

Venue: JJ017 in the Ann Packer Building, next to main car park 9

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, Business –
 Robert Moorehead-Lane (RM)
 Independent Director, Finance – Heather Wells (Hwl)
 Triathlon England Management Team - Helen Wyeth (Hwy)
 Mark Barfield (MB)

In attendance: Gareth Davies (website presentation) (GD)
 Leonie Sijtsma (minutes) (LS)

Apologies: Director, Membership - David Melen (DM)

Agenda:

Item	Topic	Action
1	<ul style="list-style-type: none"> • Introduction <p>JL welcomed everyone and advised that he wished to change the agenda timing slightly with regards to the website presentation, which would now take place as the first item.</p> <ul style="list-style-type: none"> ▪ Presentation Website <p>GD outlined the basic content of the websites and how easily one can switch between the British and the English sites. He explained the different home pages from the regions, to which regional sponsors can be added and also the sections, e.g. coaching. The aim is that can find information quickly. The BTF member's area is completely removed and is replaced by the Home Country links. Password change is also easy. In the TE area members will be able to find everything; insurance, nearest club, nearest events based on your login details.</p> <p>MH also requested that non-members can also search events via postcode. GD to amend to allow.</p> <p>PG requested that we have more age group photos instead of elites – GD confirmed that this is not a problem Photos can be</p>	

	<p>added or removed as required Discussion was held with regard to the regions using the site as their primary site. It was agreed that all regions should link and update their section, probably via the RDM, but regions with strong regional sites already should not be made to remove them. GD to link with regional webmaster and agree permissions. Also style guides to be produced in consultation with Peter Holmes to ensure quality. GD advised the launch date will be 1 March. The board thanked GD for the presentation and what looked to be an excellent website.</p> <p>Coffee break</p> <ul style="list-style-type: none"> ▪ New direction for Sport England Apologies were received from Dave Melen. JL updated the board on the developments in relation to the role of Sport England announced by James Purnell via the CCPR. The change includes a particular focus on talent development and less on participation. JL also advised that TE had received a letter from Jennie Price at Sport England requesting comments on what as a sport NGB TE felt Sport England's focus should be. Five specific questions were asked to which JL and MB have drafted a reply. Further consultation will also take place prior to Sport England's final strategy submission at the end of March. The Board felt that although they did still feel participation was important, TE could now move away from 'ticking boxes' and concentrate on proper structures linked to participation. ▪ Directors' Work Programme JL asked if people could respond and he would re-circulate a draft next week. ▪ Governance (from CCPR Seminar) Hwy updated the board on a recent CCPR workshop she had attended. The workshop was one of many the CCPR are now running and are priced reasonably at NGB levels at only £30. The most relevant item to report back related to board agendas and the need to ensure the board stays focused on strategy and determining whether KPIs are delivered. JL to review the work plan to ensure the board builds in relevant reviews and ensure future agendas are checked to ensure agenda items are linked to strategic objectives of TE. 	<div style="border: 1px solid black; width: 60px; height: 25px; margin: 10px auto; text-align: center;">MB/JL</div> <div style="border: 1px solid black; width: 60px; height: 25px; margin: 10px auto; text-align: center;">JL All</div> <div style="border: 1px solid black; width: 60px; height: 25px; margin: 10px auto; text-align: center;">JL JL</div>
2	<p>Financial Report</p> <ul style="list-style-type: none"> ▪ Monthly report and progress against Action Plan The two page A3 board summary sheet to end of December was distributed for discussion. MH asked for clarification on the significantly reduced spend on club and coach. MB advised that initially the budget had included salary costs but these had now been stripped out and put into the salary figures, hence perceived under spend. DB questioned year end distribution of any surplus and JL advised that at year end a discussion will take place to agree the distribution of any surplus with BTF and TE (and Welsh Triathlon). PG questioned the mobile phone costs and if any approaches had been made to mobile companies? Hwy advised that James Tombs 	

	<p>has a list of all services or products money is spent on and is always looking for partners in these areas. Hwl felt that it was good news that a clearer picture is emerging of where the costs actually are. RML asked about two items; the elite series race and team competition. MB advised that as teams are within the performance area we need to check with Heather Williams on team competition costs but that in relation to the elite series, yes the costs had been high this year. RML questioned the large saving on staff expenses. Hwy advised that as we draw nearer to year end we are able to forecast more accurately and restrict costs. MB added that following the action plan we also stopped delivery in some areas to save money, also currently we are three RDM's down which also has a cost saving.</p> <ul style="list-style-type: none"> ▪ Budget Considerations <p>Budget process Hwy explained this year's budget process which will include submissions from all who require a budget to deliver. This new process is obviously a learning curve for many but should improve responsibility and accountability in relation to TE/BTF funds. GD's budget submission was distributed as an example. Hwy explained that following 100% submission of budgets, the Senior Management Team will discuss all requests in line with the strategic aims and income sources. A full budget proposal will be presented at the March Board meeting (Hwl to be consulted prior to submission). Hwy commented that submissions to date had not been over optimistic and focused more on current delivery. Hwl commented on the difficulty in being creative under financial constraints.</p>	<div data-bbox="1241 1010 1418 1077" style="border: 1px solid black; padding: 2px; text-align: center;">Hwy/ZHP</div>
<p style="text-align: center;">3</p>	<p>Business Report</p> <ul style="list-style-type: none"> ▪ Shared Service Agreement <p>RML updated the board on the two previous SLA draft agreements, one more legal, one based on mutual agreement.</p> <p>RML Advised that the more legal option was the route TE should take and circulated to all members a draft copy. Comment is sought from all by 17 January to RML in order that he can prepare a final document to be presented at the BTF Board on 21 January.</p>	<div data-bbox="1241 1435 1418 1503" style="border: 1px solid black; padding: 2px; text-align: center;">RML/JL</div>
<p style="text-align: center;">4</p>	<p>Membership Report</p> <ul style="list-style-type: none"> ▪ Future Possibilities ▪ Insurance <ul style="list-style-type: none"> ○ Club cover <p>Regional Committee cover (unincorporated assoc)</p> <p>JL introduced this item in DM's absence. It was noted that notes for information had been included from meetings Hwy had met informally with a representative from British Cycling and Goodform had carried out an audit (pro bono). JL commented that the Goodform report in particular did not necessarily raise any unknown points but it is of use to have our perceptions confirmed. Discussion was held around the various conversations and meetings that have taken place over the membership issue and the need to move this on. JL advised the he felt this was a</p>	

	<p>stand alone project and that it may be considered for funding from Sport England: this should be investigated. It was agreed that the Board should not continue to discuss membership but should task the staff (Hwy) to present to the Board, at the March meeting, the scope for a project to enable a long term strategic membership plan to be developed and delivered. In particular the board is interested in growing the membership and attracting the many triathletes who compete under a day licence (c50,000 a year). Discussion continued around membership possibilities, compulsory membership, resources, day licence costs, benefits for clubs and individuals etc. JL asked that these issues be brought back to board as part of the March presentation.</p> <p>Break</p>	Hwy
5	<p>Events, Rules & Technical Report</p> <ul style="list-style-type: none"> ▪ English National Championships ▪ Common Rule-book <ul style="list-style-type: none"> ○ TriStar open water <p>PG brought to the meeting copies of revised rules on drafting to bring a common rule book into place (TE, TS, WT). The proposal from PG is that we adopt the Scottish drafting. PG explained how, in Europe, a simple system of referees/m/c referees on course reporting back via radio to T2 drafting penalties – on entry to T2 the athlete is then held in a ‘sin bin’ until the time penalty has elapsed. PG suggested this could be imposed for Age-Group and National Championships in 2008. Although in general agreement the Board felt there would be an education and communication issue. PG felt this was still achievable for 2008. PG to review comments and pass a paper to Ian Braid, BTF Board, for consideration at the 22 Jan meeting. KP questioned how any appeal would take place and PG confirmed that there are no appeals for drafting.</p> <p>The issue was also raised regarding the review of referees’ reports in the absence of a staff member to effect this. PG felt that, though it was not part of his remit to suggest a way forward, he offered to undertake the review. MB questioned the time that this would require but PG felt comfortable that he could and wanted to manage this development.</p> <p>Discussion was held over the rules for TriStar open water swimming. MB asked for assistance in working up recommendations. JL offered to work with MB and this was accepted.</p>	<p>PG</p> <p>PG</p> <p>JL/MB</p>
6	<p>Team England Report</p> <p>DB reported that a home nation event had not yet been agreed for 2008 but he will liaise with John Muddeman as soon as possible. DB waiting on a response from James Tombs regarding team sponsorships and kit. DB continues to be the Vice Chair on the CGCE and JL represents TE. The Board was pleased with the 2014 Commonwealth Games decision as a triathlon will be included. In the interim, a commonwealth Championships could take place if sufficient interest from significant commonwealth</p>	JT

	triathlon nations and a Championship host.	
7	<p>Regional Issues</p> <ul style="list-style-type: none"> ▪ Council Agenda <p>MH advised of the new President for the Council (Lawrence Green) and that the new Council would be having its first meeting later.</p> <p>JL advised that the regional constitutions have been discussed and general discussion will be part of the Council agenda later today.</p>	
8	<p>Operations Report</p> <p>The report was supplied for information with one item for decision – membership fees. Discussion was held around the various possible changes to fees and categories but it was decided that both the day licence fee (as forms already printed) and the categories would remain unchanged pending the membership strategic report. It was agreed however that the membership fees would rise in line with inflation to:</p> <p>Club membership £40 Independent membership £51 Junior £35 Youth £29 Tristars £24 Associate £24</p>	
9	<p>Development Report</p> <p>MB checked that the report was as required and the Board confirmed their appreciation of the regional information provided. JL advised that regions are now fully staffed (three yet to commence employment). MB advised that the gaps in staff had has some effect on not being able to reach KPIs in some areas. Discussion was held around the annual awards and the possibilities for awards nominations in future year. MB advised that nominations this year came via the regions which is how it is currently felt most appropriate for the sport to be run – ie the Regions having input into such issues and decision not being taken from the centre. Discussion was held over the impartial nature of this system. MB advised that the awards are currently the domain of the BTF so any suggestions should go via JL to BTF Board.</p>	<div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">LS</div>
10	<p>Minutes of meeting: 29/09/07</p> <p>Were approved as accurate.</p>	
11	<p>Matters arising</p> <p>JL Page 1-7 no comments; page 8 Police Chiefs JL advised that he had written with no response to date.</p> <p>JL advised he had reviewed the articles regarding appointment timetable for board members and that positions were held for two</p>	

	years from announcement. It was agreed that the first meeting was February 2007 and that was the start date for all members. This would be taken to Council for approval.	JL
12	<p>Other business (of which previous notice given)</p> <p>Discussion was held over Board attendance at events in 2008 – such as TCR. HWy asked to draft a chart of possibilities for the Board to review and indicate possible attendance</p> <p>HWy was also asked to email the questions she had previously circulated for Board comment regarding the key message of TE – she had received three replies from TE members to date.</p> <p>PG updated the Board that Eric Kirnick has been appointed as the race referee for the ETU Winter Triathlon after a period of being outside the ETU fold.</p>	<p>Hwy</p> <p style="text-align: center;">JL</p> <p>Hwy</p> <p style="text-align: center;">Hwy</p> <p style="text-align: center;">Hwy</p>
13	<p>Next Meeting Next meeting 10.30am, 15 March, Loughborough.</p>	Hwy
13.15	Meeting closed	