

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Monday 5th December 2011 at 2.00pm At SportPark, Loughborough

Present:	Karen Richardson	Director – in the Chair
	Jennifer Denning	Finance Director
	Jemima Barnes	Director
	Jeremy Eaton	Director – items 907-911 only
	Dan Hardie	Director
	Andrea Grant	Alpine Key Committee Leader – item 907 only
	Muriel Ryding	Alpine Team Manager – item 907 only
	Tim Fawke	Chief Executive
	Peter Heath	Company Secretary
Apologies:	Barry Spouge – requested Karen to chair the meeting	
	Nigel Matthews	
	Adam Pinney	

907 Alpine Committee Discussion

Karen welcomed Andrea and Muriel to the meeting and invited Andrea to lead the discussion.

Issues raised:

- lack of strategic direction for Alpine discipline and England Team
- lack of meaningful financial reports leading to lack of financial control
- lack of financial support – sponsorship

Strategic direction. Volunteers are continuing to organise competitions, manage the England Team camps, train race officials etc, but need help from the Board to obtain expert guidance and direction to develop a performance strategy – competition structure, team structure and training programme etc.

There is an urgent need to review the position of the England Team and selection criteria for the 2012/13 season in the light of changing circumstances – BSS teams, other training options, new age groups, recession etc. Muriel asked that a replacement Team Manager be appointed in the near future.

After some discussion, it was agreed to host a small conference in January and invite 2/3 professional experts, including the BSS Performance Director, to advise us. Two topics were proposed: Team England (initially Alpine); Skiing in England – maximise growth. Appointment of an expert may be required to deliver a full performance strategy, taking into account the needs of other disciplines.

Dan/Tim to set a date for the conference; Dan to make the arrangements; Tim to invite the speakers. The Board to attend and make the necessary decisions on the day, so that a provisional team programme can be announced by the end of January.

It was noted that a significant part of the current Whole Sport Plan grant is to develop a clearer performance pathway and talent support system. Part of the Alpine Team Coach's salary is funded by the grant so that he can allocate time to this work.

Financial reports. Andrea and Muriel expressed concern that they still have no idea of the costs of individual events and training camps this year. They are aware of the need to increase event entry fees, but need to see the current figures to assess the level of increase required, and to justify these to the membership by publishing details of current costs and income. This is particularly important this year in view of the £12k increase in HO service charge for alpine.

Event costs are also required to facilitate preparation of the 2012 budget which is to be submitted by 16th Dec.

Jennifer explained that bringing the accounts up to date has taken much longer than anticipated. Monthly management accounts are now produced towards the end of the following month, but project coding of direct costs is incomplete and reporting against budget is outstanding.

To resolve the coding issues, it was agreed that Andrea, Muriel & Peter spend time with Emma (possibly one day for Alpine, another day for the Squad) to go through all 2011 transactions and ensure that they are coded correctly. Karen agreed that HSA would make Emma available for this in January, though there would be an extra charge. This was agreed.

It was confirmed that Alpine expenses and invoices must not be paid unless they have been approved by Andrea and ratified by Tim. Some claims have been sent direct to HSA and approved by Tim only.

Clarification was sought on the process and responsibility for ensuring that all Alpine Team contributions are up to date – direct debit mandates in force, monthly contributions being collected on time and that those in default are being chased. Despite repeated requests, Muriel is still not receiving the fortnightly debtors' statement.

Sponsorship. Andrea reported difficulty securing sponsorship for the GBR Series and sought the Board's assistance. Funding to cover the age group, overall and Series prizes/trophies is required.

Karen thanked Andrea and Muriel for their contribution

908 Declaration of Interests

No new interests were declared.

909 Approval of Minutes

The minutes of the Board meeting held on 18th October 2011* were confirmed as a true and accurate record thereof and, together with the minutes of the meeting held on 13th August 2011, were signed by the Chairman.

910 Matters Arising

Actions from last meeting:

797e. Child Protection Training – awaiting dates of Board meetings in 2012.

Quarterly face-to-face Board meetings were proposed, two day meetings and two Friday evening/Saturday meetings at an event venue – cover each discipline over a few years. Meetings to be supplemented by internet conferences as required for decision making. Tim/Peter to propose dates.

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 2012.

* inserted into the minute book for record purposes.

- 883 Proposal for England Group to replace Coaching Committee – Tim & Nigel are discussing with Richard Barbour and will prepare a detailed proposal for Board approval
- 890g Board Evaluation Survey – Summary results sent to Barry and Karen. Tim to ask Barry for permission to circulate to Board.

911 Governance Review

Karen tabled her report which included an analysis of responses from the recent Board survey and various reference documents – copies available in the Governance Dropbox. The survey covered eight main areas: recruitment of board members, Attributes of a chairman, Board make-up, role of chairman, remuneration committee, operation of the board, strategy and external development, training and induction. Board members were asked to study the documents and provide comments/feedback to Karen/Barry as appropriate.

The report was commissioned by the Chairman and has been submitted to him to lead on the next stage of the review process.

Election of Chairman at the next AGM. The Board agreed to appoint a Nominations Committee to find a suitable Chairman to succeed Barry at the end of his four year term. Karen was appointed to chair the Committee with Jeremy and Jennifer as members. The nomination and election procedure for Chairman is specified in Article 56. Karen to inform the members (via Tim) of the proposed committee. This is to ensure that a suitable candidate is presented for election at the AGM. Members are still entitled to nominate other candidates in accordance with Article 56.

912 Finance and Admin

a) Accounts and Finance Report to 31st October 2011

The Company and Departmental profit & loss statements for the year to 31st October 2011, balance sheet and aged debtors reports were received. These showed a net deficit of £23k.

Jennifer reported that the draft November accounts still contained a number of anomalies, which are being investigated.

Reporting of actuals against budget will be resumed when HSA have resolved an issue within their copy of Sage.

Corporation Tax 2010 Still awaiting accountant's advice.

b) 2012 Budget

Jennifer reported that the budget templates for each discipline have been completely re-written and circulated to Key Committees for completion by 16th December. These include a detailed analysis of the Central Services charge allocation to Disciplines which has been recalculated to reflect actual usage more accurately.

The proposed overall CS Charge of £125k (a reduction of £3k on 2011) was approved.

The Board agreed to terminate production of The Piste magazine following the February 2012 issue. Tim to inform Countrywide Publications accordingly. £4k of the 2012 budget to be committed for the February issue; allocation of the balance to be reviewed.

913 Strategic Plan 2011/2014

Final version and implementation plan – awaiting the outcome of the proposed conference in January. Although most of our current funding is to increase participation levels, providing a performance pathway to the elite British Teams in each discipline is a core function.

914 CEO Report

a) Office

Report as noted

b) AGM

Tim/Peter to arrange a suitable date in June

c) Club Members' Contact Details

Tim's proposed wording to clubs was agreed. Details are required by the insurance company to enable them to verify the identity of claimants.

d) Income Generation

It was noted that the proposed review of marketing/advertising should take into account the position without The Piste magazine.

e) UK Coaching Pathway

The Board approved the principles laid out in the draft agreement (Principles for UKCP). A final draft is expected shortly. It was noted that the agreement only covers the Alpine discipline at present.

f) Sport England Review

Sport England's review of our Self Assurance submission has identified issues in the following areas:

Diversity and induction of Board members – part of current governance review

Completion of strategic and annual business/operational plans - ongoing

Financial reporting – Actual/Budget and cash flow forecasts outstanding – ongoing

g) BSS

Tim reported that, until a new constitution for BSS has been agreed and accepted by UK Sport, further funding for British Team athletes may need to be channelled through SSE. Noting that an admin charge should be applied to cover the work involved, the Board agreed to process UK Sport grants for British Team athletes.

h) KPI report

Tim noted that registrations and renewals are slightly ahead of last's year's numbers.

915 Key Committees

Alpine – Jemima reported concerns expressed at the recent Alpine Committee meeting regarding an imminent shortage of new/young volunteers to help organise events – especially those willing to train for Level 2 positions. Current volunteers are coping at present, but difficulties will arise when they move on.

916 British Ski and Snowboard

Covered under minute 913h above

917 AOB

None

918 Next Meetings

Saturday 4th February 2012 10am SportPark, Loughborough (Sport England rep to attend)

There being no further business, the meeting ended at 6.30pm