

Snowsport England Ltd

Minutes of a Board meeting held on Friday 5th June 2015

8.00am to 12.00am.

EDF Energy, 40 Grosvenor Place, London. SW1X 7EN

Present:

JE	Jeremy Eaton	Chairman
BT	Bryan Thomas	Finance Director
TB	Tania Barton	Director
GW	Gareth Wynn	Director
NO	Nick Ogden	Director
TF	Tim Fawke	Chief Executive / Director
SM	Stuart Maclean	Director (by phone from 9.30)
JD	Jan Doyle	Head of Development
GG	Gillian Gilyead	ESSKIA (joined at 11.00)

Apologies:

EC	Elly Cockcroft	Director
KR	Karen Richardson	Director
RR	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

BT – Will be chair for another year at Midland Ski Club

TB – Has resigned from the committee at Hemel Ski Club

All other Directors 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 19TH MARCH 2015

The minutes of the Board meetings held on 19th March 2105 were agreed and signed as a true and accurate record of the meeting.

4. MATTERS ARISING FROM MEETINGS HELD ON 19TH MARCH 2015

The action log was updated by TF. The following items have been completed.

- 4.1 GW & VC to meet up and look at pitching to partners
- 4.2 BT to follow up on CEO contract
- 4.3 JE to email info on Stop, Start, Carry on
- 4.4 TF / GW / JD to work on commercial support
- 4.5 TF to send note to committee regarding report for board
- 4.6 TF to send note to regions regarding feedback on template
- 4.7 TF to circulated Risk register to all directors

5. CHAIRMEN'S REPORT

JE update the board on his activity since the last board meeting which consisted of the following;

- 5.1 Ongoing discussions with TF regarding board's agenda
- 5.2 Assisting TB where appropriate with BSS/SSE squad selection days
- 5.3 Chair's lunch with Sport England
- 5.4 S&RA – chair's forum (failed to attend due to crash)
- 5.5 Attended commercialisation review with Gareth
- 5.6 Attended Midland Ski Club 50th Anniversary
- 5.7 Attended schools race at Midland Ski Club
- 5.8 Liaise with BT re new board director on finance –Alison Eyre joining 09/15
- 5.9 Attended Tignes British Senior Championships
- 5.10 Liaised with TF/TB re appointment of Jo Ryding

5.11 Met with Lisa West, Sports consultant re ESSkiA and ARC

5.12 Met with newly formed IT sub committee

6. REPORT'S TO THE BOARD

6.1 CEO Report

TF presented his CEO report to the board. TF highlight equality implementation plan which is a requirement for compliance with Sport England governance process. TF stated that this plan was achievable, with the biggest challenge in getting the required data from all the membership. This will lead us onto the next level (Foundation) which we are required to do within a 3 year timescale. NO asked if the fields required for data capture could be shared with Bernie Wright(BW) so that he is aware of the requirement when working on the IT systems. TF confirm this was possible.

TF also want to confirm that at the next board meeting we would carry out the Sport England self-assurance process which is a requirement for on-going funding. This is now carried out at the board and TF will produce the documents before the meeting and these will need to be gone through in detail.

TB asked about the club affiliation and which clubs hadn't renewed. TF explain around the SCUk which is the largest club not to affiliate and the reasons for this. TF would produce a list of clubs that had not renewed and why.

TB asked around the membership numbers. TF confirmed that there were not accurate reports regarding this as the reports had not been finalised and there was still test info and duplicates that came up. So it was hard to understand where the small drop in numbers is and why.

TB asked around the potential cut in Sport England grant funding in 2016 and if there were plans in place if we this were to happen. TF explained the latest info from a number of presentations from Jennie Price. While there is a real chance that a cut could be made SE are trying to minimise this and it may take a some additional paper work for NGB's but the impact will hopefully be minimal.

6.2 WSP Report

JD presented the Whole Sport Plan progress report to the board. There were-no questions regarding the report.

6.3 Finance

BT presented his finance report to the board for the first quarter 2015. BT stated that the audit for 2014 would be completed in the next few weeks with only minor changes to the figures reported. The various reserve funds have been consolidated into one general reserve in the Balance Sheet.

BT had produce 2 actual/forecasts statements as it seemed to make sense to do the forecast looking at the years budget rather than each quarter as it was very difficult to budget quarterly when the income and expenses for a function/event spanned the quarter's end causing unnecessary discrepancies.

TB asked around the funds for the Alpine squad that had been paid in. These would be accounted under a different project code and a report will be sent to TB for checking once all invoice/claims have been processed for the first weekend.

6.4 **Committee reports**

It was noted that there had been a better response from committees in getting their reports in to the board. While some reports were late we did get a response from all committees.

TF presented his report on ARC and the on-going challenge of trying to get this committee to work and be fit for purpose.

JE stated that he had a discussion with Andrea Grant regarding ARC and she had sent through a few key points that she felt the board should be aware of.

- 3 level 1 officials courses which made up 30 new volunteers
- Website – payment re Bormio is critical September deadline
- Key committee engagement - What does board want us to do ? 3 keys things always reported ?
- Sponsorship – what can ARC do to help prioritise our best asset
 - Cash sponsor – to subsidise lift passes for kids
 - Goodie bags – Value
- Participants - Increased numbers of racers by 10% - 25%

It was agreed that with 6 months since all the committee were reformed from the governance review it is worth reviewing to see if they are delivering as required following the changes. It was decided that ARC as the largest committee it should be the first to be look at by the board. TF to email Lloyd Jenkins and ask if a meeting on the 4th July was possible to discuss progress and the way forward.

A very productive discussion took place around the duties and responsibilities of ARC and possible ways forward to solve the current difficulties by splitting the committee into two or more sub-committees. One looking after more routine matters, and a second looking forwards at where alpine should be going allied to changing requirements. Maybe a third for our Alpine champs. The board were in general

agreement with this approach and TF will now structure out a firm board proposal to take this forward and present to ARC.

The Youth Development committee is looking at putting on a national schools week. They have asked for some funding to get this going in year 1 with a view to being self-funded in 2017. The board agreed that this should be supported and looked at the possibility of 5K being made available when the budget process was being completed. They would need to present a clear plan of how this will be delivered before funds are agreed. BT to feedback to committee

School Technical advisory committee. It was noted that out of 16 only half of the committee attended. While this is quorate the committee should be smaller and call in additional people for specific expertise if required. BT to feedback to committee. Advice on wrist guard, TF to consult SCUUK and snowboard tutor around the advice and legal implications.

Reports were also received from Nordic, coaching, freestyle

7. IT STRATEGY

Nick reported back to the board following an IT strategy meeting with TF, JE, TB, BT, BW, Andrew Smith (AS) and the clear requirements for a system which will allow SSE to make the most of the commercial opportunities that are out there.

- 7.1 The board would like to say their thanks to NO and BW for their support on a number of IT issues but especially for getting a replacement online race entry system up and running so quickly.
- 7.2 A real challenge exists with the IT systems we have in place. These are built very much for managing our current members and dealing with leaders, instructors, coaches, competitors and officials and their qualifications. This system was not design/built to be outward looking and trying to engage in the wider market and with all snowsport enthusiast. So it will not do the job of where we need to be.
- 7.3 It was agreed to complete the sections on the CRM that we had started but no more at this stage.
- 7.4 NO is working with BW to build a new system that would collect the data from QR codes for new members from a wider audience estimated at 1mio as announced at the recent conference and we would then look at the development of this system. The QR codes were launched at the Club and Facility Conference with a 2 week delivery time announced.

8. DATA PROTECTION

- 8.1 Following an assessment of some of the IT systems there was a concern that we needed to make sure we had a clear data protection policy and procedures in place.

- 8.2 NO had contacted a barrister to look at what rules should be in place. These to be circulated to the board and conference call if required to agree & then implementation
- 8.3 Data protection needs to be listed on CEO board report and any possible breaches to be noted and reported back
- 8.4 To be fully reviewed annually to make sure we are compliant

9. CLUB OPEN MEETINGS

There are 3 meeting set up for clubs to attend.

Monday 6 th July 7.30pm	Chill Factor, Manchester
Monday 13 th July 7.30pm	The Snow Centre, Hemel
Wednesday 15 th July 7.30pm	Birmingham

There has been a good initial response but need follow up to make sure clubs are aware of the reasons for these meetings and encourage them to attend.. These meetings are key to engage with the clubs and explaining the direction SSE is going in. If board members can attend minimum of one of these meetings. TF to coordinate their attendance and location.

10. EX NEDS, ONE PAGER REQUESTED, DISCUSS , NED'S OBJECTIVES, CLARIFY WITH THEM

Due to time this items was delayed until the next board meeting

11. COMMERCIALISATION / SPONSORSHIP PROGRAMME

- 11.1 TF confirmed draft application for the commercial consultancy work supported by Sport England had been submitted and they had responded favourable to our application. This will be tweaked slightly before being circulated to agencies to bid for the work. It was agreed that whoever we work with, a NDA should be put in place with the agency.
- 11.2 TF, GW & Victoria Crampton all met and went through the partnership information and next steps
- 11.3 GW & TF went through the Bormio sponsorship proposal and suggested changes.

12. STAFFING STRUCTURE/ (REORGANISATION)

TF explained a number of challenges that the organisation has faced due to the changes that have happened and the growth within the organisation. Also looking forward and dealing with the opportunities that are coming up, there is a need to restructure the organisation. TF put forward the outline of what this would look like and the timeframe for completion. The board approved the outline plan that TF presented with the aim to be completed by the next board meeting. It was recognised and agreed that significant changes are required in

the area of operations/office management, SDO management and division of responsibilities and duties between TF and JD

13. RISK REGISTER

The risk register was discussed. NO suggested that IT systems should be added to the list.

14. ESSKIA (GILLIAN GILYEAD JOINED THE MEETING)

Gillian was welcomed to the meeting and asked how Esskia was doing following RR resigning as chair. GG gave an overview of where Esskia was and the how they were dealing with things going forwards. There was a lengthy discussion around the challenges that Esskia face and the opportunities that are there as well. It was agreed that it is essential that Esskia and Snowsport England work together to help each other. A working group is to be formed to look at the structure of schools participation and racing and how SSE and Esskia can help move the sport forward. GG agreed all areas are on the table for discussion except ISF.

15. AOB

15.1 Sport England Strategy review & Ministers briefing

TF gave an outline of the recent presentations by Jennie Price (SE CEO) and Tracey Crouch (new sport minister). This seems positive as NGB's were mentioned directly and the fact that they would continue to be a key route for investment from SE. The new Minister also has a background in sport and is very enthusiastic about sport and opening up access. JE back up this from the SE chairs lunch that he recently attended

15.2 Regions

There is a challenge with the NWSF and the fact that Paul Rayson and Chris David neither have the time to taken on the region and there seems little interest or activity happening. Will McGlynn to obtain feedback from clubs and facilities in the region to see if there is interest in reforming the region or not.

15.3 Thank you to EDF & GW for hosting the meeting

DATES OF NEXT MEETINGS

3 rd September 2015	4.00 – 7.00	SportPark
3 rd October 2015	AGM	SportPark Loughborough
17 th November 2015	8.00 – 11.00	LORDS (TBC)

Action Points from Board meeting

Details	Action
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1	Decision on ESC skiers trust to be followed up once position of GB skiers trust has been clarified	TF
2	Development of Schools skiing and link with Esskia	RR, TB, BT, JE
3	SM/NO/GW to feedback one pager on STOP/START/CARRY ON	SM/GW/NO
4	Share equality field with Bernie Wright	TF
5	Email to ARC to look at meeting on the 4 th July to review ARC committee and way forward	TF/JE
6	Development of Proposal discussed at board to a formal document	TF
7	Feedback to youth committee regarding budget for National schools week	BT
8	Schools Tech Advisory Committee, size of committee queried,	BT
9	Risk register – Add IT systems to the register	TF
10	Staffing Structure/organisation, to be completed by next board meeting	TF
11	Attendance at club open days - TF to coordinate	TF
12	Data protection - To get it reviewed and present plan back to board	NO
13	New IT system to take data from QR codes	NO & BW