

**British Ski and Snowboarding (the “Company” or “BSS”)
(Company Number: 7237547)**

Summary Minutes of the Board of Directors meeting on 19th September 2017

Directors Present:

Rory Tapner
Joanna Poulton
David Edwards
Dan Hunt
Wayne Glasse-Davies
Colin Holden
Iain Mackay
Richard Leman
Tim Fawke
Mark Lund
Paul Trayner

Attendees:

Su Moore
George Gabriel
Robin Kellen
Adrian Pery – by phone

- The minutes of the Board meeting held on 30th June 2017 and the meeting held by teleconference on 1st August 2017 were agreed as true and accurate records of the meetings.
- Each Director present confirmed that they had no direct or indirect interest, other than already described at previous recent meetings and contained in the Company’s register of interests other than Mr Leman’s involvement with the British Olympic Association and Mrs Poulton’s involvement with the Royal Yachting Association, in any way in the proposed arrangements to be considered at the meeting.
- The Chairman opened the meeting noting that a number of athletes had recorded very good results during the Southern Hemisphere season particularly James Woods’ World Cup win. He reported that he was pleased with progress with fund raising and he had been able to secure pro bono support from a PR agency which he believed would be very beneficial.
- The Chairman was happy to see that the Telemark programme would be the beneficiary from two individual donations that had been confirmed since the last Board meeting. He was delighted that UK Sport had chosen to provide funding for our World Cup Alpine and Cross Country programmes that would provide much needed help to Dave Ryding and Andrew Musgrave in their Olympic bids.
- The Board discussed the need for an aligned narrative when talking to others about the excellent progress that the Company was making. It was agreed that the Chairman and Mr Hunt will prepare a storyboard describing the current and future development of British snowsports for use by all Board members in any discussions that they may have with influencers.

- Ms Moore described the progress that she was making in recruiting two new people to the office team.
- Ms Moore was concerned that there is still much work to do to help the Snowsports Industry players understand the link between the success of British athletes on the World stage and increased involvement in a sport.
- The Board noted that the first grants had been made to Snowsport athletes from the British National Snowsport Foundation and from the British Snowsport industry fund. It was agreed that Ms Moore would discuss the awards with Discipline Chairs in advance of granting any future awards.
- Ms Moore reported that philanthropic giving would be her main priority over the next five months. She would however be engaging in further discussions with an Agency now that we have a clear story to tell with the aim of creating greater interest in sponsorship deals.
- Mr Edwards was asked to propose a way forward to satisfy the Board's concerns about compliance with ICR 204.1.4 - "BSS as a party to athletes sponsorship arrangements".
- A Consultant employed by UK Sport to help the Company with their Diversity planning joined the meeting and provided a presentation on the results of survey that had recently been carried out examining Diversity within the Board, staff, volunteers and athletes of the Company.
- The Board held a lengthy discussion about the results of the survey and agreed the following actions:
 - (a) The Home Nations would provide Mr Edwards with the information that they have on the demographics of their athletes and Mr Edwards would add BSS actual figures from the licence database and circulate these figures to the Board.
 - (b) Mr Edwards will examine seeking voluntary information on sexuality and ethnicity from members as they join or renew their membership.
 - (c) Mr Hunt will examine what training athletes currently receive on diversity and appropriate behaviours and make recommendations on improvements in this area.
 - (d) Mr Edwards will complete UK Sport's Diversity Action plan on behalf of the Company and circulate it to the Board for approval.
- The Board discussed athlete satisfaction and Mr Leman described the mechanism that Hockey had utilised for gathering athletes' views. Mr Hunt confirmed that BSS would be carrying out a similar exercise.
- Mr Gabriel asked about the Cross-Country team event planned for the Olympic Winter Games and Mr Hunt confirmed that the British Olympic Association are happy to support a British Cross Country team entry.
- The Board asked Mr Hunt to arrange for the new Head of Talent to present a strategy for talent development and athlete pathways at the next Board meeting.

- Mr Hunt reported that the BOA are taking a party of team leaders out to Pyeongchang next month on a final recce prior to the Olympic Winter Games. Despite the recent escalation of tension on the Korean peninsula the Foreign and Commonwealth Office (FCO) advice on travel to South Korea has not changed and people are not discouraged from visiting. Nevertheless Mr Hunt has made clear to the proposed BSS delegation that they need not travel if they are uncomfortable with the risks of doing so. Mr Hunt was asked to ensure that all of the delegation are provided with the most recent FCO advice prior to travelling.
- Mr Edwards informed the Board that he proposed to change the Company's insurance broker from Fogg to a specialist sports company called Integro. Mr Edwards intended to switch the D&O and liability cover at their renewal this month and wanted the Board to be aware of his desire to create an enhanced offer of travel insurance for members. The Chairman wanted to ensure that the level of cover provided by the new D&O policy was equivalent to that currently provided and asked Mr Edwards to confirm this.
- The Board discussed the process that is contained in the document entitled "BSS risk management strategy," a copy of which is attached to these minutes. The Board asked the Audit and Risk Committee to review the process and recommend any changes that it feels are necessary to improve the management of risks to the Company.
- Mr Edwards presented a finance report covering the cash movements against budget for the financial year.
- The Board discussed the cashflow forecast contained in Mr Edwards' report and noted the income that was required for the remainder of the year.
- A report was provided by the Home Nations
- The Board noted a presentation provided by Mr Fawke and discussed the proposal on Coaching pathways contained within it. The Board agreed that they would like to see a unified coaching pathway but would also like the athlete pathway to be clearly defined alongside the coaching and teaching side. The Board asked Mr Hunt to gain the Head of Talent's views on production of an athlete pathway and how such a pathway sits alongside the proposed coaching pathway. Providing the Board and Head of Talent can see clear union between these two vital pieces of work then BSS would be prepared to formally endorse this work. The Board felt it would be inappropriate to provide endorsement until this is done.
- The Company Risk Register was reviewed.