



**Minutes of the Management Board meeting held at 13:00 on  
Saturday 2 April at Loughborough University**

**In attendance:** Jem Lawson (JL), Jane Wild (JW), Richard Barton (RB), Lawrence Green (LG), Mark Barfield (MB), Paul Smith (PS), Duncan Hough (DH),

**Apologies:** Richard Taylor (RT), Graeme Maw (GM)

Item	Minutes	Owner and Due Date <sup>1</sup>
<b>1</b>	<p><b>Welcome, Matter Arising &amp; Previous minutes</b></p> <p><b>JL</b> welcomed everyone to the meeting and read out the equity statement and read out the apologies. <b>JL</b> went on to explain that the TE council had agreed the budget but raised the issue of timings and the request for an explanatory set of notes. <b>JL</b> also thanked <b>PS</b> for his attendance.</p> <p><b>JB</b> outlined the budget and explained there will be a year end surplus and asked <b>MB</b> to explain the under spend. <b>MB</b> explained that the Coaching access funding should catch up for year end and that the Schools competition budget was the result of receiving extra funding to cover areas that were already budgeted for.</p> <p><b>LG</b> asked if rolling membership means that income is rolled and accrued. <b>PS</b> conformed that this was the case. <b>PS</b> went on to explain that individual members had increased by 12% whilst there had been a 24% increase in income from membership. <b>LG</b> asked if this was a result of more non club members joining. <b>PS</b> said he didn't have that breakdown. <b>MB</b> added that that there is a refocus on the youth membership pack to ensure we have a specific offer for young people. <b>PS</b> outlined that overall there had been a 9% increase in budget.</p> <p><b>JB</b> opened the debate regarding the surplus. Going forward there was need to:</p> <ul style="list-style-type: none"> <li>- Open a discussion with the BTF to recognise the TE surplus separately</li> <li>- Develop a surplus strategy</li> </ul> <p><b>JL</b> raised the point from the council that the regions should be able to draw on the surplus for projects but that expenditure of the surplus</p>	<p style="text-align: center;">JL</p> <p style="text-align: center;">JL/JB/RT/PS/MB</p>

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

	<p>should be treated with caution.</p> <p><b>LG</b> raised the councils concern that certain BTF exclusive communications item on the budget were being funded on a 49%/51% basis by TE/BTF. <b>JL</b> agreed to raise this with the BTF board at the next meeting.</p> <p><b>PS</b> asked what the reporting process was for regional grants. <b>MB</b> explained that rather than a full audit a request for an explanation as to how funding was spent would suffice and there was no need to justify surplus at regional level. <b>MB</b> also suggested a loose timetable of September for regions to submit details of expenditure.</p> <p><b>JL</b> asked for the board to accept the previous set of minutes. <b>ALL</b> accepted the minutes.</p>	<p>JL</p>
<p><b>2</b></p>	<p><b>Business Report</b></p> <p><b>**Please see Business Report by Richard Taylor**</b></p> <p><b>JL</b> explained that TE had significantly grown/changed the way it works and asked for comments/suggestions for any amendments to the management agreement. <b>JB</b> commented that the surplus agreement should sit in there. <b>MB</b> asked if that should include any regional surplus. <b>LG</b> said regions sit outside the legal entity of TE. <b>MB</b> added that is it right that we fund regions with large surpluses. <b>LG</b> stated that this should be monitored going forward but allowances should be made as what is delivered regionally varies. <b>PS</b> added that coach education income should help sustain the regions. <b>MB</b> added to that effect should TE cover any coach education losses.</p> <p><b>JL</b> brought the discussion back to the management agreement and asked for further additions. <b>LG</b> said he was already in touch with <b>Richard Taylor</b> with a list of suggestions regarding reporting and lines of accountability. <b>JB</b> asked if there was a timeline. <b>JL</b> stated that this matter should be dealt with urgently led by <b>MB</b> for discussion in April in time for talks in May with the BTF.</p> <p><b>JL</b> referred to Richard Taylors 2<sup>nd</sup> document and suggested it be taken forward for discussion at the May meeting but asked for comments/additions. <b>DH</b> asked for clarification of training days for officials. <b>LG</b> sensed a lack of what we are here for (ie. Safe events, welcoming environments, max number of events registered). <b>MB</b> outlined that the operating plan sits alongside the budget to reflect changes that occur based on the Sport England Plan and direction. <b>LG</b> felt it focussed more on what has happened previously not actions going forward. <b>MB</b> suggested a summary of what work programme will be delivered going forward (i.e. Delivery of the English Champs). <b>JB</b> asked the purpose behind this. <b>LG</b> explained that it was to enable the board to sign off what will be delivered.</p>	<p>MB/RT/JB/LG</p> <p>MB</p>

<p><b>3</b></p>	<p><b>Commercial Arrangements</b></p> <p><b>MB</b> explained the benefit of a giveaway Vs hard cash and explained that we aren't looking for sponsors but are accepting approaches and suggested a cautious approach to sponsorship. <b>JB</b> asked why we weren't actively seeking sponsorship. <b>ALL</b> were involved in a general discussion regarding opportunities and the benefits of multinationals due to their size and scale. <b>PS</b> highlighted a potential VAT issue with offers/giveaways as membership is currently zero rate tax graded but the giveaways could incur standard rate VAT rates. <b>LG</b> asked if a gift affects the status. <b>PS</b> said probably not but consideration should be made when structuring sponsorship deals and stressed caution. <b>JB</b> asked if we would be seeking a GE type sponsor. <b>MB</b> said that TE needs to establish a set of sponsorship rights for sale. <b>JB</b> asked if English Teams would be a prospect. <b>MB</b> stated that only in the Commonwealth Games would TE have a team but more likely rights would be linked to Workforce (coach ed, Officials). <b>JL</b> added that <b>Zara (Hyde-Peters)</b> had started work to look at what rights TE had to sell and he would encourage her to deliver this piece of work at the earliest opportunity. <b>JL</b> highlighted the recent Communications strategy meeting in Manchester to establish a purpose for the strategy (please see strategy document). <b>MB</b> stated that it was important to draft a list of key stakeholders and procedure with which to develop the whole strategy. <b>MB/JL &amp; Tom Goldspink</b> will meet before May to discuss further. <b>LG</b> suggested a timeline and to divide the workload up. <b>MB/JL/TG</b> to decide how this will be done.</p>	<p>JL/ZHP</p> <p>MB/JL/TG</p>
<p><b>4</b></p>	<p><b>Website</b></p> <p><b>MB</b> outlined the principles behind the new website including bringing TE to the front and the first port of call for grassroots triathlon information and the resolution of navigation issues and making sure it meets the needs of all users. Including external access/editing for regions. <b>MB</b> also asked for feedback. <b>LG</b> asked for a timeline. <b>PS</b> outlined around 4 – 6 months and that they were halfway through the design concept and discussing with all parties how it should be laid out. <b>ALL</b> agreed it shouldn't be rushed.</p>	
<p><b>5</b></p>	<p><b>Matters arising from the TE Council Meeting</b></p> <p><b>LG</b> pointed out the issue of the Youth Series entry &amp; IRC 2 year tenure. Which was agreed would be taken forward. <b>MB</b> explained that the BTF are reviewing the IRC's with a regard to is it still appropriate. Further to this there is a full events review being undertaken. <b>JL</b> added that the review will be valuable for all events.</p>	
<p><b>6</b></p>	<p><b>Membership Update</b></p> <p><b>JW</b> stated that the new membership coordinator <b>Sam (Samantha) Rankin</b> will be in place on 3<sup>rd</sup> May. <b>JW</b> very pleased with the appointment. <b>JW</b> added that she had been working to strengthen the Membership subcommittee to ensure a more representative</p>	

	<p>geographical spread of members. <b>Paul Counce</b> had expressed an interest in being involved as long as it was felt it wasn't a conflict of interest with his work on the TE council. <b>ALL</b> agreed it wasn't an issue.</p> <p><b>JW</b> asked the question of how we communicate the benefits of membership. <b>MB</b> commented that the communication of insurance and membership benefits would be a priority once Sam was in post. <b>JL</b> commented that the membership project is in a strong position to kick off after overcoming a number of hurdles.</p> <p><b>JL</b> referred to actions from the February meeting in particular Item 8 club insurance. <b>JL</b> asked if insurance should be mandatory and if all clubs must adopt insurance should there be a sliding scale based on membership. <b>ALL</b> were involved in a discussion as to whether this would discourage growth or will put off single discipline clubs from affiliating. Also discussed was the idea of having a set affiliation fee to include insurance. There was discussion around a first year waiver for new community clubs to which <b>MB</b> explained that this already happens on a discretionary basis through the Coaching Access Budget. <b>LG</b> added that careful communication would be required of any change. <b>MB</b> suggested this should be tied in with the news that the insurance will be increased to £10 Million to soften the blow. <b>LG</b> agreed to write the wording of the communication. <b>PS</b> stated that they were in the process of getting a quote for the insurance increase.</p> <p><b>JL</b> opened a conversation about communicating which events aren't registered to highlight to members the risks associated with entering these events. <b>MB</b> offered to bring a strategy to communicate this to the members to the May meeting.</p>	<p>LG</p> <p>MB</p>
<p><b>7</b></p>	<p><b>Rules and Technical Update</b></p> <p><b>DH</b> made a suggestion that all day licences could be sold via the federation before the day which is used to great effect in Ireland. <b>ALL</b> were involved in a discussion about adopting this method for the 2013 season. Questions were raised about possibly alienating IMG etc... and a suggestion was made to look at offering a race entry service including a day licence through the TE/BTF website. <b>ALL</b> agreed it would be a huge culture shift and we must keep the larger race organisers onboard. <b>MB</b> agreed to discuss with <b>John Muddeman</b>.</p> <p><b>DH</b> raised the idea of extending the TE national champs programme to include Duathlon &amp; Aquathlon. <b>MB</b> stated that this was being looked at as part of the British Competition review. <b>JL</b> was concerned that this could dilute the market at this early stage. <b>MB</b> suggested looking at the uptake for the Tri champs as a marker.</p> <p><b>DH</b> stated he was reviewing the training and insurance for NEG's to become Motorbike referees. This included a quote for £1500 to develop a new course which could be presented to the insurance company. <b>MB</b> asked <b>PS</b> to make enquires for insurance as currently we pay £3000 to British Cycling for this. <b>MB</b> also stated that there is no budget for this currently but could come out of the surplus.</p>	<p>MB/JM</p>

<p><b>8</b></p>	<p><b>English Teams Update (See Document from Graeme Maw)</b>  <b>MB</b> offered to clarify accessing coaching kit for academies.  <b>LG</b> updated from the Council as follows:</p> <ul style="list-style-type: none"> <li>- Simon Mills' report very informative but issues with the Regional Head Coach provision of services which are to be taken forward.</li> <li>- Honorary from the region needs clarification (MB to look into)</li> <li>- Schedule of Services identical to the original 2009 document but with RHC's now reporting to Simon Mills.</li> <li>- Clarification of reporting and communication lines has been requested.</li> </ul>	<p>MB</p>
<p><b>9</b></p>	<p><b>Next Meeting</b>  <b>JL</b> outlined the following;  First Ascent will be giving use of a residential weekend with a small programme of activities to include:</p> <ul style="list-style-type: none"> <li>- Meal/informal socialising on Friday evening</li> <li>- Formal Meetings + lighter activities facilitated by First Ascent on Saturday</li> <li>- Board Meeting Sunday AM</li> </ul> <p><b>JL</b> will circulate a more detailed programme.</p> <p><b>JL</b> gave thanks and closed the meeting.</p>	<p>JL</p>