

Snowsport England Ltd

Minutes of a Board meeting held Wednesday 22nd November 2017 10.00am – 2.00pm Banbury

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| JH | Jamie Horner | Chair |
| BT | Bryan Thomas | Finance Director |
| EC | Elly Cockcroft | Director |
| ID | Ian Davis | Director |
| SM | Stuart Maclean | Director (by phone) |
| CS | Chris Stroud | Members Director |
| MD | Mike Danbury | Members Director |
| TF | Tim Fawke | Chief Executive / Director |
| JD | Jan Doyle | Head of Development |
| CP | Claire Pennell | Operations Manager |

Apologies:

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| CTA | Chloe Targett-Adam | Director |
| AE | Alison Eyre | Director |

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 3RD OCTOBER 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: AGM 2018 – OT to select two possible dates and consult with membership on preferred option. Completed

- 4.2 Action 2: JH to introduce Chris Grant and Wasim Khan to ID. Outstanding
- 4.3 Action 3: SM to set up regular call with Gareth Vogan. Outstanding – SM has put together a response and just finalising before contact Gareth.
- 4.4 Action 4: TF & BT to finalise Scheme Delegation. Complete
- 4.5 Action 5: Produce table on committees on what they do and what we would like them to do. Complete
- 4.6 Action 6: Invite Mark Ritchie (BSS Talent Lead) to Jan or March Board meeting. Outstanding – depends on board dates / timing
- 4.7 Action 7: Circulate campaigns handbook and updates on campaigns to Board. complete
- 4.8 Action 8: Update Board on CRM progress through critical next month. Complete
- 4.9 Action 9: Diversity Board group to be set up. On going – one of new directors to be on diversity group
- 4.10 Action 10: Publish membership rules and regulations. Complete
- 4.11 Action 11: Secure venue for Board away day. Outstanding
- 4.12 Action 12: Maternity cover for Betony Garner (PR). Complete

5. BRYAN THOMAS

BT outlined his paper and request to the board. This was discussed in full and it was agreed that no retrospective payment would be made for the additional work outlined. The board did acknowledge the time and effort that BT had put in over this time and we're hugely grateful for this. An understanding had been established to BT's satisfaction.

6. CHAIRS REPORT

Even though it has been a busy and challenging time but across the organisation things are progressing well. The staff are working hard and the organisation developing well.

The Chair & CEO meetings have continued and are working really well as a way of engaging with clubs. Notes of meetings to be circulated to the board and OT and before calls, key items to highlight to go to JH & TF.

7. PARTICIPATION

7.1 30 Days of Snowsports

A full report of 30 days of Snowsports campaign was presented to the board. Overall the numbers through this campaign have significantly increased on last year, with over 6000 attending one of the 19 venues and nearly 100 events.

7.2 Pyeongchang to Piste (P2P)

TF gave an overview of the plans for P2P and how these were developing. This is the key focus over the next few months, making the most out of British athletes at the winter Olympics.

TF suggested and it was agreed that future campaigns could be part of the board's away day agenda.

8. MEMBERSHIP

8.1 CRM system

CP gave an update of the latest position with the CRM system. Participant was well behind schedule with implementation but apart from a few bugs to sort out club direct involvement should commence shortly.

TF commented that we are slightly behind in terms of membership renewals but we would start completing the monthly target sheet giving full details.

8.2 National pathway

TF had a meeting with the SSS director to understand their position and we await their decision..

TF to circulate initial legal document.

8.3 Committee review

TF had produced a table to set out each committee purpose and roles. There had been some feedback from committees which has been positive. The board approved the document and agreed a face to face meeting with chairs was required to take this the next step.

8.4 Engagement Plan

TF had worked on documenting the engagement plan with the membership of the member's directors. This had also been submitted to SE as part of our governance action plan.

A wider stakeholder engagement plan also needs to be compiled and reviewed which the OT would start to put together.

9. TALENT

TF update the board from the BSS board meeting previous day. It is hugely exciting times with the expanding programmes been put in place and a lot of positives leading into the

Olympics. TF outlined the funding initiatives BSS were putting in place and that we had met with BSS to share what our key assets are.

Alpine squad is reviewing their selection criteria and this will go to the Alpine and Squad Committees for comment.

10. COMMERCIAL

Victoria had provided the October report for the board. To make sure the relationships are developed in the best way we have assigned named staff to each account.

11. TARGETS

TF presented the draft target and measurement sheet which would start to be completed from December 2017. The board approved the sheet with a few minor adjustments.

12. GOVERNANCE

12.1 Appointment & recruitment to committees

TF presented document for approval regarding appointment and recruitment to SSE committees. This was approved with a section on succession planning.

12.2 Director Recruitment

A good number of interesting applications for the NED role had been received. There had been less applications for the FD role. TF to circulate details to nominations panel to short list for interview. ID and EC to be included. in nominations panel.

Agreed to make an approach to Anna Turney to see if she was interested in the role

13. COMMUNICATIONS STRATEGY

Update comms report for October was presented to the board. There would be a monthly report and then an annual report.

14. FINANCE

14.1 BT presented his report and the Q3 Accounts which showed an encouraging picture helped by three significant items occurring in the quarter, see report for details. The year's result will be positive having achieved the increased sponsorship required to do so. Performance of departments was mixed, Alpine good, Coaching getting better but Nordic, Freestyle and Schools Tech Advisory need to plan to be at least break

even. Central Services are on budget. Balance, cash, debtors and creditors are all under control and the Treasurer Policy will be updated with the year end review.

14.2 Draft 2018 budget was presented showing a small overall profit but that is dependent upon all departments showing a surplus and membership subscriptions affiliations recovering. Indications are that at least for 2019 increases are needed to all subscriptions and events fees. In addition commercialisation /sponsorship will be critical to creating overall surpluses for our future development.

14.3 Audit & Risk Committee TORs & Members

Approval of the amended TOR for the Audit and risk committee. Need to look at an additional director once recruitment is complete.

15. SAFE GUARDING

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

16. CEO REPORT

TF presented his report. It had been a hugely busy time with trying to implement the new CRM, managed memberships, getting our campaigns up and running. TF thanked CP and JD for their work and efforts over this period.

There are still frustrations with the Participant system but we are gradually resolving these and we are confident we will get the system delivering that we require and had planned.

16.1 Insurance

It was confirmed we would not extend the current deal with XL Catlin / Endsleigh and go out to the market next year.

16.2 ESC Skiers trust

The ESC skiers trust held funds to give bursaries to SSE members. It was funded from SSE but was independent from SSE. It has now ceased to function. They have paid back the remaining funds to SSE (Approx. £2K). TF proposed these funds would be used to help in helping diversity. The board approved this.

16.3 Disability call

Following on from Chair and CEO calls a need for a disability forum was proposed.. TF has coordinated this and will report back on how this develops.

16.4 Schools technical advisory committee

They are looking to recruit new members to the committee in line with the committee's recruitment policy.

17. RISK REGISTER

The Audit & Risk committee to do a full review on the process and risk register. This can be done in line with BSS as they are reviewing this currently.

18. AOB

EC to feedback on GDPR policies

2018 Board dates will be circulated by CP following the meeting

CONFIRM DATE FOR NEXT MEETINGS (CONFIRMED POST MEETING)

Board Meeting 16th January 2018 10.00 – 1.00 Sportpark

Board meeting 20th March 2018 1.00 – 4.00 Sportpark

Board meeting & away day 22nd May (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 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 | Invite Mark Ritchie (BSS Talent Lead) to Jan or March Board meeting | TF |
| 4 | Diversity Board group to be set up | TF |
| 5 | Secure venue for Board away day | JH |
| 6 | TF to circulate legal documentation on National pathway | TF |
| 7 | Committee chairs meeting to finalise committee review | TF |
| 8 | Target and measurement sheet to be circulated from mid | TF |

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| | December | |
| 9 | Info on NED and FD applications to nominations committee | CP |
| 10 | EC to send over example GDPR polices | EC |