

**Minutes of a Board meeting held 23<sup>rd</sup> November 2023**  
**Zoom – 10.00am – 12.00pm**

**Attendance**

DM	Dominic McGonigal	Chair
SL	Simon Levene	Finance Director
MA	Morwenna Angove	Director
GS	Greg Sturge	Director
GC	Gareth Case	Members Director
AH	Andrew Howell	Director
JG	John Greenwood	Members Director
KM	Kahlen Macaulay	Director
BE	Blessing Ekairia	Director
VW	Victoria Wells	Director (left at section 6)
AT	Anna Turner	Director
MS	Maggie Still	CEO
CP	Claire Pennell	Business and Operations Manager and Company Secretary
JGE	Jade Gerrard	Participation Manager

**Apologies:**

Gareth Case

**2. NOTICE, QUORUM AND CHAIR**

DM 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. MATTERS ARISING, APPROVAL OF MINUTES AND ACTION LOG**

DM welcomed all to the meeting.

New directors, Kahlen Macaulay, Anna Turner, Victoria Wells and Blessing Ekairia introduced themselves to the board. Existing directors also introduced themselves to the new directors.

Minutes from the meeting on 11<sup>th</sup> of October were approved.

The action log was discussed.

An update was given by MS on the review of the values.

## **5. STRATEGY UPDATE**

DM thanked all for attending the away day in October and for their input.

A discussion was had around the committee alignment.

MS advised the directors that the committee alignment is work in progress, sub committees and advisory groups will be set up in the new year to feed into the board meeting in February, to ensure the objectives are on track. This will help build relationships between staff and board directors, so that strategic direction and operational implementation are fully aligned.

The first series of meetings will be held between mid-January and the beginning of February.

DM updated the directors on the progress to date with the talent pathway, which is work in progress.

DM updated the directors on the commercial and fundraising discussions that have taken place since the last board meeting.

MS highlighted that we received over 60 applicants for the Participation Officer which is very positive.

## **6. GOVERNANCE**

DM thanked the directors for the appraisal forms and confirmed he had held 1:1's with directors and is currently meeting with the new directors.

A discussion was held around the current workload of directors and how it can be managed moving forwards.

SL suggested balancing the workload more.

GS stated it has been an exceptional period with change of staff and changes to the board.

DM confirmed that 2 board advisors have been appointed, David Hamer and Nick Watson.

## **7. SAFEGUARDING AND WELFARE UPDATE**

An update from Mark Vaughan had been shared with the directors prior to the board meeting.

MS said that the new safeguarding pages are now live on the website.



CP updated the directors on the progress of the club affiliation to date.

JG mentioned that the membership pages on the website will be updated soon.

## 8. FINANCE

SL had previously circulated financial reports to the board.

**Alpine:** An excellent performance in Q3 with greater than expected levels of participation at the races held. This is a reflection of the great work done by the Alpine Committee and their cohort of volunteers – many thanks go to them. Event income was higher than budgeted and costs slightly lower than expected, resulting in a higher surplus than forecast.

**Alpine Squad:** There is no activity in this department until the end of year transfer of funds from Alpine. In future years this department should be more active as we invest in the squad we select.

**Talent:** The 'bottom line' surplus for the Talent department is slightly misleading as some of the costs associated with Talent are paid from Central Services and given this was a 'new' budget centre in 2023 we had not applied a Service Charge element to realign these costs. Even accounting for this the Futures and other work within Talent has been performing well with much great levels of participation and more camps being run than initially budgeted (£19k event income Vs £2k budgeted). Without taking anything away from the Talent team, this sizeable increase in event income compared to budget is substantially due to the first budget for Talent created in late 2022 under-estimating the level of activity in this area. There is an outstanding payment that needs to be made to Snowsport Scotland of £25k which is for the para-snowsport programme that they run for us; this was budgeted for but has not been invoiced or accrued for – I have adjusted the Q4 budget to include this payment as we project the end of year financial result at the end of this report. We receive a specific Sport England 'Talent' grant and are now ensuring that, where possible, all grant income available in a quarter is accounted for in that quarter.

**Central Services:** Benefits from a portion of the increased Membership income but absorbs all of the increased Affiliation income which helps address the centralised costs covered in Central Services. The budgeted deficit in Central Services in Q3 was offset by lower salary costs given the change in CEO, as well as the full utilisation of the Sport England grant. Other costs have been effectively managed and kept to budget.

**Coaching:** A larger number of courses have been run in comparison to Q2 and Q1, achieving roughly break even. Comparing with budgeted activity, we are running at 77% of budgeted levels. There are definite challenges for the Coaching department, for example the cost of living rises impacting numbers signing up to courses. Work is well underway with the LMS (Learning Management System) to move more elements of courses online and this should help with course pricing and costs in the future.



**Freestyle:** No activity within this department, financial results are based only on income and expenditure recharges. This is not to say that nothing is going on in the Freestyle environment – there are events, but they are independently run.

**Nordic:** Better than expected event income following higher levels of participation whilst costs are roughly on budget. The challenge for Nordic is building on this into next year.

**ASCL & SCO:** Higher levels of course income, based on more courses being run.

**Participation & Insight:** No financial transactions used this department code in Q3. The main activity in this area is the Community Innovation Awards and these payments have not been made yet.

SL circulated the risk register prior to the board meeting and updated the directors on updates to this.

## 9. EDI

An update had been circulated prior to the board meeting.

GS advised that a DIAP meeting will be taking place in the next few days, and asked for any feedback to be submitted to GS and JGE.

## 10. AOB

MA asked when the board meeting dates for 2024 would be made available, CP will circulate those.

