



Triathlon England

Minutes of the Management Board

Meeting Held at 10:30am on Saturday 21 March 2009 in the Gymnastics Seminar Room in the EIS National Gymnastics Performance & Research Centre at Loughborough University

Present: Jem Lawson (Chair) (JL), Dave Rigby (DR), Keith Perry (KP), John Petrides (JP), Dave Bellingham (DB), Jane Wild (JW), Richard Taylor (RT), Del Granger (DG).

Apologies: Alan Spelling (AS)

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

Referenced: Heather Williams (HWi); Paul Smith (PS) (Finance and Business Operations Manager); Simon Mills (SM); Mike Townley (MT).

Item	Minute	Owner & Due Date ¹
1	<p>Introduction / Opening Remarks</p> <p>Jem Lawson welcomed all those present to the first meeting of the Management Board, (Triathlon England having being newly established as a division of British Triathlon Federation on 13 March 2009). He thanked Lawrence Green, John Petrides & Mike Townley (of Bates, Wells & Braithwaite) for their hard work in making this possible. He drew attention to three other items:</p>	
1.1	<p>BTF Portfolio Directors Interviews (Major & National Events Portfolio; Independent Director – Business Portfolio) which will be held in May 2009.</p>	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 9) .

<p>1.2</p>	<p><i>Directors with an interest in</i></p> <ul style="list-style-type: none"> • <i>representing Triathlon England on the appointment panel (being held on 16th May at the Elite Series Event in Strathclyde) and</i> • <i>standing for future ETU positions</i> <p><i>to contact JL</i></p>	<p><i>All</i></p>
<p>1.3</p>	<p>The seven principles of public life (“The Nolan Principles” reproduced below):</p> <p>Selflessness Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.</p> <p>Integrity Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.</p> <p>Objectivity In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.</p> <p>Accountability Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.</p> <p>Openness Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.</p>	

	<p>Honesty Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.</p> <p>Leadership Holders of public office should promote and support these principles by leadership and example.</p> <p><i>DG, RT & JW to arrange a convenient time to visit the Loughborough office.</i></p> <p><i>JL to contact First Ascent to arrange dates for Home Nations Management Board training</i></p> <p><i>JL to review the three shirt tender offers & to advise HWy of his decision</i></p>	<p><i>DG, & RT</i></p> <p><i>JL</i></p> <p><i>JL</i></p>
	<p>Declarations of Interest</p> <p>None</p>	
2	<p>Apologies:</p> <p>Alan Spelling</p>	
3.1	<p>Items for Discussion / Decision</p> <p>Strategic Direction and Operating Plan</p> <p>Triathlon England Operating Plan</p> <p>The Board received a paper from Mark Barfield, summarising Triathlon England’s submission to Sport England. The Directors reviewed the details of the accompanying Operating Plan. Mark and Zara answered questions on the:</p> <ul style="list-style-type: none"> • Inclusion of Triathlon in the UK School Games; • KPI reporting & monitoring process; • Delivery plan for this year’s Kids of Steel Programme; • Role of technical delegates in delivering event quality; • Delivery of quality in the volunteer programme. 	

<p>3.2</p>	<p>The Directors unanimously agreed that the Operating Plan & delivery process should move forward as proposed.</p> <p><i>DB to invite Heather Williams and Simon Mills to make a presentation on TE’s Performance Pathways at the next meeting of the Management Board.</i></p> <p>Membership Operations Plan 2009/2010 Season</p> <p>HWy updated the Board on the proposed Membership Operations Plan, referencing, in particular, development of</p> <ul style="list-style-type: none"> • communication links with event organisers • membership promotional material. <p>JW, on behalf of the Board, thanked Helen, Caroline, and Leonie for their work to date, believing this to be an exciting, if challenging, programme.</p> <p>The Board approved the Membership Operations Plan as documented.</p> <p><i>HWy to place a summary of Item 3 (“Membership Development”) of the Membership Operations Plan on the Triathlon England website.</i></p>	<p>Done</p> <p>HWy</p>
<p>3.3</p>	<p>British Workforce Development Plan</p> <p>The Board approved the British Workforce Development Plan.</p>	
<p>4</p>	<p>Finance : Approval of Annual Income & Expenditure Budget</p> <p>The Directors received a presentation from ZHP, DG, & HWy on BTF’s Budget Strategy 2009 – 2013. They outlined Revenue Projections, Key Investors and Forecast Reserves.</p> <p>The Board unanimously approved Triathlon England’s 2009-10 income and expenditure budget.</p> <p><i>HWy to send the Budget presentation to the Board</i></p>	<p>HWy</p>

<p>5</p>	<p>Business Report</p> <p>RT presented his Business Report to the Board.</p> <p><i>RT, HWy & ZHP to draft a BTF / TE Memorandum of Understanding</i></p> <p><i>HWy to complete an audit of BTF / TE policies, identify any missing ones and create as necessary.</i></p> <p><i>MB (in conjunction with RT) to include Non-Financial KPI's (including progress against Sport England KPIs) in his reports to the TE Board</i></p>	<p><i>RT, HWy & ZHP</i></p> <p><i>HWy</i></p> <p><i>MB / RT</i></p>
<p>6</p>	<p>Management Board Work Programme 2009/10</p> <p><i>All to review relevance of the draft Agenda Items & suggest a preferred Meeting date for their discussion.</i></p> <p><i>DG to review the draft Agenda Items with Paul Smith.</i></p> <p><i>Portfolio Directors to</i></p> <ul style="list-style-type: none"> <i>• document terms of reference for the TE Events, Rules & Technical and Membership Committees by 24/04/2009.</i> <i>• present for approval at the next TE Management Board meeting.</i> <p><i>JL / MB / JP / KP / DR to document the role of the Regions & Regional Representatives</i></p>	<p><i>All To JL by 24th April</i></p> <p><i>DG</i></p> <p><i>Portfolio Directors</i></p> <p><i>JL / MB / JP / KP / DR</i></p>
<p>7</p>	<p>Matters Arising From Minutes Not Dealt with in Meeting</p> <p>None</p>	
<p>8</p>	<p>Written Reports for Information</p> <p>The Directors received the written reports with interest.</p>	

9	<p>Date of Next Meetings</p> <p>The next meeting will be held on Saturday 9th May in the Seminar Room of Sir John Beckwith Building at Loughborough University.</p> <p>Subsequent meeting dates are as follows:</p> <ul style="list-style-type: none">• 25th July - Seminar Room, Sir John Beckwith Building, Loughborough University (Subject to arrangements with First Ascent);• 26th September - Seminar Room, Sir John Beckwith Building, Loughborough University;• 14 – 15th November: Hilton Hotel East Midland Hotel.	
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