



Minutes of the Triathlon England Board Meeting held on Saturday 27th July, Salford Watersports Centre, Manchester.

Present: Jem Lawson (Chair) (JL)
 Carole Billington-Wood (CB)
 Dave Melen (DM)
 Dave Bellingham (DB)
 Keith Perry (KP)
 Dave Rigby (DR)
 Martin Harris (MH)
 Rob Moorehead-Lane (RM-L)

In Attendance: Helen Wyeth (HW)
 Mark Barfield (MB)
 John Muddeman (minutes)

Apologies: Paul Groves
 Heather Wells

ITEM	MINUTE	ACTION
1.	<p><u>Introduction</u></p> <p>JL welcomed everyone to the meeting. He commented on Triathlon England's success in securing funding from Sport England.</p> <p>JL reported that the KOS events were now complete and had proved successful. He expressed his hopes that these events could help bring through the next group of talented youngsters.</p> <p>JL announced the appointment of Dewi Winkle as National Project Manager, with the aim of getting commercial organisations involved in Triathlon.</p> <p>The registration of Triathlon England with Companies House is still not done, but progress will hopefully be made shortly.</p> <p>Triathlon England's new website is being developed by Gareth, any input should be communicated to Gareth directly. He will be asking for content and opinion shortly.</p> <p>JL reported that a Strategy document needed to be</p>	All

	<p>formulated, and from this a business plan. Norman Brook and MB are making progress with this, planning for the period from Beijing to London.</p>	
2.	<p><u>Financial Report</u></p> <p>HW was asked to give a report in Heather's absence. HW reported that significant progress had been made on producing an accurate financial report, at the moment it does not specify specific TE finances and cash flow but this is being worked on. Actions from the meeting with Heather Wells and Steve Collins were being worked on.</p> <p>There is no monthly expenditure report.</p> <p>A re-forecast is needed in light of new income. In August there will be a Cash Flow report. The purchase order system is now implemented across all departments.</p> <p>Heather Wells has requested an Actual against agreed budget report per month.</p> <p>It was commented that due to significant growth within the organisation the financial control had fallen behind, but this situation will be rectified by the next Board meeting.</p> <p>HW presented the Expenses Claims Policy, drawn up by HW and Norman Brook and agreed upon by Senior Management. The policy tightens up on claims, insisting on receipts with all claims. The policy was accepted by the meeting.</p>	<p>HW</p> <p>HW</p>
3.	<p><u>Business Report</u></p> <p>No progress has been made on the Strategic Plan, JL stressed the need for progress with this.</p> <p><u>Sport England Report</u></p> <p>MB reported that KPI's needed to be reviewed, and plans drawn up for funding applications for 2009 – 2013.</p> <p>Sport Englands Club & Coach funding was a pilot for funding to become regionalised. Triathlon was one of only 7 sports to secure funding for all 9 regions.</p>	<p>JL</p>

	<p>MB stated that to maintain this, regional engagement will be needed with funding bodies, as well as engagement from MB and Norman Brook. This would involve the RDM's alongside senior management.</p> <p>The performance of each region will dictate the level of funding, which will flow through the regions and not just centrally to the governing bodies.</p> <p>MB also stressed the need for the involvement of the regional committees.</p> <p>MB explained that Sport England's focus has shifted away from youth participation, they are now focussing on 16+ participation. Any funding applications should take this into account.</p> <p>MB also stated that there is no funding through Sport England for talent.</p> <p><u>Strategy Document</u></p> <p>JL asked for a small group to meet in Loughborough to agree on the policies for the strategy document. Group to consist of JL, HW, MB, KP and DM.</p> <p>From this a new Business Plan can be formulated to be submitted to the AGM.</p>	<p>MB</p> <p>JL</p>
<p>4.</p>	<p><u>Shared Service Agreement</u></p> <p>RM reported that the legal documents are complete. The Service Level Agreements (SLA) need to be agreed with BTF with regard to funding and staffing.</p> <p>RM had sent out an SLA document after the last meeting but no one had responded to it. JL suggested that all respond with comments to RM-L within 14 days of this meeting. HW to respond for the Operations Department.</p> <p>JL agreed to bring the document to the attention of the BTF board during their meeting.</p>	<p>RM</p> <p>All</p> <p>JL</p>
<p>5.</p>	<p><u>Insurance</u></p> <p>There had been some confusion as to what exactly is covered, this had been cleared up in a document produced by HW. The public liability insurance is to be renewed in September, it was asked whether this should be raised from £5 million to £10 million.</p> <p>The policy has been changed to cover all club</p>	

	<p>activities except social events outside of the UK.</p> <p>HW explained that member to member claims were covered, but members cannot use the legal service provided by Leigh Day for these claims. In these cases it is only claims for negligence and not accident that can be claimed against the other member.</p> <p>There is the option to include an "add on" for members that would cover hospital costs and earnings lost.</p> <p>HW also explained that coaches operating as a business are not covered by the coaches insurance. To be covered they must be a UKCC/BTF sanctioned coach and a TE member.</p>	
6.	<p><u>Membership</u></p> <p>DM reported that a membership meeting in Loughborough recently had been very useful. Leigh Day were in attendance along with other staff. The £10 membership offer will run again starting at the London Triathlon.</p> <p>Ways of collecting non-members data from day memberships are being investigated.</p> <p>The Email newsletter will be ready by October, being prepared by Peter Holmes and Gareth Davies.</p> <p>It is expected that home nations membership will exceed 10,000 by the end of the year, with TE membership making up the bulk of this figure.</p> <p>DM is to investigate the cost of acquiring members with Maria Brown</p>	<p>DM</p> <p>DM</p> <p>DM</p>
7.	<p><u>Events, Rules & Technical Committee</u></p> <p>Sub-committee is now set up by PG, members were approved by the meeting: Lynda Chase, Colin Docker, Clive Faine & Duncan Hough</p> <p>JL presented a terms of reference for the committee. CB requested that a list of key functions, accountability and points to be reported be added into the terms.</p>	<p>JL</p>

	<p>Availability of rule books at events has been an issue, it was agreed that referee's should carry a rule book with them at events.</p> <p>The committee also requires a point of contact within the office, it was suggested John Muddeman as Events officer.</p>	PG
8.	<p><u>Home Nations</u></p> <p>DB had distributed the minutes of the meeting held in Edinburgh.</p> <p>From that meeting it was suggest the Edinburgh Duathlon be a home nations competition. An inter-regional championships for Age groupers is being considered, to be held possibly in Strathclyde Park with the Corus Elite Series Event.</p> <p>DB stated that there is no need for a Team England sub-committee as it would have very little to discuss with no up coming Commonwealth Games. Triathlon not part of the programme in Delhi, 2010.</p>	DB
9.	<p><u>Development</u></p> <p>MB has distributed a development report</p> <p>CB will be undertaking a strategic review of development in conjunction with MB</p> <p>Equity awareness training for all BTF and TE staff is being arranged. The Equity Training document was approved.</p> <p>Responsibility for Child Protection will remain with BTF.</p> <p>Development Portfolio, there are 9 regional plans in place but no overall TE plan.</p> <p>It was suggested that a Director be appointed with responsibility for the Development Portfolio at the AGM, however until the role is clarified this cannot go ahead.</p>	
10.	<p><u>Regional Issues</u></p> <p>There have been reported problems with aggressive policing in some regions, causing difficulties for event organisers.</p>	

	It was agreed that letters from TE to various police forces could help the situation.	JL
11.	<p><u>Operations Report</u></p> <p>Peter Holmes has requested any input about Tri News from the board Gareth Davies also wants input about the website from the board, mainly for the TE website currently under development.</p>	<p>All</p> <p>All</p>
12.	<p><u>AOB</u></p> <p>Ambassador for Disabled Triathletes. MB submitted a proposal to appoint Alan Rayment as TE's "Ambassador for Disabled Triathletes". This was agreed.</p> <p>Companies House documents were circulated to be signed, HW has been appointed company secretary.</p>	

The meeting ended at 12.45

The next Triathlon England Board meeting will be held at **Loughborough University** on the **29th September**.