

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Saturday 29th November 2008 at 10.00am
at Hotel Ibis, Crick, RUGBY

Present: Barry Spouge Chairman
David Hart Director
Nigel Matthews Director

Tim Fawke Chief Executive
Peter Heath Company Secretary
Jennifer Denning Observer

Apologies: Peter Stratton
Dave Richardson

ACTION

Barry welcomed Jennifer Denning to the meeting as prospective Finance Director

671 Minutes

The minutes of the meeting held on 29th October 2008* were confirmed as a true and accurate record thereof and signed by the Chairman.

672 Matters Arising – not on agenda

664a. Sport England bid. No feedback or queries to date.

664b. Policy documents. No amendments received, so documents approved as tabled
CEO Job Description – no change.

664m. EMSA's closing funds have been received. Barry to consult WMSA about the possible formation of a Midlands Region.

BS

669. Recognition of older members. John Shedden will write his contribution for The Piste as soon as he is available.

673 CEO's Report

a) Strategic Review

The current strategy covers the period to 2010. We now need a longer term strategy to document where we want to be in eight years' time and what we need to do to achieve this. For the last few years, we have concentrated on securing the business.

Agreed that Tim should lead a small working group including Peter S and ANO with a view to presenting a proposed strategy to the AGM and Council next spring.

TF

* inserted into the minute book for record purposes.

b) Sport England Bid

Tim had a meeting with Ipsos Mori who will carry out the sports satisfaction survey – contacting clubs, performance athletes & sports participants – aiming mostly at those who ski abroad. The online survey will be repeated during the grant period partly to the same people to identify changing use.

We are allowed 3 sport specific questions & will be judged on the answers.

Tim to circulate the Ipsos Mori presentation and needs our suggested questions by Christmas.

TF/ALL

c) Assurance Process

Further documents for comment and approval:

ALL

- i. How do I become a Director of Snowsport England – details Directors’ duties.
- ii. Code of Practice for Board Members
- iii. Board Evaluation Questionnaire

For ii and iii, Tim to seek advice from Sport England, CCPR or other sports for documents more relevant to a sports governing body.

TF

d) Insurance

Tim met 2 representatives from Perkins Slade on 26th Nov to agree the insurance cover for 2009. Cover will be 100% with Royal and Sun Alliance, not with Insuresport Mutual.

Civil Liability cover is currently limited to £5M, but one recent claim against another organisation was for close to £5M. Do we wish to increase cover to £10M?

Tim to write to clubs offering them personal accident insurance for their members at extra cost. Cover can also be provided to members of the Coaching Scheme at extra cost.

TF

Perkins Slade are updating the policy summary document for members.

e) UK Coaching Awards

The Level 1 and 2 documentation will be ready for distribution in December.

Considerable interest from people wanting to become tutors in the new scheme.

UK Snowsports Agreement – Point 7 to be added – “to work towards the same pricing structure by 2010”. Agreed that Tim should sign the amended agreement on behalf of SSE.

f) Staffing – as noted in CEO report

g) Finance Director – see AOB

h) Database

Online renewals now working fairly well with most major issues now sorted. Response by Interfuse to issues is improving but still variable. Some extra facilities are being provided outside the original contract, for which there will be a charge.

- i) Affiliates – as noted in CEO report.
- j) Web site. Agreed that the site should be rewritten soon. Needs to be more outward looking to encourage non-members to use the site.
- k) Wristband Scheme – Alpine Championships

No update received from Hype Events yet. Subject to the additional information, it was agreed to support work on a brochure, but not the wristband scheme.

- l) Snowsport GB – as noted in CEO report.
- m) De Haan Pathway Group. – as noted in CEO report. Important that we maintain involvement with the Group
- n) Bank Accounts

Standard Life – signatories are now Barry Spouge, Tim Fawke and Sara Tatham

Still need to move some of the balance to other banks. Barry to chase Natwest & **BS** Lloyds for details of their savings accounts.

674 Strategic Matters

a) Strategic Review – see Minute 673a

b) Future Role of Council

The Board noted the recent exchange of correspondence following the cancellation of an autumn meeting, but there had been no formal request for a meeting.

It was agreed that the Board should circulate a written proposal for a new structure for discussion at the May Council meeting, incorporating Martin Carr's suggestions and perhaps that a Board member be assigned to each Region.

If necessary, the Articles will be changed at a later date to take into account any agreed changes.

Martin's suggestion:

1. After the AGM there is a council meeting to elect the KC Leaders and deal with any admin business
2. That an e-mail address of council@snowsportengland.org.uk is setup as a distribution list. This would mean that an e-mail sent to this e-mail address (but only from a council member) would then be sent to all the other council members. The point being to allow more efficient communication between council members without the need to know the e-mail addresses of all members.
3. Continue the current arrangements where the KC leaders organise their meetings to complete their duties
4. Should other council members have any questions, these can be directed at the relevant KC to be dealt with. Depending on what was asked, it may be appropriate to invite the said person to the following KC meeting.
5. When the most recent KC mins are added to the SSE web site an e-mail is sent out to the council e-mail address to advise members of it.

Finance and Admin**a). Management Accounts to October 2008**

Management accounts and Clive's financial report were reviewed.

Clive recommendation to write off all pre-2008 fixed assets was approved – total value approx £1500.

Jennifer noted that our current reserves represent only about 3 months expenditure – very low compared with those held by other similar organisations. In view of these comments, it was agreed that it is not necessary to consider bringing forward any expenditure to reduce the forecast surplus.

b) Finance Committee

The minutes of the November telephone meeting were received and comments noted.

c) 2009 Budget

Version 5 of the budget incorporates the amendments agreed by the Finance Committee, plus some minor changes to Central Services and projects an overall deficit of £23,308

In line with Tim's recommendation, it was agreed to amend the 2009 Service Charge allocation to:

Coaching	52%
Alpine	25%
Schools	20%
Freestyle	1.5%
Nordic	1.5%

It was also agreed that the total service charge be increased to cover the projected Central Services deficit.

It was noted that the Finance Committee tend to prepare a cautious budget, the final outturn usually being significantly better.

Subject to a final review of the budget by the Finance Committee following receipt of the November accounts, the budget as amended above was approved.

c). Financial Control

Bank Accounts.

HSBC – new mandate to be signed at the end of the meeting.

Standard Life – see minute 673n above.

Freestyle Accounting

The board confirmed that there must be full accountability of all discipline income and expenditure. Transferring the online activity income to the existing HSBC online account should follow, but is less urgent

**TF/MC/
ST**

676 Key Committees

- a) Coaching. Minutes of the meeting held on 24th September were received. A further meeting was scheduled provisionally for 30th November, but has been cancelled owing to lack of business.
- b) Freestyle – minutes of meeting held on 20th October were received – no comment.
- c) Nordic – minutes of meeting held on 30th September were received. Stephen Johns now has access to input and maintain the Nordic section of the web site. Once complete, this will replace the separate SSE Nordic site.
- d) Schools & Youth. Nigel reported that he had rewritten the SCO criteria and submitted them to Martin Tomlinson for the committee's approval.

677 Snowsport GB

SSGB October and November reports were received and discussed.

A report on the Congress is included in CEO's report.

SSGB staff are moving office over the New Year holiday to the Edinburgh International Climbing Arena, close to the airport.

678 AOB

a) Snowsport Concepts

The Board viewed sample layouts for a brochure, folder and display banner. There was support for the concepts, but concern that they concentrated on elite alpine racing. We need to show the progression from beginner to British Team/Olympics, include pictures of other disciplines and show the part that artificial ski slopes play in this progression.

b) Finance Director

Jennifer Denning confirmed that she was willing to take on the role of Finance Director and was duly appointed by the Board.

HSBC Current and Deposit Accounts. In view of Jennifer's appointment, it was agreed that Barry Spouge, Jennifer Denning, Tim Fawke and David Hart be signatories on the two accounts with immediate effect. Cheques up to £250 – any one to sign. Cheques over £250 – any two to sign. These signatories replace those agreed at the September Board meeting. A new bank mandate was signed.

It was agreed that Clive should continue to act under contract as financial consultant for up to six months to allow a smooth handover.

Also agreed that Karen Richardson be invited to attend the next Board meeting as an observer.

c) Sponsorship Report

Report received from Peter.

Agreed to continue recognising Inghams as title sponsor for the Grand Prix Series and publish their press releases, though, as they cannot commit to any cash sponsorship for 2009, there will be no cash prizes.

Post meeting note – Superbreak Hotels offer published on Web and sent by newsletter to all members 4th Dec.

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Next Meetings

Sunday 18th January at Hotel Ibis, Crick – starting at 1000. NOTE earlier time.

Monday 23rd Match at 7.30pm – telephone conference

?? April at Hotel Ibis, Crick

There being no further business, the meeting ended at 1500