

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held by telephone conference
on Monday 23rd November 2009 at 7.30pm

Present: Barry Spouge Chairman
Jennifer Denning Finance Director (item 745 only)
David Hart Director
Karen Richardson Director
Peter Stratton Director

Tim Fawke Chief Executive
Peter Heath Company Secretary

Apologies: Nigel Matthews

ACTION

745 Finance Report

October accounts to be circulated shortly – expected to show a small overall surplus.

Five finance tasks from Sport England Audit:

Finance committee terms of reference – complete & approved

Written finance report for each Board meeting – resumed today

Test external audit provision – audit of 2010 accounts to be put out to tender

Outstanding bank reconciliation – nearly complete

Credit Card documentation – new system being trialled this month.

TF/JD

SSGB loan – Jennifer attended SSGB finance meeting on 6th Nov. Short term loans have been repaid and the creditor situation is under control. An accountant is reviewing the 08/09 accounts prior to the statutory audit. Jennifer advised that the SSE loan to SSGB should remain on the books as a loan.

Sara and Karen have been working hard setting up the new accounting package. November & December transactions are being posted in both systems to test out the reporting. The fortnightly finance calls have been a great help.

Thanks to Dave Richardson, who has reviewed our IT systems and will report shortly.

Presentation on 2010 budget position to be viewed later in the meeting – minute 753

Jennifer left the meeting.

746 Declaration of Interests

No new interests declared

747 Minutes

The minutes of the Board meeting held on 17th October 2009* were confirmed as a true and accurate record thereof and will be signed by the Chairman at the next meeting.

* inserted into the minute book for record purposes.

748 **Matters Arising**

739 SportsCoach UK Presentation. Peter S reported that he is contacting the company cited in the presentation as funding some of the coaching initiatives & will report progress.

PS

749 **CEO Report** see written report

- a. Sport England Grant.** Next meeting of Project Board on 26th November. – concentrating on financial reporting & where grant is to be spent
Governance – Several actions from the audit to be completed by December.
Risk Register – to be a standing item on each Board agenda and reviewed in detail each quarter. Risk policy document already approved. **ALL**
Business Continuity Plan – draft provided by Clive. Tim to simplify into a single document. **TF**
Development Officers: initial 3 month review completed – working well. Currently paying their own expenses & claiming back. Tim looking at other options (e.g. prepayment cards) & will discuss with Jennifer. **TF**
Bi-annual review report. This will become more challenging as the deadlines for achieving targets approach.
Facilities. Consultation at Ski Show. Awaiting some mapping info from Sport England. Tim to identify a priority list of clubs and facilities for initial action. **TF**
- b. Membership** Testing of online first-time registration outstanding. Renewals progressing well – roughly in line with the equivalent time last year. Club affiliation papers to be sent out this week. **TF**
- c. Insurance** Tim tabled a proposal from the FIS Academy of Sport offering an Athlete Certificate Package, which includes educational and insurance components. The education module is CD-based and includes elements on doping, nutrition, personal management etc., with the option for an online assessment. The insurance component offers personal accident and public liability cover for registered performers and club members, plus travel insurance for performers only. As we are already well covered for public liability insurance, it was agreed that Tim should explore further the travel and personal accident cover with the education package primarily for FIS Licence holders. **TF**
- d. New Member Club:** The Board welcomed and approved the application for Full Membership from Marden’s Ski Club. Tim to circulate a copy of their constitution. **TF**
- e. Bank Accounts** All new bank accounts now opened and active.
- f. Bad Debts** Tim arranging a meeting with one of the debtors. All outstanding debts to be reviewed in December. **TF/JD**
- g. UK Snowsports** Meeting between Home Nations, BASI and SportsCoach UK planned for 18th Dec.
- h. Staff** With Barry’s approval, an office temp was employed for two weeks to help process renewals during staff sick leave.
- i. Child Protection** Advance standard documentation to be submitted before Christmas. Syzygy to help with this – the costs to be funded by the CP grant. CPSU training session to be arranged for the next Board meeting if possible. CWWG meeting still not met – needs to consider the implications of the Vetting & Barring Scheme. Tim to discuss with David. **TF/DH**

- j. Alpine Committee** First meeting under the new Leader planned for 29th Nov.
- k. Alpine Team.** Mike is now much better & coaching full-time. Development Team now under their Italian coach & working well.
- l. SSGB Congress** The Chairman reviewed progress to date, then the new CEO, John Dunlop, reported on his plans for the next few months.
It was announced at Congress that the Board had confirmed Tim's appointment as Chairman of the Alpine Executive. In this capacity, Tim will also attend future SSGB Board meetings. In the absence of a full-time performance director, the Alpine Exec is likely to be very busy over the next year – concentrating on the Olympic selection and athlete programmes for the following season within the current financial constraints.
- m. Advice on wearing of helmets.** The Schools and Youth Committee have tabled an agreed statement for the board's approval. There was considerable discussion on whether the statement conflicts with the current FIS recommendation as published in 2006.

The FIS Recommendation, supported by the FIS Medical Committee, states: "FIS strongly recommends the use of helmets for all alpine skiers and snowboarders regardless of skiing ability and age - based on new scientific evidence proving the protective effect of helmets."

The proposed SSE statement includes: "SSE recommends that all skiers and snowboarders should give serious consideration to wearing a helmet. Where children and young people in school and/or youth groups are in the care of responsible adults, SSE supports the recommendation of its Schools and Youth Committee that helmets should be worn by such children unless a risk assessment by a competent person shows that it is not necessary."

Concern focussed on the validity of a risk assessment by a competent person showing that it is not necessary to wear a helmet, and the possibility of SSE becoming liable if an injury occurred following such an assessment; also the competence of SSE to make a public recommendation which differs from the FIS recommendation.

Tim to ask Chris Exall for the reasoning behind the variations on the FIS statement, especially the risk assessment part of their statement. It may later be appropriate to consult GB's representative on the FIS Legal Committee – Sean Wilken, and Perkins Slade if we intend to promote the proposed statement. **TF**

- n.** An enquiry has been made for SSE to include the 2010 BARSC Championships in its public liability insurance cover. It was noted that Derek Metters is the current Chief of Championships, that a number of SSE registered officials are on the organising team; and that a number of the BARSC clubs are also members of SSE. Subject to a formal request from BARSC, the approval of Perkins Slade and negotiation of appropriate terms, the Board authorised Tim to negotiate the requested cover and refer to the Chairman for final approval. **TF**

750 Strategic Plan 2010-2013

Questionnaire still outstanding. Barry agreed to produce a draft list of questions after discussing Jennifer's ideas with her. The list to be circulated to the Board within the next 10 days for comment, then to all coaching scheme members (approx 2500) and clubs by e-mail, aiming for responses to be received by the end of January. **BS**

At the SSSGB Congress, there was support for the SSSGB and HN plans to link in with each other – aiming for a meeting in January to clarify this. While each organisation needs its own business plan, the basic strategy needs to be co-ordinated. An up-to-date strategic plan is also a requirement for Sport England’s continued support.

Target completion date is to be in time for approval by the members at the 2010 AGM.

751 Key Committees

Minutes of the October Freestyle Committee meeting were received.

752 Companies Act – changes from Oct 2009

A summary of the changes affecting existing companies was received & noted. No immediate action required.

753 2010 Budget

The Board viewed a short presentation submitted by Jennifer. The 2009 budget projected a £23.3k deficit. The goal for 2010 is to achieve a breakeven, however the 2010 figures as submitted show a projected overall deficit of £11.9k

Still no budget submission received from the Freestyle Committee.

We need to look closely at our expenditure to ensure that we are getting the best value with minimal waste. We must maintain our level of reserves, after taking into account the loan to SSSGB, to continue as a viable business in the long term.

It was noted that the office workload on coaching courses has dropped significantly, but coaching is still paying 52% of the HO service charge.

The Alpine Junior and Development Teams do not contribute directly to the HO Service Charge. However, the Junior Squad pays £1500pa contribution to staff costs (shown as direct costs). (Post meeting note: The Development Team has included £1200 office costs in its 2010 budget)

In view of the considerable accounting workload on behalf of the Teams, it was agreed that their contribution should be reviewed. The Team year runs from May to April, so it may be difficult to impose a significant extra charge before next May.

It was also noted that published entry lists for the early snow races indicate a significant downturn in race entries – possibly as much as 30%. If this is reflected in the SSE Bormio races, it will have a major effect on the Alpine budget.

ACTIONS:

- | | |
|--|------------|
| Tim to chase the budget from Freestyle | TF |
| Service charge allocation to be reviewed to reflect more closely the actual HO workload and the ability to pay. | JD |
| Directors to review Jennifer’s presentation (Tim to circulate a copy) and send their views to Jennifer, copied to Barry. | ALL |
| Jennifer is reviewing each submission with the budget-holders, to understand how the figures have been put together and to see if there are areas where more challenging targets can be set. | JD |

754 **Snowsport GB**

- a. **Autumn Congress** – already reported under minute 7491
- b. **Members' Representative on SSGB Board** – Alun Evans has retired from this position, so it is now up to the Member Groups to propose his successor. The position is not covered by the current SSGB Articles, so is still at the discretion of the SSGB Board. As Barry and Tim already have the right to attend Board meetings at present, it was agreed that a Snowsport Scotland member would be more appropriate, if they have a suitable volunteer who would be willing and able to attend the Board meetings at Heathrow. Jane Harvey had been suggested and would have SSE's support, perhaps with Barry covering if she can't attend a meeting. Barry to discuss with Oliver Jones and the other HNs.

BS

755 **AOB**

None.

756 **Next Meetings**

Saturday 30th January at 10.00am. Venue to be confirmed

Post Meeting note: Venue now confirmed as the David Lloyd Centre, Livingstone Drive, Newlands, MILTON KEYNES MK15 0DL. Tel: 01908-207901

There being no further business, the meeting ended at 9.30pm