



Minutes of the Annual General Meeting

On Saturday 17th November 2012 at 14:00

Held at the Harrier Suite, Holiday Inn Birmingham Airport, Coventry Road, Birmingham, B26 3QW

Present:

Jem Lawson (JL)
Dr Sarah Springman (SMS)
Zara Hyde Peters (ZHP)
Derek Biggs (DB1)
Mark Barfield (MB)
Lawrence Green (LG)
Howard Vine (HV)
Paul Caunce (PC)
John Petrides (JP)
Dave Rigby (DR)
Richard Fuller (RF)
Sue Fuller (SF)
Francis Riley (FR)
Jane Wild (JW)
Duncan Hough (DH)
James Barton (JB)
Richard Taylor (RT)
Peter Couison (PC)
Sue Plowright (SP)
Morgan Williams (MW)
Gareth Hall (GH)
Dave Bellingham (DB2)
M Westwood (MW)
Chris Kitchen (CK)
Heather Williams (HW)
Rosa Teagle (RT)
Nina Ford (NF)

Club/Board/Council

Chair Triathlon England Management Board
President British Triathlon
Chief Executive British Triathlon
President Triathlon England
Director of England Operations Triathlon England
Director Midlands Regions Triathlon England Management Board
South East Council Member
East Midlands Council Member
Director Southern Regions Triathlon England Management Board
Director Northern Regions Triathlon England Management Board
East Council Member
East Essex Tri Club
Yorkshire and Humberside Council Member
Director Membership Services Triathlon England Management Board
Director Events, Rules and Technical Triathlon England Management Board
Independent Director Finance Triathlon England Management Board
Independent Director Business Triathlon England Management Board
Tyne Tri
Triathlon England Administrator (Minutes)
Triathlon England National Program Manager North
Triathlon England National Program Manager South
Leics Tri

Chiltern Tri
Cambridge Tri
Solihull Tri
T. W Tri

Item	Minutes
<p>1</p>	<p>Welcome remarks</p> <p>Derek Biggs (DB) welcomed all and thanked everyone for their attendance.</p> <p>Apologies</p> <p>Philip Jameson North East Committee Martin Harris</p>
<p>2</p>	<p>Minutes of the 2011 Annual General Meeting</p> <p>The minutes of the Triathlon England Annual General meeting held on 12 November 2011 were distributed and agreed as an accurate record of proceedings and adopted.</p>
<p>3</p>	<p>Report of the Council</p> <p>DB commented that the council has been considering their role and their expectations of the relationship between the council and the Triathlon England management Board. They will be meeting again in January 2013 to discuss how the council can develop its role and functionality.</p> <p>DB thanked everyone for all their time, help and support during his time as president and said that the council wants to continue to contribute to the further development of the sport and of Triathlon England.</p>
<p>4</p>	<p>Report of the Triathlon England Management Board</p> <p>JL observed that it has been a great year regarding performance in triathlon and he went on to read out a list of medal winners that were English. He said that Triathlon England is by some distance the largest of the home nations that comprise the British Triathlon Federation and it behoves us to contribute to international success and the talent pathway for Britain in the best way we can.</p> <p>Triathlon England, through membership and events levies, makes a significant financial contribution to British non Olympic disciplines, governance and administration and as such Britain and England are dependent on one another. The Triathlon England Management Board values that relationship and will work to maintain it at its highest level.</p>
<p>5</p>	<p>Annual Report and Accounts</p> <p>JL referred to the annual report. He commented about the Triathlon England aspiration to develop a</p>

membership package, the quality of which would lead to all those taking part in the sport to ask “why wouldn’t I want to join” rather than “why would I join”.

He spoke about the TE National Championships and said that from 2013 there is to be a full programme of English Championships.

He spoke about the Live Sites which were primarily driven by Triathlon England staff and how very successful they had been during the Olympic Games.

He explained how the Regional Talent Academies are now firmly established and the talent identification procedures and the education, coaching and training is first class, both for athletes and the coaches involved in delivery at the regional academies.

JL referred to the governance section within the annual report where it lists those serving on the TE Council and those on the Board. There are already three positions advertised for the next two year period, those for Chair and the Events Rules and Technical portfolio and the portfolio for English Teams (which will become Talent). In the next few weeks other advertisements will be placed for the Membership portfolio, the Business portfolio and the Finance portfolio. Depending upon the outcome of the meeting, there may be the addition of a Marketing and Communications portfolio. We will endeavour to do our best to ensure that there are at least two women and two men on the TE management board.

He thanked Graeme Maw who was the England Teams/Talent director and said he has moved the talent area forwards significantly during his tenure and wished him well in the new position of PD for New Zealand Triathlon.

He then presented a slide show:

Annual Report and beyond

MEMBERSHIP

...represent and protect members; contribute to financial autonomy.

- Increase membership, including young person’s – target for growth – 22,000 (from 14,300)
- Key partners must enhance the membership experience
- Develop a specific communication strand
- An annual promotional plan

GROWTH OF SPORT – PARTICIPATION

...make a positive contribution to the health and fulfilment of the nation

- Build events; race starts; officials; coaches; clubs
- Develop easy-to-enter, low cost races
- Develop regional structures
- Work with clubs, quality through engagement and accreditation

PERFORMANCE – TALENT

...identify and develop athletes in England who have the potential to become part of the World Class Pathway

- Use the ‘roadmap’ to guide progress through efficient monitoring
- Optimise consistent/comparable performance of Regional Talent Academies
- Ensure efficient progress from Regional Talent Academies to England Talent Squad
- Maintain a consistent supply of English athletes

COMMUNICATIONS

... communicate with everyone in a way which is accessible, appropriate and understandable

- Develop an annual timetable for each discrete stakeholder group
- Identify monthly targets for communication
- Create a framework to support the strategy
- Nature of the message.. To whom directed.. Appropriate medium..
- Need for a new TEMB portfolio

EVENTS

... develop and promote high quality events throughout England which will complement all strategic objectives

- Continue to promote quality through Quality Mark
- Develop an education programme for organisers
- Develop a facilities approach to find new venues
- Develop the Triathlon England Championships
- Attract BTF/ETU/ITU events to England
- Work to encourage compliance of unregistered events

BUSINESS

...maximise grant income and increase revenues from non-grant sources whilst prioritising the best interests of members and the sport as a whole

	NOW	BEYOND
Membership	21%	27%
Day Licences	9%	7%
Grant Funding	70%	49%
Permitting	0%	12%
Sponsor and others	0%	5%
TOTAL	100%	100%

JB presented the financial performance slides

Surplus/reserves – continued growth in reserves:

- Overall surplus of £125k (£110k in 2011)
- Total reserves now £256k
- Surplus is ahead of budget in current year to date

Income Summary – good growth

- Total income grew to £2.0m from £1.8m
- Operational income up 6% to £608k
- Sport England funding up to £1.35m (£1.23 m in 2010)

Financial income breakdown (£608k)

- Slight decline in membership income to £378k from £399k
- Membership income has returned to growth in current year
- Strong growth in day membership (up 38% to £183k)
- Small growth in club insurance and affiliation

	<p>Operational expenditure breakdown (518k, up 5%)</p> <ul style="list-style-type: none"> ➤ Cost structures in line with prior year with no significant changes ➤ Increased costs in a number of areas (membership services, governance, communications) offset by savings on staff costs <p>Sport England funded expenditure breakdown (£1.3 up 9%)</p> <ul style="list-style-type: none"> ➤ Development and performance spend up on prior year but still behind budget ➤ Significant increases in spend on schools, quality officials and volunteer programmes ➤ Carry over of under spend into 2012/2013 the last year of current four year cycle. <p>Summary</p> <ul style="list-style-type: none"> ➤ Another strong financial year ➤ Cumulative reserves now stand at £256k ➤ Current year is on target ➤ In talks with Sport England to secure funding for the next four year cycle <p>JL concluded the report of the management board by saying the TE is hugely supported by volunteers and they are the backbone of the sport and he gave his appreciation and also the councils and boards and wanted to thank each and everyone. He also thanked the staff for all their dedicated commitment and hard work.</p>
<p>6</p>	<p>Proposed changes to Triathlon England regulations</p> <p>JL talked through the changes proposed to all.</p> <ul style="list-style-type: none"> • Change of the title -Director England Team portfolio to Director England Talent Portfolio • Additional Director – Director– Communications and Marketing Portfolio. • The council shall be entitled to co-opt up to two additional directors on the recommendation of the TE Management Board on such terms as the Council shall decide, for periods not exceeding two years. <p>Sarah Springman put the proposal to be accepted and Ian Howard seconded.</p> <p>All present were unanimous.</p>
<p>7</p>	<p>Resolutions</p> <p>None</p>
<p>8</p>	<p>Open forum</p> <p>PC asked a question about the financial reserve and should it be spent on more activity to develop and grow the sport.</p> <p>LG said the surplus comes from BT and TE and has been there so that the organisation can continue to meet its obligations for at least 6 months if problems with funding etc arise.</p> <p>DB2 asked about open water and requested further guidance for clubs.</p>

	<p>MB said there is a document being developed regarding open water including health and safety guidelines. Triathlon England are working with the ASA and Sport England on this document and this should be available in the Spring.</p>
8	<p>Concluding remarks</p> <p>Derek Biggs thanked everyone for their attendance and wished everyone a good year.</p>