

# Snowsport England Ltd

## Minutes of a Board meeting held 11<sup>th</sup> June 2020 video conference call 10.00 – 12.00

### Attendance

JH	Jamie Horner	Chair ( joined part way through)
SL	Simon Levene	Finance Director / Deputy Chair
MA	Morwenna Angove	Director
ZH	Zena Huelin	Members Director
CS	Chris Stroud	Members Director
SM	Stephen Metheringham	New Director
GS	Greg Sturge	New Director
JN	James Nickson	Director
OM	Oliver Mitchell	New Director
ID	Ian Davis	Director ( joined part way through)
CV	Crispin Vitoria	Director ( joined part way through)
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager / company Secretary

### Apologies:

none

#### 1. CHAIRS WELCOME

SL welcomed everyone to the meeting

#### 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 19<sup>TH</sup> MAY 2020

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, 4,5,10

Actions part completed and updated 9,10,11,12,13

Actions, outstanding. 4, 14, 15

## **6. LEAD OFFICER SAFEGUARDING REPORT**

TF presented the lead officer report to the board. An update on the outstand case was given.

The analysis of the concerns and advice have now done a full year and this information was very useful and a thank you to Bridget for completing. if a year on year comparison can be done and also the current quarter on quarter analysis.

## **7. RECRUITMENT OF NEW CHAIR & DIRECTOR ROTATIONS**

JH has informed the board that he will be standing down as chair of Snowsport England at the end of this term. He is happy to stay in post until a replacement is found. It was agreed that the AGM was a suitable timeframe and event to have the official appointment of a new chair. If the new chair can be agreed on beforehand this will allow for a short period to complete a hand over.

The time frame agreed upon are:

- Documentation to be agreed by end of June
- Adverts out July/ August
- Interviews in September

TF then presented the views from the committee and regional chairs group on the skills/ experience they feel we should be looking for and all directors inputted their views. It was agreed that it was the right approach to consult and bring the membership along with the recruitment process. Also that the recruitment process should follow the clear governance structure we have in place for the recruitment of directors and be an open and transparent one.

A nominations committee will be put in place for the recruitment. It was agreed that JH, SL, SM, MA along with TF should sit on this committee. It was also agreed the need to consider where we advertise the role to make sure we get as diverse group of applicants as possible.

In addition, it was agreed to update the skill matrix to check the balance of skills on the board.

CS, as a member director, term is also ending at the AGM. As this is an elected position this needs to be put to the membership. CS has confirmed he is willing to stand again for a 2<sup>nd</sup> term.

No other directors term ends in 2020.

## **8. FINANCIAL**

### **a. 2019 AUDIT**

This has been delayed further due to a number of staff being ill at Harrison & Salmon. An update draft accounts has been completed and we are just clarifying some further details. Once this is complete the audit committee will review before it comes to the board for approval.

### **b. RISK REGISTER**

SL went through the risk register and the additional Covid -19 list which had been reviewed by the audit and risk committee. It was agreed that as activity returns to normal these items should be brought within the main register and reviewed at the November board meeting.

MA highlight wider risks that were not included in the current register which could have a significant impact on the sport. It was agreed these should be considered and if felt appropriate incorporated within the risk register.

**c. UPDATED SCENARIO PLANNING**

TF outlined the latest view on the return of Snowsport activity and there was agreement this seem a realistic outline of what may happen. Although there are many unknowns and it is impossible to know exactly the path back to activity.

**d. FACILITY OPENING INFO**

In terms of facilities opening there will be a number opening middle to late June with the majority opening in July. Great to see the start of activity happening but it is going to be a long process to get things back to normal.

TF went through list of all facilities with the info we had on facilities re-opening plans and we will continue to collate this information.

**e. MEMBERSHIP FEES**

TF went through the analysis of the membership fees that had been completed. A detailed discussion on each category was had. It was agreed that TF and SL would finalise once further insight for ASCL's was collated.

**9. STAFFING AND FURLOUGH REVIEW**

TF went through his proposal to bring staff back from furlough in a staggered way as activity started to be resumed. Also the offices at Sport park will not be open until September which needed to be taken into consideration.

**10. OPERATIONS TEAM REPORT**

**a. ACTION SHEET**

This was circulated to the board and any questions need to be feedback to TF

**b. membership system**

CP gave an update and we are progressing. However, the timeline for implementation is after this year's renewal period.

**11. AOB**

**a. Black lives matter**

This was raised by GS to the board. TF updated the board that we were going to be a signatory on a joint statement put together by the SRA and also looking at how we can educate ourselves regarding BLM.

GS and OM to look at a working group to look at the DAP and review. With the aim of setting a clear strategy and action plan. TF to also look at potential members of the BAME community that we can engage with to help be part of this process.

- b. TF wanted to express his thanks to a number of volunteers that have given a huge amount to Snowsport England and have had to or wanted to stand-down. This was supported by the whole board.
- Keith Sharky as chair of the school technical committee
  - Glennis Dore as chair of the Nordic committee
  - James Knock as head coach for the alpine squad.

#### Committee review

- i. The TOR for Alpine/ Freestyle/Nordic/Coaching/Talent have been written and sent out for consultation with deadline of 28<sup>th</sup> June. Further work on the participation TOR is still required.

#### **DATES FOR 2020 (LOCATIONS TBC)**

16<sup>th</sup> July 2020

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

19th November 2020 + AGM