

Minutes of Eastern Region Triathlon England Committee Meeting

Thursday 20th April 2011 – New Hall School

Present

Richard Fuller (Chair) (RF)
 Mike Porter (Secretary) (MP)
 Elisabeth Ross (ER)
 Wendy Staines (WS)
 Carol MacDonald (CM)
 Gavin Passmore (GP)
 Paul Dutton (PD)
 Jonathan Davies (JD)

	MINUTE	ACTION
1	<u>Apologies:</u> Malcolm Hooker, Tim Williams, Graham Lee	
2	<u>Minutes of Previous Meeting</u> The minutes of the meeting on 20 January 2011 were approved	
3	<p><u>Matters Arising</u></p> <p>Communication: CM to send a list of Eastern region club contacts to RF.</p> <p>Open water swimming: GP said that the section on open water swimming on the BTF site gave general advice and health & safety guidelines. GP to send information to RF.</p> <p>GP/CM to be first point of contact for anyone interested in learning more about open water coaching. RF to create an open water coaching resources tab on the website.</p> <p>Plans are to hold regional open water coaching weekends funded by Speedo at Lakeside (late May) and Cambridge (late June). See RPM's reports for details. RF to publicise in the newsletter</p> <p>Development of Clubs: CM was due to pick up leaflets from BTF the day after the meeting.</p> <p>Regional Academy criteria: Action complete</p> <p>Tri-Star Academy graduates: Following discussion on the options, TW and GH are to agree some expansive wording to be sent to future Tri-Stars who do not get selected for TW's Regional Academy. Action carried over</p> <p>Herts Youth Games Aquathlon: RF confirmed chip timing is being provided. TF to include information in the regional newsletter, also requesting volunteers to help on the day.</p>	<p>CM</p> <p>GP</p> <p>RF</p> <p>RF</p> <p>CM</p> <p>TW/GH</p> <p>RF</p>

	<p>All league and championship events have now been published and promoted.</p> <p>Regional Academy kit has now been ordered as agreed and delivery is awaited. RF reported that the Academy clothing limit had been slightly exceeded. The spend on youth kit was £350 (14 at £25). TW/GH to confirm what has been provided.</p> <p>Regional Academy profile: A group photo to promote the Academy on the web/in the newsletter was the best option. TW to provide</p>	<p>TW/GH</p> <p>TW</p>
4	<p><u>Chairman's Update</u></p> <p>RF informed the committee that there was a TE Meeting the coming weekend. Neither he or any other committee member present at the TEER meeting were available to attend.</p>	
5	<p><u>Treasurer's Update</u></p> <p>MH was travelling on business and not able to attend the meeting but provided various documents for the committee's perusal including a TEER financial report with trading statement for the last financial year April 2010 – March 2011 and a TE budget 2011/2012.</p> <p>The following questions were raised by the committee for MH's comment/clarification on the Trading Statement:</p> <p>a) Ring fenced expenditure: Essex Development and Regeneration Agency WFD Grant of £2148 carried forward but expected expenditure. MH to confirm what this is for.</p> <p>b) Ring fenced expenditure: Herts University Development Officer Grant expected expenditure of £4313. MH to confirm what this money can be used for. CM confirmed that the money was meant to be used for developing young triathletes but the outcome had been unsatisfactory. David Brown's services had now been dispensed of and some of the money was to be used for the Herts Youth Games in this financial year, to cover gantry costs, chip timing costs etc. RF suggested that Howard Davis could be asked to take over the Development Officer role and the money used to assist him in setting up a new youth focus triathlon club. CM to approach Howard.</p> <p>c) Ring fenced expenditure: BTF Academy Grant expected expenditure of £3370. MH to confirm if this amount can be made available for the Academy (Youth/Junior and TriStar).</p> <p>Regional activity:</p> <p>a) Event quality expected outcome amount of £2250. WS to check prices on gantry, timing clock and feather flags/banners. Note: PD has existing banner/feather flags and will take them to the Herts Youth Games. RF to create a rota for arranging/delivering the TEER region's equipment to races the region is supporting.</p> <p>b) Officiating expected outcome of £1300. JD would like to run a</p>	<p>MH</p> <p>MH</p> <p>CM</p> <p>MH</p> <p>WS</p> <p>PD</p> <p>RF</p>

	<p>Level 2 Officials course. He had 4 Level 1's coming through and needed a minimum of 6 for the Level 2 course but asked that it could be underwritten in case the numbers fall below 6. MH to confirm funds available.</p> <p>It was agreed that a change of signatories to the bank account was required. New signatories confirmed as RF (Chairman), MH (Treasurer) and MP (Secretary). RF to follow up with MH to arrange the change of signatory form.</p> <p>MH raised the question of storage of records. MH to scan and send audited accounts records to RF. RF to look at set up a drop box account with private access/password on the TEER website and to check with BTF if the accounts need to be audited.</p>	<p>MH</p> <p>RF</p> <p>MH</p> <p>RF</p>
6	<p><u>TE's proposed budget</u> No comments or actions</p>	
7	<p><u>RPM's Updates</u> CM and GP provided written reports which had been circulated to the Committee.</p> <p>GP to put newly qualified officials in contact with</p> <p>RF to promote Time to Listen course at Peterborough in June/early July in regional newsletter.</p> <p>ER asked if an online training pack for race organisers existed. GP to check.</p> <p>RF agreed to push TE membership and the benefits at least twice a year.</p> <p>It was agreed due to their commitments that CM/GP will not need to attend all future meetings. A full report on RPM activities for the committee meetings will be sufficient.</p>	<p>GP</p> <p>RF</p> <p>GP</p> <p>RF</p> <p>CM/GP</p>
8	<p><u>IRC's</u> TW and PD cannot make this year's IRC's (4 September). TW will coach leading up to the IRCs and PD will help with the planning but won't be able to attend the weekend. WS agreed to take on the role of travelling coach and the responsibilities and deal with kit, accommodation, transport. WS to confirm what time she will have to leave to get back in time for school. WS and PD to look at options and costs for trisuits and hoodies and to determine the nearest Travelodge.</p>	<p>WS</p> <p>WS/PD</p>
9	<p><u>Championship & League Events 2011 and future</u> In light of recent issues, race organisers of regional events to be encouraged to talk to each other to avoid future clashes.</p>	

10	<u>Regional Relays</u> RF reported two team entries so far. The new volunteer policy was working well and only one more club was now needed to provide required cover.	
11	<u>Regional Academy Update</u> TW's report was circulated and contents noted. The success of the Academy members at the recent National Duathlon Championships was acknowledged.	
12	<u>AOB</u> JD suggested a generic TE email address be created. RF to action. RF to inform clubs/organisers that he will be providing 1 st place trophies.	RF RF
13	<u>Date, Venue & Format of next meeting</u> 21 June at Gosfield prior to the Regional Relays	