



## Triathlon England

### Minutes of the Executive Board Meeting Held on Saturday 27 September 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), Martin Harris (MH) Keith Perry (KP), Alan Spelling (AS).

Apologies: None

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

Referenced: Leonie Sijtsma (LS)

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, AS attending his first meeting in his new role as Director, Events, Rules and Technical.</p> <p><b>Minutes of the Previous Meetings</b></p> <p>The Minutes of the previous meeting were approved on 01 September 08.</p>	
2	<b>Apologies:</b> None	
3	<p><b>Declarations of Interest</b></p> <p>Dave Melen stated a conflict of interest regarding Item 7.1 due to his directorship of My Triathlon Ltd, the event organiser for the Tatton Park Triathlon.</p>	

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

<p><b>4.1</b></p>	<p><b>Items for Discussion / Decision</b></p> <p><b>Membership Project</b></p> <p>The Directors received a presentation from Caroline Smith, of Castele Consultancy, on Triathlon England’s Membership Review.</p> <p>She outlined the project brief and methodology and went on to detail the main findings &amp; recommendations from her review. Communication with members was highlighted as a major area of concern, both with regard to the level and consistency of communication and perceived quality.</p> <p><i>HWy / LS to communicate the results of the TE Membership review &amp; the associated Action Plan. Timeframes for completion of actions were agreed as follows: next month; by year end; by the next year; by the next funding cycle).</i></p> <p>JL thanked Caroline for her thought provoking report. It was agreed that ZHP &amp; HWy would now review the many recommendations and prepare a prioritised plan for the TE Board.</p>	<p><i>HWy / LS (10 October)</i></p>
<p>4.1.1</p>	<p><i>ZHP to prepare a Membership Action Plan which will contribute to achievement of TE’s overall purpose.</i></p>	<p><i>ZHP</i></p>
<p>4.1.2</p>	<p><i>ZHP to present the Membership Action Plan to the Board for approval.</i></p>	<p><i>ZHP</i></p>
<p>4.1.3</p>	<p><i>HWy / LS to communicate the results of the TE Membership review &amp; the status of the Membership Action Plan to Members</i></p>	<p><i>HWy / LS</i></p>
<p><b>4.2</b></p>	<p><b>Financial Report</b></p> <p>Heather Wells presented the Summary Income &amp; Expenditure Report &amp; Variance Analysis for the five months to 31 August.</p> <p>A working group (comprising CEO, Finance Director, Director of Operations, and Finance Manager,) will meet with their legal &amp; financial advisers on Monday October 6<sup>th</sup>, to review the VAT structure of BTF and Triathlon England. HW welcomed the involvement of hayesmacintyre in this process.</p>	

4.3	<p><b>Management Agreement</b></p> <p>The Board reviewed and approved the revised TE / BTF Management Agreement.</p>	
4.4	<p><b>Strategic Plan</b></p> <p>ZHP presented the Purpose &amp; Values of the British Triathlon Federation.</p> <p>The work to develop the long term strategic plan for Triathlon, of which this is a part, was begun by the BTF Board and carried forward at a meeting in early August at Holme Pierrepont. Representatives of BTF (Sarah Springman and Zara Hyde Peters), Triathlon England (Jem Lawson and Heather Wells), triathlonscotland (Peter Ness) and Welsh Triathlon (Steve Butler) had attended.</p> <p>The Directors agreed the purpose of Triathlon England, thus:</p> <p><i>“To enable excellence and deliver the opportunities for everyone to achieve their personal triathlon challenges.”</i></p> <p>Mark Barfield outlined the Sports Strategic Priorities, Interventions and Outcome Targets which have been submitted in draft form to Sport England. The Board agreed two key areas of focus: Talent Development Competition &amp; Coaching from at least the age of 14.</p>	
4.5	<p><b>Events, Rules &amp; Technical</b></p> <p>The Board agreed to appoint Duncan Hough, Malcolm Westwood, Colin Docker and Clive Faine to the Events, Rules and Technical Committee.</p>	

<p><b>4.6</b></p> <p><b>Annual General Meeting</b></p> <p>Triathlon England will, on Sunday, November 16th 2008, hold its Annual General meeting in the Lecture Theatre of the Sir John Beckwith Building at Loughborough University. Notice to members was given in June's edition of TriNews.</p> <p>The Directors agreed to propose three items of Special Business at the forthcoming AGM:</p> <p>4.6.1 <i>Leonie Sijtsma (LS) to include details of the AGM and the general nature of the special business in the Members' Newsletter.</i></p> <p>The Board of Directors approved The Triathlon Gold Pin Awards paper, submitted in hard copy.</p>	<p>Triathlon England will, on Sunday, November 16th 2008, hold its Annual General meeting in the Lecture Theatre of the Sir John Beckwith Building at Loughborough University. Notice to members was given in June's edition of TriNews.</p> <p>The Directors agreed to propose three items of Special Business at the forthcoming AGM:</p> <p>4.6.1 <i>Leonie Sijtsma (LS) to include details of the AGM and the general nature of the special business in the Members' Newsletter.</i></p> <p>The Board of Directors approved The Triathlon Gold Pin Awards paper, submitted in hard copy.</p>	<p>LS</p> <p>20<sup>th</sup> October</p>
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5	<p><b>Written Reports for Information</b></p> <p>The Directors reviewed the Operations &amp; Development reports with interest.</p>	
6	<p><b>Matters Arising from the Previous Meeting</b></p> <p>None</p>	
7	<p><b>Matters arising from the minutes not dealt with in the meeting and AOCB</b></p> <p>7.1 <b>2009 Club Affiliation Fees &amp; Day Licence Fees</b></p> <p>The Board agreed, by majority, to maintain the Club Affiliation Fees &amp; Day Licence fees at their current levels for the 2009 Season.</p> <p><i>Day Licences</i></p> <ul style="list-style-type: none"> <li>• Adult Day licences are £2 each (VAT included)</li> <li>• Children’s day licences are £1 each (VAT included)</li> </ul> <p><i>Club Affiliation Fees</i></p> <p>Club affiliation fees are £35 without insurance.</p> <p>7.2 Mitch Cooke from Crystal Palace Tri gave a short presentation to the Board on Triathlon and the Environment.</p>	
8	<p><b>Date of Next Meeting</b></p> <p>The TE Board will meet on November 13<sup>th</sup> to confirm the final arrangements for the Annual General Meeting which will be held on Sunday, November 16th 2008 in the Lecture Theatre of the Sir John Beckwith Building at Loughborough University.</p>	