

Snowsport England Ltd

Minutes of a Board meeting held 13th November 2019 SportPark, Loughborough

JH	Jamie Horner	Chair (by conference call)
SL	Simon Levene	Finance Director / Deputy Chair
JN	James Nickson	Director
CV	Crispin Vitoria	Director
ND	Natalie Dunman	Director (by conference call)
CS	Chris Stroud	Members Director
ZH	Zena Huelin	Members Director
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager

Apologies:

MA	Morwenna Angove	Director
ID	Ian Davis	Director

1. CHAIRS WELCOME

SL welcomed everyone to the meeting and chaired the meeting as JH was on the phone.

2. NOTICE, QUORUM AND CHAIR

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

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 11TH & 12TH SEPTEMBER 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. 2, 3, 4, 6,7
,9,10,11,12,13,14,16,18,19,20,21,23,24,25,26,27,28,29
Actions part completed and updated. 1,5
Actions, outstanding. 17, 22

6. WELFARE AND SAFEGUARDING REPORT

- (i) Proposal for safeguarding LWO role and DBS Administration

Due to change in personnel circumstances for Bridget Owen a change in work patterns is needed. After extensive discussions we are proposing that Bridget will stay on for 1 day a week as LWO and the DBS admin will be brought back into the office. This would require some additional admin support in the office.

This was approved subject to SL and CV agreeing costs with TF

(ii) Safeguarding report

The revised report was welcomed by the board. A few adjustments would help to make this more meaningful. If the graphs could be based per quarter and then shown a year on year comparison.

JD to feedback to Bridget Owen

7. CHAIR REPORT

(i) Board evaluation survey & Chair calls

JH went through the feedback from calls and board evaluation and there were some key points to consider to help make the board meetings and the organisation run better. Overall directors very engaged and wanting to help and do more to support staff and the organisation.

8. COMMITTEE STRUCTURE / REMIT

(i) Agree proposed structure for consultation

SL went through the revised diagram and thought behind the changes. This was approved by the board to be put out for consultation. This would go to the committee chairs first then to the regional chairs.

(ii) Consultation timeline & Plan

TF to coordinate calls for first week December with JN & SL to join from the board. Feedback would be review at January board meeting with final agreement in March.

9. OPERATIONS TEAM REPORT (OPS) REPORT

(i) Programme management report against key objectives

New spread sheet which SL had developed and shared with TF to report back on progress against key objectives. It was agreed this was a big improvement and helped to review progress. All directors to feedback on any suggested amendments.

One change is to have the score card linked in so key objectives are clearly aligned to the score card which has a longer terms view and measurements against mission.

(ii) Central Services report

It has been a tough renewal and affiliation period as the CRM has had a number of issues which were not previously there and has resulted in an increase in calls and frustrations from members as well as increase work load for staff.

(iii) Sport England Report

JD reported back on the mid-year review by Sport England. Meeting had been a day prior to the board meeting. We are on track with our targets and had a positive report back from Sport England. New dash board was shared within the board pack which Sport England have implemented.

(iv) Insurance cover

The insurance reviewal has not been straight forward this year due to the current underwriter not being able to get re insurance for off piste cover which applied to 2 clubs. This has meant the broker has had to go to the wider market. Full details are being finalised with a potentially a couple of options on the table. However neither option offers everything we would like.

SL and CS to join a call with TF to confirm insurance cover before end of November

10. FINANCE DIRECTOR REPORT

(i) Q3 Accounts and report

SL stated the Q3 accounts are showing a positive position and we should end the year with a £5 – 10K surplus as targeted. This is largely thanks to Alpine as well as controlling costs.

Following the feedback received from the Committee Chairs, SL has amended the format of the financial summaries. The standard quarterly summary of 'sales' and 'costs' by department, as well as a shortened set of departmental accounts for the quarter with sponsorship income and the internal service charge shown below the general trading surplus/ deficit summary. These shortened departmental accounts should help both the Board and the Committees visualise their performance and understand the impact of sponsorship income and service charge on that performance.

Overview of each department

Alpine

For the 9 months to end of Sept. Alpine have returned above budget results helped by a positive Bormio event and a strong Q2. There remains sponsorship income to be received from Bormio (2.5k Euro) which is being chased.

SL fed back that Alpine had provided comments on the quarterly account pointing out that some income/ costs had been missed. SL explained that quarterly accounts have always been done on a cash basis, and missing journals were in Q4 due to their timing.

Talent

Funds from the levy and Bormio will need to be moved from Alpine to Squad. This is just an internal transfer so won't impact on the bottom line but will reduce the currently reported surplus in Alpine slightly.

Central

Costs are significantly below budget through careful management; however income is lower which is mainly due to reduced sponsorship income.

Coaching

In Q2 we saw an unexpected deficit against a budgeted surplus due to too many courses being run with insufficient participants. Q3 has been a much better quarter and more courses did run with good numbers of participants and the coaching conference held in September was successful.

Freestyle

Freestyle continues to benefit from the Futures sessions which happen across the country. The costs for these sessions are supported by the Sport England grant. Overall, without the grant and with good cost control the Futures sessions should be able to break even.

Nordic

Nordic are slightly ahead on budget for income and have kept costs to budget. So marginally ahead of budget.

Schools

Q3 is always quiet as schools are mainly on holiday. They look broadly on budget but it needs a good Q4 for this to hit their full year figures.

Youth Development

Limited activity as meetings are by conference call and no income

Sport England

Our spend is slightly ahead of the draw down from Sport England. Sport England year 1st April – 30th September we have spent £127,122 (income for each quarter is £60,627.5 or 2 quarters £121,255). This is mainly due to programme costs as we had the club cluster meetings which were funded from the grant and support for the new banners for facilities.

(ii) 2020 Budget

SL circulated the draft budget for 2020. There are potentially a few further adjustments to make but all departments have a budget in place. 2020 does see a further reduction in grant funding which means a more challenging year but currently the budget is near a break-even situation

- (iii) 5 year Forecast
SL went through the process updating the 5 year forecast which still needs to have some updated figures and will be based on 2 scenarios with funding. SL and TF will work on this and have an updated version for the January board meeting.

11. COMMERCIAL & GET FIT TO SKI (GFTS)

- (i) GFTS results & Commercial report
Rupert Vitoria report was presented to the board. The GFTS video was launched as planned and good coverage on social media and lots of positive feedback from the industry regarding the videos which seemed to be helping to open doors for Rupert. The conversion through to the hit the slopes membership was minimal. CV said there was still some changes required to the customer journey on the website and would feed this back to CP.
- (ii) Value Proposition
SL and Victoria Stonehouse has developed this further. It was agreed that good progress on this has been made. MA had suggested the participation section needed to be developed further

12. TALENT – ALPINE SQUAD

Item deferred to December conference call

13. MATTER FOR BOARD APPROVAL

- (i) Updated membership rules –
Amendments proposed by TF where agreed. Some further changes where suggested. All to be feedback to TF for approved at December conference call.
- (ii) AGM minutes – Approved by the board

12 BOARD WORKPLAN 2020

TF to update workplan and recirculate for agreement at December board call.

DATES FOR 2019

12th December Board call 10.00

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