

Minutes of the Triathlon England Board Meeting held on Saturday 29 September 2007, Loughborough University, Loughborough

Present: Jem Lawson (Chair) (JL)
 Dave Melen (DM)
 Dave Bellingham (DB)
 Keith Perry (KP)
 Dave Rigby (DR)
 Martin Harris (MH)
 Heather Wells (HW)

In Attendance: Helen Wyeth (minutes) (Hwy)
 James Tombs - part (JT)
 Norman Brook (NB)

Apologies: Paul Groves
 Robert Moorehead-Lane

ITEM	MINUTE	ACTION
1.	<p>Introduction</p> <p>JL welcomed everyone to the meeting. He updated the Board on discussions he had had with Sarah Springman regarding the appointment of a new Chief Executive – it is anticipated that interviews will be held in late November/early December.</p> <p>JL also summarised the visionary leadership of Norman Brook since 2000 on both a UK, European and World stage and because of this the sport has gone from strength to strength. JL asked that this appreciation of NB's work be formally recorded.</p> <p>JL explained the offer made to the Board by First Ascent in relation to team development and qualities, and asked for Board approval that Board members e-mail addresses be provided to First Ascent for the purpose of completion of the questionnaire. Approval was given for this. A further feedback session will be organised during Congress weekend.</p>	JL
2	<p>Commercial Opportunities</p> <p>JT (Commercial Manager) talked the Board through a PowerPoint presentation outlining the commercial</p>	

	<p>opportunities that lay ahead for British and English Triathlon (copy attached with the minutes). JT acknowledged that when meeting potential sponsors he presents to them opportunities within triathlon as a whole and not just on behalf of BTF or TE individually.</p> <p>Discussion focused around maximising the opportunity to develop further links with the general public and promoting triathlon and clubs via sponsors such as Mazda and their dealership networks and PR agencies. JT confirmed we were looking into this and also any other opportunity to use the more extensive marketing departments and staff of some of our sponsors.</p> <p>JT confirmed that he did not believe any possible change from a British to an English Championships would affect Mazda's perception of their current sponsorship and its renegotiation.</p> <p>KP suggested the option of sponsors 'piggy backing' on current triathlon events to provide a corporate championships within an event. This extra dimension to sponsorship will be considered during any pitch if relevant.</p>	<p>JT</p> <p>JT</p>
2a	<p>Financial report</p> <p>HW introduced this agenda item acknowledging the significant amount of work undertaken by NB to help prepare the reforecast and why this reforecast was essential. However, that said, the time taken to achieve this is longer than anticipated and not ideal.</p> <p>NB talked to the two sets of financial information he had brought the Board (England and Consolidated summary position to date and projected year end – attached with minutes). NB also gave a background to the financial management challenges of triathlon. Due to significant amounts of ring-fenced income, this had led to a relatively small free cash pot to develop the operational infrastructure to manage the growth of the sport.</p> <p>After significant work in the latter part of 2006 an Access Lite accounts package was purchased to allow full management accounts for both Britain and the Home Countries.</p> <p>The first reports in June/July identified large variances and it became clear the initial data was inadequately inputted into the system both in</p>	

	<p>relation to department codes and monthly spread.</p> <p>Due to this and significant amounts of new income a reforecast was requested and the result of that is presented to the board today. These accounts show that in cash terms the end of year prediction for Triathlon England and British Triathlon are a loss of around £40k each.</p> <p>Due to kit and stock the organisations are, however, solvent.</p> <p>The target is, therefore, now to make savings and increase income to take the organisation back to a reserve of £80k - £100k by year end. An action plan is being formulated and will be circulated to directors in the next two weeks and presented to the BTF Board meeting on October 13th.</p> <p>Discussion was held around the reasons for this significant shift in position.</p> <p>JL concluded that the Board felt generally reassured going forward and that appropriate action was being taken to affect a turnaround in the financial position for year end.</p> <p>Following the registration of Triathlon England at Companies House with Jem Laswon listed as the Chair and Helen Wyeth as the Company Secretary a bank account can now be opened. The following resolution was approved by the Board:</p> <p>i) That a bank account or accounts be opened /continued with HSBC Bank plc and the bank is authorised to:</p> <p>a) pay all cheques and other instructions for payment or accept instructions to stop such payment signed on behalf of the company by any two of the listed signatories.</p> <p>b) deliver any item held on behalf of the Company in the Bank in safe keeping against the written receipt of any two signatories and</p> <p>c) accept any two signatories as fully empowered to act on behalf of the company in any other transaction with the Bank (including closing any account(s).</p> <p>ii) That any debt incurred to the Bank under this mandate shall, in the absence of written agreement</p>	<p>NB/HWy</p> <p>Hwy</p>
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	<p>by the Bank to the contrary, be repayable on demand.</p> <p>iii) That the Secretary from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Company, and that the Bank may rely upon such lists.</p> <p>iv) That these resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the Board of Directors and a copy, certified by the Chair Person and Secretary, is received by the Bank</p> <p>A paper was also submitted and approved by the Board on the delegated financial responsibility. This is to be circulated to the finance team.</p>	Hwy
3	<p>Business Report</p> <p><u>3.1 Strategic Plan</u> A revised version had been submitted and was approved (South West to be added in) A copy will be circulate to the next Council meeting and when approved will be placed on the Triathlon England website and presented to the AGM.</p> <p>JL recorded his thanks to all those who had contributed.</p> <p><u>3.2 Shared Service Agreement</u></p> <p>Progress has been made but not concluded and not all Board members had seen the draft shared service agreement that sits alongside the matrix. Hwy to circulate to all.</p> <p>NB to pick up the finalisation of this with RML ideally for conclusion prior to the AGM</p> <p><u>3.3 Companies Registration</u></p> <p>Triathlon England is now incorporated under the Companies Act 1985 as a private company and that the company is limited. The Company Number is 6376351</p> <p>It was resolved to confirm that appointment of David Melen, Heather Wells, David Rigby, David Bellingham, Martin Harris, Keith Perry, Paul Groves</p>	<p>K Brand</p> <p>Hwy</p> <p>NB</p>

	<p>and Robert Moorhead-Lane as Directors of the Company.</p> <p>It was resolved that the Secretary of the Company be instructed to complete and file forms 288a (appointment of a Director) at Companies House consequent upon the business transacted at this meeting</p>	Hwy
4	<p>Membership report</p> <p>DM talked through his paper submitted to Board and a brief discussion was held around the possible implications of membership being compulsory in order to race.</p> <p>NB commented that the need to take the larger race organisers along with any such proposal was essential.</p> <p>DM discussed the issue around the possible circulation of an e-mail newsletter and the options to subscribe and unsubscribe. Hwy to investigate further.</p> <p>Discussion was held around generating content for the newsletter and DM confirmed it was to be significant items from the web site – similar to the newsletter issued by UK Sport weekly.</p>	HWy
5	<p>Events</p> <p>JL outlined the possible future events structure: British Champs English National Champs (Triathlon, Duathon and Aquathon) National Ranking series (English/British) IRC and possible Senior IRC's</p> <p>NB suggested that for the National Ranking Series triathletes could gain points at both a national and regional level.</p> <p>Following discussion it was agreed the John Muddeman should draw up a paper outlining various proposals for circulation to JL and PG</p>	John Muddeman
6	<p>Team England Report</p> <p><u>6.1 CGC for England</u> DB outlined the possible changes with the management structure and his current position of Vice Chair. Should this change DB will revert to being a Council member representing Triathlon.</p>	

	<p><u>6.2 Eligibility</u> Following discussion it was agreed that Triathlon England would adopt the Commonwealth Games Federation's eligibility guidelines in relation to eligibility to compete for Triathlon England. For this to be wholly successful in the UK it is desirable that Scotland and Wales also adopt this principle and discussion needs to be held with them.</p>	DB/JL
7	<p>Development report – Sport England Bid</p> <p>NB gave background to the bid application – £30m over 5 years for 9 selected sports (Olympic) Possibility of £2.5m over 5 years for triathlon Open to sports but not just NGB's Initiative needed to drive 20,000 more people into sustained physical activity via triathlon (who are not currently involved in any sport at all)</p> <p>NB presented to the Board a draft outline of the submission to be submitted to Sport England and a copy is attached to this report.</p> <p>The presentation in principles revolves around 20,012 participants via triathlon 4000 per year and 12 celebrities Delivering through buddies and mentors Regionally coordinated across England Double investment in London – to hit lowest wards</p> <p>Aim additionally to gain £100k pa in commercial sponsorship via LOCOG sponsors activation programmes.</p> <p>National programme to celebrate in Olympic Year.</p> <p>Programme will require: One Manager 100 Buddies Each buddy to work with 40 participants = 4000 4000 x five year = 20,000 Plus 12 celebrities</p> <p>The timetable is currently unknown for submission of bids or decisions.</p>	
8	<p>Regional Issues</p> <p>MH – requested clarification on the progress of appointment of RDM's in his region.</p>	

	<p>23 Oct is the interview date for the London area and NE. The applications have not closed for the replacement of Jude Ford in the SE yet.</p> <p>DR questioned why the NW regional grant has not been received yet – Helen Wyeth to investigate. This may not necessarily be a financial issue; it could also be related to the satisfactory submission of the regional delivery plan.</p>	Hwy
9	<p>Operations report</p> <p>9.1 <u>The Operations report</u> was taken as read and accepted.</p> <p>9.2 <u>AGM Arrangements</u></p> <p>No items of special business have been received.</p> <p>With regards to the agenda it was agreed that the following would prepare/present at the AGM</p> <p>Welcome Remarks – Amanda Cattle Report of the Council – Amanda Cattle Report of the Board – Jem Lawson Staff Reports – Helen Wyeth and Mark Barfield Interim Financial Report – prepared by Heather Wells</p> <p>Appointment of Auditors – it was agreed that the current auditors of BTF be proposed as the auditors for Triathlon England</p> <p>Items of Special Business - none</p> <p>Concluding remarks – Jem Lawson (NB?)</p> <p>It was also agreed that Board members should if possible wear their branded black shirts. Name badges will be prepared for all Board members.</p> <p>9.3 <u>Awards Dinner / congress</u></p> <p>Helen Wyeth to circulate the Board with up to date information and co-ordinate any attendees. The cost to attend the dinner is £30. Consideration also to take place of any Board meetings or First Ascent follow up's in line with the plans for the various conferences.</p> <p>NB suggested we consider what support if any, is required to provide back up to staff members hosting any of the various seminars etc.</p>	<p>Amanda Amanda JL HWy Mark B</p> <p>HW</p> <p>JL/NB</p> <p>Hwy</p> <p>Hwy</p>

10	<p>Minutes of the meeting of 26 July 2007</p> <p>The minutes were accepted and a true and accurate record of the meeting.</p>	
11	<p>Matters arising</p> <p>JL to write to Police Chiefs regarding approval or support for triathlon events.</p>	JL
12	<p>Any other business</p> <p>JL to review the Articles of Association regarding the appointment timetable for Board and Council members</p>	JL
13	<p>Date of Next meeting</p> <p>JL to draw up a list of significant dates for 2008 and propose a schedule of board meeting dates.</p> <p>The Board will next meet informally at the AGM/Awards Dinner weekend on 3 and 4 November 2007</p>	JL