

Minutes of the Triathlon England Board Meeting held on Saturday 24 March 2007 at the Netball/Badminton Centre, Loughborough University

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

In attendance Norman Brook – CEO
Mark Barfield – Director of Development
Katherine Brand (minutes)

Apologies:

ITEM	MINUTE	ACTION
1.	<p>Chair's Introductory Remarks</p> <p>Jem Lawson welcomed everyone to the meeting. He expressed the need to establish an identity for Triathlon England.</p>	
2.	<p>Apologies</p> <p>None</p>	
3.	<p>Minutes of Previous Meeting</p> <p>These were taken as an accurate record.</p>	
4.	<p>Matters Arising</p> <p>With regard to sponsorship, JL enquired as to whether James Tombs had been contacted. It was agreed that James would be invited to attend the next Board Meeting.</p>	JL
5.	<p>Budget Proposal</p> <p>JL gave a brief overview of the papers previously circulated and NB gave a brief explanation of the accompanying notes. He explained that the budget had been created for all activities going through the</p>	

Loughborough office and had then been split into the Home Nations. Money from UK Sport had been allocated to the BTF and money from Sport England had been allocated to TE. Staff costs had been allocated taking into account funding source and area of work. It was agreed that recording actual time spent working for each organisation would be difficult and general feedback would be sought in order to revisit costs next year.

NB explained the figures relating to TE. He explained where funding from various Sports Councils was to be allocated. He also explained that the BTF would need to generate an uncommitted income. It was proposed that the BTF would charge each Home National £1 per member and a further £5 per member to fund non-Olympic disciplines. With regard to income from events, it was agreed that a decision as to whether an English/British Championships was to be held would be an agenda item for a future meeting. NB went on to explain the allocation from the Performance budget of £2,000 per region to fund a talent academy as part of a regional talent programme, with a further £3,750 for a regional talent coach to run the academy. Moving forward, NB stated that he would like all regions to become autonomous. Ideally, each region will have a regional talent coach to run the talent programme. With leadership coming from the National talent coach. Athletes from the Regional Academies will then go forward to Area Camps, with the most successful being selected for the Development Squad.

NB tabled a paper detailing the Funding Investment in TE Regional Delivery and Talent. JL invited questions from the Board. KP enquired about the cost of club insurance and whether this could generate a profit to the organisation. NB explained what insurance covered and suggested that it may be worth investigating changing insurance costs for members and clubs.

The Board approved the budget.

MB delivered a presentation detailing various development issues regarding TE and invited questions during the presentation. He discussed the Regional Plans and stated that the regions need to take these on Board and commit to the objectives.

PG joined the meeting and was welcomed by JL.

MB advised that every region had achieved its KPI for Event Participation. He then provided an update on the Kids of Steel events. PG suggested provision of pictures of the participants for publication on the web to encourage the children to access the website, hopefully increase involvement with the sport. He put forward the funding proposal for Regional Investment. He stated that the regions need to be creative in ways to encourage clubs to become accredited. RM-L expressed his concern over the larger London clubs who are already successful and over-subscribed and their understandable empathy towards club accreditation. MB explained that organisations are likely to cut funding to those clubs who remain unaccredited. RM-L

	<p>explained that these London clubs are likely not to need the funding, so they would need to be encouraged and driven in other ways. MB reiterated regional diversity would dictate methods of encouragement.</p> <p>The funding proposal for Club Accreditation was agreed.</p> <p>Following a discussion on officials training, MB emphasized the need for regions to take ownership of delivery of courses.</p> <p>With regard to Regional Capacity Building, MB put forward his proposal for the opportunity for regions to bid for a share of £30,000 to administer the region and achieve the KPIs set. The development team would need to take a pro-active, rather than reactive approach, and each region will have a target for the RDO to raise funds for regional work. JL enquired about a timetable for this process. MB to supply at the next meeting.</p> <p>This proposal was accepted by the Board.</p>	MB
6.	<p>Strategic Plan</p> <p>JL explained where headings need to be developed in consultation with NB and the relevant sub-committees. NB will be working on the development document within the next few of weeks. JL asked for any suggestions from the portfolio directors – PG suggested that they could draw from the old committees.</p>	NB
7.	<p>Timetable for Verification of Annual Business Plan and Budget</p> <p>The budget and strategic plan would be presented at the next meeting and would then be proposed to the TE Council.</p>	
8.	<p>Shared Service Negotiations</p> <p>RM-L had met with NB and drawn from previous knowledge to develop the SLAs. These will be based on a one year rolling contract and each department will have a work plan with TE with certain measurable SLAs. Going forward, RM-L to discuss with NB provision of basic templates for the SLAs, producing a rough draft of SLAs for each individual area, broken down from the strategic plan. The SLAs to be dovetailed with the strategic plan and will be available at the next meeting.</p>	RM-L/NB
9.	<p>Reports</p> <p><i>Operations</i></p>	

	<p>Nothing to highlight.</p> <p><i>Development</i></p> <p>Nothing to highlight. MB asked if the Board had any other ideas for headings for the report. DB asked about a development sub-committee, but JL stated that development was to be delivered through the regions. PG raising the matter of race officials. It was decided MB and PG continue this discussion after this meeting.</p> <p><i>Events, Rules and Technical</i></p> <p>It was agreed that an English Championships would not be considered until next year.</p> <p><i>Membership</i></p> <p>DM outlined his report and NB suggested consultation with members of the previous membership working group and Gareth Davies, regarding the IT systems. It was agreed that the word 'elitist' be removed from the Marketing Culture section of the report.</p> <p><i>Team England</i></p> <p>NB informed the meeting that there is an agreement to hold a Home Nations Duathlon in Edinburgh in June and this could be a useful opportunity to get together with other Home Nations.</p>	<p>All</p> <p>DM</p>
10.	<p>AOB</p> <p>JL emphasised the importance of recruiting a Finance Director to ensure the Board had a full complement of Directors.</p>	
	<p>Close of meeting 14.00.</p>	