

Norfolk Snowsports Club Executive Committee Meeting No.430

Date: 18th October 2022
 Location: Ivan Palfrey Suite, Norfolk Snowsports Club
 Committee: Dudley George (DG); David Baxter (DB); Deborah Anstee (DA); Nick Watson (NW);
 Caroline Gibbs; Harry Steward (HS); Kevin Rhead (KR); Ed Bellamy (EB); Ian Wilson (IW)
 Attending: Tony Chauhan (TC); Leah Fogg (LF).

No	Agenda Item	Action
1	Apologies: David Rich (DR);	
2	Conflicts of Interest: EB – Birkett’s quote	
3	Minutes of Previous Meeting <ul style="list-style-type: none"> • EB requested amendment to Item 7 Health and Safety – EB was informed that the participant who sustained an injury on the ramp had sustained a broken wrist. • Otherwise minutes agreed • Welcome to the Executive Committee to Ed Bellamy and Ian Wilson • Best wishes to be sent to Richard Oliver after his recent ill health 	DA
4	Actions from Previous Meeting (429) <ul style="list-style-type: none"> • DA – request that an Action Log be compiled to keep track of actions being worked on Item 4 – Actions from Previous Meeting (428) <ul style="list-style-type: none"> • Item 11 – CG to look at the financial impact of the rising cost of instructor expenses Item 5 – Financial Review <ul style="list-style-type: none"> • (a) Direct Debits <ul style="list-style-type: none"> ○ 1100 DD memberships were manually analysed and contacted – 98 paid with the rest expired ○ £6.5k was recovered ○ Request for a report to be circulated on Direct Debit Status • (b) Spend Requests <ul style="list-style-type: none"> ○ Request for £1.3k for Club Champs Fireworks – approved – to be purchased by Richard Oliver ○ KR Instructor Uniform guidance to be updated and communicated to the ICC Item 7 – Health and Safety <ul style="list-style-type: none"> • (a) Accident at JC Camp to be reported to the Insurers Item 8 – Forthcoming Events <ul style="list-style-type: none"> • (a) AGM – <ul style="list-style-type: none"> ○ Report to be compiled on honorary memberships and previous IP winners ○ IP Awards Nomination process to be advertised. ○ Lanyards for various clubs requested Item 9 – Instructor & Coaching Committee <ul style="list-style-type: none"> • (b) Temporary increase in mileage allowance to 35p per mile to be communicated to Instructors 	DG CG TC/LF TC KR TC LF CW/LF LF TC
5	Directors Code of Conduct <ul style="list-style-type: none"> • NW to circulate 	NW
6	Reminder of Board Process <ul style="list-style-type: none"> • Submissions to be made one week in advance 	ALL
7	Financial Review <ul style="list-style-type: none"> • (a) – Financial Update 	

	<ul style="list-style-type: none"> ○ Finance Report for September attached with income noticeably beginning to increase this month ○ Cash at bank – this year: £159,394; Last Year £269,598. ○ Expenditure was at £75k most of which was payroll ○ Cashflow was positive this month ○ An increased spend of 5 to 10k per month should be expected when the increase to NMW comes into force ○ Compared to this time last year bank balance is £110k down ○ Tubing income is holding up reasonably well ○ Bar income needs looking at • (b) – Spend Requests <ul style="list-style-type: none"> ○ TC - £500 for two Swedish Ladders – Approved ○ DG - £2556 (inc VAT) for the Disabled Lift Architect Fee - Approved <p>See appendix A</p>	TC
8	<p>Club Operations Report</p> <ul style="list-style-type: none"> • (a) Activity Volumes <ul style="list-style-type: none"> ○ August figures are not a good representation as there were a lot of external hire camps and good use of the nursery slope. ○ September shows a noticeable increase in activity levels ○ Tubing figures are good. A double shift structure will be introduced for Saturdays in November which will double capacity • (b) Slope Timetable/Bookings – <ul style="list-style-type: none"> ○ An issue was identified with running Instructor Development and the Carving Clinic concurrently. Decision taken to delay the commencement of the Carving Clinic. • (c) New Winter Timetable – no additional feedback <p>See appendix B</p>	
9	<p>Health and Safety</p> <ul style="list-style-type: none"> • None 	
10	<p>Forthcoming Events</p> <ul style="list-style-type: none"> • (a) Club Champs and Fireworks – 6th November 2023 <ul style="list-style-type: none"> ○ To be open to Club members and ex-members only ○ Richard Oliver has offered to compile a firing plan • (b) All England Finals/Club National 2023 – 26th and 27th August 2023 • (c) NSC Race Camp 2023 – 21st – 25th August 2023 – two race coaches have been approached to run this camp and have expressed an interest 	
11	<p>Ops Group</p> <ul style="list-style-type: none"> • (a) Formation and Authority Under New Articles <ul style="list-style-type: none"> ○ Ops is a sub group to accountable to Exec ○ Primarily it's function is to discuss confidential matters • (b) Membership <ul style="list-style-type: none"> ○ New members are Caroline Gibbs and Nick Watson • (c) Director of Strategy and Operations – Operational & Financial Authority <ul style="list-style-type: none"> ○ TC's level of authority to be defined – TC to set out proposals for Exec consideration ○ A Working Budget to be developed 	TC CG, DB, TC
12	<p>Risk Register</p> <ul style="list-style-type: none"> • (a) Updates & Process <ul style="list-style-type: none"> ○ A Working Group is to be set up in order to update the Risk Register 	NW, DG, TC
13	<p>Strategy Map Initiatives</p> <ul style="list-style-type: none"> • Resource Allocation 	

	<ul style="list-style-type: none"> ○ Request for Exec members to look at the Strategy Map and notify DG if they would like additions or there is a specialty they would like to be involved with ○ Request for assistance from members with experience of fundraising and grants to be placed on Facebook 	<p>ALL</p> <p>LF</p>
14	<p>Lease Renewal Update</p> <ul style="list-style-type: none"> • (a) The Heads of Terms have been received and a Chartered Surveyor has been appointed • (b) A full budget on the lease agreement and its associated costs to be produced • (c) Butcher Andrews approved as Solicitors (EB abstained from vote) 	<p>DG</p> <p>DG</p>
15	<p>Disabled Lift</p> <ul style="list-style-type: none"> • (a) Drawings to be prepared in advance of Planning Consent being sought and application for funding requests 	DG/TC
16	<p>Correspondence Received</p> <ul style="list-style-type: none"> • (a) None received 	
17	<p>AOUB</p> <ul style="list-style-type: none"> • None 	
18	<p>Any Items deemed confidential</p> <ul style="list-style-type: none"> • None noted 	
	<p>Declarations of Interest throughout the meeting</p> <p>EB - Birkett's quote</p>	
<p>Date of next meeting...</p> <p>AGM: Tuesday 15th November 2022</p>		

Appendix A – Finance Report

NORFOLK SKI CLUB FINANCE REPORT - SEPTEMBER 2022

Receipts - to 30 Septembe 2022	Month		Month 5 Cumulative			Budget	% of bgt.	
	2022	2021	2022	2021	2019/20			
			%		%		%	
Memberships	5,888	3,056	93	19,213	20,042	(4)	105,000	18%
Lessons	9,414	13,143	(28)	29,414	41,003	(28)	135,000	22%
Coaching	14,375	10,833	33	65,336	43,044	52	120,000	54%
Open practice	1,331	2,520	(47)	9,682	8,191	18	70,000	14%
Courses and events	0	0	#DIV/0!	0	0	#DIV/0!	5,000	0%
Race activities	5,880	54	10,789	14,708	7,394	99	25,000	59%
Tubing	36,156	32,648	11	141,402	141,026	0	215,000	66%
Tasters	3,058	720	325	14,838	6,037	146	25,000	59%
Room hire	1,114	0	#DIV/0!	3,534	0	#DIV/0!	15,000	24%
Sundry sales (furlough ** etc.)	1,534	922	66	4,303	27,387	(84)	10,000	43%
Interest on cash deposits	0	0	#DIV/0!	0	0	#DIV/0!	200	0%
Donations received/refunds	501	2,568	(80)	501	3,903	(87)	0	#DIV/0!
Bar takings	10,625	22,289	(52)	38,259	58,214	(34)	110,000	35%
Food sales	3,751	0	#DIV/0!	7,359	0	#DIV/0!	25,000	29%
	93,627	88,753	5	348,549	356,241	(2)	860,200	41%
Payments - to 30 September 2022								
Courses and events	1,568	2,146	27	7,733	5,606	(36)	15,000	52%
Racing	540	0	#DIV/0!	765	4,451	83	4,000	19%
Post, stationery and phone	882	130	(578)	4,300	1,766	(143)	12,000	36%
Newsletter costs incl postage	0	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Slope allowances	675	0	#DIV/0!	39,474	0	#DIV/0!	67,500	58%
Clubhouse running costs	3,424	2,029	(69)	31,406	19,562	(61)	61,667	51%
Wages and salaries	51,132	46,920	(9)	254,590	208,861	(22)	375,000	68%
Slope running costs	5,977	3,645	(64)	43,671	27,842	(57)	93,333	47%
Boot, skis, mat replacement	0	0	#DIV/0!	0	0	#DIV/0!	90,000	0%
Publicity and meetings	114	0	#DIV/0!	1,314	666	(97)	6,500	20%
Rent, rates, insurances, corp. tax etc.	1,187	1,136	(4)	20,508	16,856	(22)	66,000	31%
Bank charges and interest	730	818	11	3,687	3,483	(6)	9,500	39%
Refunds	0	0	#DIV/0!	1,900	0	#DIV/0!	0	#DIV/0!
Bar purchases	5,764	6,280	8	27,036	20,341	(33)	52,500	51%
Drinks machine purchases	0	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Clothing purchases	1,001	0	#DIV/0!	2,591	1,055	(146)	7,500	35%
Instructors deposits repaid (taken)	0	0	#DIV/0!	0	0	#DIV/0!	0	#DIV/0!
Food purchases	500	0	#DIV/0!	3,070	1,928	(59)	17,500	18%
Donations	0	0	#DIV/0!	0	0	#DIV/0!	1,000	0%
VAT	1,586	1,524	(4)	31,887	6,038	(428)	0	#DIV/0!
	75,080	64,628	(16)	473,932	318,455	(49)	879,000	54%
Trading cash in/(out)flow	18,547	24,125		(125,383)	37,786		(18,800)	667%
Grants & loans received	0	2,455		0	2,455	100	0	
Development expenses	0	0		(500)	(400)	(25)	0	
Capital expenditure	0	(2,727)	100	0	(5,261)	100	(15,000)	0%
Total cash in/(out)flow	18,547	23,853		(125,883)	34,580		(33,800)	372%
Cash at bank								
	last year	this year	Furlough receipts to Aug 2021 £24,484**					
Current	268,913	158,708						
Deposit	685	686						
	269,598	159,394						
Barclays loan	(48,139)	(38,333)						

Appendix B – Operations Report

Month V Month Var % Target 90%	Month Elapsed 100%						Month Elapsed 100%					
	August			August Session Utilisation	Utilisation High	Utilisation Low	September			September Session Utilisation	Utilisation High	Utilisation Low
	2019	2022	Variance				2019	2022	Variance			
Week Commencing			%									
Department	2019	2022	%				2019	2022	%			
Total Open Practice	188	78	41%	3%	14%	7%	311	123	40%	4%	14%	7%
Total Freestyle Open Practice	11	16	145%	9%	32%	24%	33	23	70%	17%	32%	24%
Total Freestyle Coaching	36	26	72%	12%	30%	15%	28	19	68%	17%	30%	15%
Supervised Board	65	48	74%	7%	30%	16%	71	70	99%	12%	30%	16%
Supervised Adult Ski	2	10	500%	1%	35%	6%	63	46	73%	7%	35%	6%
Junior Club		29	0%	16%	50%	33%	147	133	90%	33%	50%	33%
Junior Saturday Coaching	41	34	83%	19%	84%	34%	69	43	62%	24%	84%	34%
Masters	59	62	105%	34%	76%	37%	71	79	111%	44%	76%	37%
Ladies	60	32	53%	18%	61%	44%	71	58	82%	32%	61%	44%
Fri Poles (Wannabe Racers)	56	51	91%	28%	107%	91%	119	72	61%	40%	107%	91%
Total Race	154	162	105%	30%	52%	33%	247	209	85%	39%	52%	33%
Improver Ski (Fast Track)	25	16	64%	12%	94%	26%	22	53	241%	39%	94%	26%
Junior Boarding	26	17	65%	5%	26%	9%	67	14	21%	5%	26%	9%
Adaptive	2	-	0%				76	9	12%			
Total Coaching	468	419	90%				856	710	83%			
Private Lessons	54	28	52%		71%	21%	79	110	139%		71%	21%
Total Lessons	221	214	97%				520	312	60%			
Total Tubing	2,478	2,353	95%	65%	58%	52%	1,421	1,261	89%	63%	58%	52%
Total	3,422	3,125	91%				3,296	2,562	78%			

