

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Saturday 7th August 2010 at 10.00am
at Hotel Ibis, Crick, RUGBY

Present: Barry Spouge Chairman
Jennifer Denning Finance Director
Nigel Matthews Director
Peter Stratton Director

Tim Fawke Chief Executive
Peter Heath Company Secretary

Apologies: Karen Richardson

794 Declaration of Interests

No new interests reported.

795 Minutes

The minutes of the Board meeting held on 5th May 2010* were confirmed as a true and accurate record thereof. These and the minutes of the Board meeting held on 24th May 2010 were signed by the Chairman.

796 Matters Arising

777. IT Strategy: The order for a terminal server has been placed – awaiting delivery.

777. The Board action log is still outstanding.

787a. Active People Analysis. Ten SE funded sports including snowsports are showing a significant decrease in participation levels over the survey period, five show a significant increase – the biggest increases being for cycling and athletics. Full results are published at: http://www.sportengland.org/research/active_people_survey.aspx

787b Membership Fees for 2011. The Board confirmed that the £20 performer registration fee will be waived for Minis in their first year of registration. However, the £10 fee for insurance would still apply to those whose club affiliation fee has not been paid to SSE for the current year.

Club and other Affiliation Fees for the year from 1st November 2010 were agreed as follows:

Member Clubs:

Basic Fee	£175.00 (was £170)
Members over 18 (per member)	£ 3.40 (was £3.30)
Members under 18 (per member)	£ 2.55 (was £2.50)

Large Clubs – Maximum fee:

£1325 for first 1500 members plus £230 per extra 500 members

Small Clubs - £6.75 per member (minimum 10 members) Minimum payment £67.50

Additional Fee for clubs with own slopes	£255.00
Additional Fee for clubs with own tows	£ 52.00
Associate Member (no insurance)	£ 82.50
Voluntary or Statutory Association	£170.00
Educational Establishment (no insurance)	£ 15.00
Schools via ESSkiA	£ 16.00
Proprietary Club (no insurance)	£175.00

* inserted into the minute book for record purposes.

787c Proposal to BARSC. – awaiting response from BARSC

787d Coaching Conference. Only Nigel available to attend from the Board

787f Online Payments System – on Agenda

787g Board Skills Matrix. An advert for new Board members has been published on web sites and circulated to clubs. A few people have expressed interest and have been asked to submit a CV.

787h Club and Volunteer Awards. Graham Bell has agreed to be on the selection panel and to present the awards at the British Ski & Snowboard Show.

788 Strategic Plan – on Agenda

789a Management Accounts Review – on Agenda

797 CEO Report – see written report

a) Sport England Update

Tim reported that the Project Board had been well briefed by Sport England on the changes being implemented by the coalition government. It is anticipated that Sport England's merger with UK Sport will not occur until after the 2012 Olympics.

It will be important to demonstrate at the second annual review (May 2011) the positive effect that the interventions are having on participation levels – Case studies based on priority clubs should help.

The most recent Active People Survey report does not include analysis of participation levels specifically in England. Based on a recent survey telephone call, it would appear that the additional question is still not being asked.

Governance – the online assurance process must be signed off by 1st October. A deadline of 18th September was set due to non-availability of personnel after this date.

Subject to a minor change, the Board approved the proposed Equity Policy. Nigel Matthews accepted the Board's appointment as Director for Equity. Tim will appoint a staff member as Equity and Ethics Officer who will be named in the document.

Tim to prepare an analysis of club membership – by gender, disability, ethnicity etc.

The Development Officers are continuing to work well but may need to limit the number of invitations to meetings which they accept. Getting good co-operation from various Local Authorities and CSPs.

The facilities survey is progressing well. The emerging findings are of considerable interest and should be very useful in the development of future strategy. A summary of the findings will be published and circulated to all ski centres which took part in the survey

b) Membership

Registrations to 31st July are already at 98% of the total for 2009. Alpine is at 102% and Nordic up 4%, but Freestyle, Snowboarding and Instructors are down.

Club membership is increasing with a number of new clubs joining this year.

Membership database: One of the Interfuse Directors has apologised for the lack of progress on our outstanding issues. The online renewal process requires a lot of manual checking; and the first-time registration process is still not ready for use. Interfuse to speak direct to Jenny & Marie to confirm the problems in detail.

The Board agreed that, in addition to any data backups taken by Interfuse or their web server provider, SSE must take and store regular data backups locally – nightly at peak registration/renewal times.

Insurance premiums. The broker has agreed to spread the proposed 4.5% premium increase over two years – 2% for 2010/11, with a further 2.5% for 2011/12.

The Board was asked to approve the constitution of a new club applying for SSE membership – Inside Out Ski Club. As agreed at the April 2010 Board meeting, it was noted that the constitution should include a requirement to be affiliated to Snowsport England (already included) and attend its AGMs, and to be represented at and support the activities of their Regional Federation. Tim to request this and to obtain a brief description of the club and its activities.

c) UK Snowsports

Coaching Conference – 50 bookings to date, hoping to reach 70-80.

The coaching budget is still under considerable strain due to low numbers attending courses. Fees are already at a minimum, so more promotion is required – especially in schools to encourage older children to get coaching/instructing qualifications which will help them secure part time jobs when they move on to university.

Richard Barbour has accepted the appointment as Chairman of the England Group.

All course material will be owned by UK Snowsports, not by the author(s).

d) Office/Staff

Tim to complete staff reviews during the autumn.

e) Child Protection. The CPSU are available to deliver the Board training course, but need ample notice for a suitable date.

f) IT - Online Payments System

The Board received a justification paper from ASC for a bespoke system, but the requested research into off-the-shelf options had not been completed. The Board repeated its view that for a small organisation like SSE, we should avoid carrying the full development, maintenance and upgrade costs of a bespoke system if possible and adapt our processes to fit in with a fully-supported off-the-shelf payments system.

It was agreed that Tim should arrange a meeting of the interested parties to reach an appropriate agreement which the Board can support.

g) Alpine

Slope fees – In view of the lower attendance at Grand Prix races this year, ROTP are aiming to negotiate a slope charge per racer for some events in place of the fixed fee for hire of the slope facilities.

Bormio 2011. The accommodation for the organising committee will need to be booked and paid for separately next year – resulting in an increase in total costs.

Tim reported that Mike Barker had decided not to continue as Head Coach for the Alpine Team. His initial two year contract had expired in May and he had been offered a one year extension. He is currently running the summer camp in France and has notified the team athletes and their parents. An announcement has been made on the SSE web site. Mike has a week's holiday outstanding and will finish on 20th August. He has accepted a position as course director with Snowworks.

Chris Park has been invited to run the October camp. Muriel Ryding has agreed to take over the team administration in the short term. The Board offered their grateful thanks to Muriel for the massive amount of voluntary work that she has done for the Team since she became Team Manager in 2003.

The Development Team programme will not be running this season due to insufficient numbers taking up the programme on offer. Outstanding athlete payments are being pursued.

h) Nordic

The Board approved a request from the Nordic Committee to spend £400 of their accumulated surplus towards the purchase of equipment. The balance to come from club contributions and matching funding from the SE grant.

The Nordic Committee have submitted some changes to the Nordic modules of the Coaching Scheme just prior to its launch by UK Snowsports. It has been agreed that a pilot course can be run to the amended syllabus. Feedback from the course will be taken into account before final approval is considered.

i) Snowboarding

In conjunction with BASI, Vicky is leading the development of the snowboarding modules of the coaching scheme.

j) BSS

It was noted that the Chairmen of the three HNGBs and BARSC had written a joint letter to the Chairman of BSS. This expressed their concern at the lack of communication and consultation by BSS despite various requests – particularly relating to FIS Licence and race allocation policy, British Team programmes, lack of recognition of the HNGB Teams within the GB performance pathway, and the future structure of BSS and its relationship to the existing snowsports associations.

The Chairman of BSS had replied detailing the considerable work which had gone on since the inception of BSS in February and inviting them to a meeting to discuss this further. SSE and BARSC have accepted the invitation – date to be arranged.

Various reports and minutes have now been received from BSS.

It was noted that BSS has still not announced any decision on the date/venue/organiser of the 2011 British Alpine Championships, despite a bid having been submitted some months ago by the 2010 organising committee on behalf of the HNGBs and BARSC.

798 Strategic Plan 2011-2014

Working Group leaders:

Participation	Jennifer	Facilities	Sport Structures overseen by Tim
Profile	Peter S	Recognition	Nigel
Access	Barry	Partnerships	Tim
Support	Karen		

* inserted into the minute book for record purposes.

Those present gave a brief report on progress to date. Most group members had provided considerable useful feedback and had appreciated the opportunity to be fully involved in the development of SSE's future strategy. SCGB are keen to be involved and are already represented on some of the groups.

It was agreed that each group leader should circulate minutes of its meetings and draft reports to the other groups to assist the consultation process.

It was agreed that groups should aim for one more round of consultation and provide their final reports to the Board in September/October, with implementation of proposals starting in November. Reports should prioritise their proposals to take into account our limited resources.

There will need to be a substantive presentation at the AGM next summer.

799 Finance and Admin

a) Management Accounts to 30th June 2010

The accounts for the first six months suggest an overall surplus of £30k. More detailed analysis is required to determine if any provisions are required for outstanding costs and/or prepayments to be accrued for future activities – both of which could reduce the reported surplus. Jennifer has provided a list of queries to each budget holder to assist this process.

Coaching and Schools are showing a significant reduction in activity level compared with last year with the result that they have not generated sufficient surplus to pay their portion of the HO Service Charge.

Alpine is further ahead of budget than expected, but the future remains uncertain. A conservative budget was set anticipating a downturn in race entries due to the recession.

Further work will be done to improve the alignment between budget and actuals so that the reported variances are more accurate.

Jennifer sought the Board's approval to purchase a software reporting tool for £200 to enhance the monthly reporting process. This was agreed.

Financial reporting of the grant-aided interventions is to be improved as a priority.

It was noted that the cancellation of the Development Team programme will result in a loss of admin income to the Central Services account (annual budget £1200)

Reserves. Jennifer to review the additional reserves needed to maintain a level equivalent to 3 months turnover.

Jennifer also noted that there are large fluctuations in the trading margin from year to year. We should be aiming for a steady state profitable business with about 8% margin. This would allow us to invest money each year to develop the sport rather than just cover our running costs.

b) Audit Report

Most of the actions required by the Auditor have now been completed.

c) Payment of VAT for BSS supplies

BSS have added VAT on their invoice for SSE's contribution to the costs of running the British TD Forum and training day. Previous invoices from Snowsport GB have taken advantage of the VAT exemption available to eligible sports bodies. As SSE cannot reclaim most of any VAT paid, this has the effect of increasing the cost of any BSS invoice by around 15%. Advice to be sought from Karen on the most cost effective solution.

800 **Key Committees**

Minutes of the following meetings were received:
Alpine/ROTP – 4th July

Any comments or queries should be made to Tim or the KCL as appropriate

801 **British Ski and Snowboard**

Covered in CEO's report – minute 797j

802 **AOB**

a) Central England Snowsports Association (CESA)

The SSE member clubs in the EMSA and WMSA regions have agreed to form a new Association to represent all SSE member clubs in the Midlands Region. CESA replaces the East Midlands Ski Association which has disbanded and the West Midlands Ski Association. The Board approved the constitution of CESA and agreed to recognise CESA as a Region of SSE (as defined in SSE's Articles) in place of EMSA and WMSA.

b) Expenses Claims

The Board agreed that any approved expenses claims for purchases which do not include a valid VAT receipt are to be paid excluding the VAT component.

c) Freshers Week

Peter S showed a short presentation on the results of Freshers Week 2010 as provided by the Association of Snowsports Countries. This introduced many first time skiers to the sport with basic instruction courses at home followed by a week's skiing in selected European resorts. They are planning to expand the trips to include Canada next year (22-29th January and 19-26th March) and are seeking our support. It was agreed that we offer marketing support again and encourage our clubs and slopes to provide instruction courses.

803 **Next Meetings**

Barry to circulate potential dates – aim for a telephone conference in September and a face-to-face meeting in October.

There being no further business, the meeting ended at 15.30pm