

# ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

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Minutes of a Board Meeting held on Monday 3<sup>rd</sup> September 2012 at 7:15pm  
by conference call

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Present:           Jeremy Eaton           Chairman  
                  Jemima Barnes        Director  
                  Nigel Matthews        Director  
                  Karen Richardson     Director  
  
                  Tim Fawke             Chief Executive  
                  Peter Heath            Company Secretary

Apologies:       Jennifer Denning  
                  Andrea Grant

**955**   Jeremy reported that Jennifer would be resigning from the Board at the AGM.

**956**   **Declaration of Interests**

No new interests were declared.

**957**   **Approval of Minutes**

The minutes of the Board meetings held on 18<sup>th</sup> May 2012 were confirmed as true and accurate records thereof and will be signed by the Chairman.

**958**   **Matters Arising**

- 797e. Child Protection Training – need meeting dates well in advance.
- 830d. ESC Skiers' Foundation Trust – review objectives – no progress as yet
- 856. Facilities strategy – awaiting confirmation of budget for co-ordinator
- 883   England Group to replace Coaching Committee – aiming to put proposal to AGM

**959**   **CEO Report**

**a) Office**

Julia's report received – no major issues.

The following fees & expenses rates were agreed for 2013:

Affiliation Fees – an increase of 2.85% (2.6% inflation + 0.25% to fund mileage increase)

Recommended Coaches' Fees:

Coach per day plus expenses:	£170
Senior Coach per day plus expenses	£180
Car travel:	38p per mile (45p from 2014)
Subsistence – day allowance	
5-10 hours	£ 7
Over 10 hours	£ 14

Tim to set a similar increase for the overnight allowance.

\* inserted into the minute book for record purposes.

### **b) Sport England Plan 2013-17**

Tim reported that the initial feedback from Sport England to our application was fairly positive. Further detail is required to support some parts of the submission before our presentation in October. This to be Tim's main focus over the next two months.

Ian Poynton has been appointed Development Officer to replace Debbie Groom, who has moved to another job.

Ian Findlay has been appointed Talent Development Officer on a fixed term contract.

### **c) Self Assurance**

The Board approved the following documents

- Equality Policy (subject to changing Debbie's name)
- Equality Implementation Plan
- Equality Audit
- Updated Risk Register
- Standing Orders
- Snowsport England Governance Action Plan

Sport England now require that the Board consists of at least 25%, and ideally 33%, independent members (free from any close connection to SSE), at least 25% of each gender and allows open recruitment (not solely from SSE members).

These and other provisions must be specified in SSE's Articles/Constitution. This is likely to require a change to the current process of nominating and electing Directors.

The Governance Action Plan just agreed sets a target completion date of the 2013 AGM for approval of amended Articles. Tim is due to attend a Governance conference shortly, Tim agreed that, following the conference, he will prepare a draft list of required changes for discussion by the Board.

It is likely that specialist legal advice will be required to prepare suitable Articles, compliant with the Companies Act 2006, for approval at the 2013 AGM.

Board Evaluation and Skills Matrix. Outstanding forms to be returned ASAP.

Documents in progress for approval shortly include:

Annual Report, Operational Plan, Long Term Forecast and Finance Report.

### **d) Insurance**

In line with the recommendation from Perkins Slade, brokers, the Board agreed to maintain public liability insurance cover at £10million.

## **960 Strategic Overview Plan 2011-2014**

This was approved by the Board by e-mail and has been submitted to Sport England as part of the 2013-2017 WSP submission.

## **961 Finance and Admin**

### **a) 2011 Accounts**

The annual accounts are with the auditor. There are a few outstanding queries which should be resolved tomorrow with completion anticipated by the end of the week. Karen presented draft accounts for information. These show a provisional deficit of £13,309 which includes a bad debt provision of £10k relating to Alpine Squad contributions.

There is still an unidentified BACS receipt from last November, which is currently held in a suspense account. Tim & Peter to investigate.

Once the auditor has agreed the final accounts, these will be circulated for Board approval by e-mail. Karen to file accounts with Companies House. Deadlines are: 14<sup>th</sup> September to Sport England and the membership (for the AGM) and 30<sup>th</sup> September for Companies House.

Karen was thanked for picking up the extra audit work in Jennifer's absence.

**b) Management Accounts to 31<sup>st</sup> July 2012**

The Board viewed the departmental and overall P&L reports and balance sheet. These show an overall deficit of £11307. However, this may change once the audit adjustments and final squad contributions have been entered.

Tim and Jeremy to meet on Thursday this week to prepare a robust plan for agreeing and recovering outstanding squad debts and will report back to the Board. Where necessary, individual debts are to be pursued through the Small Claims Court. When this has been resolved, any remaining balance in the squad prepayments nominal will be transferred to the P&L.

Reporting against budget. Karen is investigating a problem with the Sage budget variance reports and, with help from Sage, hopes to resolve this in the next day or two.

**c) Alpine Championships 2013 (Bormio)**

The Board approved the draft budget which includes projected expenditure of 43k. Entry fees to be £42 per race.

**d) Manchester Ski Racing at Chill Factore**

A members' club is now being established at Chill Factore and is applying for SSE membership. The Board approved their constitution.

**962 AGM Arrangements**

Jeremy reported that three of the potential Directors identified by the Nominations Committee were heavily involved in the Olympics, so he had been unable to confirm their availability and arrange their formal nominations by the 31<sup>st</sup> August deadline. Tim reported that no other nominations had been received.

This means that Jeremy, Karen, Jemima and Dan will continue in post having been elected for two years at the 2011 AGM. Andrea will be elected unopposed. This will leave the Board to appoint the Chairman, Finance Director and Director from those identified and confirmed by the Nominations Committee.

Tim & Peter to draft the AGM agenda for Jeremy's approval. Last year's AGM and Council minutes are in the dropbox.

There will be an opportunity at either the AGM or Council to make presentations to the members on matters of interest. Suggestions to Tim/Jeremy ASAP. If possible, these should be identified on the agenda to encourage attendance and participation.

The deadline for circulation of the AGM Agenda is 14<sup>th</sup> Sept. Ideally, the Council agenda should be issued at the same time.

## 963 Key Committees

### **Minutes**

The following Key Committee minutes were received:

Freestyle 11<sup>th</sup> June and 6<sup>th</sup> August 2012  
Nordic 25<sup>th</sup> April and 18<sup>th</sup> July 2012

An Alpine meeting planned for 26<sup>th</sup> Aug was cancelled due to the large number of apologies. Committee job descriptions have been written – to be submitted to the Board for approval.

## 964 British Ski and Snowboard

Tim updated the Board on the progress of appointing a new Chairman of BSS. Robin Kellen has been appointed interim Chairman to oversee the transition. Tim is seeking clarification on the election process for the various committees.

Nominations for the Disciplines and Home Nations Committees need to be submitted by 30<sup>th</sup> September. Voting by member clubs and individuals will be based on the BSS membership at 14<sup>th</sup> October, with voting closing on 31<sup>st</sup> October.

The Board discussed possible nominees. KCLs to be consulted. Any further ideas to be sent to Tim/Jeremy ASAP. We need to ensure that our nominations are submitted by the 30<sup>th</sup> September deadline.

Jeremy to discuss the Home Nation representation with Dave Edwards and the other HNs to ensure that all are represented.

The Board agreed that the names of all SSE registered performers be submitted for BSS membership @ £1 per member. The Board has already agreed to absorb this cost.

Membership renewal documents for clubs to include the option to join BSS. Promotion of BSS membership to be targeted at clubs with registered performers, as they are the clubs most likely to benefit from membership.

## 965 AOB

Jeremy to organise a present for Muriel Ryding to go with her lifetime achievement award agreed at the last meeting. Tim to organise her invitation to attend the AGM (Peter/Karen will provide transport). Alternative date: 27<sup>th</sup> October at Birmingham Ski Show as part of the volunteer awards.

## 966 Next Meetings

Dates to be agreed at the AGM.

Possible short meeting on 14<sup>th</sup> October to appoint Directors to fill casual vacancies.

There being no further business, the meeting ended at 21:10