

# ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board meeting held on Tuesday 5<sup>th</sup> of March 2013 at 3.00pm

At SportPark, Loughborough.

Present:

JE	Jeremy Eaton	Interim Chairman
BT	Bryan Thomas	Finance Director
JB	Jemima Barnes	Director
GP	Geoff Parsons	Director
KR	Karen Richardson	Director
TF	Tim Fawke	Chief Executive
PH	Peter Heath	Company Secretary (Attended meeting from 3.35pm)
	Jan Doyle	Development Officer
	Kirsty Nicol	Minute Taking SSE Office (Trainee Company Secretary)
	Julia Parker	Minute Taking SSE Office

Apologies: None

**978.** JE Welcomed board.

## **980. Approval of Minutes**

The minutes of the Board Meeting held on 21<sup>st</sup> of November 2012 were confirmed as a true and accurate record thereof and were signed by the chairman.

## **981. Approval of AGM Minutes**

The minutes of the AGM held on the 14<sup>th</sup> of October 2012 were confirmed as a true and accurate record thereof and were signed by the chairman, although full approval would be required at the AGM, Board approved them for web publication.

## **982. Matters Arising (See Action Plan As per last board meeting)**

### **1. Declaration of Interests**

GP informed the board he will be handing on declaration form when completed. **2. Details of ESC Skiers Trust to JE & GP**

Awaiting information from Peter Heath to be forwarded to JE and GP.

### **3. Anti-Doping Policy**

GPs discussed with the board that he has been in touch with UKAD for advice (UK Anti-Doping) and it is acceptable practice to adopt the policy of BSS and this would fore fill the requirements needed to comply with UKAD as long as we provided training and education. GP stated this would be relatively easy as UKAD would provide the resources and would attend events. What SSE would need to do is select the most relevant events to attend and decide which athletes to send resources to that will have the biggest impact. It was suggested that this would be very beneficial for the young athletes particularly the England talent groups and would be good to have evidence to support this.

The Board agreed to adopt the BSS Anti –doping policy.

GP will provide the Board with Anti-Doping Policy statement after meeting.

Jemima and Ian Findley to action and events list to be passed to GP.

### **4-6. Whole Sport plan Actions**

TF reported back on KPI's please see CEO report. TF completed all actions.

### **7. Staff Salaries**

TF and JE completed.

### **8. Skills Matrix**

Skills matrix discussed all board agreed to complete form, to fill all competency gaps to be completed before AGM 2013 TF and GP to action.

### **9. Equality Training**

TF is still looking into equality courses for JB and Susie Moore (SDO) to attend discussed and agreed by board for TF to action.

### **11-12. Review of M&A's - SRA Lawyers Day**

GP reported he had sent out letters inviting people to join a governance group to look at the M & A's. Only 2 responses were received. GP will be attending the SRA Lawyers day which he feels will be beneficial to provide SSE Governance group with support in reviewing the M & A's **13.**

### **Sochi Olympic Tickets**

TF gave a brief outline on Sochi 2014; JE informed the board he has secured TF tickets to attend Sochi Olympic Games board approved TF attendance

### **14-17. Finance**

BT and TF will discuss and complete finance report for the first Quarter this will be available at next board meeting.

TF will complete final report on the current grant.

BT will be researching how to develop better reporting systems for finance report.

BT and Karen are still looking into the issue with partial exemption regarding VAT the board have been made aware there may be an adjustment to be made.

### **18. Registered Letter to Dan Hardie**

JE sent recorded letter to Dan Hardie regarding non-attendance of Board meetings, letter was received no response.

### **19. Chairman Vacancy**

JE made the board aware he has received information of three suitable candidates for Chairman Vacancy JE will follow this up and update board at next meeting.

### **20. Circulation of Calendar**

Julia Parker circulated calendar for meeting dates throughout 2013.

### **983. Presentation Jan Doyle**

Jan Doyle, Senior Development Officer gave Board overview and update on WSP (Whole Sport Plan). Following the research that went into the plan it is now clear that SSE understand who are customers are and looking towards how we convert this into regular participation. During the

presentation general discussion was had regarding the GoSkiGoBoard Website and ensuring that people have reasons to engage and the way that the data collection was handled. Suggestion regarding making the best use of all current links made including Sochi, BBC. Board asked that JD and TF develop a simple performance monitoring system for the 16 hubs sites so results could be seen at a glance.

Board all offered their services if required to Development Officers for any further meetings.

During discussions on participation of GoSkiGoBoard the Board were made aware of issues surrounding non-members. Possible solution is to give GoSkiGoBoard participants free membership and no voting rights at a club – Development Officers to make clubs aware.

Discussions regarding whether all club members should have registration numbers.

Discussions regarding Service Level Agreement to be circulate TF and Jan to action.

#### **984. Sport England Contract**

Whole sport plan grant contract board read and approved targets this is to be signed and completed by TF and JE signed off by board.

#### **985. English Alpine Championships**

JE stated that the Champs had been extremely successful and big thanks should go to all the volunteers. All positive feedback from the Board on the English alpine championships, feedback from performers and parents discussed also mostly positive.

There would be some monetary issues due to the year of birth for races being changed and change over years but discussion should be had with regard to putting up prices but adding value.

Board was made aware that TF will become chief of Champs for 2014 championships, Andrea Grant would remain in charge of Admin and David Manns would be responsible for delivery on snow.

Entries for 2013 were roughly Mini- 100, under 14- 90, under 16-70 and juniors – 60-70.

The Open forum was also discussed in detail TF, Ian Findley and Robin Kellen all gave updates.

KR brought up some issues with the open forum that were discussed at length by the board and will be resolved for next year, possibly with regard to bring specific discussion points.

### **986. CEO Report**

a) Julia Parker thanked Kirsty Nicol for help over the Christmas period.

b) Please see CEO TF reports attached. KPI's discussed at length, regarding problems with interfuse and running reports. The Board made TF aware of how they would like the information to be broken down TF and SSE office to action.

One of the main items for the away day is looking at clarifying our membership offer. TF will research this before the away day so board members can input there though on the day.

TF made the board aware of the appointment of two new development officer's Ryan Grewcock and Victoria Crampton from the 1<sup>st</sup> of April 2013.

TF asked the board for approval of the updated Child Protection Policy – issues surrounding recent case have led to updated case management section, approved by Board. The Board has stated and agreed that child protection policy should be updated every 3 years, also asked that this should be in diary for yearly assessment by Board.

TF then moved on to Board director Roles TF will confirm roles before away day.

GP reported back to the board on his attendance at the newly appointed Vice Chancellor meeting, held at Loughborough University, GP commented on the university becoming a global brand and the change in name to Loughborough sport. The vice chancellor requested ideas for the university 10 year plan from the Governing bodies and also gave details of the university becoming a more interactive environment for Governing bodies.

GP suggested arranging a Lunch for Peter Keen and the vice chancellor to attend this will be arranged by GP and TF.

TF put to the board that the deposit accounts should be allowed to have up to 85K due to the change in the government guarantee scheme. HSBC bank account will have to be allowed to go higher due to the payments from Sport England.. This was agreed by the board and that a treasury policy should be written up that is reviewed annually, BT to action

### **c) Volunteers Liability**

KR discussed with the Board the issue's surrounding volunteers being classed as employee's and whether SSE need to make changes to the current Health and Safety policy to cover this if not we need a policy in place.

GP will look for documents from SRA and TF will talk to Sport England and collate current SSE documentation in regards to volunteers for the next Board meeting.

KR will research employment law in regards to volunteers and report back at the next Board meeting.

This will be a main agenda item for the next board meeting and an action for all board members to research the subject

#### **c) British Sports Marketing Bureau**

GP will update the board on a meeting he will be attending on the 6<sup>th</sup> of March 2013 to gain more information Board approved. TF will reply to letter as there are time constraints.

#### **d) ISKI Proposal**

The Board agrees we can recommend but do not have the funding available to accept proposal which would be very high risk all Board in agreement no to ISKI Proposal.

#### **987. Finance & Admin**

a) BT and KR reported all going well with the yearend accounts. Trial Balance some adjustments needed to be made. Current aged debtors looking good some relocation of expenses required. Small amount of bad debt has been written back. Draft Accounts showing a surplus for the year of 8K.

Asset register needs some attention during 2013. Communication between Harrison Salmon and SSE good. KR and BT will work together to complete the Audit, KR overseeing for this year but in line with engagement letter the accounts should be finally signed off by Snowsport England Finance Director ; both commented they feel the accounts are now back on track.

The Board had a discussion on how the accounts should appear on the website and submitted to company's house wither this should be full accounts or abbreviated version. It was agreed by the

board that an abbreviated copy will be submitted to company house. In the annual report there will be a clear explanation of the accounts to make sure the membership is kept up to date and informed of SSE financial position.

**b) Change of Bank Signatories**

Board approved change of signatories from Lead Signatory TF, Barry Sponge and Jennifer Denning to:

1. Tim Fawke (Lead)
2. Jeremy Eaton
3. Bryan Thomas

GP suggested that the Board should look to a treasury policy – BT has agreed to draw up a draft for next Board meeting.

**988. Update on Board Composition**

There are currently two vacancies on the board as well as Chairman role. JE informed the board he is contacting a candidate for Chairman Role and will update the Board at next meeting.

Andrea Grant officially resigned from the SSE Board and as chair of the Alpine Race Committee. She informed ARC at their meeting on Sunday 3<sup>rd</sup> of March 2013; SSE will retain Andrea Grants services as Race secretary for English Alpine Championships in 2014.

**989. Key Committees**

a) Alpine and Freestyle committee's minutes not yet received as meeting took place in last two days.

**Alpine**

Lloyd Jenkins has now been appointed as interim chair of ARC until 2013 AGM this was approved by the Board, the board would like to thank Andrea Grant for her hard work over the past few years after her resignation as ARC chair.

**b) Team England**

JB Barnes gave an update on the England talent squad and informed the board that she and Ian Findlay are currently gathering information and looking into funding options for the squad.

Ian Findlay will be giving a presentation on the talent squad at the next Board meeting.

**990. BSS** TF reported that BSS Alpine committee meet for the first time with the new HN's representatives and that Lloyd Jenkins had provided a report from the meeting. TF will follow up the other discipline representatives and ask for updated reports. TF will be attending the BSS strategy away day on March 13<sup>th</sup>.

**991. AOB**

JE brought up an issue regarding personal Facebook comments of committee members; this led to a discussion regarding social media policies for senior members of committee's that represent SSE. JD agreed to look into this and get a draft policy together.

BT suggested a positive statement to be released on SSE social media sites in regards to Lloyd Jenkins appointment and thanks to Andrea Grant for all her help and time.

JE also mentioned an issue at Gloucester Ski slope with regards to food being taken onto the slope at race events. BT stated they had negotiated with the manager and resolved this. We will need to be monitored to see how the first events go at the site.

ESSKIA meeting with Rob Robson was discussed to build a better relationship between ESSKIA and SSE. JE will arrange meeting.

KR addressed the issue of Dropbox security with the board. TF will resolve the issue with drop box logins.

JB asked about World Student games and if a selection criteria would be published. TF responded that he believe a criteria would be published but did not know when.

TF briefly mentioned the slide to Sochi road show proposal as our big participation push in the run up to Sochi in 2014; this would be a tour round facilities suggestion of SSS and SSW also joining in the proposal.



## **15. Date of Next Board Meetings**

### **AGM Dates**

JE would like to resolve some Governance issues before a final date for the AGM can be set, there is a suggestion of the AGM being held in June 2013 AGM date decision deferred by Board.

- 22<sup>nd</sup> April 2013-Away day – Agreed by Board.
- 13<sup>th</sup> May 2013 Board Meeting- Agreed By Board.
- 6<sup>th</sup> August 2013- Board Meeting- KR and BT cannot attend suggestion to be rearranged for early September to be confirmed.
- 4<sup>th</sup> November 2013- Board Meeting- Agreed By Board.

Action Points from Board meeting 05/03/13

	Details	Action
1	Declaration of Interest	GP
2	Details of ESC Skiers Trust to Jeremy & Geoff	PH
3	Anti-Doping Policy statement- From Geoff Parsons	GP
4	2013 Events List for Anti-Doping education	JB IF
5	Whole Sport Plan – Report KPIs 4 weeks before each Board meeting – include membership numbers	TF
6	Skill Matrix Form To be completed	TF,JB,KR,JE,GP, BT
7	Identify Equity training course for Jemima by next meeting	TF
8	Geoff Parsons Report On SRA Lawyers Day	GP
9	Finance- Complete Finance Report – Available for Next Board meeting	TF/BT
10	Finance -reporting System upgrade	BT
11	Review of M&A to comply with SE requirements and to deliver more effective structure for the organisation.	TF/GP
12	Finance – Review VAT partial exemption arrangements	KR/BT
13	Chairman Vacancy- Three possible candidates update	JE
14	Performance Monitoring system for Hub Sites	JD/TF
15	Service Level Agreement for Hub Sites – To Be circulated	TF/JD
16	Research membership offering with details circulated before away day	TF
17	Review roles and responsibilities of Directors – including Key Committee allocation TF to confirm before away day.	TF
18	Organising Peter Keen and Vice Chancellor Lunch	TF/GP
19	Volunteer Liability- Research of SRA and Employment Law	GP/KR (ALL)
20	British Sports Marketing Bureau- Geoff Meeting update 06/03/2013	GP
21	New Treasury Policy Draft	BT
22	ESSKIA Meeting with Rob Robson	JE
23	Dropbox Login Security	TF