

# Snowsport England Ltd

Minutes of a Board meeting held on Tuesday 19<sup>th</sup> January 2016

16.00pm – 19.00pm

Sportpark, Loughborough

## Present:

JE	Jeremy Eaton	Chair
BT	Bryan Thomas	Finance Director
TB	Tania Barton	Director
NO	Nick Ogden	Director
SM	Stuart Maclean	Director
EC	Elly Cockcroft	Director (by phone until point 9)
AE	Alison Eyre	Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
VC	Victoria Crampton	Communications Lead (until point 5)

## Apologies:

GW	Gareth Wynn	Director
CS	Chris Shelley	Members Director

### 1. NOTICE, QUORUM AND CHAIR

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

### 2. DECLARATION OF INTERESTS

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 17<sup>TH</sup> NOVEMBER 2015

The minutes of the Board meetings held on 17<sup>th</sup> November 2015 were agreed and signed as a true and accurate record of the meeting.

#### 4. **MATTERS ARISING FROM MEETINGS HELD ON 17<sup>TH</sup> NOVEMBER 2015**

The action log was updated by TF. The following items have been completed.

##### Actions

- Leadership team report circulated to the board once complete
- NO & TF to liaise to move IT strategy forward and engage Claire in process
- As per BT's Alpine report, the member who resigned will have the opportunity to be considered for membership as and when additional suitable members are advertised for.
- BT to ensure conference call facilities will be able at future alpine committee meetings
- Revised code of conduct circulated
- HPNGB work – confirm consultancy and set up initial meeting with JE, TF & BT

## 5. **COMMERCIAL UPDATE**

Victoria Crampton gave a presentation that went through an update on how the commercial work had progressed over the last 3 months.

The challenge was around the resources available to progress this initiative as quickly as possible and what this would require. This was directed back to the commercial group to see how this could be managed and what additional funding would be required. To report back within 3 weeks

One of the key challenges is around collecting the club data. TF presented a list of the largest 20 clubs and the ones that had and hadn't provided this back to SSE. The plan is to visit all the clubs which have not provided the data to explain in greater detail why we need this information and how it will help SSE to help support clubs further. TF asked for director support on selected visits.

VC showed the new website and explained the reason for moving across to the new platform. This is so we have the ability to content manage the whole website and to start the process of bringing all website onto one core platform. **VC to circulate link and comments back on site to VC**. This is still a work in progress with the aim is to have this up and running by the English Champs.

## 6. **IT STRATEGY UPDATE**

NO's IT report was taken as read. The issues are not fixable with extra budget due to the size/cost of the task. It will be continued to work through the tasks required. The website being the first item to go live.

Currently the 2 key areas which need immediate attention are

- a) the office documenting the CRM system and process required in addition to the functionality of the current system.
- b) The club membership data to add to the system so we can progress with the commercial initiatives.

IT group hasn't progressed as far as it planned due to limited help or support from the group.

## 7. **HPNGB**

JE, BT and TF attended a feedback session with Cognosis on the diagnostic results. JE feedback on the process so far and the some of the challenges that we have had with Cognosis and the completing of the diagnostic tool. There has been feedback to Cognosis and we will also be feedback to Sport England as well on the process. JE to feedback to SE.

The workshop date had to be changed to after the b-focused meeting and will now go ahead on the 8<sup>th</sup> Feb.

**b-focused.** An update was given on where we are in the process. The feedback meeting is planned for the 3<sup>rd</sup> Feb and JE, GW, VC, JD and TF will be in attendance.

TF presented the data analysis that they had completed on our membership data. This highlighted an issue around retention of members and a challenge should be put to committees on ideas of how this should be addressed. This is however linked to the cycle of alpine racers (our biggest membership sector) as they reach late teens.

There was further discussion around the data and how this was put together. There was a concern around some of the information been miss-leading as it didn't show the full context. So the document should not be circulated in its current form.

#### **8. MEMBERSHIP DIRECTOR**

Chris Shelley had given his apologies due to being ill but had sent in a note that TF read out to the board. TF also commented that Chris is keen to get involved and work with the team to help the membership engagement.

#### **9. STRATEGIC TEMPLATE**

TF presented the strategic template that came out of the leadership team. The aim to help clarify who we are and what we are doing. This will be an important document to help all staff and the wider community know what we are doing.

There was approval from the board regarding the document but here would need to have a chronological timeline against it as well. TF to take back to the team and circulate to board for email sign off.

#### **10. GOVERNANCE SUB COMMITTEE (ATTENDED BY JE, BT, TB, NO, AE, JD,TF)**

Approval of standing orders – Discussion was had around the agreement with volunteers to make sure appropriate information was provided to the SSE website. Eg results from races. This is to start the process of making sure we have all the up-to-date content on our website. Additional wording to be added but also a note to when the standing orders are circulated.

Code of conduct – approved with an additional clause to include data protection and that we won't be selling or passing on any data onto third parties. This policy is to be reviewed annually

York rollerski club approved. Couple of points on their constitution that needs to be checked. JD to make sure this is in line with example constitution we have.

2016 Squad weekends all planned and in place. Need to check residential choice though.

Key committee reports – received from Freestyle, Coaching, Youth Development, Schools, Alpine

The CTP highlighted the issue with BASI withdrawing from the UKCP pathway. There was a good discussion around the UKCP pathway and the way forward. The board were keen to help. TF to urgently feedback to the CTP and see what additional support or resources could be provided as it is essential that this is progressed before 1<sup>st</sup> May when BASI will split off.

Risk register was reviewed. The new template was approved and additional risks added to the register.

#### **11. ALPINE COMMITTEES UPDATE**

BT presented his report to the board. There were no further questions on this

JE asked for an overview on the Alpine Committees and other volunteers and did we properly consider it through their eyes and in the culture of “what’s in it for me?”.

There was further discussion around this and why there was a challenge with Alpine. This does link back to the funding that is received which is geared to support Park and Pipe and participation and the largest active part of the membership Alpine activity and competitors doesn’t get funding and this does cause a challenge with the membership. Which makes up 75% of SSE active membership. Those who should be most engaged.

It was agreed this needed further discussion and that it will be main agenda item at the next board meeting.

#### **12. ALPINE SELECTION**

TB gave out a hand-out with an update on recent and upcoming selection. Also the changes that SSS will announce shortly. There are further discussion to be had with BSS regarding the following 2017/18 selection criteria.

##### **BSS**

There has been a positive start by Rory Tapner at BSS and he has already getting on with making changes and targeting some initial wins with athletes. They are planning within the next month an Alpine Pathway workshop to collect views with a plan to then make changes in the following years.

TF proposed we look to change the SSE rep on AST which was agreed and that this should proceed but the current representative should be consulted.

Attended meetings, phone calls, conference calls, liaised with directors (and staff as required), attended squad weekend,

1. Cognosis
2. B-focused
3. ARC
4. Board management
5. Alpine Squad support / Selection
6. CEO liaison
7. BSS – meeting Rory Tapner TF/TB/DE re. Alpine

### **13. CEO REPORT**

The CEO report was taken as read. The following items were agreed

The Race organising committee for English Championships to get a 3 year deal for the Alpine Champs to stay in Bormio

Approval for the payment of the core funding to the regions

### **14. AOB**

TF informed the board that Jane Campbell Morrison the CEO of SSS had resigned and was moving on to a new Job.

TF outlined a proposal for Ski Cross events and for SSE to endorse the events alongside SSS and BSS. This was approved by the board.

The board wished Tim and the team every success with the English Alpine Champs in Bormio.

TF and JD informed the board they would be meeting Sport England this Friday to be initially briefed on the upcoming funding submissions. It is anticipated to be March – May, a significantly smaller window than previously experienced. A decision post submissions is expected to be pre Xmas 2016. This will be a business critical project.

### **DATES OF NEXT MEETINGS**

3 <sup>rd</sup> March 2016	10.00 – 1.00	Loughborough (other side of campus)
10 <sup>th</sup> May 2016	10.00 – 1.00	Loughborough
5 <sup>th</sup> July 2016	16.00 – 19.00	Loughborough
13 <sup>th</sup> September 2016	10.00 – 1.00	Loughborough
16 <sup>th</sup> November 2016	16.00 – 19.00	Loughborough

AGM Date – Possible Coaching conference 17<sup>th</sup> & 18<sup>th</sup> September

## Action Points from Board meeting

Action Log – priorities are in **bold**

	<b>Details</b>	<b>Action</b>
1	Decision on ESC skiers trust to be followed up once position of GB skiers trust has been clarified. Still with HMRC for decision	TF
2	<b>Development of Schools skiing and link with Esskia – meeting with Mark Vernon</b>	TB, BT, JE, TF
3	GW to pass on example risk register to TF to add new column to current register	GW
4	Agree board meeting date with Glennis Dore and provide guidance	TF
5	BT to link with Betony and get PR out to promote the changes with ARC Committees to the membership and clubs,	BT
6	<b>Plan on cheque books and if we should look to resource more to quicken the process up and what this would entail to deliver for this season.</b>	VC,JD,NO,TF
7	<b>TF to coordinate meetings with clubs to follow up on club data</b>	TF & ALL BOARD
8	<b>Feedback on HPNGB process and diagnostic tool to SE</b>	JE, TF
9	The challenge of retention of membership to be put to committees and ideas we could follow up with.	TF
10	Strategic Template to be developed further with the team including targets and timelines	Leadership Team
11	Standing orders amended to include posting of result to SSE and circulated to committee's chairs	TF
12	Code of conduct add in clause on privacy and circulated to committee's chairs	TF
13	York GOrollerski club – check constitution	JD
14	<b>UKCP – to look at what support CTP thinks they need to be able to make sure UKCP is the course of choice</b>	TF, Coaching Committee
15	<b>Change in AST rep – discuss with current rep and meet with potential candidates</b>	TF, JE