



## Triathlon England

### Minutes of the Executive Board Meeting Held on Saturday 11 May 2008 at Loughborough University Campus

Present: Jem Lawson (Chair) (JL), Dave Bellingham (DB), Dave Rigby (DR),  
Keith Perry (KP), Dave Melen (DM)

Apologies: Martin Harris (MH) Heather Wells (HW)  
Robert Moorhead-Lane (RML)

In attendance: Helen Wyeth (HWy), Mark Barfield (MB), Lucille Cowburn (LC)

Referenced: Julian Willis (JW), Zara Hyde Peters (ZHP), Tom Chambers (TC),  
Dean Hardie (DH), Lawrence Green (LG) Heather Williams (HWi)

Item	Minute	Owner & Due Date <sup>1</sup>
1	<p><b>Introduction / Opening Remarks</b></p> <p>The Chair welcomed all those present to the meeting.</p> <p><b>Minutes of the Previous Meetings</b></p> <p>The Minutes of the previous meeting were approved on 04 April 08.</p>	

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<sup>1</sup> Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 6) .

	Items for Discussion / Decision	
1.2	<p><b>Governance</b></p> <p>Following his recent posting to Beijing, Paul Groves had resigned his position as Board Director as from 1<sup>st</sup> May 2008.</p> <p>Dave Bellingham was invited to assume responsibility for Events, Rules and Technical on the Triathlon England Board, pending the appointment of a new Director.</p>	
1.2.1	<i>Triathlon England Council [LG, JL] to advertise for a Board Director with responsibility for Events, Rules and Technical</i>	<i>LG, JL</i>
1.2.2	<p><i>HWy to complete Notice of Resignation to Companies House</i></p> <p>The Directors received an extract from the Combined Code of Corporate Governance, reviewing the standards of good practice in relation to Non-Executive Directors.</p> <p>The roles and responsibilities of the Executive and Non-Executive Directors on the Triathlon England Board were discussed at some length.</p> <p>The Directors agreed that time could be well spent with ZHP and her executive management team to establish precisely how the non-executive directors could support their executive management officer counterparts in such a way as to add value operationally without them relinquishing their governance role.</p>	<i>Done</i>
1.2.3	<i>Directors to set up meetings with the relevant internal management to discuss what can be done.</i>	<i>All</i>

1.3	<b>Equity</b> DB reported on a meeting with JW, the National Equity Manager for British Triathlon Federation.	
1.3.1	<i>All were reminded to complete Equity Questionnaire, if not already done so.</i>	All
1.3.2	<i>JW to prepare a paper on TE Inclusive Projects for presentation at the September Board Meeting.</i>	
2	<b>Finance</b> The Draft Consolidated Accounts for the 12 months to March 2008 were circulated to the Board.  HWy outlined the principles and process that had been completed to prepare the Consolidated Budget Report for 2008 – 9. The Chair drew attention to the importance of membership income to maintaining the overall financial position of Triathlon England.  The Board agreed to increase the fuel expense allowance for non company car travel from 27 pence to 30 pence per mile, noting the significant increase in fuel costs over the past 3 years.	
2.1.1	<i>MBr to prepare the monthly management accounts. HW and HWy to distribute to the Board.</i>	MBr, HW HWy
3	<b>Business: Management Agreement</b> ZHP had taken advice from haysmacintyre (BTF's new Auditors) regarding the management agreement.	
3.1.1	<i>ZHP, HWy to complete the draft appendices to the Agreement setting out the respective roles and functions of the Federation and Triathlon England.</i>	Done
3.1.2	<i>ZHP, HWy to circulate the final draft to RML &amp; JL for comment</i>	ZHP, HWy

<b>4</b>	<b>Membership Project</b>	
	The Directors received an update from DM and HWy on the Membership Project. The project aims; approach; timeline; and key questions to be addressed were briefly discussed. The Board approved the engagement of Castele Consultancy to manage this project.	
<b>5</b>	<b>Events, Rules &amp; Technical</b>	
	The Directors fully supported the proposal to form a Technical Committee of The British Triathlon Federation Board (as described in the Articles of Association pertaining to BTF). Membership will be drawn from the British Triathlon Federation and each of the three Home Nations.	
<b>6</b>	<b>Team England</b>	
	<p>Team England had sent a team to Bryn Bach and would also be sending a team to the Corus Elite Series in Reading.</p> <p>The Directors agreed the need for a review of the 2009 Home Nations Competitions.</p> <p><i>ZHP / HWi / DB to review the competition structure for development athletes</i></p>	<i>ZHP / HWi / DB</i>
<b>7</b>	<b>Regional Issues</b>	
	<p>DR informed the Board that several event organisers have refused to accept paper entries and payment by cheque.</p> <p><i>JL to check whether TE can impose an 'equitable' ruling for the minority who have not embraced modern technology.</i></p>	
<b>8</b>	<b>Reports</b>	
	The Directors reviewed the Operations & Development Reports with interest.	

9	<b>Matters arising from the minutes not dealt with in the meeting and AOCB</b>	
	<p><b>Governance</b></p> <p><b>Temporary Selection / Constitution Commission</b></p> <p>JL reported on his meeting with TC, DH, &amp; ZHP to recommend the process and timings of selection / reselection of BTF Board Members (President / Chair; subsequent BTF Board positions). Two amendments to the BTF Memorandum of Association were proposed.</p> <p>The Triathlon England Board supported the paragraph 10 amendment (“...the BTF President will be appointed for a four year term... [and] will be eligible ...for a further period of four years...no individual may hold the position ...for more than eight years in total...”) but not that in paragraph 22 (“...each Director shall ...serve a maximum of three terms...”).</p>	
	<p><b>ITU Committee</b></p> <p>Board members with an interest in standing on any of the International Triathlon Union Committees to send their names to JL.</p>	Mid June
	<p><b>2008 Significant Events</b></p> <p>The 2008 Significant Events Matrix was circulated to the Board.</p>	
10	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held on Saturday July 12<sup>th</sup> 2008 in the Seminar Room of the Sir John Beckwith Building at Loughborough University.</p>	