



Norfolk Snowsports Club Executive Committee Meeting No.422

Date: 18th January 2022
 Location: Ivan Palfrey Suite, Norfolk Snowsports Club
 Committee: Deborah Anstee (DA); David Baxter (DB); Dudley George (DG); Caroline Gibbs (CG)
 – via Zoom; Edgar Harden (EH) – via Zoom; Rebecca Matthews (RM); David Rich (DR); Richard Roberts (RR); Harry Steward (HS); Nick Watson (NW)
 Attending: Matt Brooks (MB); Leah Fogg (LF)

No	Agenda Item	Action
1	Apologies: Kevin Rhead	
2	Conflicts of Interest: None were declared against the published agenda	
3	Minutes of Previous Meeting: Minutes of meeting 421 were approved	
4	<p>Actions from Previous Meeting (421)</p> <p>Item 5 - Financial</p> <ul style="list-style-type: none"> Bar and catering revenue split – MB – panepos system – Cat on a course Financial accounting from a profit and loss lens – DB to develop accounting policy proposals <p>Item 6 – Club Operations</p> <ul style="list-style-type: none"> DB & MB to align reporting periods; finance & opps – done for next financial year Analysis of freetime – v – paid usage. MB running reports Slope timetable bookings – scheduling of race camp for Summer – MB – Ed Bellamy is looking for a suitable day and checking on coach availability <p>Item 7 – Strategic Direction & Planning</p> <ul style="list-style-type: none"> Exec Workshop held – 9th January DB to register changes to officer posts with Companies House – DG to chair & DR to Vice Chair MB to draft note on Exec Changes – issued <p>Item 9 – Grants & Funding</p> <ul style="list-style-type: none"> Phil McCallan had had offered to assist Working Group – RR to follow up MB reach out to Dave Fennelly re Will Fennelly interview <p>Item 12 – Aoub</p> <ul style="list-style-type: none"> MB to source alternate aggregate suppliers for carpark repairs 	
5	<p>Financial Review</p> <p>A – Financial Update</p> <ul style="list-style-type: none"> Full figures not available and to be provided post meeting Headline figures – Cash at Bank <ul style="list-style-type: none"> Last Year - £209858 This Year - £301184 <p>A – Spend Requests</p> <ul style="list-style-type: none"> Evaluation of Gladstone Go – system upgrade and benefits <ul style="list-style-type: none"> Cost some £7000/year hosted service MB holding Zoom session to introduce Gladstone Account Manager – MB to circulate details and report. CG to lead the review, other Exc to join including EH NW sought clarification on basis for spend request and delegated authorities. Current arrangement: <ul style="list-style-type: none"> <£1000 – Managers 	<p>DB</p> <p>MB CG, EH</p>



	<ul style="list-style-type: none"> ○ >£1000 to Exec ○ Staffing matters dealt with directly by Opps given sensitivities and confidentiality ● Discussion re new gates/poles for race team ● Agreed for bouquet of flowers to be laid on Dave Beckett's memorial on the anniversary of his passing. MB to put arrangements in hand 	MB
6	<p>Club Operations Report</p> <ul style="list-style-type: none"> ● MB presented Monthly figures (attached). The Poma outage in December over the Christmas period, had a big impact on the latter part of December. ● Junior Club has done well. ● Looking to increase maximum numbers on Masters up to 40 ● Discussion required within Instructor Committee with a view to increasing maximum numbers on sessions as Covid restrictions removed. 	
7	<p>Workshops Outputs Review – Priorities</p> <ul style="list-style-type: none"> ● Appointment of New Exec Director <ul style="list-style-type: none"> ○ DG to issue note to club advising of opportunity ○ Opps to draft Job profile & share with full Exec ○ Opps to Develop Transition Plan ● Staff recruitment & retention <ul style="list-style-type: none"> ○ Review current market rates & related benefits ○ Undertake costing exercise ○ Identify urgent retention actions for key staff ● Revenue Collection <ul style="list-style-type: none"> ○ Complete DD review & audit ○ Complete associated review of member database ● Slope Maintenance & Facilities <ul style="list-style-type: none"> ○ Spares costing & procurement for Poma ○ Ditto for travelators ○ Ditto for floodlights ○ Identify Planned Maintenance Outage times for slope ○ Review & prepare full risk assessments and method statements for key tasks ○ Develop office refurb plans ○ Progress carpark remedial work through external contractor (club member, assistance offered) ○ Develop costing for future full lift replacements/upgrades – future project ○ Obtain costings to replace all crash barrier posts with metal posts ● Catering <ul style="list-style-type: none"> ○ Discussions ongoing with burger type “pop up” – Bellys ● Customer Experience <ul style="list-style-type: none"> ○ Review phone manning times to create breathing space for admin staff ○ Review split of roles – Admin & Reception ○ Review online booking system & experience ○ Review staff coaching & training requirements ● Regulations & Compliance <ul style="list-style-type: none"> ○ Seek RRadar (insurers legal advisory team) advice on Zero hours contract holiday pay entitlements ○ Review associated contracts of employment ○ Check review timetable for all Exec policies ● Communications Plan <ul style="list-style-type: none"> ○ Issue comms to staff, volunteers & members on: 	<p>DG Opps Opps</p> <p>Opps, MB,CG, HS, RR. LF & LR</p> <p>DB, DA, CG, MB, LF</p> <p>LR, KR, DG</p> <p>LF, MB, RM, EH</p> <p>MB, LF, EH & RR</p> <p>MB/LF/DB</p> <p>LF</p> <p>DG/Opps/Exec</p>



	<ul style="list-style-type: none"> ▪ New Exec Director role ▪ Exec priorities (as per Workshop Output priorities) ▪ New staffing opportunities ▪ Staff meetings – Exec representatives to attend ▪ Planned slope outages well in advance 	
8	Health & Safety Update <ul style="list-style-type: none"> • MB reviewing H&S Policy statement to cover volunteers as well as staff 	MB
9	Activity Updates by Exception <ul style="list-style-type: none"> • Adaptive - RR advised that NSC had been awarded the Parasports UK Club of the month award and was featured across their website etc. RR played a video produced by Parasports UK which was viewed. All agreed this was excellent and will be published on club Facebook site etc. 	
10	Correspondence Received <ul style="list-style-type: none"> • None noted 	
11	Any Other Urgent Business <ul style="list-style-type: none"> • NW has undertaken an initial review of the club's Articles. No showstoppers but some work needs to be undertaken to align this with best practice and clarify any ambiguities with a view to taking this to Septembers AGM to ratify any changes. Working Group to be formed. 	NW, RM, DG
12	Items Deemed Confidential <ul style="list-style-type: none"> • None noted, save for a reminder that the recruitment process for the new Exec Director should be treated sensitively, noting that members and staff will be fully informed at key stages. 	
	Declarations of Interest throughout the meeting None	
Date of next meeting... Executive Meeting: Tuesday 15th February 2022		



Appendix A – Action Register



Appendix B – Finance Report



Appendix C – Operations Report