

Snowsport England Ltd

Minutes of a Board meeting held 20th March 2018 1.00 – 3.30 Loughborough

JH	Jamie Horner	Chair (by conf.call)
BT	Bryan Thomas	Finance Director
CS	Chris Stroud	Members Director
MD	Mike Danbury	Members Director (by conf.call)
TF	Tim Fawke	Chief Executive / Director
CP	Claire Pennell	Operations Manager

Apologies:

CTA	Chloe Targett-Adam	Director
AE	Alison Eyre	Director
EC	Elly Cockcroft	Director
ID	Ian Davis	Director
SM	Stuart Maclean	Director
JD	Jan Doyle	Head of Development

NOTICE, QUORUM AND CHAIR

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

As JH was not physically present, it was agreed that TF would chair the meeting

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.

MINUTES OF MEETINGS HELD ON 16TH JANUARY 2018

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

MATTERS ARISING FROM PREVIOUS MEETINGS

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

- Action 2: SM to set up regular call with Gareth Vogan. SM leaving the board – Action deleted
- Action 3: Diversity Board group to be set up. On-going – one of new directors to be on diversity group – not complete
- Action 4: Secure venue for Board away day. Completed
- Action 5: TF to circulate legal documentation on National pathway. Outstanding
- Action 6: Committee chairs meeting to finalise committee review. Outstanding
- Action 7: EC to share MCC data protection policy's and privacy statements - Outstanding
- Action 8: Amend board effectiveness survey to be completed before September 2018 board meeting - Outstanding
- Action 9: Feedback on comms report to Gareth- Completed Outstanding/on agenda
- Action 10: Risk assessment review- Outstanding/on agenda

CHAIRS REPORT

Olympic & Paralympics

JH congratulated the great achievements from Athletes at the Olympics and Paralympics. Hugely impressive what they achieved and it is great for the promotion and inspiration of Snowsports

He thanked the staff for all their work over the Olympics and Paralympics and the initial feedback has been very positive about participation both from facilities and clubs.

Director recruitment

JH confirmed that 100% of the directors we offered the positions to have accepted. They are all outstanding candidates and delighted that they have all accepted. The process for inducting the new directors has started with Simon Levene and will continue over the coming months with the other directors.

2017 Summation

It was agreed that the board was now in a good place for the future and we now need a purposeful integration of the new NEDs. It had been a difficult year following the reduced SE grant but the finances at the year end at have been stabilised and we enter 2018 with optimism.

COMMERCIAL

VC presented her report which set out the current partnerships in place and her outline plans going forward.

The board discussed the progress that had been achieved and congratulated VC on the considerable successes with Swiss Tourism and Interski. Her greater focus in the immediate future will be managing the current major partners involving the board where required.

A key area discussed was schools and universities selectively through existing contacts and sponsorship over and above NSSW using social media, Schools Travel Forum and Interski. The expertise and experience of new NEDs will be backing up VC.

BOARD STRATEGY DAY AND DIRECTOR INDUCTION AND ROLES

TF outlined the plans in place for the board away day and asked JH to outline his key aims to be achieved. This was summarised as

1. Bringing new and old directors together/gelling the board Understanding and clarity on where we are as an organisation
2. Short term priorities and what are our key focuses
3. Discuss longer terms goals and objectives
4. Agree on each directors principle area of expertise to head up

Induction documents were agreed and key areas of expertise outlined for each new director as follows

Simon Levene	Finance Director
Natalie Dunman	Talent
Morwenna Angove	Commercial / campaigns / Strategic
James Nickson	Membership engagement / Offering
Crispin Vitoria	Comms / Commercial

Diversity Role

There was an extensive discussion regarding this role. It is clear that we need to be more proactive in this area as it is an important requirement and is an area that potentially will be more critical for future funding. TF will document this role and send to Anna Turney to see if she is interested. This would also need the support of a staff member to fully deliver on what is required. Luke Williams has been identified to be able to do this.

RISK REVIEW

BT had drafted a new risk register. TF and BT to come back with revised TOR, Risk policy and new risk register for next board meeting to be approved.

PARTICIPATION/CAMPAIGNS

P2P Update

This has progressed well and a final report will be circulated once the last events have been completed at the end of March.

NSSW plans

This will follow on from the P2P campaign. We have a good number of offers in place and while we do not have as many offers the quality is a lot higher which is critical to getting more schools engaged.

MEMBERSHIP

Club Cluster meetings

TF went through the outline plan for these meetings which will take place in May/June. TF will attend all events with other staff. Directors are welcome to attend any that they can make. This is key in developing the engagement with our clubs and we need to see how we can follow this up throughout the year,

Bormio Report

TF presented a report on the English Alpine Championships which had a record entry and was a very successful event. JH thanked all the volunteers that helped to put together such a good championships and in particular Andrea Grant and David Manns who put in a huge amount of work over the year.

2019 (16/22 Feb) will be the last year of the current agreement with Bormio. TF requested permission to start negotiations for 2020 onwards and looking to agree a 3 or 5-year deal. The board approved this request but TF should seek significant financial support from Bormio as part of this agreement.

CRM Report

The CRM is progressing. There is an urgent need to get the amended contract completed as this is delaying getting the final parts completed to be rolled out to the membership. JH confirmed he would get an amended version completed by the end of March 2018.

SSE Courses bookings are now online and we will be rolling out the club system once we have completed testing with MCSC.

TALENT

IF will be in attendance at the Brits in Laax and TF will be out at the British Alpine Championships. IF is working with SSS and BSS across disciplines to help get alignment and greater clarity on the pathways.

We will be running the selection process over the next few months to our squads. Alpine first event is at 28th /29th April in Loughborough and initial emails have gone out. For other disciplines we are awaiting on BSS policies so we can align before selections are carried out.

CEO REPORT

Measurement & Targets sheet

The errors from the participant system have now been fixed. TF will get the sheets completed and back dated so each month is completed. This is also required for the SE report at the end of April.

The registrations and renewals are on track to meet budget. The club affiliations are slightly below budget but this will have minimal impact.

Membership Fees

TF outlined the membership fees increase proposal for 2018. This was approved by the board subjected to the following comments. TF to speak to Glennis Dore regarding Nordic instructor and ASCL fees increases to £50.

MD had put a proposal forward to consider SSE charging all racers £15-£20 each. Such a proposal would need very careful consideration and membership consultation.

AGM

Chairs awards

The nominations submitted were considered and decision made regarding the awards to be presented at the AGM

Annual Report

It was agreed this would be in the same design as last year.

COMMUNICATIONS

The monthly communications report is being circulated and we are on track regarding our social media targets. The biggest challenge is in regards to engagement with members where we need to develop a clearer plan and be more targeted in our communications. This will need to be addressed as we complete the membership systems.

FINANCE

BT presented his Financial Report covering the draft 2017 Accounts, 2018 Budget and Longer Term Forecast 2018/2021 which are within the drop box and were taken as read. Any specific questions or queries should be addressed directly to BT. The draft and unaudited Accounts show a surplus in excess of Budget and achieving this having received a substantially reduced grant as from 1st April 2017 is a very satisfactory result. This result has been achieved by tight control of costs and the securement of substantial sponsors.

The 2018 Budget which takes into account further reductions in the SE grant shows a very useful surplus, but TF and BT need to recheck the Central Services costs to finalise the figures. The Longer Term Forecast for 2019 and 2020 assumes higher levels of sponsorship without which we will be in a deficit situation.

In conclusion BT reported that we achieved what we set out to do financially, congratulations to all concerned. Cash reserves are as required, debtors and creditors are under control and we are well set for 2018.

SAFE GUARDING

The annual meeting with the CPSU to review our RAG rating for safe guarding is on the 3rd April. We have to get a green rating as this is a requirement for our Sport England funding. Bridget Owen and JD have done a lot of work to get all the documents in place and the work completed for the review.

TF said he was happy with the implementation plans included in the board pack and recommended the board approve the documents. Board unanimously approved the 2017/18 implementation plan.

Data Protection

TF will be putting together club guidance documentation which will be circulated to clubs. This will be sent out in April. TF will also complete the necessary documentation for SSE by the 25th May. Once complete it maybe required to get some external resource to make sure we are fully compliant.

AOB

TF updated the board on BSS progress following the Olympic Games and the next steps in terms of UK Sport funding together with the plans going into the next Olympic cycle. The newly appointed BSS CEO would be starting the role on the 5th April 2018.

DATES FOR 2018 MEETINGS (CONFIRMED POST MEETING)

Board Away day 22nd May 2018 Loughborough Quorn Country Hotel
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	Diversity Board group to be set up	TF
3	TF to circulate legal documentation on National pathway	TF
4	Committee chairs meeting to finalise committee review	TF
5	EC to send over example GDPR polices	EC
6	Amend board effectiveness survey to be completed before sept board meeting	TF
7	Risk Assessment review	Audit & Risk Committee
8	JH to complete revised contract for participant	JH
9	TF to implement membership fee changes after consultation with GD from Nordic	TF
10	TF to start re negotiation with Bormio for 2020	TF
11	Guidance documentation for CLUB for GDPR	TF
12	Compliance documentation for GDPR for SSE	TF