board Meeting held on Wednesday 18<sup>th</sup> May 2011 at 7.15pm  
by conference call

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Present:            Barry Spouge                    Chairman  
                      Jennifer Denning                Finance Director  
                      Jemima Barnes                 Director  
                      Dan Hardie                     Director  
                      Karen Richardson             Director  
                      Peter Stratton                 Director

                      Tim Fawke                      Chief Executive  
                      Peter Heath                     Company Secretary

Apologies:        Nigel Matthews

## **867    Declaration of Interests**

No new interests declared. All Directors were asked to complete new declaration forms.

## **868    Approval of Minutes**

The minutes of the Board meeting held on 16<sup>th</sup> April 2011\* were confirmed as a true and accurate record thereof and were signed by the Chairman. Confidential items to be omitted from the published minutes were agreed.

## **869    Matters Arising**

### **Actions from last meeting:**

797e. Child Protection Training – new date required when Board meeting dates known.

830d. ESC Skiers' Foundation Trust – review terms – outstanding

838a. Risk Management – 17 responses received for volunteers register. Tim to ask SDOs to seek additional responses at regional meetings.

838b. Strategic Plan – Dan & Tim to liaise. Aim to present a summary at the Council meeting then circulate the final plan after Board approval.

841b. Accounts layout for reporting to Council – Jennifer to action.

856. Facilities strategy – budget & job description for co-ordinator. Jennifer & Tim to finalise on the Sport England 2011 budget once the 2010 accounts are complete. Job description to follow when available funding is known.

860i. Quarterly review of Risk Register – last reviewed and approved on 29<sup>th</sup> Jan. No changes were proposed. A full review to be carried out for the next meeting.

## **870    CEO Report**

### **a) Office move update**

Aiming to move into new office on 15<sup>th</sup> August and vacate Halesowen by 16<sup>th</sup> September. Tim reported progress on staff consultation. Tim to issue a press release once the consultation process is complete and the office lease agreed.

\* inserted into the minute book for record purposes.

#### **b) AGM arrangements**

Awards – Sally Woods was proposed as a Life Member for her work over 25 years at regional and national level – agreed

The Board viewed the draft Annual Report and requested a few changes.

AGM lunch to be sponsored by Pro Slope

It was noted that due to a change of personal circumstances, Fergus will not be standing for election at the AGM. Two valid nominations have been received by the closing date: Adam Pinney and Jeremy Eaton. As the number of people standing for election equals the number of places available, they will all be elected unopposed.

#### **c) 2012 GBR Racing Plans**

SSE and SSW are working on a joint proposal to replace the various Home Nation summer race series with two new British series of indoor and outdoor events. Each event would be organised by the host nation but as part of a British series. Goals include increased participation, raised profile of summer racing with better sponsorship opportunities. SSS and BSS have been consulted and are supportive of the proposal as it stands. Further work is required to develop the final format, agree branding and sponsorship rights etc.

The Board supported the proposal and offered their thanks to Andrea, Robin and their team for taking the lead in developing the proposal.

#### **d) Performer Registration Fees for 2011/12**

For performers registering early to obtain a FIS Licence, a 50p increase in registration fee to £40.50 was agreed. Remaining fees to be reviewed in the autumn.

#### **e) Insurance Risk**

As part of their Risk Control Programme, our insurers RSA have carried out a review of our business and made two recommendations:

1. Audit a number of member clubs to confirm compliance with the SSE constitution with effective risk assessment, child protection, accident recording procedures, use of licenced instructors/coaches etc, recommending and following up on remedial action as necessary.
2. Encourage member clubs to provide names, addresses and contact details for all their individual members – to assist in future injury and claims scenarios.

The Board agreed to carry out these recommendations. Members details to be collected annually at renewal also requesting e-mail addresses and agreement to receive information (e-newsletters etc) from SSE and/or snowsport-related information from other organisations.

#### **f) Sport England Review**

The 24 month review has been completed and we have received positive feedback on our progress so far. A full report will be provided when their review of all sports has been completed. The submission process for 2013-2017 funding is due to start next January with an initial briefing next month.

#### **g) BSS**

The BSS Board has debated the proposed contents of a new constitution. A draft is to be circulated to members for comment shortly before a wider consultation during the summer – aiming for final approval at an AGM in the autumn.

#### **h) Renewals and Registrations**

The Board reviewed the April figures. Total registrations 2.4% down on April last year. Alpine -1.5%; Freestyle -4.4%; Nordic -18.2%; Snowboard + 2.9%.

#### **i) Travel Insurance**

SSE Insurance web site to be launched next week – includes racing cover up to FIS level.

<http://www.snowsportenglandinsurance.com>

**j) SSE Web Site**

New site to be available for comment next week and launched in early June.

**871 Strategic Plan 2011-2014**

See Minute 869 Matters Arising

**872 Finance and Admin**

**a) 2010 Annual Report and Accounts**

Jennifer explained the year-end adjustments which have been made to produce the final accounts - reporting an overall surplus before taxation of £18,699.

Increased turnover due to a full year of Sport England grant (only 9 months in 2009)

Cash balances mainly deferred income for registrations, membership and grant work.

Staff salaries costs up due to full year employment of Development Officers.

The Annual Report and Accounts were approved by the Board and for publication to the members via the website when the AGM agenda is sent out at the end of the week.

The departmental (discipline) analysis will be made available later.

**b) 2011 Management Accounts**

As a result of staff sickness, month end reporting is behind schedule. With the completion of the 2010 accounts for the AGM, the priority now is to work through the month end adjustments and prepare the management accounts for each month. From the information already in the ledger, no significant issues are anticipated.

The Board again thanked Jennifer for all her recent work on the accounts and audit.

**873 Key Committees**

No reports

**874 British Ski and Snowboard**

Covered in Minute 870g – CEO report

**875 AOB**

The Board agreed that a request to distribute a third party ski magazine to our members by e-mail should be considered as part of the communication strategy review.

**876 Next Meetings**

Saturday 18<sup>th</sup> June AGM & Council meeting at SportPark, Loughborough.

Barry to circulate potential dates for a Board meeting in late July.

There being no further business, the meeting ended at 9.30pm