**Norfolk Snowsports Club Executive Committee Meeting No.441**

Date: 17th October 2023

Location: Ivan Palfrey Suite, Norfolk Snowsports Club

Committee: Dudley George (DG); David Rich (DR); Deborah Anstee (DA); Nick Watson (NW); Edgar Harden (EH); Ed Bellamy (EB); Ian Wilson (IW); Harry Steward (HS); Kevin Rhead (KR); Maxine Duly (MD); Lisa Alston (LA); Olivia Button (OB)

Attending: Leah Fogg (LF)

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| **No** | **Agenda Item** | **Action** |
| **1** | **Welcome to New Members*** Olivia Button, Lisa Alston and Maxine Duly
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| **2** | **Apologies:** * Tony Chauhan (TC)
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| **3** | **Directors Registration*** Complete
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| **4** | **Code of Conduct*** All have received
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| **5** | **Conflicts of Interest:** * None
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| **6** | **Minutes of Previous Meeting** * Minutes Agreed
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| **7** | **Actions from Previous Meetings**See attached Action Tracker Schedule produced for this meeting (No 441) which reviews the status of all Actions arising from Exec Meetings.**See Appendix A** |  |
| **8** | **Finance*** (a) Overview Position and Finance Committee Update
	+ Presentation by DR on current finances
	+ A new Finance committee has been formed of DR, IW and KR
	+ Income projections are to be reviewed to ascertain if they are overly cautious
	+ ICC report on revenue initiatives discussed at their recent meeting
* (b) Budget, Reserve & Cashflow
* (c ) Handover arrangements from DB
	+ Bank Mandate – agreement of new signatories – DG, DR, TC and IW
	+ NW to draft a signed resolution
* (d) Accounting systems & future reporting – actions are in place to bring accounting in-house.
* (e) Payroll System – to be outsourced from November onwards
* (f) New Revenue Initiatives – airbag in progress, plans being explored for a waterslide on the intermediate slope next summer. Sponsorship opportunities to be explored.
* (g) Savings Initiatives - rotas are being analysed to see where savings can be made.
* (h) Spend Requests - none

**See Appendix B** | **DB, IW, KR, TC****NW** |
| **9** | **AGM – High Level feedback, review & lessons learnt*** (a) Communication with and listening of members still needs improvement.
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| **10** | **Executive Structure*** (a) Review and Agreement of proposed structure
	+ New structure approved
* (b) Initial population and agreement of key priorities and reporting process
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| **11** | **Club Operations Report*** (a) Activity Volumes - **See Appendix C** Unit figures to be solely reported to the ICC in future.
* (b) Winter Timetable review – a meeting has been planned for the 18th October.
* (c) Staff – no issues to report. Request for photos of staff to be displayed.
 | **LF** |
| **12** | **ICC*** (a) 6 new Ski L1s will be starting training next week
* (b) The Ski L2 assessment will be taking place on October 22nd
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| **13** | **Health and Safety*** (a) No incidents to report.
* (b) Slope evacuation process still in development
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| **14** | **Events*** (a) Future Events – Club Champs 5th November. Fireworks have been purchased.
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| **15** | **Maintenance*** (a) The stock of spare Poma parts held in maintenance has been depleted. Approval requested to replenish stock levels. Order expected to be in the region of 1k. Approved.
 | **LF** |
| **16** | **Correspondence Received*** None
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| **17** | **AOUB*** None
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| **18** | **Any Items deemed confidential*** None
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| **Date of next meeting:** Tuesday 21st November 2023 |

**Appendix A – Action Log**



**Appendix B - Finance Report**

**Appendix C – Operations Report**

