



Triathlon England

Minutes of the Management Board

Meeting Held at 14:00 on Sunday 17 January 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 (DG), Alan Spelling (AS), Dave Bellingham (DB), Jane Wild (JW); Lawrence Green (LG); Mark Barfield (MB).

Apologies: Richard Taylor (RT)

In attendance: Jilly Holroyd, Sport England's NGB Relationship Manager; Zara Hyde Peters (ZHP); Helen Wyeth (HWy); John Muddeman (JM); Lucille Cowburn (Minutes);

Referenced: Paul Smith (PS); Leonie Sijstma (LS) Paul Moss (PM); Ali Sibcy (AS)

Item	Minute	Owner & Due Date ¹
1	<p>Chair's Welcome & Introductory Comments</p> <p>Jem Lawson welcomed all those present to the meeting. He extended a particular welcome to Jilly Holroyd, Triathlon England's Relationship Manager at Sport England, and to John Muddeman, British Triathlon's Event's Manager. Jem also welcomed Lawrence Green, the new Council Appointed Member for the Midland Regions and in doing so, recognised and paid tribute to the service rendered to TE by Keith Perry, Lawrence's predecessor.</p> <p>JL reminded the Directors that their work should be guided by <u>TE's purpose</u> ("<i>To enable excellence and deliver the opportunities for everyone to achieve their personal triathlon challenges</i>") and the values that accompany it. DB voiced his support.</p>	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 12).

<p>2</p> <p>2.1</p>	<p>Apologies</p> <p>Richard Taylor</p> <p>Declarations of Interest</p> <p>None</p>	
<p>3</p>	<p>Items for Discussion / Decision</p> <p>From The Joint Meeting</p> <p>JL reported on the joint meeting, on 14th November, of the Management Board and the Council. There was general agreement that <u>Triathlon England lacks identity</u> within BTF's overall structure. A number of recommendations for the TEMB, the Council, the Regional Committees and Staff had been agreed.</p> <p>It is encouraging to note that, since then, good progress is being made in all areas. There is a much greater level of congruence and convergence among the parties, an appreciation of difficulties faced and co-operative efforts to address them. Whilst the English Regional Committees regions have evolved without any guiding principles and display considerable variation, a much clearer view of their purpose has now emerged.</p>	

<p>4</p>	<p>Finance Report</p> <p>Del Granger summarised Triathlon England's <u>Income and Expenditure account</u> at November 2009. TEBM members noted the encouraging financial position and look forward to signing-off the 2010-2011 budget proposals at the meeting on 13th March.</p> <p><i>Paul Smith to send</i></p> <ul style="list-style-type: none"> • <i>December Income & Expenditure Report</i> • <i>The 2010 / 11 TE Budget for review at the 13th March TEBM Meeting.</i> <p><i>Del Granger to arrange a meeting of the working group to formulate a regional "financial hints and guidance document."</i></p>	<p><i>Paul Smith</i></p> <p><i>Del Granger</i></p>
<p>5</p>	<p>Membership Plan</p> <p>HWy and JW described the current status for the Board.</p> <p>An extremely productive meeting, chaired by LS, was held in December. Together with Welsh Triathlon, the Membership Committee is ready to make progress in a co-ordinated way and hope that triathlonscotland will join the discussions in future.</p> <p>The Directors supported JW's proposal to widen the <u>Committee's membership</u>. It was agreed that three supra National regional representatives – Northern, Southern & Midlands – should be appointed and that three regional Directors should send JW their thoughts on how those representatives should be selected.</p> <p>The <u>annual membership renewal process</u> has been the recent focus at HQ. The IT system is now considered robust enough to contemplate changes to the operational process. Direct debits will take over from repeat credit card payments and the system is ready to move to a rolling membership renewal, perhaps in August / September of this year.</p>	

	<p>The Directors expressed the hope that the membership package was being continually reviewed and were re-assured to hear that it was. LG suggested that offering <u>discounts</u> on Wiggle, Garmin, and Polar kit should help to promote TE's membership and identity. It was agreed that any discounts obtained would be badged to our members as coming from TE rather than this being a BTF matter.</p> <p>The Directors agreed that <u>membership fees</u> should remain unchanged for the 2010 – 11 season.</p> <p><i>Helen Wyeth to advertise Membership Committee vacancies in the next eNews & on the BTF / TE website.</i></p> <p><i>Helen Wyeth to seek approval of the 2010 -11 Day Licence Fees at the next TEMB meeting in March.</i></p>	<p><i>Helen Wyeth</i></p> <p><i>Helen Wyeth</i></p>
<p>6</p>	<p>Council Appointed Members Report</p> <p>The Council appointed members reported on their meeting earlier that morning.</p> <p>For the forthcoming financial year, each English region will</p> <ul style="list-style-type: none"> • receive an equal share of grant funding; and • account to MB showing how the monies had been used following the end of the year. <p>For the following year, a proposal is to be worked up which will allow each region a levy (say £1) for each TE member within the regional boundary and something similar related to the number of affiliated clubs numbers a region.</p> <p>Helen Wyeth agreed to investigate this suggestion and to prepare a paper for presentation at the March 13th Meeting.</p>	<p>Helen Wyeth</p>

<p>7</p>	<p>Events , Rules & Technical</p> <p>Alan Spelling gave a summary of his report to the Board. He thanked:</p> <ul style="list-style-type: none"> • Paul Moss for his work on the <u>revised BTF Rule Book</u> and • Paul and Ali Sibcy for their help with the refereeing qualification restructure. <p>The Directors agreed that the proposed changes to the procedures for payment of race referees (discussed at the TEMB Meeting on 26th September) should not take effect.</p> <p>John Muddeman reported on the work of the Events staff. After reviewing the <u>roles and responsibilities of the events team</u>, he answered questions on the Qualifying races for the European & World Championships; Co-ordination of Volunteers; and TE Championships. There was some dismay voiced that the date of the IRC coincided with that of the National Club Relay Championships.</p> <p>Following Mark's update on The Future Of Events On The Highway, Jem invited comment from Jilly Holroyd. Jilly agreed to raise this issue with Sport England's other NGB Relationship Managers so as to agree a common voice on behalf of the NGBs.</p>	
<p>8</p>	<p>Performance Report</p> <p>Dave Bellingham reported on his work to organise a Home Nations' Competition.</p> <p>The Directors heard that Simon Mills, BTF's Performance Development Manager, will present to their next meeting on Saturday, March 13th.</p>	
<p>9</p>	<p>Operations Report</p> <p>In response to a question from LG, ZHP outlined the opportunities for Home Nations sponsorship.</p> <p>Del Granger was pleased to note the reduction in the aged debtors over 90 days old.</p>	

<p>10</p>	<p>Development Report</p> <p>Mark answered questions on the CPD programme for Volunteers; and the Club Accreditation Process.</p> <p>Jem thanked the staff for the detail provided in their reports which are a vital part of the Board's monitoring process.</p>	
<p>11</p> <p>11.1</p> <p>11.2</p>	<p>Other Competent Business</p> <p>Invitation to attend BTF's Board Meeting on 17th July in Loughborough</p> <p>It was proposed that Richard Taylor, TE's Deputy Chair, should attend the BTF Board Meeting on behalf of Triathlon England. A second representative will be sought once the Agenda is published.</p> <p>Triathlon, Cycling & Running Show on 13 – 14th February at Sandown Park</p> <p>Dave Bellingham enquired whether volunteers were required to attend the TCR Show on 13 – 14th February.</p> <p><i>HWy / MB to submit their plans for the TCR show for TEMB approval</i></p>	<p><i>Helen Wyeth Mark Barfield</i></p>
<p>12</p>	<p>Meeting & Event Programme</p> <p>The next meetings of the TE Management Board are:</p> <ul style="list-style-type: none"> • Saturday, March 13th • Saturday, May 8th [Joint with TE Council] • Saturday, July 31st • Saturday, September 25th [Joint with TE Council] <p>The date of the AGM has yet to be agreed.</p> <p>An invitation will be issued to BTF's President, Sarah Springman, to attend the TEMB meeting in March or May.</p>	<p><i>Jem Lawson</i></p>