

Meeting Minutes

Purpose of Meeting:	Committee Meeting
Date of Meeting:	25 th March 2015
Time:	7.30 pm
Location:	Hilton Hotel Stansted

Attendees:

Name	Representing	Name	Representing
Jonathan Davies	Born-2-Tri	Carol Macdonald	Triathlon England
Ashley Nicholson	Discovery Tri	Stefan Pearce	Triathlon England
Richard Fuller	East Essex Tri		
Kevin Carley	Blackwater Tri		
Rob Lines	Tri-Anglia		
Peter Bryan	Born-2-Tri		

Apologies:

Name	Representing	Name	Representing
Wendy Staines	Discovery Tri		
Elisabeth Ross	Tri-Sport Epping		
Tim Williams	Regional Academy Coach		

Item	Notes	Action
1.0	The minutes of the last committee meeting were adopted and the matters arising items as follows were discussed.	
2.0	Matters Arising – Last Committee meeting A.O.B	
2.1	Committee agreed to drop Natalie Stone from the committee circulation list as the secretary has not received a response from Natalie that she wishes to continue. The committee agreed to keep Wendy Staines on the committee circulation as her attendance has been affected by injury and health issues.	NOTE
2.2	AOB (10.1) Dengie events :- Enquired if TEER would subsidise event T-shirts for naming rights on merchandise. A discussion pursued in which the committee agreed that £100 per event would be made available as a contribution to T-Shirts and Hats in return TEER Logo naming on the said merchandise up to a Maximum TEER spend Circa £3500. RF confirmed ring fenced funding in place	NOTE
2.3	AOB (10.2) Additional TEER Branding was discussed and the previous year's hand out prizes did not make to Athlete's – Carol Macdonald to have a fund of £1000 to distribute at club level. RF confirmed ring fenced funding in place <ul style="list-style-type: none"> ■ Drawer String Bags ■ Towels ■ Cups 	NOTE

Item	Notes	Action
2.4	<p>AOB (10.4) Rye House – Funding for Track Racing Opportunity</p> <p>The Committee were in unanimous in the decision to fund this initiative from Hoddesdon Triathlon and agreed that the £2000 start up costs would be covered by the Region in quarterly payments.</p> <p>The Committee also mentioned the possibly of providing Banners at the course.</p> <p>Additionally - Opportunities for the Academy to be stage a session(s) to be made available.</p> <p>RF confirmed funding has been Provided AN confirmed that Hoddesdon Tri have circulated invitations to other clubs</p>	NOTE
2.5	<p>AOB (10.6) It was requested that information for companies that undertake Water bathing test's / swim safety testing for open water events or a web link to where expert contacts can be found.</p>	All
2.6	<p>AOB (10.7) TEER website issue's discussed – RF Reported .</p> <ul style="list-style-type: none"> ■ There is a new Project Manager – Lynda Haywood ■ Website review is to be brought forward – there no deadlines set but there is recognition within TEER that improvements need to made. <i>There was discussions amongst the TEER committee regarding the TE website and its shortcomings</i> ■ It was agreed that the Eastern Region would stick with the TE website but stressed that they would like to know when the update was going to happen ■ TEER would like to be involved in consultation / review process 	Note
2.7	<p>AOB (10.8) Discussion regarding TEER Branding was raised and it was agreed that the TEER feather flags were the most practical means for race branding as they are easy to erect and take down as well easy to transport. Originally it was agreed that 2 Flags per official should be made available for delivery to the events.</p> <p>The above was revised to 1 Flag per an official with Jonathan Davies receiving 2 Flags RF to look into Purchasing</p>	RF
2.4	<p><u>TEER Representative review</u></p> <p>Richard Fuller attended a meeting of the Triathlon England main Board – Meeting was at the House of Lords which was attended / chaired by Bill James.</p> <p>The meeting outlined the strategy for the next 7 years of the inter relationships of the home nations within British Triathlon – The changes to minimise duplication.</p> <p>Other matters being reviewed was the membership renewal process.</p> <p>At the next meeting RF was requested by the committee to Raise the following Points :-</p> <ul style="list-style-type: none"> ■ Inadequacy of the TE website ■ Contacts for water quality experts to made available via the webpages 	

Item	Notes	Action
3.0	Treasurers Report: - Verbal Report as Summarised Below	
3.1	<ul style="list-style-type: none"> ■ The Summary of the monthly Accounts were received under separate cover ■ The accounts are in good shape ■ Coaching Bursary awarded of £2800 (50 % rebate) to be updated to £3000 in May ■ Coaching Education balance looks good – but not all monies accounted for to date ■ Regional Academy showing a small underspend £1500 left £300 to be awarded ■ Race officials kit & Equipment – Funds to be replenished. ■ Coaching / officials courses – committee agreed to let them go ahead with a small loss. <p>Typically courses open for upto 16 people – Committee agreed that course could still go ahead if a minimum threshold of 10 people were signed on. Below this threshold advice to be sought from committee chairperson and treasurer</p>	Note
4.0	League and championship Fixtures – No outstanding Matters	
5.0	<u>IRC 2014</u> – No outstanding Matters	
6.0	Academy Update :	
6.1	Refer to Chief Coach Report in the appendix of these minutes for Academy Update	
6.2	<i>Proposal for new skills academy</i>	Note
6.3	<i>Committee prepared to fund academy camps</i>	Note
6.4	<i>Junior scholarships considered to individuals for :- coaching at clubs in return</i>	Note
7.0	Technical Co-ordinator Update	
7.1	Refer to Chief Coach Report in the appendix of these minutes for technical co-ordinator Update	Note
8.0	RPM Update :-	
8.1	<i>For complete report refer to RPM report in the appendix of these minutes.</i>	
8.2	Clarification regarding Hadleigh Farm I have a note Hadleigh Farm Project 26 th April Open Forum Looking to plan 10 events over the year Looking to best see how to utilise the space	Note
8.3	Coach Education priority dates via email - typically as follows :- Level 1 - Hertfordshire Level 1 – Newmarket Level 2 – Newmarket Level 2 – St Neots	Note

Item	Notes	Action
8.2	<p><u>Report Summary</u> :-</p> <ul style="list-style-type: none"> ■ Hadleigh Farm Project moving forward ■ Club visits on going ■ Norfolk event organisers group – visited ■ Born-2-Tri visit planned this week ■ Go Tri – 1000 clubs to target to hold events ■ Big thank you to the treasurer for quick response ■ There is now an online account for coaching 	Note
9.0	TEER Strategy Update	
	<i>The Triathlon England Eastern region strategy implementation strategy - volunteers to co-ordinate development in these areas with assistance from committee members</i>	
9.1	<u>Increasing Profile of Triathlon & TEER</u>	No comments
9.2	<u>Increasing Participation</u>	No comments
9.3	<u>Sustaining Growth</u>	No comments
9.4	<u>Improve talent Pathway</u> :-	No comments
10.0	Any other Business	
10.1	<p>Regional newsletter :-</p> <p>There are now more regular National newsletters and TE are requesting Positive feeds.</p> <p>Rrgion concerns :- no regional interest on Newsletters</p> <p>RF to take back concerns to TE</p> <p>TEER to own their Newsletter</p>	Note / Rf
10.2	AN from Discovery triathlon requested a one off award to assist with water quality testing at their up and coming children's open water triathlon – The committee approved the award as a means of encouraging open water initiatives – RF to arrange fund transfer	RF
10.3	<p>British Triathlon Membership :- In response to article dated 0/04/15 regarding club membership.</p> <ul style="list-style-type: none"> ▪ Push to up British Triathlon Membership 	All
10.4	There were previous to league fixtures – Flyers were handed out to committee members for circulation with corrections to 3 events	All
10.4	<p><u>Date of Next Meeting</u></p> <p>Refer to attached Proposed meeting schedule in the appendix for 2015</p>	Note
	Meeting closed 2210 Hrs	

25th March 2015 - Regional Committee meeting Minutes Appendices

Schedule of Future 2015 Committee meetings	As attached
Treasurers Report	Provided under Separate cover
Regional Head Coach's Report	As Attached
RPM Report – Essex / Herts/ Suffolk /Beds / Cams / Norfolk	As Attached