

# ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held by telephone conference  
on Tuesday 25<sup>th</sup> August 2009 at 7.00pm

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Present: Barry Spouge Chairman  
Jennifer Denning Finance Director  
David Hart Director (from item 727)  
Nigel Matthews Director  
Karen Richardson Director  
Peter Stratton Director

Tim Fawke Chief Executive (from item 727)  
Peter Heath Company Secretary

Apologies: None

**724 Declaration of Interests**

No new interests declared

**725 Minutes**

The minutes of the Board meeting held on 15<sup>th</sup> June 2009\* were confirmed as a true and accurate record thereof and will be signed by the Chairman at the next meeting.  
It was agreed that the draft minutes of the AGM held on 20<sup>th</sup> June be published.

**726 Matters Arising**

None.

**727 Strategic Plan 2010-2013**

Details of the brief for each working group have been circulated\*. Aiming for final approval of the plan at the AGM/Council in May 2010. Proposed consultation process:

- a. WGs to prepare a list of questions requiring feedback from the members – to be sent to Barry by 9<sup>th</sup> October for collating into a consultation paper.
- b. Open consultation with members at the British Ski Show (30<sup>th</sup> Oct-1<sup>st</sup> Nov)
- c. WGs to complete full draft to be sent to Regional Chairmen & Key Committee Leaders giving them time to consult their members/clubs before attending an away-day meeting to present and discuss their views on the draft.
- d. WGs to complete final draft in time for circulation with AGM/Council papers.

**728 CEO Report\* see written report**

- a. **Sport England Grant.** First meeting of Project Board held last month – minutes tabled\*  
Governance audit to start on 7<sup>th</sup> September. Development Officers now in place –  
announcement to be made on 1<sup>st</sup> Sept – Web site, The Piste and to clubs.

Tim to arrange a short consultation session at the Ski Show on a ski facilities strategy –  
aiming to document our aspirations and needs for new and existing facilities in each Region.

\* inserted into the minute book for record purposes.

- b. Membership** Online renewal for 2010 in progress. First-time registration on line – system being user-tested – awaiting feedback. Total 2009 membership is currently about 5% down on 2008 numbers, though Alpine performers are 2% up. Tim to arrange a detailed analysis at the end of the year with a survey of those not renewing to find out why.

A membership application has been received from a proposed Ski Cross Club. The Board accepted the proposed constitution, but asked that the club name be changed. The issue regarding two clubs with the same name has been resolved.

- c. Outstanding Debts from 2008.** Tim has had some success with these and will continue to pursue. If the final amount outstanding is less than the 2008 bad debt provision, the difference will be entered as 2009 income.
- d. Bank Accounts** Schedule of bank balances and current interest rates outstanding. Tim to check with Sara. HBOS documents held by Royal Mail for 2 months – now returned and should be with HBOS. Tim to chase.
- e. UK Snowsports** Arrangements now confirmed for the Coaching Conference at Hemel. Compromise deal struck on sponsorship. Due to the revised arrangements, numbers are now limited to 60. This number has been reached, so late bookings are not being accepted. Vickie will be helping at the conference.  
Agreed that Amanda from Sportscoach UK be invited to give her presentation to the Board on Sat 17<sup>th</sup> October – suggest 30 minutes max. Tim to invite her.  
The Child Protection presentation takes about 2 hours – agreed to defer this to a future meeting – perhaps end of November.
- f. Staff** Tim arranging a staff day at Chill Factore – include skiing & boarding sessions plus presentations from Vickie and Jan on their proposed projects.  
Staff sick leave - Tim to liaise with Barry.  
In view of the agreed loan to Snowsport GB, consideration of an additional staff member is to be deferred until next year. However, Sara will need some assistance especially during the transfer to the new accounting software. Jennifer & Karen are happy to offer advice by telephone at any time. A fortnightly conference call between Jennifer, Karen & Sara was proposed – Jennifer to arrange.  
Karen has four demonstration accounts packages – aiming to show to Sara next week. If we choose Sage Line 50, there are a number of training options – reporting & use of coding courses would be useful. The training costs would be more than repaid in the reduced time required each month to produce the management accounts.
- g. Office computers.** New computers, monitors and laptops now installed.
- h. Staff Pensions.** Employers will be required to make a 3% contribution to staff pensions from 2012. HSBC have suggested starting at 1% in 2010 increasing to 3% by 2012. Jennifer & Karen to discuss the options & advise the Board.
- i. Child Protection** Tim aiming to have the advanced standard documents ready for submission in November. It was suggested that the Board training session be arranged for the November Board meeting at Rugby – date to be determined.
- j. Alpine Committee** The Board were pleased to confirm the appointment of Andrea Grant as Leader of the Alpine Key Committee.
- k. Alpine Team.** The Board discussed various matters relating to the Alpine Team and agreed appropriate courses of action.

Provisional agreement has been reached for accommodation and a full-time coach for the Development Team. Tim to confirm details with Muriel, then issue athlete contracts. Once these have been signed, Tim to seek Barry's approval to sign a contract with the coach, as this will be required before the next Board meeting.

- l. Nordic** – £10k Funding application received from Nordic to support the employment of a British Nordic Development Head Coach for one season. The Board noted that the current Sport England grant has been provided for specific projects as detailed in the bid. If there is any unspent grant at the end of the grant year (next April), the Project Board could consider additional projects at that time within the terms of the grant. SSE has committed a four year loan of £25k to Snowsport GB and is working hard to eliminate a £29k budget deficit for 2009, so there is no scope to offer funding from SSE at this time. It was also noted that the Nordic account is currently nearly £4k behind budget, which is contributing to the current overall deficit.  
The Board would like to help the development of Nordic skiing in England - possibly with some assistance from the new Development Officers and could provide practical support for a Nordic grant application to Sport England. Tim to explain the position to Nordic and discuss with them this and other options for supporting Nordic development in England.
- m. Snowsport GB** The Board received and discussed a further update on the current financial position of SSGB
- n. Bingo Lotto** This is due to be re-launched in September – tickets on sale at all Tesco shops. Promotion to go on the web site & in The Piste.
- o. Regional Project** – funded by the Impact & Improvement grant. Successful meeting held on 27<sup>th</sup> July with all Regional Chairmen – helping Regions to produce their own development plans which link in to SSE's Whole Sport Plan, also to improve communications between SSE, the Regions and their clubs. Syzygy Leisure facilitated the meeting as part of their work on the project. Aiming to involve the Regional Chairmen in the consultation on facilities at the Ski Show.

## 729 Finance and Admin

- a. Management Accounts to 31<sup>st</sup> July** Noted that the year end forecast is approaching breakeven, but with losses in the Alpine Grand Prix races and Nordic events. ROTP have a meeting planned to discuss the GP issue. Activity income and expenditure in Coaching & Schools are significantly below budget. Karen/Jennifer to check that the underlying detail has been reported correctly. It was noted that there may be additional coaching costs in the Alpine Squad account; any year end surplus reported in this account will be spent on the Squad programme in early 2010 and should not be taken into account when reviewing the forecast overall deficit.  
The main concern remains Coaching, which now needs to be addressed more aggressively
- b. 2009 Budget Review – Coaching** - outstanding
- c. 2010 Budget Process** – starts in September. It was agreed that we should aim to achieve an overall budget no worse than break-even. Jennifer & Tim to work on the HO budget first to establish the total service charge to be applied and the proposed allocation to each discipline. Disciplines should then be tasked to submit their own break-even budgets taking the service charge into account – use the same budget template as last year. Plan to hold a Finance Committee meeting before the next Board meeting.
- d. Membership Fees** Coaching Scheme fees already agreed & implemented. Senior Coach/Tutor fee remains at £150 per day (not £120 as published). Agreed no change in the club/organisation affiliation fees, but noting that this covers the ten-month period from 01/01/10 to 31/10/10 – fees to be reviewed for the following year.
- e. New Accounts Software** - see minute 728f above

**730**    **Key Committees**

Minutes of the Freestyle Committee on 10<sup>th</sup> August were received – no comment.

**731**    **Snowsport GB**

- a.    **July Congress Report** - see Minute 728m above
- b.    **Commercial Executive** The Commercial Director is seeking member group nominations to participate in a new Commercial Executive. No obvious nominations at present.
- c.    **CEO advert** Applications required by 4<sup>th</sup> September.

**732**    **AOB**

A number of documents were tabled for information – no comments.

The Board was dismayed to learn of the recent death of Lynda Williams after a short illness. Lynda was a long-term racing member of Norfolk Ski Club, whose husband John is an SSE Coach and active Masters racer. Barry to send a condolences card to John on behalf of SSE.

**733**    **Next Meetings**

Saturday 17<sup>th</sup> October at 10am - Hotel Ibis, Rugby Tim to invite Sportscoach UK.

There being no further business, the meeting ended at 2150