

ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board meeting held on Monday 10^h of February 2014 at 4pm to 7pm.

At SportPark, Loughborough.

Present:

JE	Jeremy Eaton	Chairman
BT	Bryan Thomas	Finance Director
GP	Geoff Parsons	Director
KR	Karen Richardson	Director
TF	Tim Fawke	Chief Executive
CP	Clive Punter	Director
KN	Kirsty Nicol	Company Secretary
SM	Susie Moore	Senior Development Officer

The board requested Bryan Thomas to chair this Board meeting until Jeremy Eaton arrived, Bryan accepted.

1. Apologies:

Rob Robson sent his apologies to the board as he was unable to attend this meeting.

2. Declaration of Interest

None

3. Equality Presentation- Susie Moore

Following SM presentation TF put to the board if any members would like to take on the role of equality champion. A discussion ensued between TF and CP surrounding this role and clarification of what it will entail.

BT asked whether a statement on the completion of foundation level will be circulated to members. SM responded that we have deadline of the end of March to complete foundation level and this

information will be advertised on the SSE website. TF will circulate equality policy again to the board.

TF will consult RR regarding the post of equality champion and feed back to the board.

4. Approval of Minutes

A -C) The minutes of the Board Meeting and addendum held on 5th of November 2013 were confirmed as a true and accurate record thereof and were signed by the chairman. The AGM and Council minutes were approved by the board and will be presented for formal approval and signing at the next AGM.

5. Matters Arising (See Action Plan As per last board meeting)

Items 4,6,7,8,9,11,12,13,14,15,16,17,18,19,22,23,24 were completed from the action log.

6. Chairman's Report

JE joined the meeting and took the chair.

JE commented on the great endorsement from the commentators and athletes at Sochi 2014 Olympics and suggests that TF should send a letter to each athlete to congratulate them all on their performance.

JE fed back to the board on the Sport England review meeting which he recently attended. JE commented that Jan Doyle's team are doing a great job and Sport England are very happy with the work we are completing as this is what we had said we would achieve.

7. Governance Review- Presentation from GP.

GP put to the board that he was not looking for any decisions to be made in this board meeting. He would like to make his presentation and suggested that all the board members assess his pack and discussions around his presentation before the board away day as this is when decisions regarding the governance review will need to be agreed and completed.

Board Structure

GP asked all members to consider which board structure they would like to go ahead with and commented that Sport England would be more than happy with a corporate structure in place for SSE as explained in presentation.

Board Make up

GP explained that the board must decide on board roles and make up. GP outlined how this can be accomplished.

GP also asked the board to think about how they would like to appoint new members to the board which included:

- Advertise- Interview- selecting the correct candidate.
- Nominated by membership and voted onto board.
- Or a hybrid between the two is also an option.

Class Rights

There are seven different membership categories and to change these it would need 75% of all members voting present at the meeting. KR suggested that it would be useful to have the lawyers in attendance at the away day to advise on class rights.

Regions

GP informed the board he has included the regions meeting minutes in the pack provided. GP feels the main role of the regions at the moment is race organisers. GP thoughts are that the board need to complete terms of reference for the key committees also a brief on committee roles and feels these needs to be brought in structure.

The board away day date was decided and accepted by all board members for the 13th of March 2014. It was suggested that this is held at Chill Factore in Manchester. TF will check costs of meeting rooms. It was also decided that the lawyers will attend the board away day in the afternoon.

8. Commercial Strategy - CP Presentation

After the CP presentation a discussion ensued regarding following up on the success of Sochi Olympics and that SSE should try to advertise for sponsorship. GP and JE commented this should be done as soon as possible. TF and CP will follow up after Bormio to target potential sponsors.

9. CEO Report

A) Ops Manager report

Approved and read by board.

B) CEO Report

KN and TF will be sending out congratulation letters to all GB Olympic athletes. TF informed the board that the Sport England review meeting went well. We will also have to provide Sport England with a participation report which we are working with Spike on. We are still in the process of collecting the data but we have managed to get this moving. We aim for the first report to be completed by the club and facility conference in June.

TF discussed that the office have been doing a lot of work and attending meetings regarding the new CRM system, BT asked if we are on track in terms of the time line given by Vital. TF stated we are on track.

TF then asked the board if everyone had read and agreed with the Board code of conduct. The board agreed that all members will review the code of conduct and put forward any comments at the next board meeting.

TF made the board aware that Katie Legg from sport England would be attending the English Alpine Championships at Bormio and asked if the board had any key messages to put across to Katie at the event. The board agreed that funding for alpine is of importance.

10. Finance and Admin

A) 2013 Accounts

BT commented that we require more activity on courses. TF stated that the CRM will help to target the correct areas for the courses so in turn will increase attendance of courses.

BT had no concerns over the year's surplus being as expected and we will show extra ordinary items separately but he will consult KR and the auditor on how these should be presented.

B) 2014 Budget

BT and TF to spend more time on actual figures for 2013 before issuing 2014 budget. KR asked BT the situation on the VAT issue on Endsleigh sponsorship. BT responded that if Endsleigh insurance sponsors SSE generally then we will not pay any VAT but if they sponsor a specific event there will have to be a VAT charge. The sponsorship will be offered as a donation which then does not attract VAT.

GP also asked if it would be possible to set the 2015 budget in 2014 and KR confirms this would be possible. A suitable time table will be set up to achieve this.

C) HS Agreement

TF raise an issue that came from the Sport England audit in regards to who owns SSE data that HS hold as this had been an issue with other NGB outsourcing their finance functions. KR stated this was not an issue due to them being fully accredited but would make sure it is clarified in the 2014 agreement.

11. Esskia & Schools

BT & JE agreed to meet RR and develop a strategy for Schools and Esskia based on the initial comments RR had put in an email.

12. BSS and Other Home Nations

A) Olympic & post Olympics

BSS board has an away day planned to review the Olympics and look ahead to the next cycle.

B) HN Engagement

A proposal went to the BSS board regarding a review of the constitution so all HN's would engage. Dave Edwards will be putting a brief together for lawyers to look at and see what the costs would be for such a review. We would then need to approach SE to see if they would help support these costs.

13. Date of Next Board Meetings

- 15th April 2014 4pm-7pm
- 15th July 2014 8am-11am
- 16th of September 8am-11am
- 18th of November 2014 8am-11am

Action Points from Board meeting 10th of February 2014

	Details	Action
1	Details of ESC Skiers Trust to Jeremy & Geoff - TF to close Trust as Ski Trust GB will be used in future as more tax efficient	TF
2	Organising Peter Keen and Vice Chancellor Lunch	TF/GP
3	IF to amend presentation slides regarding Sport Aid funding and circulate to the board	IF
4	RR to provide a short biography and photo to TF RR TF	RR TF
5	JE meet with directors individually regarding roles	JE
6	Create subcommittee to improve relationship with Esskia	RR KR & BT
7	BT to circulate membership and club survey summary to membership and board.	BT
8	TF to circulate equality policy again to the board.	TF
9	TF to consult RR regarding the post of equality champion	TF

10	TF should send a letter to each athlete to congratulate them all on their performance	TF & KN
11	TF will check costs of meeting rooms for board away day	TF & JP
12	TF and CP to follow up after Bormio to target potential sponsors	TF & CP
13	BT and TF to spend more time on actual figures for 2013 before issuing 2014 budget.	BT & TF
14	BT & JE to meet RR and develop a strategy for Schools and Esskia.	BT & JE