

Snowsport England Ltd

Minutes of a Board meeting held 14th May 2019 10.30 – 14.00 SportPark, Loughborough

JH	Jamie Horner	Chair (from point 7)
SL	Simon Levene	Finance Director / Deputy Chair
CS	Chris Stroud	Members Director
ND	Natalie Dunman	Director
JN	James Nickson	Director
MA	Morwenna Angove	Director
ID	Ian Davis	Director
CV	Crispin Vitoria	Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager

Apologies:

MD	Mike Danbury	Members Director
EC	Elly Cockcroft	Director

1. CHAIRS WELCOME

SL welcomed everyone to the meeting and chaired the meeting until item 7 when JH took over.

2. NOTICE, QUORUM AND CHAIR

SL reported that due notice of the meeting had been given and that a quorum was present. It was agreed that SL would chair the meeting until JH joined.

3. DECLARATION OF INTERESTS

All 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.

4. MINUTES OF MEETINGS HELD ON 14TH MARCH 2019

The minutes should have noted the appointment of SL as deputy chair. This has been included in these minutes under governance section.

With the exception of this point the minutes of the above Board meeting were agreed and signed as a true and accurate record.

5. MATTERS ARISING FROM PREVIOUS MEETINGS

See action log for details.

Actions 3, 7, 9, 10, 13 completed.

Actions 1, 11, 12 part completed and updated.

Actions 2, 4, 5, 6, 8, outstanding.

6. WELFARE AND SAFEGUARDING REPORT

The board thanked Bridget Owen and JD for all the work for the CPSU review which achieved a rating of “very Good”. There would be significantly more work required to achieve excellent. The focus for us is to continue to make sure safeguarding is embedded in everything we do and work with our affiliated clubs to get it embedded there as well.

From the 3 types of enquiry received it was agreed that items 1 and 2 should be recorded so trends can be monitored

The board is required to have external safeguarding training every 3 years and this is due in 2019. The CPSU will provide this training. However availability for our September or November board date is looking unlikely so other options are being explored.

7. CEO REPORT

(i) Key objectives

TF presented the key objectives set for the next 12 months.

1. Completion and roll out of new vision /Mission
2. Complete the rebranding, new website implementation and mailers
3. Increase engagement with clubs and membership
4. Develop core business of membership / courses and events and put in place foundations to increase income in 2020
5. Development of new membership offering and update value proposition
6. Roll out CRM system to clubs
7. Development of Future sessions and awards and further integration with GBS and other HNs on the pathway.
8. Committees & Region – Align with SSE vision and mission
9. Deliver 2019 surplus of £5-10K
10. Greater awareness of Snowsport England in the wider Snowsport Industry
11. Build understanding of 2021 funding from Sport England and start to put in place any preparation required

The board approved the objectives and requested a timeline be produced for them

(ii) Commercial update

Good progress had been made on the commercial side but more time was required to see if the income could be achieved.

It was agreed that the contract with Rupert Vitoria would be extended until September. He would be invited to present to the board and have a wider discussion regarding commercial partners.

(iii) AGM plans

The notices had gone out for the AGM the required 21 days' notice

A discussion and agreement on the chair awards at the AGM with 3 awards being presented.

We will have video made at the AGM to cover the launch of the new vision and branding as well as the chairs awards.

8. SPORT ENGLAND REPORT

(i) Year End Report

Our year end report to Sport England has been submitted and our review meeting with them takes place on the 13th June. The figures are on track to meet our end of year figures which is October.

(ii) Update on 2021 funding

There will be official information regarding funding from September time. Our current understanding is that future funding will be targeted around the social impact you can have. It was agreed that a working group is set up consisting of MA, ND, JN,JD to look at how we can managed to evidence this.

9. FINANCE DIRECTORS REPORT

Full Q1 accounts will be presented at June board meeting and pack will be provided to all committees as well. Initial figure show we are ahead of budget for the quarter.

3 new bank accounts have been opened with higher interest rates. One account has been closed and money moved across. We are waiting on the other 2 account to move funds.

We have completed the c/c charges review and we have managed to get our current provider to drop the charges significantly. We will have a £500 cost to update the interface to make sure we stay PCI compliant. This work is currently being carried out.

10. MEMBERSHIP OFFERING

The new membership offering proposal was presented to the board and it was agreed this was a big step forward and was looking good. A discussion on the key points that Victoria Stonehouse had put forward were answered. A further opportunity of how this could link to indoor slope membership scheme which would help both parties.

Key next steps

Consultation with key members and clubs

Implementation plan and launch elements, we can this year. Items that needed IT changes would take long and this would need discussion with Participant

11. GOVERNANCE UPDATE

(i) Governance statement

This had been completed with feedback from ID and is in line with Sport England and UK Sport guidance.

(ii) Diversity Action plan (DAP)

This has been progress but the final version will come to the 4th June board.

(iii) Appointment of SL as deputy chair

A unanimous decision of the board to appoint Simon Levene as Deputy chair.

12 UPDATE ON SPORT ENGLAND VISION AND MISSION

TF went through the updated score card which is getting populated. There will still be some base line data to collect in 2019. This will continue to be update and will be in each board pack.

13 WEBSITE PROGRESS REPORT AND PLAN

TF showed the latest on the new website which was very positively received and was a big improvement on the current site. The main structure of the website has been built. It is now getting all the content loaded up. The progress is currently on track but the content will take some time to load up and especially where new content needs to be sourced. The site will be circulated to the board before it goes live.

14 MATTERS FOR BOARD APPROVAL

(i) Governance statement

This was approved by the board and will be published in the annual review and as a separate document

(ii) Brand Guidelines

This was approved by the board and would be shared with clubs and key partners post AGM

15 AOB

Snoasis – SL had been in touch with Godfrey Spanner (developer) and they have had the go ahead for the project. Still not known if they have the funding in place. SL to meet Godfrey Spanner and get an update.

Swindon indoor slope – This has been some further steps forward and they hope to start towards the end of the year with opening in 2020.

Rules for artificial – the number of officials required is proving to be a challenge. Can we have a clear list of the essential roles for a races so it is easier to get enough volunteers to run races.

DATES FOR 2019

4 TH June	10.00 – 1.00	AGM 2.00 – 3.30 SportPark, Loughborough
12 th September	1.00 – 4.00	SportPark, Loughborough
13 th November	1.00 – 4.00	SportPark, Loughborough