



## Triathlon England

### Minutes of the Management Board Meeting Held at 10:00am on Saturday 09 May 2009 at Loughborough University

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

Apologies: Del Granger (DG),

In attendance: Mark Barfield (MB); Helen Wyeth (HWy); Lucille Cowburn (LC) (Minutes);  
Presentation Only: Heather Williams (HWi); Simon Mills (SM)

Referenced: Zara Hyde Peters (ZHP)

Item	Minute	Owner & Due Date <sup>1</sup>
1	<p><b>Chair's Welcome &amp; Introductory Comments (<i>Agenda Item 1</i>)</b></p> <p>The Chair welcomed all those present to the meeting.</p> <p>Heather Williams and Simon Mills gave a presentation to the TE Management Board on the evolving regional performance arrangements. After a brief overview from Heather, Simon described how changes were to be effected in the TE regions.</p> <p>JL gave a brief International update. The directors heard that</p> <ul style="list-style-type: none"> <li>• four candidates have been nominated for ETU positions;</li> <li>• Jem Lawson and Tom Chambers had been recently enrolled on UK Sport's International Leadership Programme.</li> </ul>	JL

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



<p><b>5</b></p>	<p><b>Management Board Work Programme 2009 (Agenda Item 5)</b></p> <p>The Board agreed the need for a 2009 work plan.</p> <p><i>JL &amp; HWy to review the draft TE work programme &amp; to outline the key areas for Board approval at the next meeting.</i></p>	<p><i>JL &amp; HWy</i></p>
<p><b>6</b></p>	<p><b>Membership Plan (Agenda Item 6)</b></p> <p>The Membership Plan is currently being taken forward by Leonie Sijtsma and Caroline Smith (of Castele Consulting). A recently held meeting with event organisers proved productive and was therefore successful. We are currently investigating the options with a central entry organisation with race entrants being directed to TE membership page.</p> <p>The renewal process went well, with reminders going out to those whose auto-renewal had failed through card changes. Membership stands at c. 7,000 which is good at this stage of the membership year.</p> <p>The Directors received the proposed terms of reference for the membership committee.</p> <p><i>JW to refer to the TE Regulations &amp; amend the draft terms of reference for the Membership Committee as appropriate.</i></p>	<p><i>JW</i></p>

<p><b>7</b></p>	<p><b>Regional Representatives' Report (Agenda Item 7)</b></p> <p>Jem Lawson circulated the notes from his telephone conference with the three regional representatives on the Management Board. The Directors debated the issues at length.</p> <p>Currently the situation is that all those that have performed the role of Council appointed members (CAMs) have undoubtedly added value to the work of the Management Board (formerly Board of Directors). The perception is that they have done so primarily as individuals and that the two-way communication described has been intermittent at best. The CAMs feel impotent when proper communication channels are not used.</p> <p>The Board agreed the need for a proper conduit for information both to and from the regions.</p>	
<p><b>8</b></p>	<p><b>Events, Rules &amp; Technical (Agenda Item 8)</b></p> <p>Discussions in the technical area are ongoing to try to bring about harmonisation of Home Nation rules.</p> <p>Triathlon Scotland's decision to print a rule book for racing in Scotland has prompted TE to investigate the possible publication of rules for use in England in booklet or DVD form for distribution to the membership. The last such publication was 2006.</p> <p>The terms of reference for the Events, Rules &amp; Technical Committee were accepted by the Board.</p> <p><i>MB, with guidance from AS, to investigate the possibility of creating a TE Rule Book, possibly in a DVD format.</i></p>	<p><i>MB &amp; AS</i></p>

9	<p><b>Matters Arising for Minutes – Not Otherwise Dealt With (<i>Agenda Item 9</i>)</b></p> <p>None</p>	
10 - 12	<p><b>Written Reports for Information (<i>Agenda Items 10 – 12</i>)</b></p> <p>The Directors received the following written reports with interest: Operations; Development; BTF Board.</p> <p>The change in roles and responsibilities within the English Development delivery structure has caused concern in one or two of the regions. The regional map has been redrawn in line with the acknowledged workload of the regional staff and a county structure now sits below the new regional distribution. This means that there are additional Programme Development Managers (PDMs) (formerly Regional Development Managers) in the areas of greatest activity. Two Development Managers (new posts), one for the north and one for the south, have been appointed to whom the PDMs will report. These changes reflect the requirement for TE to comply with the Strategic Plan of Sport England – Grow, Sustain, Excel. Further changes with respect to regional support staff will be made as a consequence of performance strategy. This new pattern is to be monitored by the three Council appointed members of TE Management Board.</p>	
13	<p><b>Other Competent Business (<i>Agenda Item 13</i>)</b></p> <p><i>KP To provide a report on BTF’s UK Coaching Steering Group to future TE Management Board Meetings.</i></p>	KP
14	<p><b>Date of Next Meetings</b></p> <p>The TE Board will meet at 10:30am in the Seminar Room of The Sir John Beckwith Room at Loughborough University on July 25th.</p>	