

## Meeting Minutes

<b>Purpose of Meeting:</b>	Committee Meeting
<b>Date of Meeting:</b>	14 <sup>th</sup> May 2013
<b>Time:</b>	7.15 pm
<b>Location:</b>	Hilton Hotel – Stansted Airport

### Attendees:

Name	Representing	Name	Representing
Richard Fuller	East Essex Tri	Natalie Stone	Discovery Tri
Ashley Nicholson	Discovery Tri	Simon Mills	British Triathlon
Jonathan Davies	Born2Tri		
Heather Williams	Cambridge Tri		
Tim Williams	Cambridge Tri		
Rob Lines	Tri-Anglia		
Elisabeth Ross	Tri-Sport Epping		
Carol Macdonald	Triathlon England		
Wendy Staines	Discovery Tri		

### Apologies:

Name	Representing	Name	Representing
Malcolm Hooker	Stortford Tri		
Mike Porter	East Essex Tri		
Mark Barfield	Triathlon England		

Item	Notes	Action
1.0	The minutes of the last meeting were accepted as a true representation of what was discussed	<b>Note</b>
2.0	<b>The minutes of the last committee meeting were adopted and the outstanding items as follows were discussed</b>	
2.1	6 number feather flags have been purchased along with 20 metres of scrim. Richard Fuller to hold 3 Feather flags and 20 Metres Scrim ( South & Middle of the region ) Rob Lines to hold 3 Feather flags and 20 Metres Scrim ( North & Middle of the region ) The Feather flags and scrim is to be made available for members for use when staging events. The First couple of events are to be monitored to see if further branding equipment is required. Review in AOB at next Mtg	<b>NOTE</b>

Item	Notes	Action
2.2	<p>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.</p> <p><i>Carol Macdonald to obtain 'Howard Davies' home address and RF to write to HD expressing the regions disappointment that he has not acknowledged any of the e-mails or phone calls requesting a formal update as to how grant was spent.</i></p>	<p><b>C.Macdonald</b> <b>R. Fuller</b></p>
2.3	<p><u>The Eastern Region Strategy</u></p> <p>The Eastern Region Strategy for the next few years was discussed prior to the commencement of the committee meeting and a summary of the forum is to be circulated under separate cover.</p> <p>The committee would also like to thank Simon Mills for his attendance and input to the forum.</p> <p>Further development of the strategy is to be undertaken prior to the next meeting and all committee members are requested to provide considered input prior to the next meeting</p>	<p><b>R. Fuller</b> <b>A.Nicholson</b></p>
2.4	<p><u>Payments for coaches courses</u></p> <p>Currently payments are taking 30 days to clear – for coaching courses.</p> <p>Carol to speak with Malcolm to improve payment as 2 are currently outstanding.</p> <p><i>Retained on the minutes</i></p>	<p><b>C.Macdonald</b> <b>M.Hooker</b></p>
2.5	<p><u>CRB Checks</u></p> <p>British Triathlon's Sue Ploughwright reminded that all Triathlon clubs providing coaching for children need to have British Triathlon CRB documentation in place.</p>	<p><b>Note</b></p>
2.6	<p><u>Committee Personal</u></p> <p>It was reminded that the current chairpersons' tenure of 3 years will be reached this October and a new incoming chairperson would need to be nominated for consideration.</p> <p>The region's constitution lists the role of Regional representative as a separate appointed role and It was put to the committee that the outgoing chairperson be given the opportunity to represent TEER at national committee level, subject to agreement of the committee.</p>	<p><b>Note</b></p>
<b>3.0</b>	<b>Treasurers Report: - No report submitted.</b>	
3.1	<p><u>The following Spend / funding was suggested and agreed by committee.</u></p> <p><u>(i) Quality Officials</u></p> <p>It was 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 and what he wants to spend it on.</p> <p>Malcolm &amp; Jonathon to confirm spending to date and monies available for future expenditure.</p>	<p><b>J. Davies</b> <b>M. Hooker</b></p>

Item	Notes	Action								
	<p><u>(ii) Coaching Bursaries</u></p> <p><i>Offer – Available now. 2 Places for level 1 coaches for new affiliated clubs 100% funding Offer - Part funding for Level 1 &amp; 2 courses for established clubs. 1 Application per club. Refund via MH Total Refunds to be capped @ £3000</i></p> <p>MH – To confirm when Capped Refund of £3000 has been reached and advise CM accordingly</p> <p><i>Note Closed – Retained on the minutes</i></p>	<p><b>Note</b></p> <p><b>M.Hooker</b></p>								
	<p><u>(iii) 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 - Purchased and Being used at events</p> <p>Feather Flags for Events - Purchased and being used at events</p> <p>TEER Banners - RF to provide a quote for the purchase of 4 Banners</p> <p>Race Bibs for Marshalls &amp; officials - JD to provide quote for purchase of 40 Bibs.</p> <p>Swim Buoys for Events - RF reported the following :-</p> <p>6 No Swim Buoys have been purchased for a total cost of £1134 – Pictures have been distributed to the committee</p>									
3.2	<p>TEER to make available Year End accounts for review</p> <p>Define how much is ring fenced in the current account</p> <p>Determine the amount of monies received from British Triathlon as Grants and identify how it is to be spent so the funding is not lost or withdrawn.</p> <p>With the number of transactions increasing Monies in and out :- there is a requirement for monthly accounts to be provided by the treasurer.</p> <p>RF and Malcolm to look into on line accounting and add RF as an additional nominated account handler.</p>	<p><b>M.Hooker</b></p> <p><b>R.Fuller</b></p>								
3.3	<p>The committee were informed by the chairman that Malcolm Hooker was standing down from the role of Treasurer and volunteered to step into the role until the AGM.</p> <p>This was unanimously agreed by the committee</p> <p>As a consequence of the changing of the treasurer personnel the following TEER account signatories were agreed by the committee :-</p> <table border="0" data-bbox="183 1780 1209 1892"> <tr> <td><u>Original / Outgoing Signatories</u></td> <td><u>New / Incoming Signatories</u></td> </tr> <tr> <td>Malcolm Hooker</td> <td>Rob Lines      Committee member</td> </tr> <tr> <td>Mike Porter</td> <td>Jonathan Davies      Technical Co-ordinator</td> </tr> <tr> <td>Richard Fuller</td> <td>Richard Fuller      Chairperson</td> </tr> </table> <p>RF to co-ordinate the change of signatories</p> <p>RF to have access to the online banking facility – RF to investigate the option of dual control for online payments.</p>	<u>Original / Outgoing Signatories</u>	<u>New / Incoming Signatories</u>	Malcolm Hooker	Rob Lines      Committee member	Mike Porter	Jonathan Davies      Technical Co-ordinator	Richard Fuller	Richard Fuller      Chairperson	<p><b>A.Nicholson</b></p>
<u>Original / Outgoing Signatories</u>	<u>New / Incoming Signatories</u>									
Malcolm Hooker	Rob Lines      Committee member									
Mike Porter	Jonathan Davies      Technical Co-ordinator									
Richard Fuller	Richard Fuller      Chairperson									

Item	Notes	Action
4.0	<b>League and championship Fixtures</b>	
4.1	<p><u>Adult Relay Race</u> The Adult relay was discussed and it was possible that the adult relay race would be dropped from the race schedule. This was very disappointing as it was reported from the regional clubs that the relay were enjoyable. It was suggested that possibly Mark Harman of Born-2-Tri may be interested in staging the race.  RF to contact Mark Harman to see if he would be interested.</p>	<b>Richard Fuller</b>
4.2	<p><u>Children's League and Fixtures</u> The committee to review the IRC Qualifying events at the next physical meeting in July the committee members are encouraged to submit proposals prior to the meeting for discussion. To be added to the agenda for the next committee meeting – No proposals received to date for circulation to the committee.</p>	<b>Note</b>
5.0	<b><u>IRC 2012 - 13</u></b>	
5.1	<p>IRC Funding contribution for 2012 was £120.00  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 M. Barfield for the invoice to pay the 2012 fees ( £120 )</p>	<b>R. Fuller</b>
6.0	<p><b>Academy Update</b>  <b>The Chief Coach's Report: -</b> <b>Tim Williams Provided a verbal report - As summarised in the Appendix.</b></p>	
6.1	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.	<b>T.Williams</b>
6.2	<p>An end of year awards dinner was suggested as a future event  Costs and venue to be explored by A.Nicholson for approx. 50 – 60 People</p>	<b>A.Nicholson</b>
6.3	A proposal for academy coaching for Tristars to be tabled at the Next face to face meeting	<b>T.Williams</b>
6.4	Discussion regarding clubs being given additional titles ie as Talent Clubs, which is above Club mark & Starmark. Tim Williams to explain further at Physical meeting in May.	<b>T.Williams</b>

Item	Notes	Action
7.0	<p><b>Technical Co-ordinator Update</b></p> <p><b>Technical Co-ordinator's Report:</b>  <b>Jonathan Davies Provided a verbal report As summarised in the Appendix..</b></p>	
7.1	<p>JD reported the need to extend the experience and development of TEER officials to enable officials to undertake duties at National and International level.</p> <p>Jonathan Davies to provide an update</p>	<b>J. Davies</b>
8.0	<p><b>RPM Update :- C. Macdonald Provided a verbal report As summarised in the Appendix..</b></p>	
8.1	<p><u>Carol Macdonald:- Essex – Suffolk, Cambridge – Beds – Norfolk</u></p> <p>Carol now to cover the whole eastern region CM reported Swim smooth open water event proposed for June / July age for 16's and above.</p>	<b>C.Macdonald</b>
9.0	Any other Business	
9.1	The most pressing issue was the resignation of the committee Treasurer – This was discussed and is minuted in clause 3.3	
9.2	<p><u>Date of Next Meeting</u></p> <p>Next meeting is TBA subject to a attendance Poll. The meeting shall be a face to face proposed Venue, Hilton Hotel, Stansted, on the following consideration dates 16<sup>th</sup>, 17<sup>th</sup>, or 18<sup>th</sup> of July.</p> <p>AN to collate responses and advise committee accordingly</p>	<b>A.Nicholson</b>
	Meeting closed 22.00	

### 14<sup>th</sup> May 2013 - Regional Committee meeting Minutes Appendices

*Due to the TEER Strategy proposals being discussed at length the associated committee Reports were deferred to next committee meeting*

Treasurer's Report	No Report Submitted
Regional Head Coach's Report	Summary of Verbal Report
RPM Report – Essex / Herts/ Suffolk /Beds / Cams / Norfolk	Summary of Verbal Report
Technical co-ordinator Report	Summary of Verbal Report

### Summary of Regional Head Coach's Report

- More Funding has been made available from Triathlon England
- This increases the scope of the academy
- Increases the accountability of the academy
- TEER funding needs to be user efficient and requires commitment from Young Athletes
- Tristar model is under development
- Invitation to academy to possible extend to IRC Top Athletes and nominated from east region clubs
- Tristar Academy to added to agenda for next committee mtg.

### RPM Report – Essex / Herts/ Suffolk /Beds / Cams / Norfolk

- Coaching courses for level 1 & level 2 to be organised in St Neots, Bedford , Luton, Tutors yet to be assigned
- Aquathlons with Red caps to be developed
- Further Aquathlons and Triathlons to be explored in Stevenage, Beccles and Chelmsford ( Hanningfield Reservoir )
- Possibilities for Large Triathlon event being reviewed
- Follow up feedback from clubs staging events - typical information , When the event was opened for sign up, How quick the event fills, and when event is full to enable.
- Location and quality of the event appears to attract repeat competitors.

### Technical co-ordinator Report

- Presentation to Stowmarket Striders about the new rules and regulations
- National Technical Officials (Domestic) we are now up to 4 with at least 3 to be declared to ITU for international events in December
- Official Recruitment – Looking to recruit 30 more officials over next 4 Years
- Out of 91 Races in the region 85 requested officials with 4 late requests pending
- If Triathlon England class the event as an unsanctioned race - British Triathlon membership insurance cover is not valid.