



Minutes of meeting of Triathlon England Management Board  
held on Saturday 25 September 2010 at 13.30 in the Seminar Room,  
Sir John Beckwith Building Loughborough University

**Present:** Jem Lawson (Chair) (JL); Richard Taylor (RT); Del Granger (DG), Dave Bellingham (DB); Jane Wild (JW); Lawrence Green (LG); John Petrides (JP); Dave Rigby (DR)

**In attendance:** Alan Spelling (AS); Mark Barfield (MB); Paul Smith (PS); Judith Brand (JB) Minutes

**Referenced:** John Muddeman (JM)

Item No	Minute	Owner and Due Date
1	<p><b>Chair's Welcome and Introductory Comments</b></p> <p>JL welcomed all to the meeting and commented on the success of the World Duathlon Championships in Edinburgh and congratulated the Yorkshire and Humberside region on winning the IRC's at Parc Bryn Bach. JL also welcomed AS as guest, just out of term. The Triathlon England Council had discussed the appointment of Director for Events, Rules and Technical, which would be advertised on the website with interviews proposed for the morning of the AGM at Hinckley. AS attending this meeting as Agenda included proposal with respect to refereeing and Regional Co-ordinators.</p> <p><b>Statement of declaration of interest</b> <b>Equity Statement</b> There were no statements of declaration of interest</p>	
2	<p><b>Apologies for absence</b></p> <p>None</p>	
3	<p><b>Follow up of actions from July meeting</b></p> <p>Conflict of Interest Register - Paul Smith to follow up with Sue Roberts (currently on annual leave).</p> <p><b>Proposal for English Staff identity</b> Following discussions with the Senior Management Team, Mark Barfield had agreed to take on the role of Chief Operating Officer for Triathlon England. A staff chart was circulated at the meeting indicating allocation of staff to be</p>	PS/SR

	<p>badged specifically as Triathlon England. It was proposed that telephone numbers be advertised as TE and email addresses and business cards would also be rebranded. It was agreed that TE email addresses be organised for Portfolio Directors.</p>	MB/JB
4	<p><b>English Championships</b></p> <p>In order to provide TE members with the same opportunities as members of other Home Nations it was agreed to establish an English Championships. In view of the already congested calendar it was proposed that for 2011 this would be standard distance and “bolted on” to an already established event. Following discussion it was agreed that given the timescale it would not be prudent to offer a range of distances for 2011. It was proposed to make an announcement in principle at the AGM and contact potential organisers, with notification to membership in early January.</p> <p>MB to discuss process with JM</p> <p>Further discussion on the English Championship followed and points raised included expanding the range of distances to be offered, in order to appeal to the wider triathlon community, and aspiration view of an “England” Champion. MB suggested there should be a long term event strategy for England. LG queried whether this might be the role of a sub-committee but MB confirmed his willingness to take delegated responsibility and JL to sign off. (JL would consult with the Board as necessary).</p>	<p>MB</p> <p>MB/JL</p>
5	<p><b>KPIs</b></p> <p>RT had produced a draft discussion paper looking at possible strategic objectives for TE and relevant KPIs to deliver those objectives. KPIs were listed under the areas of business performance, sustainability, service performance and Management Board effectiveness.</p> <p>It was proposed that the Board’s role is to agree the strategic objectives and then establish the KPIs to deliver those objectives. It was considered that part of this process is the reformulation of the TE strategy going forward and to agree the level at which we start. The Sport England KPIs sit within the 4 year plan but requirement to go beyond the Sport England cycle.</p> <p>MB referred to the mission statement to improve engagement with the triathlon community. MB voiced the opinion that the Board impacted on three main areas - members, events, clubs - which are interlinked. These three strands give direction and objectives are set within those strands which then filters down into KPI’s. Finance and Business underpin all three.</p> <p>Following some discussion on the method of support and measuring</p>	ALL



	<p>increase and confident of attracting further 1,000 memberships by the end of the financial year. PS clarified that management accounts do not report actual position until the half-year results.</p> <p>PS outlined the proposals in the paper circulated at the meeting to resource IT development, the main items being a new club and event registration system, monitoring and amendments to that, rolling membership and club and event accreditation. PS advised that this was not additional spending but Board approval was being sought to re-allocate delivery of these items through the Sport England programme. MB informed that slight underspend in Sport England income had resulted from savings due to non-seamless staff appointments and slight underspend in other areas. MB confirmed proposals for IT development linked directly to interventions which are funded by Sport England. MB also clarified the reporting procedure against interventions and advised that slight flexibility was accepted by Sport England in achieving the objectives set in the 4 year plan. PS confirmed that implementation of these projects would result in improved efficiency.</p> <p>JL confirmed Board's approval</p> <p><b>Forecasts and Budget process</b></p> <p>PS confirmed timetable had been drawn up for completion of the forecast in the coming week. It was proposed to finalise and distribute the forecast with the September accounts to the Board on 18 October. Also proposed to introduce budget template instructions on 10 December and provisional draft budget by 10 January 2011. Agreed JB to circulate indicative timetable to the Board.</p> <p>Draft 1 budget distribution by 19 January and final submission to the Board by the end of February for approval at the March Board meeting.</p> <p>Balance sheet - PS confirmed this will be posted to the website over the next week with link to news item.</p> <p>LG questioned provision of a separate balance sheet for TE, PS explained that this is covered in the BTF balance sheet as TE is a division of BTF and does not have assets and liabilities of its own - confirmed that employment risks still undertaken by BTF. TE can only report on reserves which is surplus built up over the last two years. PS confirmed that BTF balance sheet included in Divisional Memorandum. PS concluded that TE might consider a reserves policy. Agreed JL, DG, PS, RT formulate reserves policy.</p> <p><b>Insurance Update</b></p> <p>IT was reported that PS and LG had gone through a very thorough tender process and held interviews with two prospective organisations. LG outlined issues discussed and gave clarification of areas where changes had been recommended including costs, some of which were:</p>	<p>PS/JB</p> <p>PS</p> <p>JL/DG/PS/RT</p>
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8	<p><b>Reports</b></p> <p>Submitted reports for Performance, Operations, Development were taken as read</p>	
	<p><b>Referees Paper</b></p> <p>LG referred to discussion at Council previously where it had been recommended that Regional support be pursued in order to encourage positivity.</p> <p>Agreed this was first version of document and recommended that feedback be forwarded to AS for review.</p> <p>JL expressed thanks to AS.</p>	All
	<p><b>Other Competent Business</b></p> <p>LG queried TE representation in e-newsletter and requested that opportunity for input from TE Board members to the new BTF communication strategy be recognised. Agreed JL to discuss with BTF Board Director for Communications.</p>	JL
	<p>JL thanked all present for input and contribution to discussions.</p> <p><b>Close of meeting 16.50</b></p>	