**Triathlon London**

**(Triathlon England - London Region)**

**Minutes of the General Committee Meeting held on Tuesday 20th November 2018 at 7pm.**

**Venue: YHA London St Pancras, 79-81 Euston Rd., Kings Cross, NW12QE**

**In attendance:** Debbie Clarke (“DC”), Chris Hall (“CH”), Audrey Livingston (“AL”), John Lunt (“JL”), Martin McGuigan (“MM”), Lara Bonici (“LB”), Lorraine Kelsey (“LK”)

Non-committee member Jon Train (“JT”) attended

**1. Apologies**

Joe Wilson and Haren Thillainathan,

**2. Review of previous minutes of meeting held on 11th September 2018 and Annual General Meeting minutes held on 7 October 2018.**

Accepted for accuracy and approved. The minutes are to be uploaded on to the website.

**3. Voting for President as per constitution**

JL left the meeting whilst voting for the Honorary President role took place.

DC confirmed that as per the constitution, the election of President was required to take place at the first committee post the Annual General Meeting (“AGM”).

Discussions were held and it was decided that a clear role should be defined for the President going forward but in summary, the President was an honorary post and should be figurehead and ambassador for the London region.

JL was put up for re-appointment and voted in accordingly as Honorary President for the 2018/2019 year.

The committee also discussed the need for a maximum term of office mirroring our wider governance structure. It was proposed that a term of 3-4 years seemed appropriate.

The role of Vice President is currently held by Gill Sanders who will be offered opportunity continue in this role if she wants. The committee discussed the possibility of having more than one Vice President, a role which is essentially an ambassador for the region and would provide succession to the President over time.

The role descriptions for both President and Vice President are to be finalised and uploaded on the website when ready.

**4. Debrief on AGM and Awards**

DC confirmed that there were not many attendees at the AGM but more at the awards than last year. Some ideas were floated to encourage a better attendance at future AGMs. The consensus was that the joint adults and kids awards worked well but did not promote a higher attendance rate. AL commented that the attendees were particularly thin on the ground when the final awards for the volunteers were handed out. Discussion on splitting the event into Senior AGM and Awards of an evening and Juniors on an afternoon on a different day.

The committee are to brainstorm potential changes to the awards and AGM format for 2019 in readiness for the next meeting. It was noted that the date of the AGM and awards needed to take place prior to end of October 2019 but also after the last league event.

Query from AGM- Should committee members all be TE members before being nominated to the committee?

DC reiterated that she did not want to prevent those with a wealth of knowledge or passion for the sport from joining the committee if they were not Triathlon England (“TE”) members.

It was felt that some roles such as the Junior Series Lead, Partnership Officer, Media Officer and Paratri Coordinator did not necessarily require TE membership however DC and JT would obtain the thoughts of Triathlon England HQ.

CH suggested that committee members, who are volunteers giving up their time, could potentially be rewarded for their efforts with a subsidised TE membership. DC to look into this further.

**Post meeting update**: DC has spoken to Bill James on these points. There is no objection to non TE Members being on the committee but it would be preferable if everyone was. He noted that one of the regions in the past has paid for the membership for some committee members. He suggested I put the point to subsidies to next Council meeting for wider discussion amongst the regions.

**5. Questions arising from reports**

Should we hold a mixed team relay as an Inter Regional Championship (“IRC”)

DC confirmed currently waiting for confirmation as to whether this would go ahead as the season finale at Dorney Lake however did receive a lot of support at the Chair’s Meeting. DC and JT further confirmed that a minimum number of teams would be required and awaiting confirmation as to numbers. DC would speak to the Southern regions with a view to generating interest.

Committee agreed this would be a good idea.

Innovation fund

DC confirmed that no formal ideas had been received as yet. The next application window if we want to apply is in February.

Communication on Rule and Regulations to club members

LB and AL mentioned an incident which had taken place at the Brighton and Hove Triathlon and felt it was important that all clubs and club members were reminded of the Rules and Regulations.

JL queried whether sanctions should be in place to support officials in certain circumstances.

JT suggested it should be highlighted to all clubs and their members, that any person who fails to comply with the rules and brings their club into disrepute will be sanctioned/disqualified/have points taken away from their Senior League standings. On that note JT further suggested that LB prepare key points of the Rules and Regulations to send to various clubs in the region in preparation for the start of the season.

Sports related Mental Health seminar

AL provided feedback from the recent Mental Health First Aid seminar attended. The seminar was aimed at coaches/volunteers in sport mainly working with young people and highlighted various warning signs to look out for.

DC and the committee felt this was an important topic and discussed offering a pilot subsidised session from Mental Health First Aid with adult triathlon as the focus. Estimated fee of £20 per attendee with the balance to be covered by the region was agreed.

AL and JT to make contact with the provider and JT to see if YHA available otherwise DC to help source suitable venue.

6. **Financial overview**

JW was not in attendance however CH was able to confirm the reserves were sitting at £24k.

DC stressed that as ever that the region must maintain financial viability and keep reserves at a sustainable level.

DC further confirmed that she had taken on the Partnership Officer responsibilities in the interim and that sponsorship was proving difficult to obtain however a meeting has been arranged with SaddleDrunk to discuss potential sponsorship of the annual awards.

DC also mentioned a car insurance provider (which TE had previously had a connection) and would look into this further along with a bike insurance collective which was interested in showcasing triathlon in the region. Both of which could potentially be worthwhile.

JT provided an update of coaching courses within the region and noted that the majority were fully booked. JT to look into running more courses based on demand.

7. **Actions for recruiting into vacant roles**

DC confirmed she had received notice from Stephen Hooley that he would be stepping down from the role of Media Officer with immediate effect.

It was noted that the region are behind with the envisaged social media plans and JT highlighted that the role required more than one individual to run.

MM has someone potentially interested in the welfare role. DC to resend the job description so that he can forward it on.

DC had put a shout out on the Facebook group and an email would go out to the different clubs with the various vacancies on the committee in the hope of being able to fill all roles. All of the committee are to see if they can help seek volunteers for each of the roles below.

Vacant roles include: Media, Partnerships, Senior League and Welfare

8. **AOB**

Next meeting 12th February 2019.

MM discussed his proposed Junior Series Event and confirmed places for aquathlons had been offered to a northern, southern, eastern and western club. There were two clubs interested in hosting the western aquathlon however MM decided to alternate each year and include Thames Turbo for 2019 as Optima hosted the 2018 event.

MM further confirmed that the London Fields Duathlon date clashes with the Bridge Triathlon and MM is awaiting a new proposed date of the London Fields Duathlon as he would like to include it within the series.

DC confirmed the Club Chair’s next meeting was to be held on 11 February.

CH asked for an update in relation to the strategy document. DC confirmed it was finalised and available for review, we need to check it is on the website.

JT confirmed that at present 65% of junior clubs have the TriMark Bronze accreditation and all bar 1 club are in process of applying.

AL was congratulated at being appointed to the Council for Diversity and Inclusion.

DC asked for volunteers, potentially from the committee or other clubs, to host the duathlon at the Lee Valley VeloPark on 10th March. It would be a great chance for the committee members to meet and greet the athletes within the region and would be discussed further at the next meeting. JT to go ahead and order race numbers in the meantime.

LB to send newsletter which is now overdue.

Chairmanbrought meeting to a close.