

Snowsport England Ltd

Minutes of a Board meeting held 20th November 2018 11.30 – 14.30 Loughborough

JH	Jamie Horner	Chair (via phone)
SL	Simon Levene	Finance Director
CS	Chris Stroud	Members Director
EC	Elly Cockcroft	Director (via Phone)
MA	Morwenna Angove	Director
JN	James Nickson	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
ID	Ian Davis	Director
ND	Natalie Dunman	Director

1. NOTICE, QUORUM AND CHAIR

TF 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 25TH SEPTEMBER 2018

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

4. MATTERS ARISING FROM PREVIOUS MEETINGS

Action 1: JH to introduce Chris Grant and Wasim Khan to ID – on going

Action 2: Diversity Board group to be set up – in progress

Action 3: Committee chairs meeting to update committees on board progress - completed

Action 4: Board effectiveness survey to be completed 2 weeks before November board meeting
– deferred to next board meeting, all to complete

Action 5: JH to complete revised contract for participant – on going

Action 6: TF to start re negotiation with Bormio for 2020 onwards – Outline agreement in place.
To go to Jan board for approval

Action 7: Ops team to recommend structure regarding communication – on agenda

Action 8: Further development of the vision and mission by MA and working group – on agenda

Action 9: Longer terms forecast to be developed - complete

Action 10: Website development / replacement – on agenda

Action 11: TF to finalise insurance broker and get insurance policy in place for 1st November - complete

Action 12: Dates 2019 board & AGM - complete

5. BOARD CALL 30TH OCTOBER

A Board call took place on the 30th October and the following items were discussed. Vision and mission, Proposed refocus of the organisation and restructure and approval to appoint PR & digital agency.

The notes from this meeting have been circulated and agreed.

6. FINANCE

3RD QUARTER ACCOUNTS

Overall the Q3 results are in line with budget expectations with the exception of Coaching, which again exceeded budget.

Overall, finances are tracking well for the year. Q4 is expected to be in deficit. This will still leave a surplus above budget for the year.

2019 BUDGET

SL reported we have received the initial budget submissions from all departments (although we have not had time to question and alter these budgets yet). The current budget shows a small deficit for the year but this will hopefully be breakeven once we have reviewed fully the department budgets.

5 YEAR FORECAST

SL went through the 5 year forecast and the potential scenarios. It is clear that the organisation needs to look at additional income streams to be less reliant on the Sport England grant as this decreases over the next 2 years and we don't know what funding will be available from 2021 and beyond.

7. SSE VISION & MISSION

It was agreed that initially the focus will very much be on the core business to get more income from these areas and to make sure the main building blocks are in place before this is expanded out.

The key areas that we want to impact on are awareness of SSE, increasing membership, increasing courses and GSGB

A key area is developing a membership value proposition and how can we drive an increase in membership and what categories should this be. MA to feed in key areas from communications strategy into the vision and mission document.

8. COMMUNICATIONS STRATEGY

There was broad agreement with the communications strategy that Betony Garner had put together. It was agreed that further detail was required on individual areas as this was more an audit rather than a strategy.

MA to draw out key areas which align to the mission and delivery plan.

It was agreed to go ahead with getting a new logo/brand guidelines and tone of voice.

9. SAFEGUARDING & WELFARE

Bridget Owen attended the board meeting to give the board an annual update.

She gave an update on her key roles, key targets she had this year, some of the challenges, cases in 2018 and future priorities

There would be training available for directors so they could sit on the case management panel if required. Bridget to circulate info when this is available. Last board training was in 2016 so need to do some further board training in 2019.

The board fully supports Bridget Owens work and thanked her for all the work she does throughout the year.

10. CEO REPORT

TF presented his report and went into detail on the following points

Progress on membership is ahead of last year and I hope we will hit our target of 3050 members by August 2019. The system still has a few issues to resolve and additional work on the club side.

English Alpine Champs – A positive resort visit in October to discuss 2019 champs and to look at extending the agreement from 2020 to 2022. A full agreement will be put forward to the Jan board meeting.

Schools organisation agreement – This will be sent to the regional bodies for comment before being sent out to NSSA and Esskia

11. Facilities

The Board thanked Alan Jones for the paper he put together on facilities and understood the challenges that we face and the very valid points he had in his paper.

It is clear that with all the areas that SSE need to focus on this is not a priority for SSE currently. However, we will continue to work with facilities, support any facilities threatened with closure and also help advise on new facilities as and when they come up.

12. Risk register

No changes to be made.

13. AOB

Director recruitment. Once we have done the Board evaluation and skills audit we need to look at recruiting further directors in line with the new vision and mission. This would be done at the January board meeting. Also align Directors to parts of the strategy.

DATES FOR 2019 MEETINGS

30 th January	10.30 – 2.00	Banbury
14 th March	1.00 – 4.00	SportPark Loughborough
14 th May	10.30 – 2.00	SportPark, Loughborough
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

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	Board effectiveness survey to be completed by all and reviewed at Jan board meeting.	ALL
4	JH to complete revised contract for Participant	JH
5	Finalised agreement for 2020 – 2022 English Alpine Champs	TF
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