



**Minutes of the Management Board Meeting  
held at 13.30 on Saturday 8 May 2010 in the Seminar Room in the Sir John Beckwith  
Building at Loughborough University**

**Present:** Jem Lawson (Chair) (JL), Dave Rigby (DR), John Petrides (JP), Alan Spelling (AS),  
Dave Bellingham (DB) Jane Wild (JW), Lawrence Green (LG), Richard Taylor (RT)

**Apologies:** Del Granger (DG)

**In attendance:** Helen Wyeth (HWy); Mark Barfield (MB); Steve Bentley, First Ascent  
Judith Brand (Minutes)

**Referenced:** Paul Smith (PS); John Muddeman (JM)

Item	Minute	Owner and Due Date <sup>1</sup>
1	<b>Chair's Welcome and Introductory Comments</b>  Jem Lawson extended a welcome to all those present and introduced Steve Bentley from training partners First Ascent, who would be leading the discussion on Aspiration and Legacy.  JL acknowledged the hard work by staff in securing General Electrical (GE) as elite partner and disclosed details of other imminent sponsorship agreements.	
2	<b>Apologies</b>  Del Granger	
2.1	<b>Declaration of Interest</b>  None	
2.2	<b>Equity statement</b>  Nothing to report	

3	<p><b>TEMB Aspiration and Legacy</b></p> <p>With the majority of members well into the second half of their tenure and in view of possible changes on re-advertisement of positions at the end of 2010, JL invited each person to comment on their views on coming into post, contributions made so far with respect to their own portfolio, and their individual aspirations in going forward.</p> <p>After much discussion key focus areas were established and members assigned to assume responsibility in those areas as follows:</p> <table border="0"> <tr> <td data-bbox="314 579 940 613">Triathlon England identity</td><td data-bbox="806 579 940 613">DB, DR, LG</td></tr> <tr> <td data-bbox="314 653 838 743">Establish English Championships</td><td data-bbox="806 653 838 687">AS</td></tr> <tr> <td data-bbox="462 687 584 743"> <ul style="list-style-type: none"> <li>▪ Goals</li> <li>▪ KPI's</li> </ul> </td><td></td></tr> <tr> <td data-bbox="314 788 679 822">Membership development</td><td data-bbox="806 788 890 822">JW, LG</td></tr> <tr> <td data-bbox="462 822 779 968"> <ul style="list-style-type: none"> <li>▪ Members' perception</li> <li>▪ Quality experience</li> <li>▪ Goals</li> <li>▪ KPI's</li> </ul> </td><td></td></tr> <tr> <td data-bbox="314 1012 568 1046">Board Development</td><td data-bbox="806 1012 830 1046">JL</td></tr> <tr> <td data-bbox="314 1087 616 1123">Financial independence</td><td data-bbox="806 1087 898 1123">DG , RT</td></tr> <tr> <td data-bbox="314 1163 1289 1275" style="vertical-align: top;">JL thanked all present for the opinions and perceptions expressed. Agreed thoughtful and insightful comments indicated this had been a very productive process.</td><td></td></tr> </table>	Triathlon England identity	DB, DR, LG	Establish English Championships	AS	<ul style="list-style-type: none"> <li>▪ Goals</li> <li>▪ KPI's</li> </ul>		Membership development	JW, LG	<ul style="list-style-type: none"> <li>▪ Members' perception</li> <li>▪ Quality experience</li> <li>▪ Goals</li> <li>▪ KPI's</li> </ul>		Board Development	JL	Financial independence	DG , RT	JL thanked all present for the opinions and perceptions expressed. Agreed thoughtful and insightful comments indicated this had been a very productive process.		
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4	<p><b>Finance report</b></p> <p>In the absence of Del Granger HWy offered to answer any questions relating to the Finance Report.</p> <p>Following discussion on the surplus shown in the draft Year End accounts, LG explained the background and policy relating to the creation of Triathlon England as a division of BTF. The TE surplus is currently included in the overall reserves of BTF and contributes to the BTF reserves target for 2012.</p> <p>Various questions were raised on the constitutional aspects relating to the absence of a separate balance sheet for TE and availability of any TE surplus for funding of future specific projects. Agreed that JL would seek clarification on constitutional position and management agreement and if the situation was not as perceived then he would raise this issue at the next BTF Board meeting on 17 July (Salford).</p> <p><i>Action</i></p> <p>Agreed that LG would also attend BTF Board meeting on 17 July 2010.</p>	JL																

	<p>Following a meeting with Sport England, MB advised that they had agreed deferral of the accrued income over the next two years.</p>	
5	<p><b>Membership Plan</b></p> <p>JW reported on progress made so far following the inaugural meeting of the Membership Committee. It was proposed to contact Regional Chairs in a bid to increase representation on the Committee. Terms of Reference had been agreed with some minor adjustments and these would be circulated with the Minutes of this meeting.</p> <p><i>Action</i></p> <p>The next issue of trinews would include a promotional offer to all new members.</p> <p>Various ideas and options for implementation of promotional codes for regions were suggested and although some research on costings had been carried out it was agreed still more work was required to move this project forward.</p>	JW/JB
6	<p><b>Council Appointed Members Report</b></p> <p>LG requested that regions be informed of 2011 events calendar as early as possible to enable them to timetable their own events. JL advised that early announcement of dates was given high priority but hampered by dependence on external factors, i.e. confirmation of ITU, ETU dates.</p> <p>AS requested English Championships be included in race calendar for 2011.</p> <p>Action HWy to request JM to conduct race review</p>	HWy
7	<p><b>ETU</b></p> <p>Deferred</p>	
8	<p><b>Events Rules &amp; Technical</b></p> <p>AS explained that the new Level 1 and 2 qualification procedure would necessarily place significantly more responsibility on Regional Referee Co-ordinators and therefore consideration should be given to offering a set payment.</p> <p>AS had requested BTF to formulate a standard procedure for this mentoring process.</p>	

	JL advised that a review of the feasibility and function of the BTF Rules & Technical Committee was to be undertaken and the situation reassessed with regard to the TE Rules and Technical sub-committee decision making process  <i>Action</i>	JL
<b>9</b>	<b>Performance</b>  Report taken as read	
<b>10</b>	<b>Operations</b>  Report taken as read	
<b>11</b>	<b>Development</b>  Report taken as read	
<b>12</b>	<b>Actions from the previous meetings</b>  Discharged	
<b>13</b>	<b>Close of meeting 4.00</b>	