

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Saturday 13th August 2011 at 10.00am
at SportPark, Loughborough

Present: Barry Spouge Chairman
Jemima Barnes Director
Jeremy Eaton Director
Dan Hardie Director
Nigel Matthews Director – from 1.00pm

Tim Fawke Chief Executive
Peter Heath Company Secretary

Apologies: Jennifer Denning
Karen Richardson
Adam Pinney

887 Declaration of Interests

No new interests were declared.

888 Approval of Minutes

The minutes of the Board meeting held on 19th July 2011* were confirmed as a true and accurate record thereof and were signed by the Chairman.

889 Matters Arising

Actions from last meeting:

- 797e. Child Protection Training – some changes expected – defer training to next year.
- 830d. ESC Skiers' Foundation Trust – review terms – outstanding
- 841b. Accounts layout for reporting to Council – Jennifer to action.
- 856. Facilities strategy – budget & job description for co-ordinator – awaiting accounts to date & overall budget for 2011.
- 880b. Membership fees 3 year plan – on agenda
- 880f Draft BSS Constitution – feedback sent to BSS
- 880h Board evaluation forms – outstanding forms to be returned to Tim asap.
- 881 Strategic Plan – on agenda
- 883 Status of Coaching Committee & England Group – Tim & Nigel to discuss

890 CEO Report

a) Office move update

- 15th August. Operations Manager, Julia Parker, starts at Halesowen.
- 22nd August. Move in to SportPark office.
- 26th August. Phones & internet access to be transferred
- 30th August. New office open for public contact.
- 16th Sept. Vacate Halesowen office.

* inserted into the minute book for record purposes.

b) Outsourcing of CRB Checks

Tim to advise clubs that we may need to limit the number of free CRB checks for volunteers in future and charge a small fee for any above the limit. This to contribute towards the agency charges.

c) 2011/12 Membership & Affiliation Fees

Tim reported a 7% increase in insurance premium for existing cover and is expecting the final quote for £10M liability cover next week (original estimate £5000). The broker confirmed recent sport related claims over £5M including one within snowsports (not SSE).

The Board agreed that the 2011/12 membership & affiliation fees should cover the full increase in premium, not as previously agreed.

d) UK Coaching Pathway

Tim reported on his discussion yesterday with the CEOs of BASI and Snowsport Scotland on the delivery mechanism for the performance coaching pathway. The preferred option now of the CEOs is for each organisation to deliver the training/qualification courses separately. This will be to a mutually agreed syllabus and standard, using tutors from a mutually agreed list. Each to issue the same UK qualification which would be recognised by all parties. The syllabus, standards and tutor list would be reviewed regularly.

The goal continues to be a single UK coaching pathway. It is hoped that allowing each organisation to deliver the same course & qualifications will avoid the recent competition and confusion issues without having to set up a separate organisation to deliver all coaching courses.

Tim to circulate details of agreed proposal when available.

Accepting that the development of talent and excellence through a national coaching scheme is a core function of a National Governing Body, the Board discussed where this should feature in the Strategic Plan - see minute 891.

e) Sport England Review

Tim reported on the recent Sport England consultation day on the proposed NGB funding arrangements for 2013-17. There will be a strong focus on 16-25 year olds in relevant sports, and increasing participation in disability sport. Success in sustaining and growing participation over the current cycle will be one of the investment criteria.

f) KPIs

Total registrations at the same level as last year, performers up, coaches/instructors down.

g) Board Evaluation Survey

Tim will prepare a summary when the remaining forms have been returned.

891 Strategic Plan 2011-2014

Following input from Jeremy, the mission statement and four year goals are to be reviewed.

Discussion centred on the core purposes of a sport's NGB as being:

- To increase participation
- To develop talent
- To deliver top-level success

A more detailed assessment of the core purpose of an NGB is contained in the UK Sport Report "Investing in Change".

It was suggested that the employment of a performance director be included in the plan with duties to complement those of the proposed BSS Performance Director.

It was noted that, with a much smaller British Junior Team and no Development Team this year, there is no national full time training programme for those Juniors who have left school.

Jeremy, Dan & Tim to prepare a revised proposal for discussion at the October Board meeting as the main agenda item – also a short summary by mid-September for the Sport England review.

892 Finance and Admin

a) Finance Report

In a written report, Jennifer advised that the first draft of the accounts to 31st May have been circulated to KCLs for comment. Management accounts will be circulated once the routine month end adjustments have been completed.

It was noted that a considerable amount of work is still required before the June and July accounts will be available. This requires our assistance to provide coding information for all transactions since May.

The Board expressed its concern that it still had no accurate information on the state of the finances since last December. This was leaving the Directors and CEO at significant risk and impacting on their ability to make informed financial decisions.

As neither Karen nor Jennifer were available to provide a more detailed update and advise on an action plan to resolve the issue quickly, it was agreed that Barry should write direct to our account manager.

Corporation Tax return. Jennifer's request for authority to employ a new tax advisor was approved.

Bank Deposits. Pending a review of our policy on the limit of funds to be held in any one bank, it was noted that two maturing deposit accounts will be rolled over on the current basis.

2011 Budget Jennifer reported that she was awaiting information from our account manager before producing the final budget.

Finance information for KCLs. Discipline budgets, accounts, financial procedures etc are now available for KCLs in a new Dropbox folder. Access to this folder for Board members was requested.

b) Management Accounts to date

Current position reported in a) above.

c) Head Office Charges

As Adam was not present, this item was deferred.

893 Key Committees

GBR Race Series A further meeting of the Alpine Committee is to be held next weekend to approve the proposal. The Board confirmed its approval and full support for this to go ahead next year.

894 British Ski and Snowboard

Covered in Minute 880f – CEO report

895 AOB

a) Minis Registration

The Board agreed to continue the offer of free first year registration for Minis in the 2011/12 registration year.

b) Commercial Sponsorship

Dan reported that he was in communication with the KCLs to establish what sponsorship in money, goods, services etc. is currently received and what is required for the future. He suggested that we are selling ourselves short by not giving adequate promotion of companies providing small prizes etc.

c) Attendance of KCLs at Board meetings

Following Jeremy's proposal at the last meeting to invite KCLs to attend Board meetings periodically, it was agreed to devote the afternoon part of the 26th November Board meeting to the Alpine Committee and Alpine Squad. Tim to invite Andrea Grant, Muriel Ryding and Chris Park to attend and suggest a structured format of presentation, response and questions to facilitate the best use of the session for all.

d) CEO Annual Review

Tim's annual review with Barry is scheduled for Tuesday 4th October

896 Next Meetings

Tuesday 18 th October 7.15pm	Conference call
Saturday 26 th November 10am	SportPark, Loughborough

There being no further business, the meeting ended at 3.00pm