ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board Meeting held on Friday 18th May 2012 at 8:50pm at Premier Inn, Trafford Quays, Manchester

Present: Jeremy Eaton Chairman

Jemima Barnes Director
Jennifer Denning Director
Andrea Grant Director

Nigel Matthews Director (Saturday only)

Karen Richardson Director

Tim Fawke Chief Executive Peter Heath Company Secretary

Apologies: Dan Hardie

Nigel Matthews (Friday only)

The Chairman welcomed Andrea to the Board following her appointment at the last meeting.

944 Declaration of Interests

No new interests were declared.

Tim to send Andrea a declaration form for completion

Tim to check if Dan's new employment should be reported

945 Approval of Minutes

The minutes of the Board meetings held on 4th February 2012, 25th February 2012 and 28th March 2012 were confirmed as true and accurate records thereof and were signed by the Chairman.

946 Matters Arising

Actions from 4th Feb meeting:

797e. Child Protection Training – No progress as yet.

830d. ESC Skiers' Foundation Trust – review terms – no progress as yet

841b. Accounts layout for Council – agreed to await outcome of governance review

856. Facilities strategy – budget & job description for co-ordinator – no progress Tim to check availability of grant in 2012/13. Grant application for 2013-17 includes for facilities. We need to make a statement by the next Board meeting

Proposal for England Group to replace Coaching Committee – Tim & Nigel aiming to have a firm proposal agreed in time for the AGM

924e Talent Pathway – funding application included in grant submission for 2013-17.

926 Publication of audited accounts – deadline changed due to deferring of AGM

^{*} inserted into the minute book for record purposes.

947 CEO Report

a) Office

Tim presented a separate report from Julia and reported that she is doing a great job. We need to keep her interested in her work as she is very capable.

Online registration process – Following receipt of legal advice, the Board agreed to accept online tick box acceptance of the terms and conditions of membership – athlete declaration, anti-doping, disciplinary and other regulations. Signed forms will still be required for postal/offline registrations.

Registration & Membership Fees for 2013. The Board agreed to increase fees by an average of 3.6% - the RPI annual increase for April 2012. (This was later amended to 3.85% to fund increased volunteer expenses – see minute 951f)

BSS have proposed a membership fee of £1 per registered performer to be paid by the HNs to BSS. The approximate cost to SSE will be £1200 pa. Subject to this rate being confirmed, the Board agreed to absorb this taking into account the reduced office costs following the office move.

b) UK Coaching Pathway (Performance)

Take-up for the new courses is promising. More promotion and information is required on the UK Snowsports web site; we also need feedback from those attending the early courses.

c) Marketing

Agreed to pay for an SSE insert in Snow Magazine – approx. cost £650

Jeremy to prepare proposals for the next Board meeting.

We also need to promote SSE membership at events – especially those where unregistered racers are taking part (40 at the Hemel CN next week) perhaps offering online registration at the event.

d) Race Entry System

LighteningSoft are no longer available to develop a new online race entry system. Stewart Smith (who wrote the current system in 2005) has agreed to modify his program to ease the race secretary's task for the 2013 Alpine Championships. He is also willing to oversee a project to rewrite the system next year possibly using intern programmers. A budget will be required to cover the development costs.

e) Sport England Whole Sport Plan submission 2013-17

The bid for a total grant of £2.3M was submitted on time. A presentation to Sport England will be made in the autumn with a final decision made in December.

The Board offered their thanks and congratulations to Tim and the Development Officers for all their efforts to prepare and complete the submission on time.

f) Talent Pathway

Tim confirmed that funding is available within the 2009/13 grant budget to employ a talent lead through to March 2013. Tim to prepare a job spec and circulate it to potential recruits.

g) Self Assurance

Tim asked for the Board's comments on the updated Equality Policy and Implementation Plan. It was confirmed that Nigel is the Director for Equality as defined in the policy.

Tim & Julia will work on the other documents over the summer in time for Board approval before the September deadline for submission to Sport England.

948 Governance Review

a) Nominations Committee Update

Jeremy reported that the advert for a Chairman had been published on various web sites with a closing date of 22nd June. A few people have already expressed interest. The committee will prepare a shortlist and hold interviews. The preferred candidate will then be nominated for election by the members at the AGM.

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b) Sport England Governance Strategy

Tim referred to the updated governance requirements document issued by Sport England in March. A further update is due shortly. Those relating to the composition of the Board may require changes to the Company's Articles.

c) Actions following Karen's Governance report

Jeremy to discuss this and the Sport England requirements with the new Chairman when appointed.

949 Finance and Admin

a) Accounts and Finance Director's Report

Jennifer reported progress on the audit preparation. It was noted that there is a significant shortfall on alpine squad contributions, some of which would need to be allocated to the 2011 accounts. Most outstanding provisions and reserves have now been cleared, so the balance sheet will show a lower value of creditors/debtors.

The quoted audit fee is £3150, but this may be reduced if we can provide a clean file to the auditor.

Jennifer recommended that the members be asked at the AGM to appoint haysmacintyre, London accountants, as our auditors for 2012. They already act for a number of sports governing bodies so have relevant expertise and have quoted a similar fee – fixed for 2 years.

Producing accurate monthly accounts continues to be an issue. Karen reported that HSA staff are processing transactions as requested, but they need our support each month to comply with SSE's complicated accounting policies and reporting requirements. Handling of monthly accruals and deferred income is a particular issue.

Jennifer to consult haysmacintyre regarding our VAT partial exemption calculation.

Agreed that HSA be appointed our agent for Corporation Tax. Karen offered to provide this service at no extra charge.

The Board gave their thanks to Jennifer and Karen for all their work on the accounts.

The meeting was adjourned at 11pm and resumed at 8am the following morning in the training room at Chill Factore. Attendance as before plus Nigel.

The Board received draft accounts for the four month period to 30th April 2012. These show a net surplus of £4009. Project related expenditure is now spread over ten nominal codes to allow more detailed analysis.

Karen left the meeting for the next item.

Payroll. Jennifer proposed that the payroll function be transferred from DP Accounting to HSA (cost approx. £200pa – same as DPA). Agreed.

Karen returned to the meeting.

It was noted that, for a variety of reasons, the collection of Alpine Squad contributions by direct debit had not been successful; also that invoices had not been adjusted to take account of camps not attended. Discussions are taking place with individual athletes' parents to agree the amounts outstanding.

b) Funding Update

See minute 947e

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950 Strategic Plan

The document has been finalised and submitted to Sport England as part of the Whole Sport Plan bid for 2013-2017. Tim to circulate a copy to the Board for approval by e-mail. POST MEETING NOTE: The document "Strategy Overview Plan 2011-2014" was approved by the Board by e-mail.

951 Key Committees

a) Minutes

The following Key Committee minutes were received:

Alpine 25th February 2012

Freestyle 6th February and 2nd April 2012

b) Talent Pathway

Related documents:

Whole Sport Plan 2013-17 Talent Submission

Challenge and Redevelopment of Alpine Ski Racing in GBR (BSS consultation document)

Tim reported on the discussions leading to the Talent Submission.

See also minute 947f re Talent Development Officer.

Noted that Paddy Mortimer, BSS Performance Director, is consulting widely on his working group's initial proposals to change the alpine competition structure. SSE is supporting the consultation process and has invited Paddy to speak at various SSE events. Agreed that SSE should work closely with BSS on this and co-ordinate feedback from SSE members. Education will be an essential part of implementing a new structure.

c) Alpine

1. Team England

Related document: Team England (Alpine) Presentation 7th May

The Team England presentation was well received, but circulation of the fitness test results has been delayed, pending clarification of the standards required. Agreed that the results be sent out immediately. The initial focus is on Alpine, but much of the team support will be equally relevant to other disciplines.

2. Race Entry donations to Alpine Team

Since the Sport England grant for the Alpine Team ceased in 2005, SSE has applied a £1 levy per entry on all SSE calendar races – generating about £3.5k to support the Team programme. The Board agreed to continue charging the £1 levy and to publish a statement explaining how the income will be applied.

3. Committee Structure

The Board confirmed that the development of alpine skiing is now the responsibility of the Development Officers under Tim's supervision.

To reflect this, the Board decided that the Alpine Skiing Committee be renamed Alpine Racing Committee. Andrea and Tim to develop proposals for a much smaller committee and sub-committee structure focusing on alpine racing, with terms of reference for each committee. Short job descriptions to be provided for each position on the committees. Membership of each committee to be by annual appointment by the KCL, but with applications invited for each position.

ROTP is responsible for training race officials up to Level 2 – needs one person to coordinate this. David Manns to be consulted re identifying and training of aspirant TDs.

Following recent queries regarding liability insurance for unregistered racers attending schools in membership of ESSkiA, Tim was asked to write to all member schools confirming which ESSkiA events and activities are endorsed by SSE and covered by the SSE liability insurance. Schools requiring more extensive cover should be encouraged to join SSE direct as member clubs.

The appointment of a new Chairman of ESSkiA provides the opportunity to re-engage with them and improve our mutual support.

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d) Freestyle

Andrea reported that she is in discussion with Martin Carr regarding the possibility of encouraging alpine racers to try moguls – perhaps with an event at Bormio.

e) Nordic

Tim reported on his recent discussions with Glennis Dore

f) Schools

Nigel reported on the recent Schools committee meeting. Topics included: snowboard leaders award, re-issue of the Ski Way Code DVD, reprint of curriculum document. Tim to discuss these with the relevant people and report back as necessary.

The Board agreed that SSE supports the aims and objectives of the School Travel Forum (www.schooltravelforum.com)

Nigel also reported the committee's concern that the SSE mileage race of 28p per mile for travel expenses is far too low and is asking for the rate to be doubled.

The government approved rate is 45p per mile for the first 10,000 business miles per year and 25p per mile thereafter.

The Board noted that there is no spare money in the budget to fund increased expenses, so any increase would have to be recovered by higher course/event fees.

In order to help fund a phased increase in the mileage rate, the Board agreed to increase 2013 registration and membership fees by an extra 0.25% - making a total of 3.85%. This replaces the 3.6% decision reported in minute 947a.

Tim to calculate how much this should raise in 2013 and what increase in mileage rate this would fund.

Helmets

In response to a request from the Schools Committee to amend SSE's policy on the wearing of helmets, the Board confirmed its current policy to support the FIS Statement "FIS strongly recommends the use of helmets for all alpine skiers and snowboarders based on new scientific evidence proving the protective effect of helmets". Agreed that the policy should include reference to the FIS competition equipment rules which include: "Alpine - The use of crash helmets is compulsory for all events"

It was suggested that SSE seek a commercial deal to sell FIS approved helmets.

g) Sochi 2014

Jeremy noted that funding for BSS leading up to the Winter Olympics remains unclear. He asked the Board for ideas on how SSE can facilitate fund-raising to support the training programmes of English athletes with the prospect of being selected for the 2014 Olympics alpine, freestyle & snowboard events.

952 British Ski and Snowboard

The Board viewed the latest draft (March 2012) of the proposed BSS constitution as broadly acceptable. Once the final version has been formally approved by the current BSS members and the membership fees confirmed, SSE will need to decide on BSS membership for its registered members.

The Board noted the latest report from the administrators of BSSF (available for download from the Companies House website).

953 <u>AOB</u>

Tim sought the Board's approval to do some private coaching work – agreed.

The Board agreed to recognise Muriel Ryding's work as Alpine Team Manager since 2003 with a lifetime achievement award.

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954 <u>Next Meetings</u>

AGM – date to be confirmed – probably October.

Board meeting – arrange conference call for September.

There being no further business, the meeting ended at 11.00am

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