

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Tuesday 18th October 2011 at 7.15pm
by conference call

Present: Jennifer Denning Finance Director
Jemima Barnes Director
Jeremy Eaton Director
Nigel Matthews Director
Adam Pinney Director
Karen Richardson Director

Tim Fawke Chief Executive
Peter Heath Company Secretary

Apologies: Barry Spouge – requested Jennifer to chair the meeting
Dan Hardie

897 Declaration of Interests

No new interests were declared.

898 Approval of Minutes

The minutes of the Board meeting held on 13th August 2011* were confirmed as a true and accurate record thereof and will be signed by the Chairman at the next meeting.

899 Matters Arising

Actions from last meeting:

- 797e. Child Protection Training – awaiting dates of Board meetings in 2012.
- 830d. ESC Skiers' Foundation Trust – review terms – outstanding
- 841b. Accounts layout for reporting to Council members – Jennifer to action.
- 856. Facilities strategy – budget & job description for co-ordinator – awaiting accounts to date & overall budget for 2011.
- 883 Proposal for England Group to replace Coaching Committee – Tim & Nigel are discussing and will prepare a detailed proposal for Board approval
- 890g Board Evaluation Survey – Summary results sent to Barry and Karen. Tim to ask Barry to circulate to Board.
- 891 Strategic Plan – This was approved by the Board by e-mail and submitted to Sport England for their September review
- 892a 2011 Budget – final details now entered in Sage, outstanding queries resolved.
- 895c ASC members (Andrea, Muriel & Chris) have accepted invite to attend next Board meeting

900 CEO Report

a) Office move

Completed successfully with no major issues. Julia has settled in well. Emma Bamford started last week as part time admin.

* inserted into the minute book for record purposes.

b) SSE Supporter Membership

To be launched next week with online application. This is separate from the SSE individual membership scheme and does not include voting rights. Comments on the proposed terms and conditions to be sent to Tim. If changes to the Articles are required, these should be proposed for approval at the next AGM.

c) Insurance

Final quote for increasing liability cover to £10M is £5300. The broker has agreed that online declarations can be used to allow clubs etc to affiliate online in future.

Adam queried the need to increase cover to £10M for cross-country skiers. Agreed that Tim should seek the broker's advice regarding differential cover for 2012/13.

d) UK Coaching Pathway

Tim aiming to finalise agreement with Snowsport Scotland and BASI later this week for final approval at the November Board meeting.

e) Sport England Review

The Board confirmed that the Long Term Forecast including budget covering 2011-2013 and the Strategy Overview Plan 2011-2014 had been approved by the Board by e-mail. These are part of the Self Assurance submission completed last month.

f) Go Ski Go Board

Tim reported on the national participation programme to be launched at the Birmingham Ski and Board Show and asked the Board to study the papers provided.

g) KPIs

Noted that renewals for 2012 are currently at the same level as at the same time last year.

h) CEO Annual Appraisal

It was noted that Barry had completed the Chairman's annual appraisal of the CEO's performance.

i) Nominations for Chairman

It was noted that by the next AGM, Barry will have served as Chairman for four years – the maximum allowed under Article 56.4. Full Members will be invited to submit nominations for his successor for election at the AGM next June. This to be an agenda item at the next Board meeting.

901 Strategic Plan 2011-2014

As noted under minute 899 above, the Strategic Plan was approved by the Board by e-mail and submitted to Sport England for their September review.

Jennifer thanked Jeremy and Dan on the Board's behalf for their work in producing the plan following the consultation process last year.

Jeremy, Dan and Tim to work on a final version for publication and propose an implementation plan with priorities and timescales.

In order to provide clarity on timescales and manage the members' expectations on delivery, it was suggested that the implementation plan with details for at least the first year should be published at the same time as the four year strategic plan.

A meeting is planned for 9th Nov, progress report to be made to the next Board meeting on 29th Nov.

a) Accounts and Finance Report to 31st August 2011

Jennifer presented the Company level accounts showing a year-to-date surplus of £11.2k. There are still a few items to post for this period, but they should not affect the overall position significantly. A few amendments are required in Departmental allocations which will be completed in time for the September accounts planned for circulation on 31st October.

Jennifer noted that the priority now is to bring the project coding up-to-date. Most transactions are now being project coded at source, so this should not be an on-going issue.

The only issue raised by the auditor in his final report is a recommendation for more active management of the debtors and creditors list. This is in hand.

Corporation Tax for 2010 as calculated by the auditor was paid by the 30th September deadline. Further advice is being sought on the interpretation of the tax regulations before the tax return is submitted – due by 31st December.

VAT – Jennifer to review our partial exemption status shortly.

2012 Budget – Tim & Jennifer to review budget templates prior to data collection in Nov/Dec. Jennifer to give Board members access to the KCL finance dropbox so that they can view the detailed accounts, budgets etc

b) Long Term Forecast

Approved - see minute 900 e) above.

The forecast will be reviewed periodically as circumstances change.

c) Head Office Charges

Adam questioned the revised allocation of charges which has resulted in a £4100 increased charge to Nordic for 2011. As Nordic is not able to generate extra income to pay this, the increased charge is currently being funded from discipline reserves and is not sustainable in the long term.

Jennifer noted that the new allocations are based partly on each discipline's use of central services – e.g. estimated staff time and materials spent on each discipline, and partly on turnover. This has resulted in a significant reallocation of costs. A major effort is in progress to reduce overall support costs – outsourcing of finance and CRB functions, reduction in magazine budget etc. This should be reflected in the 2012 budget and allow a higher proportion of turnover to be spent on developing the sport.

This also raised the question of our approach to reserves – should accumulated surpluses be available for spending at the discretion of the Board or the disciplines which produced the surpluses.

Jennifer asked the Board for feedback on this as the 2012 budget process evolves. This would provide the basis for a formal review of our reserves policy including a clear mechanism for using available reserves to support the disciplines.

Jennifer agreed that the allocations will be reviewed as part of the budget setting process with a view to increasing the proportion of costs based on use, thereby leaving a smaller sum to be allocated on the basis of discipline turnover.

a) Alpine – Approval of Key Committee Members

The Board approved the committee list as provided by Andrea Grant – copy attached. It was agreed that the structure and membership of Key Committees should be included in the governance review with a view to helping the Board and Key Committees to work together to deliver the goals set in the Strategic Plan.

b) Nordic - Appointment of Committee Leader

Adam confirmed that he had resigned as Leader of the Nordic Committee. He reported that, in the absence of a volunteer for the post, the Committee wished to rotate the position of Leader among the committee members every six months with Glennis Dore appointed for the first six months. He also reported that some Nordic clubs showed little interest in working with the Committee.

On Adam's recommendation, the Board confirmed the appointment of Glennis Dore as Nordic Committee Leader until the 2012 AGM.

The Board accepted Jeremy's offer to make contact with the Nordic clubs, with the support of the Development Officers, to help identify the issues and seek a more permanent arrangement for after the AGM.

c) Race entry fee for Alpine Championships 2012

The expenditure budget for the championships has been approved to allow early purchase of flights and payment of resort deposits. The Board was asked to consider whether the race entry fee should be held at £40 for a third year or raised to £41. It was noted that Alpine have made considerable efforts to reduce overheads and wish to pass on the savings by holding the fee at £40. However, there are strong financial arguments for increasing activity fees annually broadly in line with inflation (currently over 5% pa), thus avoiding the need for a large increase after an extended period with no increase. After a long discussion, Jennifer proposed and the Board agreed:

- 1) To support the organising committee's proposal to hold the fee at £40 for 2012
- 2) In consultation with the Key Committees, to establish a pricing policy to be applied for all future activities in all disciplines taking annual inflation into account.

Tim to advise Andrea and Kevin of the Board's decision.

The Board offered their full support for Andrea in the difficult task of leading the Alpine Committee through a period of significant change.

At this point, Jennifer left the meeting and Jeremy chaired the rest of the meeting.

d) Key Committee Minutes

The following minutes of meetings were received:

Alpine 21st Aug 2011
Freestyle 15th Aug and 3rd Oct 2011
Coaching Sept 2010 to May 2011 (England Group meetings)

Tim noted that the England Group of UK Snowsports is now delivering the coaching strategy. Discussions are in progress to recognise this as the SSE Coaching Committee in place of the existing Coaching Committee.

Tim reported on a very successful Coaching Conference with some thought provoking presentations – especially from American Sports psychologist, Dr Jim Taylor. Good feedback from those attending, which will help to shape next year's conference. Andrew Bingham, our Sports Fellowship MP, attended & the Board was represented by Nigel. During the conference, John Shedden was presented with a Lifetime Achievement Award – see article on page 17 of the Oct/Nov 11 issue of The Piste

904 British Ski and Snowboard

Tim reported that BSS has received considerable feedback on the draft constitution.

In view of the significant changes required to make the constitution acceptable to SSE, the Board wished to have the opportunity to comment on the final draft before it is put to the current BSS membership for approval.

However, the Board acknowledged the urgent need to have an organisation in place which represents the whole sport with a fully democratic constitution. To achieve this, some compromises may be necessary to avoid endless debate on further drafts. If necessary, improvements to the constitution can be negotiated later.

Tim to seek clarification from Dave Edwards on the next stage of the process.

Tim has invited the new BSS Performance Director, Paddy Mortimer, to attend the next year's Coaching Conference.

905 AOB

a) Disability Snowsports

Jemima reported that she had been asked if it would be possible for SSE to set up an England Disability Snowsports Team. She is currently seeking the views of various people in the disability snowsports world and asked for any others working in this field, or who would like to help in developing a strategy for disability snowsports, to contact her. Adam asked that disciplines other than alpine should be included in the consultation/strategy.

It was noted that one of Sport England's target areas for NGB funding in 2013-17 is increasing participation in disability sport – for which the application process starts early next year

906 Next Meetings

Saturday 26th November 10am SportPark, Loughborough (later deferred to 5th December)

There being no further business, the meeting ended at 9.20pm

Minute 903a – Approved members of Alpine Committee 2011/12

Andrea Grant	Chair
Dermot Flahive	Chair ROTP
David Manns	Chair STP (Seeding & Technical Panel)
Muriel Ryding	Manager England Team
Peter Heath	Finance
Steve Lambert	Regional Rep
Daz Fellows	Reporter
Jemima Barnes	Board Rep
Charlotte Gould	Athletes Rep
Stuart Riches	Communications
Hedley Beavis	Coaches Liaison
Gillian Gilyead	Esskia Rep
Guy Hornsby	England Dry Slope Manager
Debbie Groom	SSE Rep
Jeremy Eaton	Board Rep & PR Consultant