



## Triathlon England

### Minutes of the Management Board

**Meeting Held at 14:00 on Saturday 26 September 2009 in the Seminar Room in the Sir John Beckwith Building at Loughborough University**

Present: Jem Lawson (Chair) (JL), Dave Rigby (DR), John Petrides (JP), Richard Taylor (RT), Del Granger (DG) Alan Spelling (AS); Keith Perry (KP), Dave Bellingham (DB).

Apologies: Jane Wild (JW) Mark Barfield

In attendance: Helen Wyeth (HWy); Gareth Hall, Lucille Cowburn (Minutes);

Referenced: Paul Smith (PS)

Item	Minute	Owner & Due Date <sup>1</sup>
1	<p><b>Chair's Welcome &amp; Introductory Comments</b></p> <p>Jem Lawson welcomed all those present to the meeting of the Triathlon England Management Board. He extended a particular welcome to Gareth Hall, (National Development Manager (South), who gave a brief overview of his role and focus for the next twelve months.</p> <p>JL congratulated</p> <ul style="list-style-type: none"> <li>• the athletes and the performance team on their success at the World Championships;</li> <li>• Yorkshire and Humberside on their recent IRC win.</li> </ul> <p>He reminded the Directors that their work should be guided by TE's purpose and the values that accompany it. DB voiced his support.</p>	

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

	<p><b>Declarations of Interest</b></p> <p>None</p>	
<b>2</b>	<p><b>Apologies:</b></p> <p>Jane Wild. Mark Barfield</p>	
<b>3</b>	<p><b>Items for Discussion / Decision</b></p> <p><b>Feedback from First Ascent: Next Steps</b></p> <p>JL reported that the feedback from First Ascent, on the Board's performance at its July meeting, has been encouraging and complimentary.</p> <p>First Ascent recommend that, in the periods between formal meetings, the Board should look to enhance communication between its members. The Directors gave their views on how best to do this.</p> <p>There was general agreement that, to be fully effective, there should also be clear communication between the Board, the senior management team and the staff at headquarters. A fuller understanding of the type and frequency of information to be provided to the Board is required. Fortnightly telephone calls; (daily, weekly, monthly) emails; proactive follow up of key issues; single point of contact; and attendance at staff meetings were all proposed.</p> <p>Members of the Board identified the need for a fuller understanding of their role in delivering Triathlon England's objectives.</p> <p><i>JL to propose a course of action regarding the role of the TE Management Board and the communication between members and headquarters staff.</i></p>	<p><i>JL By 9<sup>th</sup> October</i></p>

<p><b>4</b></p>	<p><b>Triathlon England: The Regional Challenge</b></p> <p>JL gave the background to the Regional Academy Structure in England. Following his attendance at the TE Council meeting earlier that morning, he reported that the process for distribution of funds to the regions has continued to be a source of controversy:</p> <ul style="list-style-type: none"> <li>• According to the elected officers in the regions, the requirements were not clearly explained: They were required to submit both spending plans for the money allocation from Sport England for 2009/10, and the plans and accounts for regional allocation of monies from 2008/09.</li> <li>• Council appointed members expressed their disappointment that the allocation of funds seemed not to acknowledge any differences between regions (each region receiving identical funding).</li> <li>• There was incomprehension from those regions which did provide the information in a timely fashion that no money was distributed until all of the regions had made such submissions.</li> </ul> <p>The Directors wished to formally register their dismay as to the way this process had been carried out. They agreed that the resolution of the issues should be given the highest priority.</p> <p>Part of the problem, in JL's view, was the difficulty in recruiting suitably qualified volunteers (e.g. treasurers, coaches, officials) into Regional Committee roles. He suggested, for example, that the Regions might be offered the opportunity to attend a Regional Forum / Treasurers' Training Day.</p> <p>JL agreed to own the conversation with the Director of Development and the Senior Management Team.</p> <p><i>Chair of TEMB to report to the TEMB and to the Council on the next steps and how the process will be changed in future.</i></p>	<p><i>Chair of TEMB By 17 October</i></p>
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<p><b>5</b></p>	<p><b>Finance Report</b></p> <p>Del Granger summarised Triathlon England’s income and expenditure summary at August 2009.</p> <p>The Directors discussed the issue of applying for a ‘voluntary striking-off and dissolution’ of the TE Company. In order to prevent the TE name being used elsewhere, it was agreed to retain the company in its current dormant status.</p> <p>On DG’s recommendation, the Board moved to clear the intercompany balances in TE to nil.</p> <p>JP reported Council’s request for a clearer understanding of TE’s funding and expenditure. After some debate, the Directors agreed that the Council should receive information with respect to sources and amounts of funding, and any restrictions on the spending from such sources (‘ring-fencing’).</p> <p><i>Paul Smith to send information described above to the Council.</i></p>	<p><i>Paul Smith</i></p>
<p><b>6</b></p>	<p><b>Membership Plan</b></p> <p>HWy described the current status for the Board, highlighting the IT system upgrade and the planned delivery of the Members’ Handbook (in December).</p> <p>The Directors gave their approval to</p> <ul style="list-style-type: none"> <li>• Publish four copies of TriNews per annum (instead of five);</li> <li>• Improve electronic communication with members.</li> </ul> <p>JL requested an update on the development of the membership package, with particular reference to enhanced membership services. HWy confirmed that this is listed as a deliverable item on the membership work programme.</p>	

7	<p><b>Council Appointed Members Report</b></p> <p>Given under Section 4 Triathlon England: The Regional Challenge</p>	
8	<p><b>Events , Rules &amp; Technical</b></p> <p>Alan Spelling gave a summary of his report to the Board.</p> <p>The Directors discussed a possible change to the procedures for payment of race referees.</p> <p><i>HWy to formally respond to the Board on the proposal from the Events, Rules &amp; Technical Director regarding the payment of Referees</i></p>	HWy
9	<p><b>Performance Report</b></p> <p>Dave Bellingham reported on the modernisation of Commonwealth Games England (CGE), formerly the Commonwealth Games Council of England (CGCE), which has a new, high-profile, appointed board under the chairmanship of Sir Andrew Forster. Dave was for many years the vice chair of CGCE; his significant contribution was noted.</p> <p>The Directors agreed that DB should attend the Commonwealth Games England AGM on 5<sup>th</sup> November.</p>	
10	<p><b>Action Points From Previous Minutes Not Otherwise Dealt with</b></p> <p>None</p>	
11	<p><b>Operations Report – 2010 Event Registration</b></p> <p>In response to a question from RT regarding the issue of day licences, HWy agreed to prepare a report for the next meeting of event organisers who have not sent in reports (i.e. for whom an invoice has not been raised) and those who have not paid their invoices.</p>	HWy

<b>12</b>	<b>Development Report</b>	
	Taken as read.	
<b>13</b>	<b>Other Competent Business</b>	
13.1	<b>Gold Pin Award Nominations</b>	
	JL outlined the nominations process for BTF's Gold Pin Awards.	
13.2	<b>AGM</b>	
	<p>A notice will be sent to Triathlon England members, inviting attendance at the 2009 Triathlon England Annual General Meeting. This is to be held between 2 &amp; 3pm on Saturday 14th November 2009 in the Gymnastics Seminar Room at Loughborough University. It is hoped to maintain an informal atmosphere with an opportunity for members to ask questions and raise concerns as part of the meeting.</p> <p>Dave Bellingham volunteered to attend the BTF AGM on behalf of Triathlon England.</p>	