



Triathlon England

Minutes of the Management Board

Meeting Held at 10:00 a.m. on Saturday 25 July 2009 in the Board Room at Sandy Balls Holiday Centre, Godshill, Fordingbridge, New Forest

Present: Jem Lawson (Chair) (JL), Dave Rigby (DR), John Petrides (JP), Jane Wild (JW), Richard Taylor (RT), Del Granger (DG) Alan Spelling (AS).

Apologies: Keith Perry, Dave Bellingham, Mark Barfield

In attendance: Zara Hyde Peters , Ian Howard, Helen Wyeth, Morgan Williams, Lucille Cowburn (Minutes); Steve Bentley (First Ascent)

Referenced: Paul Smith (PS)

Item	Minute	Owner & Due Date ¹
1	<p>Chair's Welcome & Introductory Comments</p> <p>Jem Lawson welcomed all those present to the meeting of the Triathlon England Management Board. He extended a particular welcome to Zara Hyde Peters, Morgan Williams, (National Development Manager (North), Steve Bentley (First Ascent), and Ian Howard (BTF Board Director Legal & Business Portfolio), celebrated the</p> <ul style="list-style-type: none"> • recent racing successes of Alistair & Jonathan Brownlee, Catriona Morrison, and Chrissie Wellington; • regional led delivery of the North East Children's Open Water Triathlon <p>and looked forward to the London Triathlon next week.</p>	

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

1.2	By way of introduction to the afternoon session, Steve Bentley outlined the leadership, team development, training & consultancy services provided by First Ascent.	
1.3	Jem reminded the Directors that the Board's work should be guided by our values and purpose: "To enable excellence and deliver the opportunities for everyone to achieve their personal triathlon challenges."	
	Declarations of Interest None	
2	Apologies: Keith Perry, Dave Bellingham, Mark Barfield	
	Items for Discussion / Decision	
3	Finance Report	
3.1	End of Year Audited Accounts & TE Review Del Granger summarised Triathlon England's end of year accounts, highlighting the debtor, creditor and net asset positions. The Directors approved the year end financial statements as presented. JL signed the accounts on behalf of the Board.	
3.2	Triathlon England Income and Expenditure Account for the Two Months to 30 June 2009 <i>Paul Smith To add the full year budget to the monthly management accounts.</i>	PS

4	<p>Performance Programme Delivery in England</p> <p>Zara Hyde Peters described the current situation for the Board, highlighting:</p> <ul style="list-style-type: none">• the Regional Committee’s responsibility for Coaching and Talent Development;• Dave Bellingham’s membership of BTF’s Performance Committee;• the TE Council’s overall watching brief. <p>In response to a question from Ian Howard, ZHP clarified the point of entry between the Regional and National Talent Programme.</p> <p>The Regional Representatives gave their views on the current operation of the Regional Academies.</p> <p>The Directors agreed that all athletes on commercially run talent programmes should be directed to the Regional Talent Academies.</p>	
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<p>5</p>	<p>Membership Programme Update</p> <p>HWy updated the Board on the current status of the Membership Operations Plan, referencing:</p> <ul style="list-style-type: none"> • Membership Services • Communication & Promotion • Membership Development • Working With Clubs • Targeting Major Events • Improving Our Systems. <p>The Directors gave their approval to proceed with an in-house IT system upgrade.</p> <p>JW thanked the Board for their support and looked forward to reporting progress at subsequent meetings.</p> <p><i>ZHP To seek approval from the BTF Board for the increased IT spend.</i></p> <p>The Board approved the terms of reference of the Membership Committee.</p>	<p>ZHP</p>
<p>6</p>	<p>Events in England</p> <p>The Directors received a presentation from Morgan Williams on a joint project to develop and implement a quality improvement programme for triathlon events in England.</p>	
<p>7</p>	<p>Review of Management Agreement</p> <p>The Directors reviewed and approved the</p> <ul style="list-style-type: none"> • Management Agreement to take to the BTF Board for co-signature; • Complaints Procedure Policy to place on the Triathlon England website 	<p>JL / ZHP</p> <p>HWy</p>

8	<p>Regional Representatives Report (Verbal)</p> <p>Initial concerns about the restructuring of the regional programme managers' roles appear to be unfounded.</p>	
9	<p>TEMB Work Programme</p> <p>RT / DG / JW gave their support to the principle of the TEMB Work Programme.</p> <p><i>JL To review the use of a TEMB Work Programme for 2010</i></p>	JL
10	<p>Matters Arising From Minutes Not Dealt with in Meeting</p> <p>In response to a question from ZHP, Allan Spelling gave a brief overview of the current status of the BTF Rule Book.</p>	
11	<p>Other Competent Business</p> <p>11.1 Having taken advice from haysmacyintyre, the following agreed to resign as Directors of the Triathlon England Company:</p> <ul style="list-style-type: none"> • Dave Bellingham • Keith Perry • Dave Rigby • Alan Spelling • Jane Wild • Del Granger <p>The three remaining Directors of the Company are Jem Lawson, Richard Taylor, John Petrides.</p> <p>11.2 The UKCC Home Nations representatives will meet in September.</p>	

12	<p>Date of Next Meetings</p> <p>Jem Lawson thanked Del Granger and the staff of the Sandy Balls Holiday Centre for their kind hospitality during the day.</p> <p>The next meeting will be held on the afternoon of Saturday 26th September in the Seminar Room of Sir John Beckwith Building at Loughborough University. Jane Wild gave her apologies in advance.</p> <p>The subsequent meeting will be held on 15th November at the Hilton Hotel East Midland Hotel. A regional committee forum is also planned for this date.</p>	
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