

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board meeting held on Monday 10^h of September 2013 at 8am to 11am.

At SportPark, Loughborough.

Present:

JE	Jeremy Eaton	Chairman
BT	Bryan Thomas	Finance Director
GP	Geoff Parsons	Director
KR	Karen Richardson	Director
TF	Tim Fawke	Chief Executive
CP	Clive Punter	Director
RR	Rob Robson	Director
KN	Kirsty Nicol	Company Secretary
	Julia Perker	Operations Manager

The board requested Jeremy Eaton to chair this Board meeting, Jeremy accepted.

1. Apologies:

None

2. Declaration of Interest

Each Director present confirmed that they had no direct or indirect interest in any way in the proposed arrangements to be considered at the meeting, which they were required by section 177 of the Companies Act 2006 and the Company's Articles of Association to disclose other than those recorded later in these minutes. Declaration of Interests will be required from Rob. TF also stated that anyone on the Board who hasn't completed one in the last year would need to redo.

3. Approval of Minutes

The minutes of the Board Meeting held on 13th of May 2013 were confirmed as a true and accurate record thereof and were signed by the chairman.

4. Matters Arising (See Action Plan As per last board meeting)

Skiers Trust – KR we currently have an account. JE asked if we can make awards or use as fundraising for specific events. KR to provide up to date statement for next meeting. BT to investigate the cost benefits to companies if they donate money and report at next meeting. (Agenda item)

JE asked about anti-doping training JE was advised by the board that Jemima Barnes and Ian Findley ran a session and now built into calendar.

JE asked the board members if they have completed the skill matrix, any outstanding ones to be sent to TF immediately.

5. Chairman's Report.

JE – then informed the Board of the internal review that he and BT attended with Tim with the whole Team. Very good meeting. SSE has moved on in the last 12 month and the team presented well. Advised on the launch of Slide to Sochi events and communicating well with facilities. Although it was felt that help from the Board would be welcomed at some sites and regions that are having challenges.

Overall good progress so probably an amber status but with lots of greens on the new funding cycle. Looking back over the last 4 years we are now much further ahead. We are meeting core requirements and have a good team in place, watching people grow is exciting –and SSE in a very positive place.

There are challenges within some regions which is hoped to be addressed within the governance review and to help develop individual members of the team a member of the Board should attend some meetings, each board member is linked to a region.

Committees also have challenges with some having some infighting and the reputation of being a closed shop. They are volunteer committees but should be a priority in the Governance Review with regard to clear processes – selection, standing orders and finance and the expectations of the Board.

Tim Fawke travel to Sochi – JE stated the case for TF to travel to Sochi for a few days that it would be appropriate as the head of the governing body to attend. As the next two winter Olympics venues were even further away. Board asked to send any separate objections to JE.

SportEngland – Katie Legg the new relationship manager with Sport England will be invited to Bormio for a couple of days to help her develop a better understanding of the sport and the main event we run.

JE raised the issue of Alpine slipping off the agenda; need to look to help from ESSKIA with regard to increasing numbers. What are we doing to bring alpine through?

TF stated that things will move forward with the strategy document as this will help to make sure all parts of SSE are clear on the main aims of the organisation.

TF stated he will now have more time to spend on membership due to the changing role of Jan and will hopefully be able to drive the wider organisation forward and not just the grant funded areas.

GP stated that making what we offer to the membership clearer would take away 80% of these issues; we need to show a strong face to the members.

6. CEO Report

A) Operations Manager report

The operations report was presented to the board and there were no additional questions.

B) CEO Report

- SE Grant 2009-13 / 13-17

TF presents 2009-2013 document to the board and discussed whether this should be sent to all regions and clubs. TF gives a brief overview that the document is to explain to membership the funding commitments and what Snowsport England has achieved with the funding. GP, BT and KR suggest that the document should be simplified and the use of chart and percentages would be good to make the document less wordy TF agreed and will make the changes. The board agreed this should be sent out to the membership by the end of October and also the full version should also be available online. TF also informs the board that the updated strategy is coming together and has been work with CP on this. Part of the new strategy is a new simplified pricing structure broken down into five membership options and this will also be influenced by the membership survey which is currently happening. CP will look into the revenue that will be generated compared to the old pricing structure and BT will work on the finances and feed back to the board. The board agreed in principle to the new pricing structure and subject to confirm the exact details TF will roll out the new pricing structure for the FIS renewals in June 2014.

- Events Coaching conference, Slide 2 Sochi, Ski Shows

TF explains we have lot of events on at the moment with the Slide to Sochi road show and the ski shows. TF requested the board's attendance at some events will send round email with possible dates and has asked for board members availability to be sent back to TF.

TF informed that board of the fantastic response to the coaching conference this year and that we are fully booked both days. Other events happening are

Torquay's 50th anniversary dinner, CP agreed to attend if available. Snowcamp 10th anniversary ball , TF stated it was important to continue to support Snowcamp and JE,TF and 2 other staff will attend this ball.

BT commented he would like to invest in a uniform for all SSE staff. TF advised we are looking into this at the moment and there will be further news at the next SSE board meeting.

Ski Shows

TF informed the board that the Birmingham ski show has been cancelled and that we will be attending London and Manchester which will be included in the dates the board can attend.

- Strategy document

TF presented the Strategy document 2013-2018 to the board. The board approved the document and agreed that this was an implementation plan as well as a strategy document. There are still areas that this needs to be developed but when complete it should be used to help the key committee and regions to support the main SSE aims. Engagement with the regions to go through the strategy is key.

- Insurance policy

TF gave the board a brief description as to the back ground of both companies and confirmed that the cover offered by both while not identical were both sufficient for the organisation. The board discussed the issue with claims per year. TF confirmed that both insurers offer uncapped claims. TF proposed to the board that we change insurers to Endsleigh insurance subject to receiving a statement that the cover is exactly the same as Perkin slade. TF explained that this would be a three year deal and is the best solution for the organisation. TF will also speak to Robin Kellen SSW CEO regarding the effects to their premiums in the move. All board approved the move to Endsleigh Insurance.

TF also added that Ensleigh could also offer a members discount, KR suggested discounted home insurance. TF to speak to Endsleigh regarding this.

- CRM system

TF gave a back ground of when we first joined FUSE Sport in 2008 and the issues we have had surrounding the system. TF then explained we had received quotes from five CRM systems. There are two companies that TF thought could complete the work and the information comparing the companies is in the attached board documents. The office have been creating work flow charts and doing a lot of work to make sure that any company we go with knows exactly what we are looking for to make sure we get the system working at its best for Snowsport England. The board then discussed at length the costing and advised they would like three directors JE, CP and BT to have a look at the quote and feedback to TF in the next week on their findings. Subject to this the board were all in agreement to go ahead with the new CRM.

- Key committee document

TF circulated a document that is to be sent to the key committee following approval of KC members. The board all approved the document and GP suggested it would be best to get all the chairs to a meeting to go through this. GP to send possible dates through to TF

- Audit documents

TF presented updated risk assessment, disaster management document, data protection policy and equality policy to the board. all board approved. TF informed the board that we will be receiving an audit from Sport England week commencing 30th September

- Board evaluation & Skills matrix

TF will collate all skills matrix & board evaluation forms and send necessary information to JE and KR who is carrying out Chairs performance appraisal.

7. Finance and Admin

A) Second quarter accounts

BT informed the board that all finance are looking on track and that the VAT audit has shown a shortfall in VAT payments of £7500 which was not factored into the finances and comments that VAT is costing a lot. KR is looking into solutions in regards to amount of VAT we should be paying and will feed back to the board. BT also commented that he is concerned on the amount for finance required for the governance report and new CRM system and comments the cost should be spread over a longer period of time 12 months. Cash position for SSE is good.

B) BT presented the updated treasury policy which the board approved. Four yearly companies forecast has been completed by BT and presented to the board. TF feels this document is sufficient

for the audit. BT presented to the board a very broad four year forecast of finances which was approved by the board.

8. Key Committees

A) Approval of Key Committee members

Key Committee members were presented to the board; the board think that the Nordic committee have far too many members at 17. TF will feed this back to Glennis Dore.

Schools and Youth committee members were approved by the board.

Freestyle committee members approved

Alpine Committee members approved

B) Approval of Min

All approved except alpine holding a meeting at Loughborough on the 14th of September 2013.

14. AOB

Board co-opted Rob Robson to the Snowsport England board, JE asked Rob to provide a short biography and photo.

TF suggests the board has five meeting per year, all board approved TF to circulate calendar of dates.

GP asked if we can provide admin support to Key committees Further to his meeting with Martin Carr freestyle committee. TF will assess and feedback to board. GP also commented on the key committees looking after themselves. GP will also send a link to the Anti-doping workshops to be sent to all performers looks very good on SSE to be promoting.

CP informed the board he will be completing a commercial audit to identify the areas we can increase revenue.

JE is working with Sport England to see how a high performance governing body should work with its board, JE is building a good relationship to help the board with what tasks they need to complete.

TF attending BSS AGM on the 18th of September and will feedback to board.

15. Date of Next Board Meetings

5th November SportPark 8.00-11.00

Action Points from Board meeting 10/09/2013

	Details	Action
1	Details of ESC Skiers Trust to Jeremy & Geoff	PH
2	Organising Peter Keen and Vice Chancellor Lunch	TF/GP
3	Digital Update on current status and adopt digital review	TF
4	IF to amend presentation slides regarding Sport Aid funding and circulate to the board	IF
5	Info on marketing and Commission from Sport Direct- For board	TF
6	To complete Skills Matrix	ALL
7	Look into Uniform for staff and board	TF
8	Speak to CEO SSW regarding insurance premiums	TF
9	Speak to Endsleigh regarding discounted home insurance offer	TF
10	To look over CRM quotes feedback to TF one week	JE CP BT KR
11	Possible dates for key committees meeting at Loughborough	GP
12	To Collate skill matrix and board evaluation forms	TF
13	Send board evaluation results to KR and JE	TF
14	Feedback on committee members to Glennis Dore	TF
15	RR to provide a short biography and photo to TF	RR TF
16	KN to Circulate 5 meetings a year dates & board away day to board	KN
17	Feedback on BSS AGM to board	TF
18	CP to carry out commercial audit	CP
19	CP to support TF in finalising strategy and implementation plan document	CP
20	JE to continue with SE on high performing governing body	TF