

# ENGLISH SKI COUNCIL LTD

(t/a SNOWSPORT ENGLAND)

Minutes of a Board meeting held on Tuesday 15<sup>th</sup> April 2014 at 4pm to 7pm.

At SportPark, Loughborough.

## Present:

JE	Jeremy Eaton	Chairman
BT	Bryan Thomas	Finance Director
GP	Geoff Parsons	Director (left at 6.10 pm)
KR	Karen Richardson	Director
TF	Tim Fawke	Chief Executive
CP	Clive Punter	Director
TB	Tania Barton	Observer (came in after point 5)
Apologies:		
	Rob Robson	Director

## 1. NOTICE, QUORUM AND CHAIRMAN

The Chairman reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the Chairman declared the meeting open.

## 2. DECLARATION OF INTERESTS

Each Director present confirmed that they had no direct or indirect interest in any way in the proposed arrangements to be considered at the meeting, which they were required by section 177 of the Companies Act 2006 and the Company's Articles of Association to disclose other than those recorded later in these minutes.

## 3. MINUTES OF MEETINGS HELD ON 10TH FEBRUARY 2014

The minutes of the Board meetings held on 10th February 2014 were agreed as a true and accurate record of the meeting.

## 4. MATTERS ARISING FROM MEETINGS HELD ON 10TH FEBRUARY 2014

The action log was updated. The following items were completed or no longer relevant

4.1 TF to circulate equality policy again to the board.

4.2 TF to consult RR regarding the post of equality champion – RR has agreed to take on the role of Equality Champion.

- 4.3 TF should send a letter to each athlete to congratulate them all on their performance at Olympics.
- 4.4 TF will check costs of meeting rooms for board away day
- 4.5 TF and CP to follow up after Bormio to target potential sponsors
- 4.6 BT and TF to spend more time on actual figures for 2013 before issuing 2014 budget.

## **5. RECRUITMENT OF BOARD MEMBERS**

Discussion was held around the recruitment of new Directors and JE made the point this was a continual process to make sure the board could have suitable succession planning. JE explained TB background and that she had expressed an interest when SSE last advertised a board position but could not commit at that time. TB does meet a skill gap identified by the skill matrix completed and it was agreed that if board members were happy that she would be co-opted to the board to be ratified by the AGM.

JE made it clear we need to have clear succession plans in place as directors finish their terms on the board.

(Tania Barton was invited to join the meeting)

## **6. CHAIRMEN'S REPORT**

- 6.1 The chairmen reported that the English Alpine Championships was a success and the volunteers running the event should be thanked for all their hard work. Our Sport England relationship manager (Katie Legg) attended the event and was very impressed with the event and SSE
- 6.2 The Chairmen reported an open meeting was held in Bormio by a couple of individuals regarding Olympic selection and issues regarding Alpine and BSS. This did generate some heated discussion. Since then the chair and TF have spent a lot of time trying to help our representatives on the BSS AST committee. A note of thanks will be sent to Tony Willis who has put a huge amount of work into helping the BSS AST get on top of the Alpine business.
- 6.3 The chair also noted that there will be elections for the chair of the BSS AST committee and we need to make sure we publicise how you become members of BSS and clarification around what an elite official is.
- 6.4 One of the key areas SSE has always been challenged with is communication. Betony Garner has taken on a roll over the last 2 months which was funded by SIGB. They are now asking SSE to make a contribution. This was agreed and will fit

in with a reorganised staffing structure. This will give the organisation the best possible solution although not ideal. TF to link with SIGB and Betony.

- 6.5 The chair stated he would be writing a brief for RR to look at the schools pathway and for him to put together a strategy for the development of Schools Snowsports.

## **7 GOVERNANCE REVIEW – UPDATE**

7.1 Timeline to get the changes through to the AGM are

- a) Paper to accompany the draft articles explaining the changes and why by end next week
- b) Organise key committee meetings and regional stakeholder meetings. Between 6<sup>th</sup> & 23<sup>rd</sup> May.
- c) Final documents for wider circulation by 9<sup>th</sup>/10<sup>th</sup> June
- d) 1<sup>st</sup> week August Notice and info out about AGM, documents to be out 2<sup>nd</sup>/3<sup>rd</sup> September
- e) Proposed AGM date of 4<sup>th</sup> or 5<sup>th</sup> October

7.2 Discussion was then held around the key areas (Regions, membership and Key committees) that need to be decided for the draft articles to be completed and for GP to write accompany note and we need to feedback to GP ASAP.

## **8 COMMERCIAL STRATEGY**

8.1 CP presented an update of the commercial strategy which has been worked through with TF. The aim is to generate £100k in commercial income and CP predicted it would take 2 years to reach this level due to the new CRM being a key factor. JE offered help in developing the collateral and CP and TF to link over the next 2 to 3 weeks. CP to circulate key points of presentation.

## **9 CHIEF EXECUTIVE REPORT**

9.1 TF presented his progress report covering the last nine weeks of business, a copy of which is attached to these minutes. TF noted it has been a busy time with the British Championships and a lot of activity around the BSS AST committee.

9.2 TF presented the pricing for next year's renewals which amounted to an inflation rate increase. Due to the simplification of the pricing structure there would be some winners and losers though.

9.3 TF explained the challenges around CP case that SSE was having and that additional support was required in this area. It was agreed that TF would source solutions to be presented back to the board.

9.4 TF presented the Equality audit documents that Susie Moore has produced to comply with the foundation level of the equality standard. A concern was expressed around the next stage that involved an implementation plan and that we need to be realistic with what goes into this plan. TF to contact RR regarding this and to make sure he will check any plans are appropriate for the organisation.

## **10 FINANCE DIRECTOR REPORT**

### **10.1 Accounts: Year 2013**

Draft accounts and audit pack to auditors by 22<sup>nd</sup> April 2014  
Profit before Tax & Exceptional items now £17,288, following adjustment to Coaching dept.

### **10.2 Budget:- Budget 2014**

Profit before Tax fixed at £5,533

### **10.3 Budget:- Budget 2015**

To be finalised during 4<sup>th</sup> quarter 2014

## **11 REVIEW OF THE SEASON**

11.1 TF to circulate a review of the season document which looks back at the 13/14 season and results achieved by English Athletes and how the season overall has been.

## **12 BSS & HN's**

12.1 TF report that BSS will hear back from UK sport at the end of June beginning of July regarding funding for the next quad.

12.2 TF reported that SSS are now looking to engage with BSS and that BSS has offered a observer status to all HN's CEO's at BSS board meetings if they all participate in the discipline committees.

12.3 It was agreed that we very much need to work together with BSS and the other HN's if we are to move the sport forward. JE has suggested to BSS that they organise a day when they bring everyone together and they have agreed to do this.

## **13 RISK REGISTER**

13.1 Concerns around appropriate health and safety policies for volunteers was raised and will be a main agenda item for next board meeting. KR to get quote from peninsula to get H & S advice and insurance.

## 12. ANY OTHER BUSINESS

12.1 JE raised the issue of Squad clothing and the fact the lack of clothing for the Alpine Team was unacceptable

### DATES OF NEXT MEETINGS

- 15<sup>th</sup> July 2014 8am-11am
- 16<sup>th</sup> of September 8am-11am
- PROPOSED 4<sup>th</sup> or 5<sup>th</sup> October AGM
- 18<sup>th</sup> of November 2014 8am-11am (to be rescheduled)

### Action Points from Board meeting 15<sup>th</sup> April 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	BT & JE to meet RR and develop a strategy for Schools and Esskia.	BT & JE
9	Letter to Tony Willis thanking him for his work on BSS AST committee	JE & TF
10	Publication of how to become a member of BSS and clarification on membership types	TF
11	Confirm agreement with Betony and SIGB	TF
12	JE to write brief for RR looking at School Snowsport Strategy	JE
13	GP to produce accompanying letter with draft articles	GP
14	Organise key committee and regional meetings for next stage of governance review	TF & GP
15	Feedback on key area of governance review	ALL
16	TF & CP to finalise collateral & progress with commercial strategy over next 2-3 weeks	TF & CP
17	CP to circulate key points of presentation	CP
18	TF to look at external solutions for CP cases which SSE are having to deal with	TF & JD
19	TF to link with RR and make sure he is linking with Susie Moore regarding equality.	TF
20	TF to circulate review of the season	TF
21	KR to get quote on health and safety from Peninsula	KR