

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

**Summary Minutes of the Board of Directors meeting on 3<sup>rd</sup> May 2018**

**Directors Present:**

Rory Tapner  
Victoria Gosling OBE  
Joanna Poulton  
Dan Hunt  
Wayne Glasse-Davies  
Anna Lees Jones  
Richard Leman  
Iain Mackay  
Tim Fawke  
Mark Lund – by phone  
Colin Holden  
Paul Trayner

**Attendees:**

Su Moore  
Dave Edwards – part only

- The minutes of the Board meeting held on 20<sup>th</sup> March 2018 were discussed and agreed as a true and accurate record of the meeting.
- 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 Review of the Discipline Committees TORs/Objectives was still noted as an outstanding piece of work and it was agreed that Ms Gosling and Mr Hunt would be arranging to visit the Discipline Committees over the next few months, in order to facilitate a well-informed Review and circulate a proposal to the Board as to how Discipline Committees would operate moving forward.
- It was agreed that the Chairman, Ms Gosling, Ms Poulton and Mr Mackay would do a full review of the current Risk Register, in order to ensure that the Risks and Issues were being captured and graded appropriately. It was also agreed that there would be an annual Board Review of the Risk Register.
- The process for renewing a number of the performance team staff contracts was discussed and it was agreed that the Board Remco should meet to review the proposals.
- Ms Moore confirmed that she had circulated the Altius pitch to Board members and confirmed that Altius were yet to have found any potential sponsors for BSS.

- With regards to previous concerns raised over ensuring that there was a British Presence on FIS Council, the Chairman had addressed this directly with Sarah Lewis the Secretary General for FIS. It is evident that BSS should plan to obtain a FIS seat on Council but this may take a couple of years to come to fruition. In the interim Dr Jenny Shute is an excellent British representative for FIS as she is highly respected by FIS Council and the Nations, and she is currently the representative for BSS and UK Sport for International Influence.
- Ms Gosling explained that a meeting had taken place with the BOA to ascertain what they had put in place in preparation for the GDPR requirements. It was agreed that all necessary documentation i.e. Privacy Notice would be circulated to BSS staff, volunteers, membership, athletes and contractors, plus the necessary personnel data information held on record by BSS would be deleted to ensure that BSS was GDPR compliant by 25 May 18 at the latest. Mr Edwards agreed to provide a detailed report to the Board on all actions taken.
- The original offer of Personal Accident and Travel Insurance for all members had been withdrawn by the original Insurer and it was therefore deemed that the proposed membership survey discussed in the previous Board meeting, was no longer required.
- The Scandinavian proposal to host a Tour de Ski in Glasgow remains outstanding. Ms Gosling agreed to meet with various parties to ascertain the current situation.
- The chairman specifically wanted to address the presence of observers at Board Meetings. Given the influential and important position Dr Jenny Shute holds with FIS, an International Governing Body, and to ensure that we had consolidation of input that was being shared with FIS on behalf of BSS, the Chairman proposed that Dr Jenny Shute was invited to be 'in attendance' as an Observer at future Board meetings. The proposal was accepted by Board. It was agreed that with the exception of Dr Jenny Shute, and Robin Kellen, in order to ensure fairness across the different disciplines, any future invitations to 'Observers' should be remain targeted to those who are deemed required to add 'Subject Matter Expert' advice to the specific matters being discussed at Board.
- Given the forthcoming FIS Congress, the Chairman wanted to give an overview of the key issues that were due to be addressed. Due to the complexity and apparent stagnation of the current governance structure for FIS, the USA had made a number of recommendations regarding: Ethics; Replacement of President and Council Diversity and Gender Balance; along with numerous other recommendations. The Chairman emphasised that he would like Dr Shute to ensure that BSS were fully supportive of the USA proposals.
- Ms Gosling told the Board that she had written to Sarah Lewis proposing Dr Shute as the Deputy Medical Chairman for the FIS Medical Committee. Furthermore, Mr Hunt had shared the BSS three priorities of potential Olympic Disciplines with Dr Shute to ensure that they were voted for at Congress. The three disciplines being proposed by BSS in priority order were: Ski Big Air; Individual Team Parallel Slalom; Telemark. The Chairman summarised by requesting that on conclusion of the FIS Congress, Dr Shute was to circulate a summary of decisions made by Council.
- Ms Gosling gave an overview of her first few weeks in post and the fact that a large proportion of the time had been spent getting to know the staff and sharing her ideas as to what she believed would help to create a successful future, and how as a team they could all contribute to the overarching of BSS vision.

- Some of Ms Gosling's time had been spent in attending the post-Olympic discipline reviews which had been extremely informative and enabled her to spend time meeting the relevant coaching staff. There had also been an opportunity to spend some quality time with John Wood, UK Sport revising the UK 2018 bid for funding.
- Ms Gosling gave the Board a progress report on the forthcoming merger with DSUK. She had met with the CEO of DSUK. The Chairman requested that the Board officially agree to the Merger of the Company with DSUK, accordingly the Board gave their full support.
- Ms Gosling had been approached by Tignes to renegotiate the contract to host 2019 British Championships. It was agreed by the Board that the next Championships should be held in Tignes but that a review of other venues, including Meribel should take place over the next few months, with a view to signing up to any future hosts on a minimum of a two year cycle. It was agreed that the Ms Gosling in consultation with Mr Trayner would negotiate the contract with Tignes for 2019.
- Mr Hunt gave a general overview of the Report he had circulated within the Board pack, and he highlighted the fact that the Review of staff and programmes post Olympics had gone very well. The priority was to ensure that he had the right Performance Leadership Team in place and he was content that he was forming a very credible, highly skilled, world class coaching work force. Mr Hunt also informed the Board that he was in the process of reviewing all aspects of the World Class Programme and whilst overall it had progressed significantly, he still considered there to be gaps within Medical and research Technology that would need to be addressed.
- Mr Hunt informed the Board that he had held a second meeting with Biathlon who are still keen to scope out coming under the umbrella of BSS. He explained that Biathlon as a discipline have exceptional TV viewing numbers however under the current governance they had not been able to commercialise the programme, therefore it would come across with zero funding stream. It was agreed that Biathlon would be an excellent complimentary addition to BSS, so long as the PD were able to fully develop a world class programme for it. The PD was waiting for the Executive Team of Biathlon to share a proposal regarding what the transition would look like and in what timescale.
- The final UK Sport funding submission was now with UK Sport, despite a great deal of work going into the submission, Mr Hunt felt that it still did not accurately reflect what funding BSS required to ensure success. Mr Hunt and the Chairman have been trying to arrange a meeting with UK Sport Executives to have an in-person discussion regarding future funding requirements as it was difficult to bring a vast document such as the one submitted to life when it had no verbal narrative to accompany it. Despite several attempts a date for such meeting had not been forthcoming.
- Mr Hunt announced that he was keen to set up a BSS Ethics Committee, which would ensure that all BSS staff are accountable and adhere to an appropriate code of conduct. It was agreed that this would be a valuable Committee to have. Ms Gosling and Mr Hunt were asked to create the Terms of Reference.
- Ms Moore gave an overview of the fundraising report she had circulated pre Board. She explained that Altius had met with Ms Gosling and it was apparent that they still did not have any warm leads in the Hopper. Ms Gosling and Ms Moore were asked to review the retention of Altius and value add prior to the next Board meeting.
- Ms Moore explained that the process to review the BSS brand was well under way and that she had received a number of pitches from consultants to do the work. The pitches would take place week commencing 21 May 18 and the results would be reported on at the next Board meeting. Once the rebranding work was complete Ms Gosling and Ms Moore would be pursuing further commercial opportunities.

- The Home Nations made a plea that the Board gave some direction with regards to what information the Board would wish to see the Home Nations reporting on. They gave an outline of the Coach Education work that was in progress. It was requested that the coaches from the BSS World Class Programme feed into the coaching strategy proposal and that Mark Ritchie was brought into the loop from a Pathway perspective.
- It was agreed that the Diversity Action Plan which Anna Lees Jones had circulated around the Board was an excellent piece of work. It was also agreed that the plan would need to be developed over the next three to four years. It was requested that Ms Gosling take ownership of the development of the plan moving forward.
- Mr Edwards presented a finance report covering the cash movements against budget for the financial year, a copy of which is attached to these minutes.