

# Snowsport England Ltd

## Minutes of a Board meeting held 19<sup>th</sup> May 2020 video conference call 13.00 – 15.00

### Attendance

JH	Jamie Horner	Chair
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
TF	Tim Fawke	Chief Executive / Director
JD	Jan Doyle	Head of Development
CP	Claire Pennell	Operations Manager / company Secretary

### Apologies:

JN	James Nickson	Director
OM	Oliver Mitchell	New Director
ID	Ian Davis	Director
CV	Crispin Vitoria	Director

#### 1. CHAIRS WELCOME

JH welcomed everyone to the meeting and thanked the staff for all their work and to the staff furlough. It is hoped that we will be able to bring furlough staff back when activity gets started which looking more promising.

#### 2. NOTICE, QUORUM AND CHAIR

JH 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 17<sup>TH</sup> MARCH & 29<sup>TH</sup> APRIL 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. 1,6,7,8

Actions part completed and updated 3,6

Actions, outstanding. 2,4,5

Further board calls were made on the following dates to discuss Covid-19, furloughing of staff and possible scenarios. 30<sup>th</sup> March, 2<sup>nd</sup> April and 15<sup>th</sup> April

## **6. WELFARE AND SAFEGUARDING REPORT**

### **a. ANNUAL ACTION PLAN FOR APPROVAL**

TF confirmed that the annual review had been completed with the CPSU and we had a green light from them with the exact grading to follow later on.

As part of this we have an annual action plans which was included in the board pack. This is a comprehensive document and thanks to Bridget and Jan for completing.

SL noted that the key doesn't explain all the acronym's which makes it hard to understand from a director point of view. Could all these be updated. Also 1.7 needs to be updated so reflect current committee review.

The action plans was approved subject to the amendments from SL and it was noted this was a large piece of work and great job done.

## **7. FINANCIAL**

SL presented his report. He stated it should be our opportunity to review the financial performance of Snowsport England in Q1 and how these results set us up for the rest of the year, due to the global Covid 19 pandemic that hit us two thirds of the way through the quarter, all of our projections have needed to be revisited.

Our Q1 'pre-Covid 19' performance was dominated by an amazingly successful English Alpine Championships. Both as an event and financially, these were a great success and normally would have set the organisation up for an above budget financial performance (all other things being equal).

The EAC dominates activity for the Alpine department in Q1 with most other race activity for the year occurring in Q2 and Q3. For most other departments, the majority of their Q1 activity was scheduled for late in Q1 and due to Covid 19 these events were cancelled. The result of this is that Q1 shows a very strong surplus for Alpine, but a below budget performance/ deficit for all other departments.

SL detailed a change to the accounting of the grant to better reflect how the money is spent. This change has no impact on the overall company performance, it is purely a disclosure change.

SL detailed a flexible financial forecasting model that has allowed us to input different scenarios/ parameters and see the potential impact of these assumptions. Given the impact of Covid 19 on our activities, it was agreed we disregard the 2020 budgets we agreed at our January Board meeting and instead use the forecast model to monitor our actual financial performance.

SL also informed the board that our main sponsor would not be able to pay for 2020 due to the current situation. They maybe interested in returning if the situation changes.

**(ii) 2019 Audit**

Our Auditors are still working on the 2019 Audit however they have been held up due to delays getting responses from other organisations that they need assurances from (such as our prior Auditors). We have received the initial draft of the account and have sent a number of queries back. This would have presented us with a timing issue however since we have delayed our AGM until November there is less pressure to complete the Audit.

**8. COMMITTEE STRUCTURE / REMIT**

TF outlined the new TOR put together for Alpine, Talent management group and Coaching technical panel. These were approved by the board and the outline time table for implementing. The timeline maybe delayed depending on the response from committees.

**9. MEMBERSHIP MANAGEMENT SYSTEM**

CP went through an update on the membership system and the requirements set out by the board had all been met. It was agreed that we should continue with the preferred supplier. In addition, the contract will be reviewed and JH and GS agreed to do this.

**10. PLANNING RESTART OF ACTIVITIES**

A discussion on the role SE needs to play in helping to get activities restarted. Key points to note are

- We need to be sign posting to government guidelines at all times.
- Where we need to, we can produce information on what this means for Snowsport and for our members and clubs.
- A knowledge hub on the website for key information

**11. STAFF & FURLOUGH REVIEW**

The proposal put forward by TF in the board pack was approved.

**12. OPERATIONS TEAM REPORT (OPS) REPORT**

a. Action sheet

This has been updated and included in the board pack and shows the considerable amount of work over the last few months.

b. Sport England

JD went through the annual report we submitted to Sport England. This requirement was up to the NGB whether they went ahead and submitted due to the current situation. We felt it was best to submit even if we couldn't provide all the detail we normally would.

In terms of numbers then we hit the target we are contracted for with Sport England. Our review meeting on the 25<sup>th</sup> June will look at this report but will spend more time looking forward and seeing how we will get activity back to normal.

JD gave an overview of the work and engagement with Sport England which is across multiple levels and includes Talent, volunteering, club development, development directors forum and CEO meetings.

- c. Policies for approval  
Whistleblowing and volunteer recruitment policy were both approved subject to the comments SL had made.

### **13. AOB**

- a. Risk Register  
This will be on the agenda for June board meeting
- b. Participant – The system is currently down due to an issue with the server. They have reassure us that no data has been lost or corrupted (*note post meeting – system was back up and running and working fine 2 days after board meeting*).
- c. Membership offer to facilities to promote. ZH suggested as we engage with the facilities more look to have a shared membership scheme with facilities to help promote what we do.
- d. Snowmark – SM has joined a working group to help

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

11th June 2020

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

19th November 2020 + AGM