



MINUTES OF TRIATHLON ENGLAND ANNUAL GENERAL MEETING HELD ON SATURDAY 10th NOVEMBER 2018 AT 14:00 - 15:35 AT
BEAUMANOR HALL, WOODHOUSE, LE12 8TX.

Present: TE Board

Bill James (Chair)
Debbie Clarke - Serpentine(C)
Jamie Gordon
Duncan Hough - BRAT (C)
Halima Khan
Sally Lockyer
Louise McFadzean
Sarah Taylor Hough
Avi Tillu

TE Council

Tracey Sample
Janice Goble
Ian Simon - Alnwick District Tri (C)
Jane Wild- Cheltenham Tri Club(C)

BTF Board

Ian Howard - Farnham Tri (C)
Mary Hardwick - Rutland Tri (C)

Apologies: None received from TE board.

Staff (non-voting): Andy Salmon

Kay Simnett
Matt Macken (vote counter)
Mhairi Billington (minutes and vote counter)
Natalie Justice-Dearn
Jenny Vincent
Amy Crow

Members present:

Andrew Adeane	Ursula Adeane
Terry Ballard - Tewkesbury Tri Club (C)	Lois Barmby
Ashley Barwick - Racing TNT (C)	Dave Bellingham
Catherine Bowles	Derek Bowley
Liz Cannon	Karen Carter - Rochdale Tri Club (C)
Richard Cox - Stratford Upon Avon Tri (C)	Melanie Cumberland - Vale Tridents (C)

Jess Cunningham - Kings Lynn Tri Club (C)	Eric Downey - Kingswood Tri Club (C)
Paul Ekgren	Chris Firth
Rebecca Goodwin	Lawrence Green
Steve Hart	Linda Haywood - Leicester Tri Club (C)
Julian Herriott - Boston Tri Club (C)	Simon Howlett
Jim Lafferty - Sheffield Triathlon Club (C)	Anne Lewis - Selby Swan Tri (C)
Audrey Livingston - Crystal Palace Tri (C)	Joyce Martindale
Lorraine Murphy	Peter Pain
Emily Robinson - Windrush Tri Club (C)	Michael Smallwood - Rugby Triathlon Club (C)
Bex Stubbings	Donnah Thompson
Jacob Waterhouse	Nigel Waterhouse - Chester Tri Club (C)
Lee Wallhead - Lincoln Tri (C)	

C indicates also club vote

Item	Minutes
1	<p>Introduction from the Chairman of Triathlon England (TE)</p> <p>The Chairman, Bill James, welcomed everyone to the AGM and discussed the agenda items. The 2018 TE award winners were acknowledged and recognised.</p>
2	<p>President's Update from the Council</p> <p>Tracey Sample, President, outlined the role of the Council and how it fits into the structure of governance of Triathlon England Council (TEC). The President also discussed the successes of the Council over the previous year;</p> <ul style="list-style-type: none"> • Working group structure • New approach to elections and • Regional race series. <p>The President reiterated the close working relationships between TE Board and Council and the importance placed on the Council as being the voice of the membership.</p>
3	<p>CEO Update</p> <p>Andy Salmon, CEO, gave thanks to the Board and Council for their hard work and time dedicated over the previous year. The CEO reviewed the highs and lows of this year's major events and the current structure of the performance team. The CEO gave a brief insight to the BTF finances and the new TE Strategic Plan, including how the process took place and its outcomes.</p>
4	<p>Financial Reporting</p> <p>The financial position of Triathlon England was outlined by Louise McFadzean, Independent Non-Executive Director of Finance. The director outlined that TE had operated within its means. For the year ended 31st March 2017 there was a £7,200 deficit vs £46,824 budgeted surplus. The overall income was up by 3.7% in the year due to membership increase and coaching income. The membership income was up 12.8% and reserves have dropped slightly to £506k.</p>
5	<p>Sports Development</p> <p>Director of Events, Rules and Technical Board Member, Duncan Hough gave an insight to the year's performances. Successes of the Commonwealth Games were outlined. Figures were given on the growing participation in;</p> <ul style="list-style-type: none"> • Skill Schools, • SH2OUT, • GO TRI, • Technical Officials

	<p>He also highlighted the tremendous value of TE Volunteers. Figures were provided on winning performances - talent pathway and inspirational events.</p>
6	<p>Membership/Clubs and Duty of Care</p> <p>Independent Non-Executive Director of Communications and Marketing, Sally Lockyer discussed membership and clubs, including percentages of women, junior, disability and BAME participants.</p> <p>An overview was given in respect of the Duty of Care process. As a result of a review instigated by TE, a committee has been formed as a result of the Duty in Care in Sport Report. The next steps are for BTF and Home Nations to work together and to have close linkages with performance and elite athletes. Dr Mary Hardwick (BTF Senior Independent Director) will chair the new BTF Duty of Care Committee and decide on appropriate actions/activities/interventions.</p>
7	<p>Diversity and Equality</p> <p>TE Director of Diversity & Inclusion Development, Halima Khan gave a brief presentation on the importance of diversity and inclusion and the benefits to sport. She explained what TE are doing to promote the growth of diversity and its action plan. She confirmed that TE is a Stonewall Diversity Champion and it has applications pending for Equality in Sport (Intermediate Award) and Disability Confident.</p>
8	<p>Resolutions and Voting</p> <p>Resolution 1: In respect of Regulation 39, composition of the TE Management Board be amended specifically to merge the role of Director - Membership Portfolio and Independent Director - Communications and Marketing: Remove the role of; "Director - Membership Portfolio" Remove the role of; "Independent Director - Communications and Marketing" Replace with the consolidated role of; "Independent Director - Marcomms and Membership"</p> <p>"and that Sally Lockyer, the existing Independent Director for Communications and Marketing, should serve on the TEMB in the new role of Independent Director for Marcomms & Membership for the remainder of her current term of office."</p> <p>The members voted 61 for and 5 against / abstained. Resolution adopted.</p> <p>Resolution 2: In respect of Regulation 39, composition of the TE Management Board: Remove the role of; "Director - Events, Rules and Technical Portfolio" Replace with the role of; "Director - Events & Participation"</p> <p>The members voted 64 for and 2 against / abstained. Resolution adopted.</p> <p>Resolution 3: In respect of Regulation 39, composition of the TE Management Board: Remove the role of; "Director - England Talent Portfolio" Replace with the role of; "Director - Talent Development"</p> <p>The members voted 64 for and 2 against / abstained. Resolution adopted.</p> <p>Resolution 4: In respect of Regulation 39, composition of the TE Management Board: Remove - "...the TE Management Board shall consist of ten TE Directors..." Insert- "...the TE Management Board shall consist of nine TE Directors..."</p> <p>The members voted 64 for and 2 against / abstained. Resolution adopted.</p> <p>Resolution 5: Insert additional paragraph to Regulation 41: "On the recommendation of the Nomination Committee, the Board may appoint one additional Director to be a member of the Nomination Committee if that director has been appointed as a co-opted Director under Regulation 42 and that Director would have qualified to be appointed as an Independent Director under the test contained in Regulation 48."</p> <p>The members voted 64 for and 2 against / abstained. Resolution adopted.</p> <p>Resolution 6: Insert additional paragraph to Regulation 44: "The Nominations' Committee must seek to build a diverse and inclusive Board and shall use their best endeavours to ensure diversity is achieved."</p>

	<p>The members voted 65 for and 1 against / abstained. Resolution adopted.</p> <p>Resolution 7: In respect of Regulations 78 and 79, the existing text of Regulation 79 be added at the end of the text of Regulation 78 and insert as new Regulation 79: “The TE Management Board may adopt (and subsequently amend, suspend or terminate) a procedure (the “Procedure”) for voting by online means on resolutions that are proposed for General Meetings. The Procedure must be made available to Members on the Triathlon England website before Members are given notice of a General Meeting in respect of which procedure is to be used. In the event of any inconsistency between the Procedures and the rules governing procedures and timescales specified in Regulations 80, 84, 85, 92, 93 and 101, the Procedure will take precedence in respect of resolutions proposed for General Meetings while the Procedure is in operation. In respect of resolutions to amend these Regulations, the Procedure must require that the resolution must be supported by at least 75% of the votes cast and that the period from (i) when details of the resolutions (and information on the process for voting) are made available to Members; to (ii) the date on which online voting closes, must be at least 21 days. For the avoidance of doubt, the Procedure will not have to allow Members that are clubs the opportunity to vote. The Procedure may make provision for voting by other means in addition to online voting (for example, in person at the relevant General Meeting). and insert the heading “General Meetings” before Regulation 78.”</p> <p>The members voted 60 for and 6 against / abstained. Resolution adopted.</p>
9	<p>Open Q&A</p> <ul style="list-style-type: none"> • Question 1: Regarding the misuse of drugs, what is happening on an international level? • Answer: Age Groupers have undergone 12 months pilot of testing this year with no positive results. A survey will be sent next month for everyone who attended Glasgow. Internationally Nicky Dick, BTF board member for age group, represents BTF at ITU. • Question 2: Will the annual report and video be available for everyone? • Answer: Yes, the annual report and video will be available on our website. • Question 3: When is the club management system being launched? • Answer: On the 5th Dec 2018 - a trial is taking place with 20 clubs. The system will be rolled out (optionally) in 2020. • Question 4: Does an increase in membership price also include an increase in junior membership price? • Answer: Whilst not finalised in full we are anticipating a 10% increase across all memberships. • Question 5: Will the the Club Management System combine joining British Triathlon when joining their individual Club? • Answer: Yes, it is intended to have this functionality. • Question 6: When is the BTF AGM and can the Home Nation members attend? • Answer: The BTF AGM usually takes place after the TE AGM however in 2018 for efficiency purposes the AGM took place in October after the BTF Board meeting. We acknowledge that this could and should have been communicated better. We will ensure for the 2019 AGM that the BTF AGM will be better advertised and will take place after all HN AGM’s. • Question 7: What is being done to promote Equality & Diversity at events? • Answer: We are working with permitted events and providing toolkits to those events to ensure they are being inclusive.
10	<p>Concluding Remarks</p> <p>The Chairman thanked everyone for attending the AGM.</p> <p>Meeting finished at 15.35</p>