

Minutes of the Triathlon England Board Meeting held on Saturday 10 February 2007 at the Hilton Hotel, Cobham, Surrey

Present: Jem Lawson (Chair)
Dave Bellingham
Martin Harris
David Melen
Robert Moorehead-Lane
David Rigby

In attendance Norman Brook – CEO
Judith Brand - minutes

Apologies: Paul Groves, Keith Perry

ITEM	MINUTE	ACTION
1.	<p>Introductions</p> <p>Jem Lawson welcomed all present to the inaugural meeting of the Triathlon England Board and invited members to give a brief introduction of themselves and their role.</p>	
2.	<p>Opening remarks</p> <p>JL gave a brief overview on the formation of the TE Board which was appointed by the Triathlon England Council to manage and run the business of Triathlon England (TE). The change-over period would be an opportunity to develop a strong framework and the splitting of the pathways between TE and the British Triathlon Federation (BTF) would clearly become more marked with the passage of time. JL would be link between the TEC and the BTF.</p> <p>JL indicated that in the past the BTA had developed a penchant for over-extended meetings. He therefore proposed that meetings should be no more than two hours duration and any outstanding business adjourned to the next meeting. JL apologised for the late circulation of papers for this meeting. For future meetings it was intended to work to a two week pre-meeting schedule to facilitate familiarisation and preparation .</p> <p>An Operations Director had been appointed, commencing 10 April, who would be the point of contact with the office and would attend TE Board meetings. It may be that this person would be appointed company secretary for Triathlon England. Due to the resignation of the present incumbent, a recruitment process would shortly commence for the position of Events Manager.</p>	

3.	<p>Directors Obligations</p> <p>NB gave a brief outline of the roles and responsibilities of Directors. He reported that the process of registering Triathlon England as a Limited Company was currently underway.</p> <p>Register of Director Form 288A and Register of Business Interests were circulated for completion.</p> <p>There would be an expectation to sign up to principles of good governance and NB recommended www.governancehub.org.uk as an excellent source of reference.</p>	All
4.	<p>From BTA</p> <p>JL reported that business activities would be carried over from the last throes of the BTA, the final meeting of which was two weeks ago. National events and rankings would be taken over by Events Manager. NB requested recommendations for suitable person to take over in the interim period until the new incumbent is in post.</p> <p>NB reported on change in focus with regard to funding for Talent Identification. Due to changes proposed by Sport England a new proposal would have to be prepared and submitted in the next 2 days. It was envisaged this would create a gap in funding and NB would report on progress at the next meeting. NB also advised that Performance funding was currently undergoing revision.</p>	All NB/MB
5.	<p>Roles and Responsibilities</p> <p>NB gave an overview emphasising the need to determine the strategic objectives of TE. Regional Development would be of paramount importance. Some policies would be specific to TE but some joint with the BTF, e.g. Health and Safety.. BTF would employ staff, TE will be involved with appointment of Senior Staff.</p> <p>The TE Board would have responsibility for membership, events and related activities and Team England, and report back to Triathlon England Council, Sport England's major emphasis being on Development. It was envisaged that the CEO and/or Operations Director would provide information to enable informed decisions to be reached, e.g. accounts, budgets., etc.</p>	
6.	<p>Financial</p> <p>NB: Reported that Ensors would set up an accounts system facilitating separation of English, Scottish, Welsh and BTF accounts. Separation of income and costs would be required. e.g. insurance, currently circa £70,000 - necessary to apportion this to get unit costs for England, Scotland and Wales.</p>	

	<p>NB advised that a “green” version of TriNews was being researched. TriNews currently supplied to membership at approximate cost of £10 per annum.</p> <p>NB reported that he was currently working with Mark Barfield, Heather Williams, J Ainsley (Ensors) and Steve Collins on preparation of a consolidated budget.</p> <p>NB indicated that intention was to present budgets to the Boards for approval at the end of the month.</p> <p>JL stated importance of TE involvement in that process and thanked RM-L for volunteering to take on that role in the absence of a Finance Director.</p> <p>NB indicated budgets under three main headings of Performance, Development and Operations and at JL’s request agreed to circulate figures to the Board by the end of next week.</p> <p>NB indicated need for organisations to build financial reserves and discussion on sponsorship ensued. It was reported that all sponsorship currently under BTF, James Tombs’ main focus being on big companies re 2012. Suggested JT advise Home Nations/Regions with sponsorship matrix.</p>	<p>NB/MB</p> <p>RM-L</p> <p>NB/MB</p> <p>JT</p>
7.	<p>Shared Services</p> <p>JL tabled paper from RM-L on Strategic Business Proposal for TE. RM-L agreed to email copy to all Board members. RM-L outlined details and highlighted areas for discussion and subsequent agreement. NB reported on the importance of a formal agreement in order to deal with any future conflict that might arise. JL reiterated the importance of reaching the right decisions now to ensure a harmonious future.</p>	<p>RM-L</p>
8.	<p>Strategic Plan</p> <p>JL informed that Timetable dictates that a report be submitted to the Council by the end of March. BTA had set up Strategic Plan relating to the funding cycle 2004-2008, so Strategic Plan already in existence. Putative plan for going forward.</p> <p>NB indicated that each Region would need to revisit Regional Strategies and update and adjust where necessary.</p> <p>JL requested that Plan be circulated to all Board members to give a view of current situation.</p> <p>NB reported that the BTF Board were looking at key delivery areas to produce overall strategy and objectives - TE would need to do the same</p> <p>JL indicated that TE need to get involved with this process over the</p>	<p>Regions</p> <p>JL</p>

	<p>next 6 weeks.</p> <p>JL reported that operating procedures for each Committee had been drawn up and Directors with Portfolio would chair those Committees/sub-groups. Recommendations for Terms of Reference, structure of committees need to be accepted. Agreement on calendar of meetings to be agreed and suggested dates could be published on the website.</p> <p>JL indicated that there would be an allocation of staff from Loughborough to minute and service each committee.</p> <p>DB suggested template be supplied to each Committee to ensure uniformity in reporting back e.g. Terms of Reference. NB agreed to work with each Director using a generic template.</p>	<p>JL</p> <p>NB, DB, DM, PG</p>
<p>9.</p>	<p>Statements from Directors with Portfolios</p> <p>JL invited Present Directors with Portfolio to give a brief overview to the rest of the Board. Each director took the opportunity of addressing the board with respect to his terms of reference and initial view of priorities.</p> <p>Discussion followed on the importance of promotion of TE to the regions, suggested Regional Chairs meet with their TE Board members to discuss key objectives and areas of common approach. DR suggested maintaining profile in the regions, and ensure all working in the same direction. All agreed regional representation was the key to the success of TE therefore Board must not lose sight what it was there to do.</p> <p>NB indicated the importance of Regions taking ownership and although RDO's were key, their role was not just as support. Following general discussion on membership, communication and marketing JL agreed to act as conduit to assist where necessary.</p> <p>JL expressed thanks to RM-L for his offer of assistance to any of the committees as required.</p> <p>JL requested all members to confirm contact details to him. A Triathlon England email address would be set up – members to confirm if they required Triathlon England email.</p>	<p>MH, KP, DR</p> <p>All</p>

10.	<p>Positions vacant</p> <p>JL indicated the current position of Board membership with regard to Equity – Sport England would have issues with no female representation. Any suggestions for female with financial experience to fill the vacancy for Independent Director – Finance would be welcome.</p> <p>Currently no position on the Board in respect of Development as this is deemed to be a regional consideration – therefore suggested that co-opt person as “Resource” for development. NB indicated that the Board does not have powers to co-opt, but could invite female to act in advisory capacity – suggestion that Carole Billington-Wood, ex BTA Development Director be considered.</p>	<p>All</p> <p>JL</p>
11.	<p>Future meetings</p> <p>NB advised that dates for TE Council meeting dates already set so suggested Board meetings be held on same dates.</p> <p>Sat 24 March 2007, Loughborough (at a time to fit with the TE Council on the same day) 19 May 2007, Loughborough 28 or 29 July 2007, Salford 29 September 2007 Loughborough 3/4 November 2007 AGM/Congress weekend (TBC)</p> <p>NB to investigate cost of teleconferencing facility.</p>	<p>NB</p>
	<p>AOB</p> <p>Discussion on maintaining profile of events and suggested matrix of events be circulated so members could sign up to. Agreed that novice events e.g. London, afforded potential membership revenue stream. Issues regarding of branding of events, e.g. TE, Welsh Triathlon would need to be resolved. Currently BTF own rights to British Championships.</p>	<p>All</p>
	<p>Close of meeting 14.00.</p>	