**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 |  |
| **2** | **Apologies:**   * Tony Chauhan (TC) |  |
| **3** | **Directors Registration**   * Complete |  |
| **4** | **Code of Conduct**   * All have received |  |
| **5** | **Conflicts of Interest:**   * None |  |
| **6** | **Minutes of Previous Meeting**   * Minutes Agreed |  |
| **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. |  |
| **10** | **Executive Structure**   * (a) Review and Agreement of proposed structure   + New structure approved * (b) Initial population and agreement of key priorities and reporting process |  |
| **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 |  |
| **13** | **Health and Safety**   * (a) No incidents to report. * (b) Slope evacuation process still in development |  |
| **14** | **Events**   * (a) Future Events – Club Champs 5th November. Fireworks have been purchased. |  |
| **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 |  |
| **17** | **AOUB**   * None |  |
| **18** | **Any Items deemed confidential**   * None |  |
| **Date of next meeting:** Tuesday 21st November 2023 | | |

**Appendix A – Action Log**



**Appendix B - Finance Report**

**Appendix C – Operations Report**

A screenshot of a computer

Description automatically generated