

**Minutes of the Triathlon England Board Meeting held on Saturday 19 May, Beckwith Seminar Room, Loughborough University**

**Present:** Jem Lawson (Chair)  
Dave Bellingham  
Martin Harris  
David Melen  
Keith Perry  
David Rigby  
Heather Wells

**In attendance** Norman Brook – CEO  
Mark Barfield – Director of Development  
Helen Wyeth - Director of Operations  
Katherine Brand (minutes)

**Apologies:**

ITEM	MINUTE	ACTION
1.	<p><b>Introduction</b></p> <p>Apologies Robert Moorehead-Lane Paul Groves was due to join the meeting via Skype, but the facilities we re unavailable at the time of the meeting.</p> <p>JL extended a welcome to all present and reported on his recent meetings with Sport England and UK Sport. He advised that within both organisations, Triathlon was held with high regard and very much ahead of the game with its structure and performance. JL had also attended the Kids of Steel event at Teesside.</p> <p>JL tabled a document outlining a Board agreement and requested that Board members give consideration to this over the next 2 weeks and report back with any thoughts and ideas relating to their portfolio. He invited any brief comments. MB requested that there be more clarity over Carole Billington-Wood’s role. JL explained that he had invited Carole to act as Development Consultant to the Board. She has expressed her interest to remain involved in Triathlon and JL stated that he would like to invite her to future meetings.</p>	
2.	<p><b>Minutes of Previous Meeting</b></p> <p>Accuracy</p> <p>Page 2</p>	

	<p>Remove the word 'empathy' and replace with 'apathy'.</p> <p>Page 3, Item 7 The Board had already accepted the budget; therefore this would not be presented at the next meeting.</p>	
<b>3.</b>	<p><b>Matters Arising</b></p> <p>Item 4 JL and HWy had spoken with James Tombs and it was agreed that it was not appropriate for James to speak with the Board at this time. Once a strategy was in place, James would be invited to a Board meeting.</p> <p>Item 5 (page 2) Decision over an English/British Championships – JL explained that this had not been included on this meeting's agenda, due to implications caused by a potential new sponsor on holding a British Championships. Changing insurance costs – JL stated that no decision had been made regarding who would take responsibility for looking into this. DM agreed that he would investigate and liaise with RM-L on insurance contributions.</p> <p>Item 6 JL stated that Norman Brook would join the Board later in the meeting to discuss the shared service agreements. Strategic Plan – this would be signed off at a future meeting.</p>	
<b>4.</b>	<p><b>Financial Report</b></p> <p>HWy explained that the new process of creating financial management reports had been signed off last week and is now complete. The transfer of information was currently underway and should be ready within the next 2 weeks. HWy agreed to send the first Triathlon England report to all Board members to demonstrate how it would all work. It was also agreed that reports would be sent to JL and HWe on a monthly basis and all budget holders would report back on a monthly basis. HWy felt that she was happy with what has been set up and would now hope to see a more disciplined approach to budgeting within the organisation. She explained that MB would identify one person within Development to control the budget. DM enquired as to whether the directors have responsibility for their budget or would it come under the relevant department's budget. HWy explained that, in DM's case, he would come under the Operations budget. DM also enquired as to whether the organisation had any problems with creditors or debtors. DB explained that this had been an issue in the past, but does not affect the organisation currently. HWe also stated that she wished to see cash flow alongside the budget on the reports.</p>	

	<p><b>Responsibilities</b> HWe stated, as the newly appointed finance director, that she was keen to retain the culture of the organisation and provide HWy with the appropriate support within this important budget year.</p> <p><b>SE Awards</b> MB briefly summarised the Regional Grants proposal previously circulated, explaining that this was a re-draft of the original plan and that due to staff change over, 2 regions had not completed the process. Prior to asking for approval from the Board, JL invited questions. HWe stated that she would like to see the grants linked to participation. MB explained about the relevant KPIs, including the new target for the regions to generate income. HWe also asked if at the end of the year, each RDO had to prove where the money has been spent. MB explained that this only applied to the money allocated to club accreditation. It was suggested that the audit process might be an item for discussion at a future meeting and that it would be beneficial to have one in place due to the large sums of money involved.</p> <p>The Board approved the grant proposal.</p> <p>MB thanked everyone for considering the paper detailing the additional investment from Sport England. He informed the Board that as a sport, Triathlon had done very well. Although the London region had not received any money, it was made clear that the money had been deferred, rather than refused. The RDOs were currently developing their individual deployment plans for the new regional staff members and these would be completed by next Friday.</p>	
<p><b>5.</b></p>	<p><b>Member Services</b></p> <p>DM tabled his membership report, explaining that the day to day operations were well covered within the staff report. He informed the Board that he had met with NB regarding sharing information with partners, focusing on non-members coming into contact with TE. In order to contact non-members within clubs, he suggested a newsletter to promote the organisation and raise awareness of the role of TE. DM had also met with a company that provides a paperless direct debit system, as there is currently a 30% bounce back on the auto renewal system. MH stated that he would be keen on reducing the administration input from the office and felt that having to call someone would have a negative impact on the perceived membership benefits. JL suggested that DM should come up with firm recommendations for next years' membership year, the feasibility of these recommendations and how they should be implemented. He also suggested that other Board members contact DM with their thoughts.</p> <p>It was decided that Items 6 and 7 be deferred until NB joined the meeting. The meeting moved to Item 8.</p>	

<p><b>6.</b></p>	<p><b>Shared Service Agreements</b></p> <p>NB explained that RM-L had created a framework and would be looking to work with Mike Townley to develop the document.</p> <p>NB tabled a working document outlining the Schedule of Shared Services and explained the various sections. He indicated that the office was hoping to relocate to a new building within the Loughborough University campus which would be solely for use by National Governing Bodies. As the lease on the current office would expire in July, it was hoped that the lease will be on a month to month basis until the new building is finished. There was also a possibility of a deal giving 2 years free rent on the new office. If this was the case, it was thought that the money saved on rent could be used to establish a reserve for the organisation. With regard to commercial activity, NB explained the issue with storage and that he was working with Unique Concepts to produce a merchandise clothing range that would be available to members within the next 1 to 2 months. Going forward, NB would be working with RM-L and HWy to be clear on the specifications, then work with Townley's to produce a simple, legally effective document. The intention was to complete this by the next meeting and NB welcomed feedback in the meantime.</p>	
<p><b>7.</b></p>	<p><b>Strategic Plan – Annual Business Plan</b></p> <p>NB explained that the annual business plan was to come from the strategic plan. The strategic plan for the British Triathlon Federation was to be signed off first; following that, the TE plan would be produced. This was due to be ready for the next meeting.</p> <p>The meeting then returned to Item 9.</p>	
<p><b>8.</b></p>	<p><b>Reports</b></p> <p>Operations  Staffing – HWy explained the recent changes in personnel. JL requested an organisation chart to fully display who works where within the organisation.  Finance – all volunteers were currently being requested to supply bank account details in order to facilitate payment of expenses by BACS.  Communications – it was agreed that Peter Holmes would provide the Directors with weekly emails covering articles that had been in the press.  Sponsorship – heads of agreement had been sent to a potential new sponsor and were due to be signed on Tuesday 22 May.  Development – MB outlined staff changes within the development team, advising that he would be speaking to Dewi Winkle regarding a job offer when he returned to the UK. MB went on to explain the error within the original Sport England report – the North West had in fact</p>	

	<p>achieved all KPIs and that Sport England had asked if they could circulate the report provided by Triathlon to other sports as an example of best practice. JL invited any questions.</p> <p><b>Development</b>  MB gave a brief background on the equity standards and drew attention to the document produced by Julian Wills: Building a More Inclusive Sport – strategy. If these standards were not achieved, no more funding would be provided. He expressed the need for a member of the Board to take responsibility for equity within TE and explained the role. DB offered to take up this role, although was open to suggestions should any other Board members express interest. The report was taken as read and informed the Board that, in order to ensure a wide consultation, the document had also been sent to the regions and received feedback. MB invited any questions.</p> <p>The Board commended the document.</p> <p><b>Team England</b>  DB explained that he had hoped for a Home Nation’s event to be incorporated into the Edinburgh event, but not all Home Nations could facilitate this. He stated that they were currently looking at identifying an event in September to run a home nations race and that there would be a meeting in Edinburgh to discuss this.</p> <p>Norman Brook joined the meeting and the Board returned to Item 6.</p>	
<b>9.</b>	<p><b>AOB</b></p> <p>None</p>	
<b>10.</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held at the Watersports Centre in Salford on Saturday 28 July at 10am.</p> <p>JL thanked the Board for all their contributions and expressed his apologies to PG for being unable to facilitate a Skype connection.</p>	
	<p>Close of meeting 13.25.</p>	