

Snowsport England Ltd

Minutes of a Board meeting held on Thursday 19th March 2015

8.00am to 11.00am.

At ALF, Bedford

Present:

JE	Jeremy Eaton	Chairman
BT	Bryan Thomas	Finance Director
SM	Stuart Maclean	Director
TB	Tania Barton	Director
GW	Gareth Wynn	Director (Arrived during point 5)
NO	Nick Ogden	Director
RR	Rob Robson	Director (Left after point 7)
TF	Tim Fawke	Chief Executive / Director
VC	Victoria Crampton	Communication Officer (left after point 5)

Apologies:

EC	Elly Cockcroft	Director
KR	Karen Richardson	Director

1. NOTICE, QUORUM AND CHAIRMAN

The Chairman reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the Chairman declared the meeting open.

2. DECLARATION OF INTERESTS

Rob Robson declared that he has been selected as a UK delegate with ISF

All other Directors 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.

3. MINUTES OF MEETINGS HELD ON 13TH JANUARY 2015

The minutes of the Board meetings held on 13th January 2105 were agreed and signed as a true and accurate record of the meeting.

4. MATTERS ARISING FROM MEETINGS HELD ON 13TH JANUARY 2015

The action log was updated by TF. The following items were completed, no longer relevant or dealt with on the agenda.

- 4.1 Press release introducing the board members to membership
- 4.2 JE meet with directors individually regarding roles post AGM
- 4.3 TF progress with commercial strategy
- 4.4 Change of Board meeting date – new meeting info circulated
- 4.5 New directors to feedback on suggested roles

5. VICTORIA CRAMPTON – COMMUNICATIONS OFFICER

5.1 Communication presentation

TF introduced VC to the board. This continued the aim of bringing in members of the team to help develop the understanding of the board members and the key areas and challenges that face SSE. Communication is a huge challenge for the organisation but we have made a lot of progress since Victoria's role has had the greater focus on this.

JE re-enforced that while there is still work to be done on the communications side this should be taken in the context of where we have come from and what we have achieved already. The work that VC and Betony Garner have done has significantly improved the communication both internally and externally.

VC gave her presentation on communication which is attached to these minutes. It covered the key areas that she is working on

- a) Mailers
- b) Social Media
- c) Internal communication
- d) External Communication
- e) Communicating with a wide range of audiences

5.2 Partnership Development

VC outlined the work on the partnership side and the limited time that has been available for this due to the focus on communications. It now seems some of the foundations are in place to be able to develop this further.

There was a further discussion around the best way to develop partnerships and it was felt that partners brought on board should be aware that SSE is looking to change dramatically over the next 12-18 months and that it is key to get them to sign up to this process. One of

the areas is to do a case study of the Tirol partnership and show how this has worked for both parties as this will show we can deliver for other partners.

GW offer to meet up with VC and let her pitch to him and give feedback from a corporate point of view.

6. CHAIRMAN'S REPORT

6.1 England Alpine Championships, Bormio

Within Tim's report but important reputation fact –much more positive compared to previous years and no hassles and level of grumbles was low. The organising team and resort did an excellent job and delivered a great championship.

6.2 CEO remuneration (TF left the room)

The directors discussed the proposed remuneration for CEO from JE. This was approved . BT to follow up and put the new contract together.

6.3 New Directors

JE asked the new directors to feedback on a 1 pager from their experience so far of what they would STOP – START - CARRY ON. JE would send out following the meeting giving further details and for the directors to feedback within a week.

6.4 AGM / Board away day

The AGM was agreed for the 3rd October 2015 at Sportpark. Board away day to be confirmed and depending on need and potentially sub groups working together on particular areas.

6.5 Other

JE also feedback on the following areas

- a) Work with BSS and liaising with Tony Willis and the BSS AST committee and the work to complete the development programme that links BSS with HN.
- b) SSE staff feedback – Exit interview conducted and other positive feedback received regarding the office.
- c) ARC – assisted Tim with holding direct conversations with Lloyd as to Tim's joint role, advising Tim for the meeting
- d) Home Nations – HN committee met on tele-conference call, The relationship is developing with the other HN's and we are going in the

right direction and must not be influenced or manipulated by other political agendas

- e) Alpine Squad – Jo Ryding appointment as Alpine squad manager.
- f) NO mentioned that if we did require any legal work then he had access to barristers that would be able to do this pro bono.

7. CEO REPORT

TF presented his CEO report and the HO report to the board.

7.1 Staffing

Myra Perkins (part time admin) has handed in her notice. It is a real shame she is leaving as she has been very good. She needed to leave for personal reasons but she has very much enjoyed her time working at SSE. The whole team is working well and the office has made a step forward over recent months.

7.2 Sport England

Reward and incentive fund – Letter of solicitation had been received regarding this fund and potential to bid for up to 40K. This is looking at creating a digital platform for freestyle skiers and snowboarder to up load the video and be judged by the peers/ judges and have an on line league. It would link through from recreational to elite. This project will be done in partnership with BSS and SSS. SM suggested an app to help upload the video would be useful to build at the same time. TF put this suggestion forward.

Commercial support – TF, GW and Jan Doyle had a meeting with Sport England commercial team. They outlined the potential support that could be offered through 4 potential agencies. GW stated he felt it could help in 4 areas, What to offer, How to make it worth more, Scale of market and long list of clients to get access to. It was agreed that it was good to do this work with Sport England but need to make sure it did not distract resources away from what we were doing and that it added value to our internal commercial offer. TF to progress with Sport England but this needed to be sooner rather than later.

7.3 Membership pricing

TF presented a proposal for 2015/16 prices to the board. There was a discussion around the proposal. It was agreed that prices would remain the same for 2015/16 while we develop membership offering. Once this is in place justification for a larger and more significant increase can be justified.

7.4 Alpine excellence project (Tignes)

TF gave an overview of the project following meeting with Clive Peggram and Clive Woodward. The expected timeline is that the new building will be in place for summer 2017. They have asked for feedback on the projected.

Discussion was held around the academies and the relationship that SSE has with the various ones. GW suggested a clear set of criteria that we put in place for academies. TF said he was working on with Bridget Owen (lead welfare officer) further guidance and support of academies for the welfare they offer.

- 7.5 Discipline and Dispute Resolution Procedures and case management panel documents were approved by the board subject to a clarification on points raise by BT. It was agreed that all board members would be available to chair discipline panel depending on timing and who was available.
- 7.6 CPSU can provide board training on a board away day to make sure all directors have the appropriate training and knowledge for safeguarding.

8. FINANCE & ADMIN

8.1 2014 Accounts

BT reported the 2014 accounts to the board referring to his report previously circulated. These had turned out better than expected. This is partly due to 2 exceptional items which have been credited back from the balance sheet. Subject to audit this should mean a £32,703 surplus for the year. This will bring our reserve levels back to previous level of 2012. The accounts have gone to the auditors.

8.2 2015 budget

The 2015 budget has been adjusted slightly based on the actual end of year figures. These were presented to the board and agreed.

8.3 5 year forecast

BT has updated the 5 year forecast which is based on no grant being received from 2017 onwards. BT and TF will work through possible scenarios for 2017 onwards and these will be presented to the board at the next meeting.

8.4 Treasury policy

BT has update the treasury policy and all directors were in agreement. There were 3 quotes received for the 2016 audit and BT will follow up and make a recommendation to the board at the next meeting.

9. BSS

TF gave an update on the on-going work with BSS and the recent election result with the chair of the AST committee. Tony Trayner is the new chair and has taken up the role with immediate effect.

10. GOVERNANCE REVIEW

10.1 Key committee

Reports were received from Schools Technical Advisory committee and the Youth Development committee and TF feedback from the ARC meeting and circulated their latest minutes. Reports had not been received from Nordic/Coaching/Freestyle. TF to feedback that it is unacceptable situation not to provide a report back to the board meeting as requested.

TF gave an update of the progress of the ARC committee and the challenges that need to be resolved. A good start was made but the actions listed in the minutes need to be completed.

10.2 Regions

TF had asked if there were any questions or comments from the regions for the board meeting. Bernie Wright had asked a few questions which TF answered and Karen Conde confirmed that CESA had reformed and that they had their first meeting.

11. RISK REGISTER

The risk register was discussed and due to the significant changes it was to be circulated by TF following the meeting for all directors to consider.

12. AOB

Congratulation to Midland Ski club for their 50th Anniversary which is a great achievement. JE will be attending their dinner.

Thank you to TB for hosting the meeting

DATES OF NEXT MEETINGS

5th June 2015 8.00 – 11.00 EDF (TBC)

3rd September 2015 4.00 – 7.00 SportPark
 17th November 2015 8.00 – 11.00 LORDS (TBC)

Action Points from Board meeting

	Details	Action
1	Decision on ESC skiers trust to be followed up once position of GB skiers trust has been clarified	TF
2	Development of Schools skiing and link with Esskia	RR, TB, BT, JE
3	GW & VC to meet up to look at pitching to partners	VC & GW
4	BT to follow up on CEO contract	BT
5	JE to email info of STOP /START/CARRY ON	JE
6	SM/NO/GW to feedback one pager on STOP/START/CARRY ON	SM/GW/NO
7	TF /GW /JD to work on SE commercial support	TF/GW
8	TF to send note to committees regarding report for board	TF
9	TF to send note to regions regarding feedback on template	TF
10	TF to circulate risk register to all directors	TF