

Meeting Minutes

Purpose of Meeting:	Committee Meeting
Date of Meeting:	16 th January 2013
Time:	8.00pm
Location:	Skype

Attendees:

Name	Representing	Name	Representing
Richard Fuller	East Essex Tri	Carol Macdonald	Triathlon England
Ashley Nicholson	Discovery Tri	Malcolm Hooker	Stortford Tri
Jonathan Davies	Born2Tri	Wendy Staines	Discovery Tri
Heather Williams	Cambridge Tri	Natalie Stone	Discovery Tri
Mike Porter	East Essex Tri		
Wendy Staines	Discovery Tri		
Natalie Stone	Discovery Tri		
Elisabeth Ross	Tri- Sport Epping		
Peter Pain	Triathlon England		

Apologies:

Name	Representing	Name	Representing
Geoff Jones	Walden Tri		
Rob Lines	Tri - Anglia		
Tim Williams	Cambridge Tri		

Item	Notes	Action
1.0	The minutes of the last meeting were accepted as a true representation of what was discussed	Note
2.0	The minutes of the last committee meeting were adopted and the outstanding items as follows were discussed	
2.1	Richard fuller would purchase as many TEER feather flags as possible for the agreed sum of £1150.00. a further discussion regarding expenditure of monies see item 3.0 for further details	R. Fuller
2.2	This minute relates to a previous minute regarding committee approved funding for Howard Davies for the work he was undertaking with schools within the region. A payment of £2000 was sent by Malcolm Hooker. The committee agreed that a formal update would be welcome on how the funding has been of assistance. <i>Richard Fuller to ask Howard Davies to provide an update</i>	R. Fuller

Item	Notes	Action
2.3	<p>The Academy details on the TEER Website require updating/modifying accordingly.</p> <p>The relevant personnel to review associated pages and filter through comments to Richard Fuller.</p> <p>General Website improvement comments were welcome from all committee members to also be forwarded to RF.</p> <p>Richard Fuller to Update Website</p>	R. Fuller
2.4	<p><u>League Results</u></p> <ul style="list-style-type: none"> <i>Recap: - RF confirmed that due to some chip timing systems not providing details of the clubs being represented by the athletes, the league placing results would be difficult to assess this year.</i> <p>Mark Barfield is to provide TEER members with club names which will assist in the compilation of TEER end of year placing's. This will also encourage non-club triathletes to take up membership with triathlon clubs within the region</p> <p>RF to try and close out by e –mail.</p>	R. Fuller
3.0	Treasurers Report: - Submitted by Malcolm Hooker and is in the Appendices of these minutes.	
3.1	<p><u>The following Spend / funding was suggested and agreed by committee.</u></p> <p><u>Quality Officials</u></p> <p>MH confirmed that there was £3300 ring fenced funds for quality officials requirements</p> <p>Spending currently below £1800 JD to involve MH with regards to future expenditure.</p> <p><u>Event organisers Course</u></p> <p>MH confirmed that the all the event membership courses had been taken up and there was no more funding this year.</p> <p>PP / CM – To update committee on Take up.</p> <p><u>Coaching Bursaries</u></p> <p>Previous minutes</p> <p><i>Offer – Available now. 2 Places for level 1 coaches for new affiliated clubs 100% funding</i> <i>Offer - Part funding for Level 1 & 2 courses for established clubs. 1 Application per club.</i> <i>Refund via MH Total Refunds to be capped @ £3000</i></p> <p>MH – Confirmed that less than £1000 had been spent</p>	<p>J. Davies</p> <p>P.Pain</p> <p>C.Macdonald</p> <p>P.Pain</p> <p>C.Macdonald</p> <p>M.Hooker</p>

Item	Notes	Action
	<p><u>Miscellaneous Items for expenditure of Monies</u></p> <p><i>Reported underspend on Event Funding - Proposals are detailed below how monies could be spent to improve race events. :-</i></p> <p>Scrim for TEER Events - RF to provide a quote for the purchase of 6 m of scrim</p> <p>Swim Buoys for Events - RL to provide quote – no quote received to date</p> <p>Feather Flags for Events - RF committee agreed on £1150 Item 2.1</p> <p>TEER Banners - RF to provide a quote for the purchase of 4 Banners</p> <p>Race Bibs for Marshalls & officials - JD to provide quote for purchase of 40 Bibs</p> <p><i>Reminder to Richard Fuller Re:- Outstanding £1000 – RF to speak to Mark Bordfield</i></p>	<p>J. Davies</p> <p>R.Lines</p> <p>R.Fuller</p>
3.2	MH reported that TEER accounts were healthy – Treasurers report in the appendix	Note
3.3	It was confirmed by committee that TEER was committed to Fund 2 coaches for newly formed clubs	Note
3.4	<p>Future areas for funding consideration :-</p> <p>Develop the Tri-Star's academy</p> <p>Show interest in hosting a Qualification for Triathlon England within the eastern region.</p> <p>Access to open water and possibly part time employment for instructor for open water skills (Academy ?)</p>	Note
3.5	All funding is a subject of the Triathlon England Strategy, yet to be issued to the regions	Note
4.0	League and championship Fixtures	
4.1	<p><u>Adult Relay Race</u></p> <p>RF – To speak with Jodie to remind her to register the race At Leziates Park – Kings Lynn Proposed and only space date in race calendar was the 4th of August</p> <p>TEER – To assist with promoting the race on the TEER web site. Currently not on the Triathlon England website.</p>	Richard Fuller
4.2	<p><u>Children's League and Fixtures</u></p> <p>The league fixtures and the races with IRC qualification were discussed a length during the committee and concerns were raised regarding specific races.</p>	Note

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4.2	<p><u>Children's League and Fixtures - continued</u></p> <p>The following were the regions children's events :- (Updated since TEER Committee mtg to reflect TEER website)</p> <p>The IRC Qualifiers – Basildon Triathlon - Norwich Triathlon – Cambridge Triathlon <input type="checkbox"/></p> <table border="0"> <tr><td>07-Apr</td><td>BASILDON AQUATHLON</td></tr> <tr><td>20-Apr</td><td>UPMINSTER AQUATHLON</td></tr> <tr><td>11-May</td><td>NEW HALL AQUATHLON</td></tr> <tr><td>12-May</td><td>ST ALBANS RELAYS</td></tr> <tr><td>19-May</td><td>ST FELIX TRIATHLON</td></tr> <tr><td>01-Jun</td><td>BASILDON TRIATHLON</td></tr> <tr><td>22-Jun</td><td>NORWICH TRIATHLON</td></tr> <tr><td>30-Jun</td><td>CAMBRIDGE TRIATHLON</td></tr> <tr><td>07-Jul</td><td>UPMINSTER TRIATHLON</td></tr> <tr><td>13-Jul</td><td>PACTRAC DUATHLON</td></tr> <tr><td>14-Jul</td><td>ST ALBANS TRIATHLON</td></tr> <tr><td>21-Jul</td><td>KIMBOLTON TRIATHLON</td></tr> <tr><td>28-Jul</td><td>NORWICH AQUATHLON</td></tr> <tr><td>18-Aug</td><td>IPSWICH TRIATHLON</td></tr> <tr><td>07-Sep</td><td>CLACTON DUATHLON</td></tr> </table>	07-Apr	BASILDON AQUATHLON	20-Apr	UPMINSTER AQUATHLON	11-May	NEW HALL AQUATHLON	12-May	ST ALBANS RELAYS	19-May	ST FELIX TRIATHLON	01-Jun	BASILDON TRIATHLON	22-Jun	NORWICH TRIATHLON	30-Jun	CAMBRIDGE TRIATHLON	07-Jul	UPMINSTER TRIATHLON	13-Jul	PACTRAC DUATHLON	14-Jul	ST ALBANS TRIATHLON	21-Jul	KIMBOLTON TRIATHLON	28-Jul	NORWICH AQUATHLON	18-Aug	IPSWICH TRIATHLON	07-Sep	CLACTON DUATHLON	Note
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4.3	The committee to review the IRC Qualifying events at a the next physical meeting on the 8 th of May – committee members are encouraged to submit proposals prior to the meeting for discussion	NOTE																														
5.0	<u>IRC 2012 - 13</u>																															
5.1	<p>IRC Funding contribution for 2012 was £120.00</p> <p>This year's contribution is £400 which is a 1/3 of the event costs. This was not initially communicated. Now the funding has been explained TEER are in agreement to settle the invoice for 2012 and the future costs for 2013. RF to e-mail invoice so that it can be paid</p>	R. Fuller																														
6.0	<p>Academy Update</p> <p>The Chief Coach's Report: - Submitted by Tim Williams is in the Appendices of these minutes.</p>																															
6.1	<p>Head coach's report - a summary is denoted below :-</p> <p>The recent swim camp was successful – Final accounts to be completed and forwarded to MH</p> <p>The associated costs for a repeat of an overseas academy in Majorca has proved to be too high and alternative venue possibly in Wales is to be explored – RF has some venue idea's</p>	T.Williams																														
6.2	The committee were interested in possibly providing future individual funding in the form of Bursary awards. TW to provide outline annual costs per athlete to attend the academy sessions for review and consideration.	T.Williams																														

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6.3	An end of year awards dinner was suggested as a future event – Idea and costs to be explored further.	???
7.0	Technical Co-ordinator Update Technical Co-ordinator's Report: - Submitted by Jonathan Davies and is in the Appendices of these minutes.	
7.1	Recent discipline issues (previously 7.2) The idea of an A5 leaflet was not taken forward and the onus should be on the event race director to relay the point on the day of the event. Should the race officials wish to emphasise the discipline of competitors and parents then this will be at the discretion of the officials covering the event	Note
7.2	JD reported the need to extend the experience and development of TEER officials to enable officials to undertake duties at National and International level. Currently 5 interested individuals qualify to progress to national level – This requires acting as officials in 2 specific races to qualify and would require funding support contributions for development. It was agreed by committee that this would be supported and course and expenses costs up to £300 per person would be reasonably expenditure for 2013 -2014 for two interested parties. JD to police Jonathan Davies and Kevin Gregory – Jonathan Davies to confirm	J. Davies
8.0	RPM Update :- A summary follows below	
8.1	<u>British Triathlon:- Peter Pain :- Cambridge – Beds – Norfolk</u> A copy of January's RPM report is attached to the appendix of these minutes Summary as follows :- Kings Lynn Triathlon Club up and Running – up to 30 members already Club nights on a Thursday @ Leziates lake. Tag Events :- Tri action groups 2 Organise so far 1 more to organise. Perter Pain resigning to regional boundaries :- Lincolnshire, Notts & Derbyshire	P.Pain
8.2	<u>Carol Macdonald:- Essex - Suffolk</u> A copy of January's RPM report is attached to the appendix of these minutes Carol to cover the whole eastern region	C.Macdonald

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8.3	<p>The future strategy of TEER is discussed and outlined and TEER sit within Triathlon England</p> <p>It was suggested that a TEER management board is formed that will represent the council to develop and sign of a 1 year and a 4 year strategy</p>	Note
8.3	<p>The future strategy of TEER continued</p> <p>The strategy to Advise the working of TEER</p> <p>Include TEER event rules, membership, RPM's and associated staff providing events</p> <p>Introduction of more clubs and more races</p> <p>Region to have a voice at Triathlon England level and an input in decision making</p> <p>Region ultimately to manage themselves</p> <p>Regional Mangers to circulate the TEER strategy around the region – Communicate with membership clubs.</p>	Note
9.0	Any other Business	
9.1	TEER to assist with the adult relay event and possibly use funds to make it into more of a social event, reminder to encourage Jodie to register the event	R. Fuller
9.2	<p>Tri force juniors have requested funding for Turbo's to enhance the training sessions due to an influx of new members.</p> <p>TEER agreed that they provide match funding up to a maximum of £400.00</p> <p>Tri –force to provide an update of how the funding has improved training sessions</p>	Note
9.3	The triathlon England Handbook will be out in early February	Note
9.4	<p>A schedule of committee meeting dates for 2013 is noted below and provided on a separate page in the appendix of these minutes.</p> <p>March 13th – Wednesday</p> <p>May 14th – Wednesday - Physical Meeting (proposed location Stansted)</p> <p>July 10th - Wednesday</p> <p>Sept 11th - Wednesday</p> <p>Nov 13th - Wednesday</p>	Note

Item	Notes	Action
9.5	<u>Date of Next Meeting</u> Next meeting Wednesday 13 th March 8.00pm - Skype meeting	Note
	Meeting closed 21.30	

16th January 2013 - Regional Committee meeting Minutes Appendices

Treasurer's Report

Regional Head Coach's Report

RPM Report - Bedfordshire / Cambridgeshire / Norfolk

RPM Report – Essex / Hertfordshire / Suffolk

Technical co-ordinator Report

2013 Future Committee meeting Dates