



**Minutes of the Management Board meeting held at 12:00 on
Saturday 12th November 2011 at Barceló Hinckley Island Hotel**

Present: Martin Harris (MH); Jem Lawson (JL); John Petrides (JP); Dave Rigby (DR); Lawrence Green (LG); Graeme Maw (GM); Jane Wild (JW); James Barton (JB).

Apologies: Richard Taylor (RT); Duncan Hough (DH)

In attendance: Mark Barfield (MB: DEO); Jane Vine (JV: attending BTF AGM); Lucy O’Gorman (LOG: Minutes)

Referenced: Sam Rankin (SR); Zara Hyde-Peters (ZHP)

Item	Minutes	Owner and Due Date ¹
1	<p>Chair welcome and introductory comments</p> <p>JL welcomed everyone and introduced Jane Vine to the TEMB. JL invited Jane Vine and Martin Harris.</p> <p>JL briefly explained the agenda for the TE AGM. JL confirmed that the TE president will be elected in the council meeting after the TE AGM</p>	
2	<p>BTF AGM</p> <p>The BTF AGM will be held after the council meeting.</p> <p>There was a short discussion about BTF full accounts. The accounts are explained to the members at the BTF AGM, however, there was concern that the TE aspect of BTF accounts is not separated and therefore does not show BTF financial position on its own. This separation of accounts is done on a monthly basis but not at year end.</p> <p>Action: LG to propose that next year the BTF accounts are shown separately at year end.</p>	LG

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

<p>3</p>	<p>Items of special business</p> <p>BTF has one resolution</p> <p>JL explained that there needs to be a 75% (in practical terms unanimous) majority for the resolution to be accepted.</p>	
<p>4</p>	<p>Other Items of business</p> <p>JL explained that Triathlon Scotland proposed a resolution to exclude children and youths from the £6 per member levy paid by home nations to BTF . JL explained that this £6 charge goes towards supporting none Olympic activities.</p> <p>TEMB briefly discussed that there needs to be a change in the youth membership package. A working group will be proposed by BTF in a friendly amendment to look at this and it will be chaired by MB with the aim to develop a clear working model for BTF.</p> <p>Action: TE to support amendment if tabled.</p> <p>JL briefly mentioned the auditors to be appointed by BTF. JL explained that they have particular sports’ governing body expertise and offer BTF sound advice and a good service; BTF will propose their retention.</p>	<p>MB</p>
<p>5</p>	<p>TE AGM Agenda</p> <p>JL introduced the TE AGM agenda and explained that MH will be chairing the meeting.</p> <ul style="list-style-type: none"> • TE AGM 2010 AGM minutes are on the website to be agreed • JL present the TEMB report • Power point presentation: <p>Growth – Mark Barfield Membership – Jane Wild Performance – Graeme Maw Finance – James Barton</p> <p>The power point slides were viewed and amended accordingly.</p> <ul style="list-style-type: none"> • No resolutions • End of AGM • Open forum 	
<p>6</p>	<p>Membership</p> <p>JW explained that the virtual meeting with the membership committee</p>	

	<p>did not take place and has been rescheduled for next week (w/c 14th November). JW will circulate notes from the meeting to the TEMB.</p> <p>LG expressed concern that there appears to be an increase in day licences but no corresponding increase in full members. JB confirmed that it is difficult to compare membership increase to previous years due to the change to rolling membership.</p> <p>MB confirmed that the potential reason for a fall behind in membership could be linked to the delayed in the partnership deal which was considered during the financial forecast. MB confirmed other initiatives are being considered, such as financial return to clubs when club members join TE - so actions are underway.</p> <p>LG suggested:</p> <ol style="list-style-type: none"> 1. There is a need for regular updates from SR/membership and membership committee. 2. Need to look at barriers – LG suggested that SR and the membership committee need to have allocated responsibilities to ensure proposals are brought the TEMB and that there is no miscommunication. <p>Action: Role and function of the membership subcommittee needs to be clarified and monthly meetings organised to build impetus in the immediate future .</p> <p>Action: MB to supply monthly membership reports to the TEMB.</p> <p><i>GM enters the meeting 13:15</i></p> <p>Action: The membership committee will hold a meeting at the earliest opportunity to discuss membership issues. The report derived from this meeting will receive input from SR and then sent to TEMB. This will then be discussed in a virtual TEMB meeting in December.</p>	<p>JW</p> <p>MB</p> <p>JW</p>
<p>7</p>	<p>Collaboration Agreement</p> <p>There has been communication between the BTF/TE working group. There remains a mismatch with regard to expectations.</p> <p>Action: LG to have a meeting with ZHP and go back to the working group to discuss comments.</p>	<p>LG</p>
<p>8</p>	<p>TEMB Meetings 2012</p> <p>14 January 17 March * 19 May</p>	

	14 July 15 September * At Millfield School (courtesy of GM)	
9	Closing remarks JL thanks everyone for their attendance. Closed at 13:30	