



Triathlon England

Minutes of the Executive Board Meeting Held on Thursday 13 November 2008 at 19:30 by Conference Call

Present: Jem Lawson (Chair) (JL), Dave Bellingham (DB), Dave Melen (DM)
Robert Moorhead Lane (RML), Dave Rigby (DR), , Martin Harris
(MH) Alan Spelling (AS), Heather Wells (HW).

Apologies: Keith Perry (KP),

In attendance: Zara Hyde Peters (ZHP), Helen Wyeth (HWy), Mark Barfield (MB),
Lucille Cowburn (LC) (Minutes)

Referenced:

Item	Minute	Owner & Due Date ¹
1	Introduction / Opening Remarks The Chair welcomed all those present to the meeting, the purpose of which was to prepare for the Triathlon England Annual General Meeting on Sunday, 16 th November.	
2	Apologies: Keith Perry (KP)	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 8) .

	<p>Items for Discussion / Decision</p> <p>3.1 Membership Project</p> <p>The Directors received a paper from ZHP, on Triathlon England's recent Membership Review. The key findings were:</p> <ul style="list-style-type: none"> • The basic quality and administration of the system needs to be improved; • The core membership offering meets needs but is not well communicated; • Current scheme needs to be marketed and promoted far better and needs tailoring to the market; • There are others who can help the sport promote membership given the right incentive. <p>She had prioritised & set target delivery dates for the actions to</p> <ul style="list-style-type: none"> • Make a user friendly, high quality membership system; • Improve communication / marketing to build profile; and • Enhance member benefits. <p>JL thanked Zara for the structure and clarity of her work over the weekend.</p>	
3.1.1	<i>All to send feedback to ZHP on the Membership Project Paper by end November</i>	<i>All</i>
3.1.2	<i>ZHP to post a summary of the Membership Project on the TE website</i>	<i>ZHP</i>
3.1.3	<i>ZHP to consider possible improvements to the operation & management of the day licence membership scheme.</i>	<i>ZHP</i>

<p>4.1</p>	<p>Annual General Meeting: Board Report 2007-2008</p> <p>The Directors reviewed and approved the Governance, Business Operations and Board Reports for presentation to members.</p> <p>JL ran through the proposed timetable for the AGM (to be held on Sunday, November 16th 2008, in the Lecture Theatre of the Sir John Beckwith Building at Loughborough University).</p>	
<p>5</p>	<p>Written Reports for Information</p> <p>The Directors received the Triathlon England Budget Variance Report & Budget Reforecast as at October '08.</p>	