

GB SNOWSPORT LIMITED (the “Company” or “GBS”)

Minutes of a meeting of the Board of Directors of the Company held at 101 New Cavendish Street, London and by video conference on 28 September 2021 at 10:30 a.m.

DIRECTORS PRESENT

Rory Tapner (RT or Chairman)
Paula Cardwell (PC)
Dr. Christian Ewald (CE)
Vicky Gosling (VG)
Anna Lees Jones (ALJ)
Richard Leman (RL)
Iain Mackay (IM)
Melinda Nicci (MN)
Paul Trayner (PT)
Trafford Wilson (TW)
Louise Wright (LW)

IN ATTENDANCE

Robin Kellen (RK)
John Wade (JW)
Phil Young (PY)

1. OPENING OF MEETING AND MINUTES OF PREVIOUS BOARD MEETINGS

It was resolved that RT be appointed chairman of the meeting and it was noted that a quorum was present in accordance with clause 6.9 of the Company’s Articles of Association. RT said that, as at previous meetings, he would take declarations of interests as being those who are employed by GBS and those who are representing particular parts of the GBS operations, such as the disciplines, and the Home Nations. If any items are discussed for which a person feels he/she is conflicted, or should declare an interest, then they must specifically do so at that time and not rely just on the introductory statement. He reminded everyone in attendance that matters discussed at the meeting were confidential.

The minutes of the meetings held on 29 July 2021 were reviewed and it was unanimously resolved to approve them. A list of action points from the July meeting was reviewed; RT said that a number of the matters should be deferred until there was further clarity on UK Sport’s intentions, at which point the board should hold a strategy meeting.

2. CHAIRMAN’S REPORT

RT gave an update on recent discussions with UKS relating to its approach to winter sports and their funding. PC added that UKS understood the budgeting difficulties that had been caused, inter alia, with additional costs from Brexit and Covid and were working with GBS to find solutions for the current year and the forthcoming financial year.

3. CHIEF EXECUTIVE’S REPORT

3.1 HR: VG said that Brexit continued to have a major effect on GBS in limiting the amount of time that athletes, coaches and support staff could spend in the Schengen area. It was noted that a new Secretary of State had just been appointed at the Department for Digital, Culture, Media and Sport (DCMS) who should be approached for assistance to alleviate the problems as well as seeking help from other European countries; VG said that she would investigate these courses of action.

In response to a question from the Chair, VG said that a number of presentations were planned to assist the athletes in knowing what to expect in the run up to and at the Olympics.

3.2 Sponsorship, Fund Raising and Marketing and Communications: VG outlined the forthcoming PR and media activity. Whilst the crowdfunding money raising had been disappointing a substantial contract had been signed with Redrow who were agreeing an activation plan with GBS; in response to a question from ALJ, VG said that GBS would collect email and other data from those targeted in the activation plan. VG also gave an update on other potential commercial partners. RT commented on the low number of database subscribers and VG said that a number of new strategies were planned that should see growth recommence in the last quarter of 2021.

3.3 Diversity and Inclusion: VG gave an update on the work to date of the D+I Advisory Group; an updated GBS D+I action plan had been published earlier that month and it was expected that the Advisory Group would produce a report with its initial recommendations no later than early 2022.

3.4 Head Injuries: VG drew attention to the work being undertaken on head injuries with a possible briefing for DCMS in the near future and asked if the International Ski Federation (FIS) might be approached for support; the Chair said he would raise the matter at FIS.

3.5 International Relations: a list of GBS delegates to the FIS Congress was noted.

James McAllister (JM) joined the meeting

4. FINANCE

4.1 The management information to 30 August 2021 and variances to the budget were reviewed and noted. JM outlined the reasons behind the variances and indicated the likely year-end outturn.

He said that the Company's VAT procedures had been reviewed with a Tour Operators Margin Scheme (TOMS) specialist and it was believed that coaches and support staff fall outside of TOMS and therefore contractor VAT would be recoverable. In response to a question from the Chair, JM said that his understanding was that provided the TOMS rules were being followed then GBS should have no outstanding VAT liability; everything had been documented but a TOMS calculation should have been undertaken for each VAT quarter; this was being undertaken and at the same time he would check for any errors in the documentation.

GBS was still awaiting a formal report concerning the finance and governance audit undertaken by BDO for UKS.

4.2 Budget to Beijing: a budget and cash flow to the Paralympic games was discussed and approved.

4.3 Risk register: the risk register and an update were noted. The Chair suggested that currency risk should be kept under review.

4.4 Cyber breach: JM said that it was believed that GBS had been the victim of a phishing attack and it was believed that a relatively small number of emails had been sent from a GBS account to third parties; the matter had been reported to the Information Commissioner's Office (ICO) as sensitive personal data may have been accessed and JM outlined the other measures that had been taken. He added that it was unknown how the attacker had gained entry to the IT system.

After discussion, JM was asked to prepare a paper for the Board setting out the cost of and benefits of upgrading the current system, checking that no sensitive data held by GBS, especially with regard to athletes, had been compromised and advising whether any further information needed to be made available to the ICO.

JM and IM left the meeting; PS joined the meeting.

5. PERFORMANCE REPORT

The contents of the performance report together with the indication of those athletes to have attained the criteria for Olympic and Paralympic qualification were noted.

PS left the meeting; JK and SM joined the meeting

6. PREPARATIONS FOR THE OLYMPICS AND OLYMPIC AND PARALYMPIC SELECTION POLICIES

6.1 Update: JK and SM reported on the preparations for the Olympics and Paralympics 2022, and the work that was still ongoing. Beijing playbooks were expected to be issued in the coming month and would assist in finalising preparations. There were still issues surrounding, inter alia, accreditations for the Olympics, freight of equipment and the kit to be made available to the athletes with the British Olympic Association (BOA) and Adidas rejecting the GBS recommendation of kit better suited to extreme cold temperatures. The next step is for Adidas to meet the athletes and seek to demonstrate that its kit is suitable; if the athletes remain unhappy the BOA and Adidas have agreed a warmer suit option will be made available.

6.2 Selection Policy for the Olympics and Paralympic Bipartite places and World Championships: SM said that the Olympic Selection Policy had been agreed with the discipline committees.

JK said that the Para Selection Policy had been agreed with the discipline committees and the Paralympic Policy may need some slight amendments in the forthcoming week to reflect the final requirements of the IPC/WPSS relating to Bipartite places.

After discussion the Selection Policies were approved and JK was asked to inform Board members of any changes made once the final Bipartite requirements had been published.

7. UKAD ANTI-DOPING POLICY AND ASSURANCE FRAMEWORK

SM gave an overview of the World Anti-Doping Agency's new Code for 2021, which is expected to be in place for the next four years, along with the draft of the GBS UKAD Education Strategy. This outlined the education programmes that GBS had put in place for its athletes, coaches and support staff and the principles and guidelines GBS must adopt to meet UKAD's new Assurance Framework.

She added that UKAD had an e-learning course for board members that had been completed by VG and PT, the board's anti-doping leads, and asked for those members who would like to undertake the course to notify her. RT asked that she also request all the discipline committee chairs to undertake the course.

SM's recommendation that the Board formally adopt the WADA Code, UKAD rules and commit to the UKAD Assurance Framework was adopted.

JK and SM left the meeting; Sarah Torkington-Halstead (STH) joined the meeting

8. SAFEGUARDING

In amplification of her report, STH said that DBS disclosures were taking longer to complete than she had hoped. RT said that he was concerned about the time being taken to process authorisations; STH said the current difficulty was in getting coaches to provide the necessary paperwork needed for DBS authorisation. VG said that she would arrange for STH to have additional help to collate the necessary paperwork.

The Chairman also commented on the number of cases referred to in STH's report and said that it was higher than he expected, albeit covered a twelve-month period. STH said that there were only two current cases under review and PC asked that in future an indication be given as to which cases remained open.

STH left the meeting

9. HOME NATIONS' REPORTS

9.1 Snowsport England (SE): the contents of the report were noted.

9.2 Snowsport Scotland (SS): the contents of the report were noted.

9.3 Snowsport Wales: the contents of the report were noted. RK said that planning application for an indoor snow centre was expected to be submitted later that year and was likely to take a year before the result would be known.

RT asked each HN representative to discuss with VG the possibility of HN members receiving a GBS newsletter as part of their HN membership pack.

10. REPORTS FROM CHAIRS OF STANDING COMMITTEES

10.1 Audit and Risk Committee, Nominations Committee and Remuneration Committee: reports from the chairs of the three committees were noted together with the fact that each committee had reviewed its terms of reference and was proposing no changes.

10.2 Discipline committees: reports from the chairs of the Alpine, Freestyle, Nordic, Telemark and Speed Ski committees were noted. It was also noted that the Snowboard Committee had failed to provide a report of its activities over the previous twelve months. The Chairman asked PY to prepare a report on the work of the Snowboard committee over the previous twelve months for the next board meeting.

Proposed changes to the terms of reference of each discipline committee, reflecting changes agreed at the board in January 2021, were approved.

11. ANY OTHER BUSINESS

11.1 Matters reserved for the Board: The Board discussed the welfare of the Company's athletes and staff during the meeting with particular reference to any who might be in need of greater support, and understood that any issues were being handled in conformity with the Company's policies. The Board also discussed any potential or existing employment related issues and understood that any issues were being handled in conformity with the Company's policies.

11.2 There being no further business the meeting closed at 1:30 p.m.

Rory Tapner

Chairman

16 December 2021