

- Venue:** Sports Hall Seminar Room, Loughborough University
- Time:** 10.30 – 13:00
- Present:** Chair of the Board - Jem Lawson (JL)
 Director, Southern Regions - Martin Harris (MH)
 Director, Midlands Regions - Keith Perry (KP)
 Director, Northern Regions - Dave Rigby (DR)
 Director, Event, Rules and Technical - Paul Groves (PG)
 Director, Team England - Dave Bellingham (DB)
 Independent Director, Finance – Heather Wells (Hwe)
 Director, Membership - David Melen (DM)
- Triathlon England Management Team – Helen Wyeth (Hwy)
 Mark Barfield (MB)
- In attendance:** Zara Hyde Peters (ZHP) CEO, British Triathlon
- Apologies:** Independent Director, Business –
 Robert Moorehead-Lane (RM)
- Agenda:**

Item	Topic	Action
1	<p>Introduction</p> <p>Welcome</p> <p>JL welcomed everyone and introduced Zara Hyde Peters, the newly appointed Chief Executive of British Triathlon to the Board. Zara is also the <i>de facto</i> Chief Executive of British Triathlon. JL thanked HWy for her work as interim role CEO. JL expressed his belief that Triathlon England could now start to be a more forward looking organisation, with elements such as the new website and proposed English email addresses all helping to increase the awareness of Triathlon England and create an identity.</p> <p>JL updated the board on a recent meeting of the Commonwealth Games Council of England. The new chair, Sir Andrew Foster was making his first appearance. Sir Andrew invited member sports to contribute to the discussion on the strategic role.</p> <p>Triathlon England is currently waiting further feedback and consultation into the new strategic role for Sport England.</p>	

	<p>JL also reported that he is attending the Steering Committee on UK Coaching administered by Paul Moss.</p> <p>JL advised that Sarah Springman had suggested home nations nominations for ITU committees.</p> <p>JL also requested that further work takes place into the reasons why some event organisers do not register their events with England.</p> <p>Copies of the new Triathlon England headed paper and membership cards were passed around the board.</p> <p>Directors work programme</p> <p>Discussion took place around the Directors work programme, which although there had been limited feedback, all board members felt was a valuable planning tool. All members to feed information into the programme as appropriate.</p>	<p>John Muddeman</p> <p>All</p>
2	<p>Financial Report</p> <p>Progress against Action Plan and Budget Proposals</p> <p>HWe explained to the Board that due to the fact that a critical meeting would be taking place on Monday 17 March between, Heather Wells, Stephen Collins, Jem Lawson and relevant BTF staff to discuss both the end of year projected position, and the principles behind the budgeting process for 2008/9, no financial information would be presented at this meeting.</p> <p>However on Tuesday 18 March a full financial paper will be distributed to the BTF and TE board simultaneously. Further to that, and prior to the BTF Board meeting on 29 March it was suggested that the TE Board hold a conference call to discuss the circulation. This would enable JL to feed any comment into the BTF Board on the 29th March.</p> <p>Auditors</p> <p>HWe explained that three different auditors had submitted proposals and had been interviewed for this key role going forward. Both TE and BTF were looking for a solution that would not only complete basic audits but could add value to the organisations in relation to specific areas such as VAT and Tax planning along with a good understanding of governing body funding streams. It was also critical that any new auditors could assist with the efficient restructuring of the financial management and reports between BTF and TE in order to minimise any mistakes going forward</p> <p>As a result of this process, HWe proposed Hayesmacintyre as the new auditors and this was accepted.</p>	
3	<p>Business Report</p> <p>Shared Service Agreement</p>	

	<p>Events, Rules and Technical Committee views were as follows:</p> <p><i>Education</i> – proposal 4 was recommended</p> <p><i>Deployment</i> – proposal 2 was recommended</p> <p><i>Reporting</i> – proposal 2 was recommended. MB commented that actually an element of proposal 1 and 2 was probably possible.</p> <p>ZHP commented that athletics had faced a similar problem and a significant effort had been made to ensure officials were educated to report and receive good quality feedback.</p> <p><i>CPD</i> – proposal 4 was recommended.</p> <p>Discussion was additionally held around moving away from 'shadowing', to working as an 'assistant with responsibility'. The financial implication of payment of 'assistants' was flagged.</p> <p>Outline referee awards</p> <p>The Events, Rules and Technical Committee has agreed that higher quality awards need to be implemented.</p> <p>Specific comments were:</p> <p>Level 2 - should now complete three <i>assists</i> (previously two <i>shadows</i>). As a pre-requisite to applying for a level 3 pack, they should also provide proof of five (previously three) events at which they have refereed (as a level two referee).</p> <p>Level 3 – provide proof of seven (previously five) events at which they have refereed as a level 3, four (previously two) of which must have been a Grand Prix event</p> <p>The Events, Rules and Technical Committee also agreed that there should not be a home study pack or a taught course for levels 4 or 5.</p> <p>International Liaison Officer</p> <p>PG raised the issue of the need for an international liaison officer.</p> <p>Open Water rule change</p> <p>PG had received comments from the Rules and Technical Committee which he would pass back to MB.</p> <p>MB would now take the comments above, plus some additional comments from PG and prepare final drafts to go back to Events, Rules and Technical for further comment.</p> <p>ZHP questioned if there was currently a Referees and Officials Conference. There is not and this should be subject to discussion as part of the annual AGM/Awards weekend.</p>	<p>JL</p> <p>MB</p> <p>MB/JM</p>
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<p>6</p>	<p>Team England Report</p> <p>DB reported that dates had now been set for a Home Nations Duathlon on 19 April at Bryn Back Parc and a Triathlon at Reading (Corus Elite Series) on 17 May.</p> <p>The events would be between teams comprised of 4 men and 4 women (2 Junior, 1 U23 and 1 senior).</p> <p>There are currently some outstanding issues around team kit.</p> <p>ZHP questioned the purpose of the Home international as regards the athlete pathway and DB explained the events allowed the home nations to compete as teams and improve their identity.</p> <p>DB also advised that the next opportunity for England to compete as a team internationally would be the 2014 Commonwealth Games.</p>	
<p>7</p>	<p>Regional Issues</p> <p>Senior IRC format</p> <p>Discussion was held over possible delivery options. It was agreed that John Muddeman be asked to assess the possible event/venue options for 2009, ideally with closed roads to allow drafting.</p> <p>Regional personnel are to be consulted with respect to the number and composition within each regional team (with Scotland and Wales).</p> <p>MB commented that he felt the establishment of the Senior IRC would significantly shift the sport forward creating a regional identity for age groupers. He urged the board to be ambitious!</p> <p>Role Delivery</p> <p>MH advised that a report would be submitted at the next TE Board meeting.</p> <p>Regional Constitution template</p> <p>JL advised that all regions must have a constitution approved by TE board. An optional draft has been circulated by Lawrence Green (President TE) which meets all statutory requirements. All constitutions must be submitted for TE Board approval in October prior to the AGM. This item will also be added to the Council agenda in May for reminder.</p>	<p>JM</p> <p>MH/KP/DR</p> <p>MH</p> <p>Lucille Cowburn</p>
<p>8</p>	<p>Development Report</p> <p>Club and Coach appointments</p> <p>Three full time and twelve part time development coach</p>	

	<p>employees commenced work on 11th March. Some coaching sessions have already taken place although the initial weeks are more about planning and communication.</p> <p>MB highlighted the demanding nature of this project in relation to data collection and feedback to Sport England, the funding body.</p> <p>MB advised the development coaches are being line managed by the Regional Development Managers who have received some, but limited management training via Sport England regional workshop.</p> <p>The Development report submitted by MB was taken a read.</p>	
9	<p>Operations Report</p> <p>HW advised on the likely appointment of the Finance Assistant (replacement position) and Assistant to the CEO (and Board support) in the next two weeks. Both appointments bring excellent skill levels and backgrounds that should enhance the organisation.</p> <p>The Operations report submitted was taken as read.</p>	
10	<p>Minutes of meeting: 21/01/08</p> <p>Item 5 – change ‘imposed’ to ‘implemented’</p> <p>Item 12 - HWy along with JL to draft a list of events that TE Board attendance is desirable for circulation to Board members.</p> <p>Item 12 – change Eric Kirnick to Erika Konig</p>	Hwy
11	<p>Matters arising</p> <p>Item 5 – drafting penalties. It was agreed that it was now too late to implement this change for the 2008 season and that there needed to be a period of education for referees, officials, athletes and race organisers over the next nine months.</p> <p>MB offered to work up a communications plan in relation to officiating and would additionally work with Peter Holmes and John Muddeman for wider communication.</p> <p>Item 11 – JL advised that following the Council meeting, the timetable for the appointment of the TE Board had changed slightly. The process would start in November with the Chair being in place in January allowing the Chair to be part of the interview/appointment process for the Board members in January/February 2009.</p>	<p>MB</p> <p style="text-align: right; border: 1px solid black; padding: 2px;">JL</p>
12	Other business (of which previous notice given)	

	<p>Discussion was held over the role of the Talent ID officers, particularly in relation to their involvement in regional academies.</p> <p>MB advised that talent ID roles are actually funded and managed via the performance department. However the job descriptions are currently being revised to take into account the regional academies.</p> <p>ZHP highlighted the fact that support of talent is an issue for sport as a whole in the UK currently – especially as in recent years funding had reduced in this area creating a gap in the pathway for our athletes. ZHP confirmed the need and desire of the Senior Management Team to invest in this area should any relevant support or free cash become available.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Hwy</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Hwy</div>
13	<p>Next Meeting Next meeting 10.30am, 11 May, Loughborough.</p>	
13.15	<p>Meeting closed</p>	