

Snowsport England Ltd

Minutes of a Board meeting held 16th January 2018 10.00 – 12.30 Loughborough

JH	Jamie Horner	Chair
BT	Bryan Thomas	Finance Director
ID	Ian Davis	Director
SM	Stuart Maclean	Director
CS	Chris Stroud	Members Director
MD	Mike Danbury	Members Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development

Apologies:

CTA	Chloe Targett-Adam	Director
AE	Alison Eyre	Director
EC	Elly Cockcroft	Director
CP	Claire Pennell	Operations Manager

1. NOTICE, QUORUM AND CHAIR

JH reported that due notice of the meeting had been given and that a quorum was present.

2. DECLARATION OF INTERESTS

Directors present confirmed that they had no direct or indirect interest to further declare as required by Section 177 of the Companies Act 2006 and our Articles.

3. MINUTES OF MEETINGS HELD ON 22ND NOVEMBER 2017

The minutes of the above Board meeting were agreed and signed as a true and accurate record.

4. MATTERS ARISING FROM PREVIOUS MEETINGS

4.1 Action 1: JH to introduce Chris Grant and Wasim Khan to ID. In progress

- 4.2 Action 2: SM to set up regular call with Gareth Vogan. Outstanding
- 4.3 Action 3: Invite Mark Ritchie (BSS Talent Lead) to Jan or March Board meeting. complete
- 4.4 Action 4: Diversity Board group to be set up. On-going – one of new directors to be on diversity group – not complete
- 4.5 Action 5: Secure venue for Board away day. Outstanding
- 4.6 Action 6: TF to circulate legal documentation on National pathway. Outstanding
- 4.7 Action 7: Committee chairs meeting to finalise committee review. Outstanding
- 4.8 Action 8: Target and measurement sheet to be circulated from mid-December. Started and will be on-going
- 4.9 Action 9: Info on NED and FD applications to nominations committee. Completed
- 4.10 Action 10: EC to send over example GDPR polices. Outstanding

5. CHAIRS REPORT

5.1 Director recruitment

The nominations committee had completed a short list of applications and invited these for interview. The quality of candidates was very high. Interviews will be carried out on the 16th and 19th January and the nomination recommendations will be circulated post interviews.

Applications received NED total 19 (15 Male 4 Female) FD (8 Male 6 Female 2)

5.2 Board effectiveness

The board reviewed the results and agreed it was a valuable exercise which should be completed twice a year. A couple of areas to amend. Add a section on membership/participation, include comments and previous average score so comparisons can be made over time.

5.3 Membership drive-(open discussion)

A wide ranging discussion was had regarding SSE membership and opportunities to grow the membership. It was agreed that Schools, Youth and Universities are key areas we need to target as well as the wider recreational market.

Areas to develop

- SSE Boards/Banners/marketing of SSE at all slopes/facilities
- Relationships with Tour operators/ joint promotion
- Linking clubs /regions and slopes together

- Schools database

6. PARTICIPATION

6.1 Pyeongchang to Piste (P2P)

The P2P campaign is developing well and we have a good number of events and venues signed up. The details are yet to be populated on the website. This is the main focus over the coming months. Membership

6.2 CRM system

We continue the work with Participant. We are making good progress and the systems is getting better and better. We don't have the resources to test and roll everything out at once and participant are supporting the work as much as they can. So it will still be some time before it is fully working.

6.3 National pathway

This has been discussed with the BSS chair Rory Tapner and he is keen to be involved with a meeting to help move this forward.

7. TALENT

TF outlined the Futures project that BSS has been working on. Also Mark Ritchie would attend the May SSE board meeting to present their plans. Then we can see how we can help support all the discipline pathways.

8. COMMERCIAL

TF presented VC's report. Things are progressing well in spite of being a hugely challenging market. We are in the process of finalising an agreement with a new partner for NSSW. VC will attend March board meeting to go through her plans for 2018/19. It was also agreed that VC should attend all future board meetings to if available to go through Commercial update.

9. GOVERNANCE

TF confirmed we had confirmation in December from SE that we were complaint with the governance code. TF reminded the board that we have to continue to be compliant and this will require us developing and delivering on our diversity action plan.

10. TARGETS & MEASURES

The spread sheet is developing well but there have been some challenges with the reports from the new system not providing the correct information.

11. COMMUNICATIONS

The updated comms report was circulated. There is still work to be done on developing our member's engagement

12. FINANCE

FD REPORT WAS TAKEN AS READ

12.1 2017 Accounts, awaiting year's figures, will reach and maybe exceed budgeted surplus having achieved additional sponsorship required.

12.2 2018 Budget, slight amendments made to previous draft and based on the actual 2017 results a final review will take place.

12.3 2017/2021 Company Forecast, will be re-assessed at the same time.

13. SAFE GUARDING

The report from SSE lead welfare officer Bridget Owen listed one case as previously reported.

14. CEO REPORT

TF presented his report to the board.

The agenda for the AGM was approved with the order amended slightly. It was agreed that committees and regions would be asked for nominations for the chairmen's award before the next board meeting

15. RISK REGISTER

The Audit & Risk committee to do a review on the process and risk register. This can be done in line with the audit and the BSS updated risk register.

16. AOB

Some questioning on the comms report as not everyone appreciated what all the figures meant and why we are measuring it. Additional info will be added regarding time frame of goals to be achieved. All to feedback on an on-going bases to help Gareth develop the report

DATES FOR 2018 MEETINGS (CONFIRMED POST MEETING)

Board meeting 20th March 2018 1.00 – 4.00 SportPark
Board meeting & away day 22nd May 2018(exact details TBC)
Board meeting & AGM 5th June 2018 10.00 – 1.00 & 2.00 – 4.00 SportPark
Board Meeting 25th September 2018 10.00 – 1.00 SportPark
Board meeting 20th November 2018 1.00 – 4.00 SportPark

Action Points from Board meeting

	Details	Action
1	JH to introduce Chris Grant and Wasim Khan to ID	JH
2	SM to set up regular call with Gareth Vogan	SM
3	Diversity Board group to be set up	TF
4	Secure venue for Board away day	CP

5	TF to circulate legal documentation on National pathway	TF
6	Committee chairs meeting to finalise committee review	TF
7	EC to send over example GDPR polices	EC
8	Amend board effectiveness survey to be completed before sept board meeting	TF
9	Feedback on comms report to Gareth	All
10	Risk Assessment review	Audit & Risk Committee