

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Tuesday 19th July 2011 at 7.15pm
by conference call

Present: Barry Spouge Chairman
 Jemima Barnes Director
 Jeremy Eaton Director
 Dan Hardie Director
 Karen Richardson Director

 Tim Fawke Chief Executive
 Peter Heath Company Secretary

Apologies: Jennifer Denning
 Nigel Matthews
 Adam Pinney

The Chairman welcomed Jeremy Eaton to the Board.

877 Declaration of Interests

No new interests were declared. Directors who had not returned their annual declaration forms were asked to complete and return them to the office.

878 Approval of Minutes

The minutes of the Board meeting held on 18th May 2011* were confirmed as a true and accurate record thereof and were signed by the Chairman.

879 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
- 838b. Strategic Plan – see Minute 881
- 841b. Accounts layout for reporting to Council – Jennifer to action.
- 856. Facilities strategy – budget & job description for co-ordinator – awaiting agreement on project overall budget for 2011.
- 860i. Quarterly review of Risk Register – included in CEO's report

880 CEO Report

a) Office move update

- 15th August. Move in to SportPark office. Lease almost ready for signing
- 15th August. Operations Manager, Julia Parker, starts at SportPark.
- 26th August. Phones & internet access to be transferred
- 30th August. New office open for public contact.
- 16th Sept. Vacate Halesowen office. Notice given to Dudley Council

* inserted into the minute book for record purposes.

Details of the office move to be circulated widely – e-mail, various web sites, press release etc promoting and celebrating our move to one of the main hubs of sport in England. For members who have not provided an e-mail address, their renewal invitation should include details of the office move. A formal launch is to be arranged at the new office later in the year.

Outsourcing of the accounting commenced in June – will take a few weeks to settle in.
Outsourcing of CRB processing to start on 2nd August.

b) 2011/12 Membership & Affiliation Fees

Insurance costs likely to increase by 4% - including 1% deferred from last year – figures to be confirmed in August.

In line with the insurer's recommendation, the Board agreed to increase public liability cover to £10M with effect from the 2011/12 renewals – additional cost £5k. Agreed to recover only 50% this year, the full increase to be recovered in the fees for 2012/13.

Agreed - Registration fees to increase by 1.25% for 2011/12

- Affiliation fees for clubs etc to increase by 2.5% for 2011/12

Tim to prepare a proposal on fees to cover the next 3 years for the next meeting, based on existing cost information. These would be subject to review each year.

c) UK Coaching Pathway

Tim reported that the content for Level 1 Instructor and Level 2 Performance Coach Courses has been agreed with the other HNs and BASI, but the delivery mechanism is still under discussion. It was stressed that a Coaching Scheme is integral to the strategy of a National Governing Body and must be owned by the Home Nations.

d) Risk Register

Tim proposed a few minor adjustments to the Risk Register - v5 July 2011. The Board approved the register as amended.

e) Sport England Review

Sport England have formally confirmed their positive feedback from the 24 month review.

Their key expectation for the 20 month review is “that Snowsport England produces a domestic snowsport participation report to provide a better understanding of the impact of snowsport delivery in England by September 2011”.

Tim has started gathering data for the report and will be working with the Development Officers to complete this for September.

Tim and Jan to attend the first consultation meeting for the 2013-17 funding cycle.

Peter Stratton is to continue on the Project Board as an independent; Jemima and Jeremy to join the Project Board in preparation for the next funding cycle.

It was noted that a number of sports are struggling to meet their agreed targets, and that the starting point for the next funding cycle is likely to be based on achievement in the current cycle.

f) BSS

The draft constitution has been circulated to the Home Nations for comment prior to a public consultation to begin in August. Directors were asked to feed written comments to Tim urgently so that a consolidated response can be submitted to BSS by 5th August. Adam's comments have already been received.

Tim has spoken with Robin Kellen and Jane Harvey with the intention of sharing our responses and producing a co-ordinated feedback to BSS. Scotland are seeking legal advice on the legal aspects of the draft and will share their reply with us.

It was noted that the draft already takes into account some of the concerns raised by Snowsport England and includes “recognising the remit of the Home Nations”.

The draft objectives include: creating and supporting performance pathways; supporting and overseeing an increase in the level of participation in competitive skiing and snowboarding through engagement and partnership with the Home Nations and members. It was noted that some clarification will be required on the respective areas of responsibility before the constitution is finalised as this may have a significant bearing on membership issues.

There was support for BSS and Home Nation/club coaches working together to learn from each other, to co-ordinate their approach to developing performance athletes and to reach agreement on the performance pathway.

It has been suggested that all HN registered performers would automatically become members of BSS for a nominal fee, rather than having to join each organisation separately. Some other sports operate a similar model.

There was support for the Home Nation representative on the Board to be appointed on a 2 year rotational basis, but with responsibility for representing all of the Home Nations.

Subject to more detailed feedback from Directors, a generally positive response was recommended, but seeking clarification by BSS on the meaning of some clauses.

g) Renewals and Registrations

The Board reviewed the June figures. Total registrations now only 0.9% down on the same time last year – slightly fewer renewals, but more new registrations. Tim to analyse the figures in more detail at the end of the registration year. Dan to seek comparative figures from other sports.

h) Board Evaluation Survey

Board members (excluding new members) were reminded to complete and return the survey. Tim to collate responses.

i) Travel Insurance

There have been a few teething issues following the launch of the web site, These are mostly now resolved and the basic system is working correctly. Various comments have been received on the cover provided – Tim to discuss these with the broker. Any further issues to be raised through Tim.

j) CEO's Key Activities

Tim reported the following as his key activities for the immediate future:

Office move to Loughborough

Membership/registration renewals – to be ready and launched on 1st September

Launch of the GBR race series brand and calendar – Jeremy & Andrea working on this.

Outsourcing of CRB checks

881 Strategic Plan 2011-2014

Limited feedback received on draft.

Comments/views to be sent to Dan and Jeremy before a detailed discussion at the August Board meeting – add to Agenda as a main item.

Agreed that a short summary document is required in addition to the detailed plan, which will include output from last year's working groups.

882 Finance and Admin

a) **Finance Report**

Jennifer's report to follow.

b) **Management Accounts**

Karen reported that Jennifer has given approval to close the 2010 accounts in Sage, run the month-end processing for each month to date this year and produce a Board pack for the year to 30th June.

She is aiming to produce the June accounts at the end of July and the July accounts by mid-August.

There have been a few teething problems with payment of expenses which are being resolved.

883 Key Committees

The following Key Committee minutes were received:

Alpine: 13th March 2011

Freestyle: 14th February, 11th April & 13th June 2011

Nordic: 6th May 2011

Schools: 31st October 2010, 21st May 2011

There was support for Jeremy's proposal that Key Committee Leaders be invited to attend Board meetings periodically to give a short presentation on their current activities and raise any issues with the Board. It was also confirmed that a Director is allocated to each Key Committee as a link to the Board and to attend committee meetings when available.

The Board approved the proposed list of members (attached) for the Freestyle, Nordic, Schools & Youth, and Coaching Committees. The list for the Alpine Committee to be submitted for approval shortly.

It was noted that, with the introduction of UK Snowsports, the Coaching Committee has effectively been replaced by the England Group. Tim and Nigel to discuss the possible recognition of the England Group as the Key Committee for coaching.

884 British Ski and Snowboard

Covered in Minute 880f – CEO report

885 AOB

a) **Governance Review**

Jeremy questioned the effectiveness of holding meetings by conference call and proposed a hybrid arrangement where those who live close to each other meet together and the remaining Board members join the meeting by conference call.

Barry advised that, with the imminent office move and change of staff, he had invited Karen to conduct a governance review which would include the arrangements for holding Board, AGM and Council meetings, identification and appointment of Directors, training & development, communication and Board evaluation. Jeremy's proposal to be considered as part of this review. Karen proposed to consult all Directors during September and present her report and proposals probably by the end of October.

b) **Head Office Charges**

Adam has asked for justification of the increased service charge being applied to Nordic. Tim had explained the revised basis for the allocation of charges to Key Committee Leaders in January and later by e-mail to Adam. The Nordic Committee have since asked for a written explanation as they believe that they are unable to achieve the target budget set by the Board if they have to pay an extra £4000 service charge

– see Nordic Committee minute 737 (6th May 2011).

Agreed to include this on the agenda for discussion at the next Board meeting when Adam will be present.

c) Recognition of BASI Nordic Qualification

Adam advised the Board by e-mail of a request for a BASI qualification to be recognised as equivalent to the UK Snowsports Level 4 Nordic Coach award, citing an agreement with Sport England.

d) Appointment of Directors

Adam questioned the appointment of a Nordic Director to the Board last year without consulting the Nordic Key Committee. The Board noted that SSE's constitution does not provide for the appointment of Discipline Directors and that last year's appointment of three Directors to fill casual vacancies was after a full public invitation, application and formal selection/interview process. The question of whether Discipline Directors should be appointed to the Board in future will be included in the proposed Governance Review.

e) GBR (Great British Racing)

Jeremy reported on last weekend's Alpine Committee meeting. Apart from discussion on the new age categories and whether Minis results should be seeded, the main debate related to the draft 2012 race calendar. This has 8 weekends of GBR Series races with 6 other weekends for Club Nationals. There was some resistance to dropping the CN/GP weekend format at the same slope, with the suggestion that this would reduce the number of entries to certain CN races. A further meeting is planned in August. It was noted that the GBR Series proposal is a joint SSE/SSW project and already has the support of Snowsport Scotland, BSS and the SSE Board. Jeremy sought the Board's support to move the proposal forward quickly so that the final calendar can be presented to potential series sponsors in early September. Tim and Jeremy to discuss appropriate action to be taken before the August Alpine meeting.

886 **Next Meetings**

Saturday 13 th August 10am	SportPark, Loughborough.
Tuesday 18 th October 7.15pm	Conference call
Saturday 26 th November 10am	SportPark, Loughborough

Tim to book the SportPark dates.

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

