

Snowsport England Ltd

Minutes of a Board meeting held 11th & 12th September 2019 SportPark, Loughborough

JH	Jamie Horner	Chair
SL	Simon Levene	Finance Director / Deputy Chair
JN	James Nickson	Director
MA	Morwenna Angove	Director
CV	Crispin Vitoria	Director
CS	Chris Stroud	Members Director
ZH	Zena Huelin	Members Director
ID	Ian Davis	Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager

Apologies:

EC	Elly Cockcroft	Director
ND	Natalie Dunman	Director

1. CHAIRS WELCOME

SL welcomed everyone to the meeting and chaired the meeting until item 6 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 4TH JUNE 2019

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 completed or deleted. 6,7,10,11,12,9

Actions part completed and updated. 1,3,4,5,8

Actions, outstanding. 2

6. WELFARE AND SAFEGUARDING REPORT

The safeguarding report was reviewed by the Board. It was agreed that they would prefer the trends to be represented in a graphical way rather than a snapshot of what has happened between Board meetings as this would be more meaningful. JD to link with Bridget for next Board report.

7. CEO REPORT

TF presented his report.

(i) Club Cluster meetings

TF report the club cluster meetings were a success and that there was a long list of actions that have come out from these. These will be fed back to all the clubs that attended. In addition, a webinar will be put in place for all clubs that didn't attend which will be recorded

A good discussion regarding how to build the engagement with clubs and that while this is a good point for clubs to feedback, the engagement with clubs should be on going and continue throughout the year. MA felt that there was a clear hunger for more information from SE at the club meeting she attended.

For 2020 it was proposed that we would look at doing the club cluster meetings via webinar rather than face to face as it is recognised that, as volunteers, our club officials may find it difficult to get to a physical meeting that may not be at their own club facilities'

(ii) Staffing changes

Will Watkiss has left the organisation and moved to a job at CIMSPA (also in SportPark). We have recruited a temp - Sharon Gould and she is fitting in well now and will review her being permanent over the next couple of weeks.

Having moved away from the PR agency, the staff have helped to cover the gaps with an increased activity on Social media. This has received positive feedback from members. Recruitment for a social media officer has been completed and the new person will start on the 17th September. We have also taken on Betony on a project basis for the 30 days campaign and Get fit for the season video. Betony's contract will run until early November.

(iii) CRM update

Participant are not confident that they can get the system to deliver all the requirements needed for clubs. It was agreed that SE would postpone the roll out of the club system and to postpone any further development in this area. SE are to look at putting a spec together of what we require, but not to rush into any changes of system and follow a clear process. JN to share process and templates used by ECB. New specifications to be put together by CP.

(iv) Update on key delivery planner

TF presented the key delivery planner which has been updated and is in the Board pack. We are on track with the work completed so far. Work to continue on the score card, making sure all elements are linked from the staff work programmes.

(v) Director recruitment

Due to changes in personal circumstances, it is not possible for Elly to commit the required amount of time. It was agreed that a thank you note should be sent to Elly Cockcroft and that she should be removed from Companies House.

Sport England have funded an agency to pull together a pool of candidates of diverse range which are Board ready. It was agreed that we should go ahead and see if they have any suitable candidates for the SE Board.

Alongside this, it was agreed to try and recruit another person from clubs/regions that would help to balance out the Board.

8. FINANCE DIRECTOR REPORT

(i) Q2 Accounts and report

SL went through the Q2 accounts and he presented 2 versions (i) a version removing the service charge element, and (ii) a version removing the estimated allocation of costs allocated to the Sport England grant. SL went through both versions which helped to show the financial position of Snowsport England.

Q2 overall provided good results, continuing to build a cumulative surplus for the year which is needed to offset the potential deficit in Q4, and provide an overall surplus for the year.

Reviewing each department in more detail:

Alpine – both ahead of budget for income and below budget for costs, Alpine made a good surplus this quarter. Attendance at Alpine events has been above expectations. Costs being below budget.

Talent Squads – There is no activity in Q1 with costs being the quarterly service charge allocation. There will be adjustments in Q3 and Q4 which will reflect activity in this area.

Central Services – Income is very close to budget and costs are slightly below budget demonstrating good control of Central Services.

Coaching – In Q2 Coaching has not been as positive. Whilst in Q1 slightly less of a loss was made than budgeted, in Q2 the budgeted surplus ended up as a deficit.

TF outlined the analysis that had been done on the courses and the actions put in place to get the last 2 quarters back in line with budget expectations.

Planning meeting in October to look at 2020 course and how we will market these.

TF to share this info with the Board.

Freestyle – Cumulative profitability is looking good, however, Freestyle results are skewed by the Sport England grant allocations. Income in Q2 was lower than budgeted, and, as the Sport England grant decreases, we need to manage this departments finances and investment with care.

Nordic – Looking at the cumulative results for the year to allow for event timing differences against the original schedule, Nordic are on budget for the year so far and looking good.

Schools Advisory – On track and close to budget.

Impact of Service Charge Allocation

It was agreed that SL should continue to provide a version with service charges removed for future Board meetings.

Accounting Impact of Sport England Grant

SL detailed how we account for the grant and how this impacts the disclosure of expenditure in the financial statements. He proposed that we change the current method from the 1st of January 2020. This will show a clearer picture overall.

The change will need to be discussed with the auditors as it will have an impact on our annual accounts.

(ii) Timetable – 2020 Budget

Following the Board meeting, templates will be sent out to each committee to produce a draft budget for 2020, which will be collated and presented back to the Board at the November meeting.

9. AUDIT & RISK

(i) Auditor recommendation

Four audit companies were shortlisted and included in our tender process. These were selected either due to their relevant client experience or knowledge of Snowsport England. What is clear, both from the tender responses received to date, communication from our existing auditors and a review of other NGB audit costs, is that our audit for the past few years has been well below market cost.

The audit committee reviewed the tenders and their recommendation was to appoint Harrison Salmon. Confirmation was received from Harrison Salmon that there is no conflict of interest with their book-keeping / account preparation service which SE use.

The Board approved the appointment of Harrison Salmon to audit the 2019 accounts

(ii) Risk register review

The audit committee has reviewed the risk register and added 2 new items. All items listed as 75-100% were discussed by the board.

Any new risks or changes to be sent to the Audit and Risk committee for consideration.

10. MEMBERSHIP

(I) Membership offer update

The work that Victoria has been putting together will be rolled out for the launch of the Get fit for the season video. The website pages on the website are being redeveloped so that the membership info is a lot clearer, detailing benefits and what is included in your membership.

A wider discussion on the value proposition regarding Snowsport England that clearly sets out what we do. This would sit under the Vision and Mission on the website. SL to link with VS with a view to developing this proposition..

(II) Membership fees & Affiliation fees

TF put forward the proposed fee structure for next year and the prices rises for next couple of years. This is roughly a 2.5% increase. The price increase was approved subject to them being round up to the nearest pound.

Club Affiliation fees to be the same for 2019/20. In November info on new fees for 2020/21 year to be sent out. Also looking to simplify the current 5 tier structure to 3 tiers.

11. MATTER FOR BOARD APPROVAL

(i) 2019 Financial principles

This was approved subject to an additional of contracts over £5K to be review by the board. TF to update and share with SL for approval.

(ii) 2019 Standing orders

This was approved with the addition of the financial elements to align with the financial principles document. TF to update and publish and share with Committees.

(iii) Diversity Action plan

The structure of the new plan was approved but dates needed to be added. ID to input and work through with TF and Luke Williams

12 AOB

No AOB

DATES FOR 2019

13th November 1.00 – 4.00 SportPark, Loughborough

DATES FOR 2020 (LOCATIONS TBC)

16th January 2020

17th March 2020

12th May 2020

11th June 2020 + AGM

8th September 2020 (Longer day with training and discussion time)

19th November 2020