



Triathlon England

Minutes of the Executive Board Meeting Held on Saturday 12 July 2008 at Loughborough University Campus

- Present: Jem Lawson (Chair) (JL), Dave Bellingham (DB), Robert Moorhead Lane (RML), Dave Rigby (DR), Dave Melen (DM), Heather Wells (HW),
- Apologies: Martin Harris (MH) Keith Perry (KP)
- In attendance: Helen Wyeth (HWy), Mark Barfield (MB), Dewi Winkle (DW) Lucille Cowburn (LC)
- Referenced: Zara Hyde Peters (ZHP), Heather Williams (HWi), Julian Wills (JW), Maria Brown (MBr)

Item	Minute	Owner & Due Date ¹
1	<p>Introduction / Opening Remarks</p> <p>The Chair welcomed all those present to the meeting.</p> <p>DB notified the Board that Triathlon England has achieved the Foundation Level of the Equality Standard for Sport.</p> <p>Minutes of the Previous Meetings</p> <p>The Minutes of the previous meeting were approved on 24 June 08.</p>	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 12) .

<p>2</p>	<p>Items for Discussion / Decision</p> <p>New Sport England Strategy – Implications for Triathlon England</p> <p>Mark Barfield gave a presentation describing the government led new direction taken by Sport England. The key feature is that the concentration will be on activity within a sporting context, rather than participation for its own sake. This is good for NGBs and therefore Triathlon England. The key concepts are:</p> <ul style="list-style-type: none"> • Excel: which is the talent pathway (the first time for some years that Sport England will put money into talent); • Sustain: an initiative to prevent ‘drop-out’ from sporting activity by young people and • Grow: The encouragement to build participation in sport by one million. <p>This new agenda will influence the way Triathlon England plans its future within the whole sport framework in Britain. The timing is tight, and out of ‘synch’ with ours, with sports having to submit draft schemes by 8th August 2008 and receive feedback in order to finalise plans by the end of September.</p> <p>Board discussions focused on three points: (1) the level of consultation required with TE members (2) the desired outcomes and (3) the role of regional staff. The quality of the Triathlon experience was debated at length.</p>	
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3	<p>Health & Fitness Project</p> <p>The meeting heard from Dewi Winkle, the Health and Fitness Project manager. Dewi gave an enthusiastic and optimistic account of the work that he is doing in the commercial fitness sector.</p>	
4	<p>Financial Report</p> <p>There still appears to be some difficulty with the separation of BTF/TE accounts. Nonetheless, the Board was reassured with respect to YTD figures.</p> <p><i>MBr to prepare and distribute the management accounts for the three months to 30 June</i></p>	MBr
5	<p>Business Report: The TE / BTF Management Agreement</p> <p>Following excellent work from Rob Moorehead-Lane and input from the Chair and Senior Management on behalf of TE, this agreement has almost been signed-off. Appendix 'C' still has to be considered; this has to do with service charges and is currently being examined by Hayesmcintyre (VAT implications). The Board has accepted the Management Report on the condition that any changes at the behest of Hayesmcintyre will not affect the substantive clauses. Any minor textual changes will be agreed on the basis of an email round before the Board.</p>	
6	<p>Regional Issues</p> <p>Following discussion of 'Regional Issues', at the previous meeting on 11th May, JL had circulated the matters raised to the staff in Loughborough. He referred the Board to his email of 3rd June which contained a summary of the matters raised along with a comment, or selection of comments from the staff involved.</p>	

7	<p>Operations Report</p> <p>The Directors reviewed the Operations Report with interest (See Section 9.1 below).</p>	
8	<p>Development Report</p> <p>The Directors reviewed and approved the 2008 / 2009 coaching costs per candidate as set out in the Development Department Board Report.</p> <p><i>Julian Wills, National Equity Manager, to present to the next Triathlon England Board Meeting.</i></p>	JW
9	<p>Portfolio Reports</p> <p>9.1 Membership Project</p> <p>TE membership is predicted to be in excess of ten thousand this year. The Membership Project, being carried forward by Castele Consultancy, is currently in the consultation period. A recent website request to complete the on-line questionnaire has had a good early response.</p> <p>9.2 Team England</p> <p>DB again reminded the Directors of 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> <p>9.3 Events, Rules & Technical</p> <p>Nine applications have been received for the vacant directorship. Interviews will take place on 19th July; the TE Council will meet on Saturday 2nd August to ratify the recommendation from the appointment committee.</p>	ZHP / HWi / DB

10	Matters Arising from the Previous Meeting None	
11	Matters arising from the minutes not dealt with in the meeting and AOCB	
11.1	Triathlon England Bank Mandate The Chair and Independent Finance Director signed the Triathlon England Bank Mandate on behalf of the Board.	
11.2	Triathlon England Executive Board Contact List The Triathlon England Executive Board Contact List was circulated & confirmed by the Board.	
11.3	The Companies Act 2006 A summary of the main provisions of the Companies Act implemented on 01 October 2007 was made available to Board members.	
11.4	BTF Strategy Meeting JL & HW will attend the BTF Strategy Meeting on 2 nd August at the National Water Sports Centre in Nottingham. <i>JL & HW to report on the BTF Strategy Meeting at the next TE Board Meeting in September.</i>	JL & HW
11.5	Equity Questionnaire <i>Board Members not having done so to complete the TE Equity Questionnaire.</i>	All
11.6	Communication with TE Council JL reminded the meeting that communication between the TE Council and the TE Board should be directed through DR, KP, and MH.	
12	Date of Next Meeting The next meeting will be held on Saturday September 27th 2008 in the Seminar Room of the Sir John Beckwith Building at Loughborough University. The TE Board will meet from 10:30 - 13:00, the Council from 14:00 – 16:30.	

