



Triathlon England

Minutes of the Executive Board Meeting Held at 10:30am on Saturday 07 February 2009 at the Holiday Inn, London Shepperton, Felix Lane, Shepperton

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

Apologies: Alan Spelling (AS),

In attendance: Mark Barfield (MB); Helen Wyeth (HWy); Lucille Cowburn (LC) (Minutes)

Referenced: Zara Hyde Peters (ZHP); Lawrence Green (LG); Gareth Davies (GD).

Item	Minute	Owner & Due Date ¹
1	<p>Introduction / Opening Remarks</p> <p>1. The Chair welcomed all those present to the meeting: Jane Wild, Del Granger and Richard Taylor attending in their new roles as Director of Membership Services, Finance and Business.</p> <p>2. A substantive matter for the March meeting will be Strategy, Annual Business Plan and Budget.</p> <p><i>JW, DG, RT to arrange meetings with the Loughborough Senior Management Team & staff.</i></p> <p>DB gave a brief overview of Triathlon England's Equity Policy.</p> <p><i>MB to prepare a summary of the Sport England submission for the next Board meeting.</i></p>	<p><i>JW, DG, RT</i></p> <p><i>MB</i></p>

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

	<p>Declaration of Interests</p> <p>None</p>	
2	<p>Apologies:</p> <p>Alan Spelling.</p>	
3.1	<p>Items for Discussion / Decision</p> <p>BTF / TE Organisational Structure</p> <p>JL gave the background to the current Company structure review. The TE Committee (JL, JP, ZHP and LG) had met the previous evening and agreed that :</p> <ol style="list-style-type: none"> 1. There will be as little change as possible in the new regulations so that TE's Memorandum and Articles will be closely mirrored; 2. JL will prepare a brief note for the website in preparation for the publication of the Triathlon England Regulations. The TE Board & Council must approve the wording of the regulations prior to this being placed on the TE website; 3. TE's reserves will be ring fenced (see section 5.1); 4. The BTF EGM will be held on March 7th; 5. TE will be retained as a dormant company. <p>The Committee had received legal advice from Mike Townley, Bates, Wells & Briathwaite.</p> <p>DB gave further background to the current situation and re-iterated the need for open and transparent communication with members.</p> <p><i>GD to create link on BTF page to TE news item</i></p>	<p><i>GD</i></p>

<p>4.1</p>	<p>Structure and Responsibilities within Triathlon England post April 2009</p> <p>Mark Barfield presented a paper on the proposed structure for the development of triathlon in England. The overall aim is to enable greater consistency in the delivery of Sport England’s “interventions”.</p> <p>For the benefit of the new directors, Mark gave the background to the changes that the Board had agreed on 24 January. He answered questions on the governance of the sport within the region. Key are the RDM’s reports to the Regional Committees.</p> <p><i>MB to circulate the revised player pathway diagram by 13th February.</i></p>	<p>MB</p>
<p>5.1</p>	<p>Membership Report</p> <p>Helen Wyeth gave an overview of the current status of the membership project:</p> <ul style="list-style-type: none"> • A meeting with Active Europe will be held with a view to improving the marketing and promotion of TE membership; • Castele Consultancy will be engaged on a 2 – 3 month contract to assist with project delivery; • The current Membership Administrators role will be re-drafted to match promotions / marketing objectives and made a full time dedicated role. 	

	<p>The Directors agreed the following membership fees for the 09/10 season:</p> <ul style="list-style-type: none"> • Under 24 years: £24; • Club Member: £40; • Independent Member: £51; • Associate / Non Racing Member: £24; • Club Family 1 (1 Adult & Up to 3 Juniors): £64; • Club Family 2 (2 Adults & Up to 3 Juniors): £90; • Independent Family 1 (1 Adult & Up to 3 Juniors): £75; • Independent Family 2 (2 Adults & Up to 3 Juniors): £112; • Part year membership fee: £20 to be promoted at the Mazda London triathlon on 1st & 2nd August. 	
5.1	<p>Finance Report</p> <p>HWy summarised the finance report for the Board</p> <p>There was brief discussion around the process of Board reporting.</p> <p><i>DG to present the Finance Reports at future Board meetings.</i></p> <p>The Directors reviewed the timeline for the 2009-10 budget, which will be submitted to the BTF Board on 7th March.</p>	<i>DG</i>
6.1	<p>Board Work Programme 2009</p> <p>The Board agreed the need for a 2009 work plan.</p> <p><i>All to review & update the draft TE work programme & to present for approval at the next Board Meeting.</i></p>	<i>All</i>

<p>7.1</p>	<p>Written Reports for Information</p> <p>The Directors received the following written reports with interest: Team England; Events, Rules & Technical; Operations, Development; BTF Board.</p> <p><i>HWy to distribute the current and future organisational structure to the Board</i></p>	<p>HWy</p>
<p>8</p>	<p>Date of Next Meetings</p> <p>The TE Board will meet at 10:30am in the Gymnastics Seminar Room at Loughborough University on March 21st.</p>	