

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held by telephone conference
on Monday 24th May 2010 at 7.15pm

Present:	Barry Spouge	Chairman
	Jennifer Denning	Finance Director
	Karen Richardson	Director
	Tim Fawke	Chief Executive
	Peter Heath	Company Secretary
Apologies:	Peter Stratton	
	Nigel Matthews	

775 **Declaration of Interests**

Jennifer and Karen reported their children's selection to the England Alpine Teams.

776 **Minutes**

The minutes of the Board meeting held on 17th April 2010* were confirmed as a true and accurate record thereof and will be signed by the Chairman on 5th June.

777 **Matters Arising**

IT Strategy: A detailed quotation is anticipated within the next week. Board approval to be sought by e-mail. The priority is to provide online access to the accounts.

The Board action log is still outstanding.

778 **2009 Accounts**

The Board approved the financial statements and Directors Report for the year ended 31st December 2009. It was agreed that they should be signed by the Chairman and Finance Director and presented to the members at the AGM.

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Strategic Plan 2010-2013

Significant and interesting responses received in response to the questionnaire.

Considerable interest and comment from BARSC. Tim to draft a proposal for discussion with BARSC seeking a closer working relationship for our mutual benefit – possibly leading to SSE membership.

* inserted into the minute book for record purposes.

Jennifer identified two main themes from the responses:
Widening participation – received overwhelming support. Should this be our mission?
Improving affordability – though widely differing views on how much we can achieve
– reduce costs, fund raising, restructuring competitions etc.

The Board agreed that discussion at the Council meeting should focus on specific questions related to these two themes, and that there should be a timed agenda to ensure that appropriate time is made available for each topic.

While our main focus is alpine skiing, we need to make more headway on freestyle, Nordic & snowboarding. Disciplines such as ski jumping would need to be considered if suitable facilities became available in the future.

Jennifer to lead the discussion at the Council meeting.

Sport Structures will be doing a separate presentation to Council on the facilities strategy, and Tim will report on the first year's progress of the Sport England grant project.

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Approval of Documents

As part of the assurance process required by Sport England, the Board approved the following documents subject to actions as noted:

Business Continuity Plan – 3 documents – further consolidation into one document.

Media Communication Policy – remove references to Kent

Delegated Authority

- Standing Orders – remove comment boxes

- Key Committee Terms of Reference – to be passed to Key Committee Leaders after the AGM for their comments/proposed amendments before final approval.

SSE Organisational Structure – Key & Finance Committees, Project Board & membership to report direct to the Board; the Council by a dotted line, with the Development Officers, Membership Services & admin support reporting to the CEO

Board Induction Pack

- How do I become a Director of Snowsport England/Directors' Duties

- IOD factsheet – The role of the board

- IOD factsheet – the role of the non-executive director. It was accepted that this sheet is more appropriate to Companies with an Executive Board responsible for day-to-day management. A more suitable document is to be sought.

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Finance and Admin

a) Student registration rate

Jan has been in discussion with various university ski groups to encourage them to affiliate to SSE and their members to register as performers so that we can keep them within the performance pathway. Many Junior racers let their registration lapse when they start at university. They compete in university events, but drop out of the national race circuit and do not return after university. The cost of full membership and registration is an issue to them while living on student grants.

The possibility of a very reduced registration fee to cover competing in university events only was considered, so that their results can be seeded and we keep in contact. No insurance would be required. Tim to discuss this option with BUSC.

b) Management Accounts

The Board viewed summary P&L and Balance Sheet reports to 31st March on screen. These show a small surplus for the quarter. The April accounts including comparison with budget should be available for circulation in the next few days.

More detailed reports by project (event, course etc) should be available to go out with the May accounts. These involve fairly complex report writing, which will be done for us by Sage. Sara is to visit Karen's office again for further assistance.

Barry thanked Karen and Jennifer for all the time they have spent supporting Sara with the transfer to Sage. The major hurdles of setting up the data structure and getting all the budget and actual data into Sage are almost complete. Once the standard reports have been completed, we should start to reap the benefits of the new system.

Jennifer offered to draft some notes on how we should respond to the changing and currently growing needs of the business.

782 AOB

Web site. Tim reported briefly on the need for a new web site which will support the strategy review and provide online sales for events, courses, goods etc. He has started a consultation process to establish the various requirements and will report back when this is complete.

783 Next Meetings

AGM & Council meeting: Saturday 5th June at SSE office, Halesowen

Barry to circulate potential dates for a meeting in July.

POST MEETING NOTE:

Conference Call on Monday 5th July at 7.15pm

Meeting on Saturday 7th August – Tim to arrange venue

There being no further business, the meeting ended at 9pm