



**Minutes of the Management Board Meeting  
held at 10.00 on Saturday 13 March 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), Del Granger (DL),  
Dave Bellingham (DB) Jane Wild (JW), Lawrence Green (LG), Richard Taylor (RT)

**Apologies:** Alan Spelling(AS) , Mark Barfield (MB)

**In attendance:** Helen Wyeth (Hwy); Gareth Hall (GH); Simon Mills (SM)  
Judith Brand (Minutes)

**Referenced:** Paul Smith (PS); Zara Hyde Peters (ZHP)

Item	Minute	Owner and Due Date <sup>1</sup>
1	<p><b>Chair's Welcome and Introductory Comments</b></p> <p>Jem Lawson extended a welcomed all those present. He brought forward item 3 on the Agenda as SM had a work commitment in the North East on that day.</p>	
2	<p><b>Performance Report</b></p> <p>SM presented his report which included an update on talent development and the role of the Regional Academies. The appointment of Regional Head Coaches had proved to be a very lengthy process but all regions now have a Regional Head Coach in place. As these posts are predominantly voluntary, and therefore not reliant on securing specific funding, this would ensure sustainability and capability for the future. SM would hold quarterly meetings with Regional Coaches to offer guidance and discuss any issues and challenges. It was encouraging to note the enthusiasm and commitment to the programme so far.</p> <p>It was agreed that each Region should develop and publish a selection process for Academy athletes and also a disclosure of interest policy. It was suggested SM produce a template for use by Regions if required.</p> <p><i>SM to produce a template for athlete selection policy</i></p>	SM

	<p>LG emphasised the importance of achieving clear lines of communication with the Regions and SM advised that generally Regional Chair is the point of contact.</p> <p>SM explained the Tri Life concept and advised that a model of elite triathlon development would be published at the end of May.</p> <p>JL commented that it was pleasing to note the progress made so far on the journey through to the World Class Programme.</p> <p><i>Continuation of published Agenda</i></p>	
<b>3</b>	<p><b>Apologies</b></p> <p>Alan Spelling, Mark Barfield</p>	
<b>3.1</b>	<p><b>Declaration of Interest</b></p> <p>None</p>	
<b>3.2</b>	<p><b>Equity Statement</b></p> <p>Nothing to report</p>	
<b>4</b>	<p><b>Items for Discussion/Decision from the Joint Meeting</b></p> <p>JL thanked DG for the invitation for the meeting on July 31 to be held at the New Forest Triathlon Centre. It was agreed that Sarah Springman be invited to attend this meeting.</p> <p>JL reported that a non-Executive Director for Marketing and Communications is to be co-opted to the BTF Board. ZHP and one representative from each of the Home Nations will undertake the interview process proposed for the evening of 29 March in London. As JL unavailable either LG or RT will represent TE on the selection panel.</p>	<p>JL</p> <p>LG/RT</p>
<b>5</b>	<p><b>Finance Report</b></p> <p>DG outlined the position as detailed in the Finance Report (January 2010) and advised that the variance was mainly due to day licence membership exceeding the forecast.</p> <p>It was proposed that the underspend in income for Development would be eligible for deferment subject to consultation with Sport England.</p> <p><i>Hwy to check if deferment permissible.</i></p>	<p>Hwy</p>

<p><b>5.1</b></p>	<p><b>2010/11 Budget</b></p> <p>DG presented the proposed Income and expenditure budget for 2010/11. He explained this was a fairly cautious budget that did not assume growth.</p> <p>JL advised that it was BTF policy to increase reserves to counteract the risks of escalating staff costs, redundancies, etc. It was reassuring to acknowledge the stability this would provide.</p> <p>HWy indicated that the completed 3 year plan would be sent to the BTF Board next week and once approved a copy of the policies would be available.</p> <p><i>HWy to request copy for distribution.</i></p> <p>Following discussion on surplus in BTF accounts, RT advised that the BTF balance sheet would indicate TE surplus. Various questions were raised on whether this money was ring-fenced or if TE would manage this surplus JL agreed to seek clarification from PS.</p> <p><i>JL to clarify with PS</i></p> <p>JL advised that the budget will be submitted to the BTF Council for approval and JL to consult with Martin Harris for approval and comments.</p> <p>DG to prepare document for next meeting with regard to breakdown of regional grants and guidance for the regions in presenting their accounts .</p>	<p>HWy</p> <p>JL</p> <p>JL</p> <p>DG</p>
<p><b>6</b></p>	<p><b>Membership Plan</b></p> <p>The suggestion of rewarding organisers and affiliated clubs for promoting membership was seen as a viable proposition, given that technology was now in place to utilise promotional codes. JL stressed the importance of communicating changes to all key parties.</p> <p><i>Hwy to provide specifics for reward schemes.</i></p>	<p>HWy</p>
<p><b>7</b></p>	<p><b>Operations Report</b></p> <p>LG emphasised the importance of clarity of information provided to members and clubs with regard to insurance and volunteered to help in proofing/editing information before distribution/publication to members.</p> <p>HWy reported on the successful implementation of the Direct Debit system for membership and advised that c2,500 members had opted for this method of</p>	

	<p>payment.</p> <p>GH advised that some 100 people had signed up to the membership offer at the recent TCR conference at Sandown Park and also some 500 data capture cards expressing interest had been completed.</p>	
8	<p><b>Council Appointed Members' Report</b></p> <p>DR queried a 12.5% levy on a credit card payment for a Coaching Course. GH to seek clarification and report back directly to DR.</p> <p><i>GH to advise DR directly</i></p> <p>JL gave clarification on a query regarding the role of Motor Cycle Referees and National Escort Group riders at events with regard to insurance cover.</p> <p>DR also requested clarification on qualification criteria for referees when shadowing at events.</p> <p><i>GH to report back directly to DR</i></p> <p>GH answered questions on the administration and allocation of the Regional Coaching Budgets, indicating that these were administered nationally through the Regional Programme Managers.</p> <p>Regional Grant cheques – JL agreed to contact MB next week with regard to action points from last meeting in respect of provision of more detailed information on regional budget allocation.</p> <p><i>JL to consult with MB and report directly</i></p> <p>LG reported that there were difficulties in getting updated information on to Regional websites JL advised that subsequent to the launch of the proposed new website, all data be submitted to MW and GH who would act as gatekeepers for ensuring information is updated on a regular basis.</p>	<p>GH</p> <p>GH</p> <p>JL</p>
9	<p><b>Events and Technical</b></p> <p>AS currently officiating at Abu Dhabi Triathlon – no questions on report submitted.</p>	
10	<p><b>Performance Report</b></p> <p>Nothing to report. DB advised that there would be a Performance Committee meeting in two weeks and he would forward a précis of that meeting.</p> <p><i>DB to forward report following the Performance Committee meeting</i></p>	DB
11	<p><b>Development Report</b></p>	

	<p>Taken as read.</p> <p>GH gave an outline on the structure of Schools Competition framework and Schools Aquathlon. Although the timescale would be tight, it was hoped to have the framework in place for delivery in the next school year.</p>	
<b>12</b>	<p><b>Other competent business</b></p> <p>No notice of business received</p>	
<b>12.1</b>	JL agreed to provide an ETU update at the May meeting.	JL
<b>12.2</b>	<p><b>Invitation to attend BTF's Board meeting on 17 July in Loughborough</b></p> <p>JL advised that the BTF had issued an invitation for two members of this group to attend its meeting in July. It was agreed that, RT having already accepted the invitation, the decision on the second representative would be postponed pending receipt of Agenda.</p> <p>It was confirmed that the IRC's would be held on 19 September at Parc Bryn Bach.</p> <p>JL advised that the BTF AGM/Awards Dinner would not now be held in Scotland at request of newly appointed CEO</p>	JL
	<b>Close of Business - 12.30</b>	