



Minutes of the Management Board meeting held at 13:00, 16th July 2011 at Loughborough University – Gymnastic Seminar room

Present: John Petrides (JP); Lawrence Green (LG); Graeme Maw (GM); Jane Wild (JW); Richard Taylor (RT); Duncan Hough (DH; Via Skype); James Barton (JB); Mark Barfield (MB); Simon Mills (SM)

Apologies: Jem Lawson (JL); Dave Rigby (DR)

In Attendance: Lucy O’Gorman (LOG; minutes); Luke Selibas(LS); Jilly Holroyd (JH)

Mentioned: John Muddeman (JM); Zara Hyde-Peters (ZHP); Paul Smith (PS); Helen Wyeth (HW)

Item	Minutes	Owner and Due Date ¹
1	<p>Chair welcome and introductory comments</p> <p>Richard Taylor welcomed everyone Declaration of interest – nothing to report Equity statement - nothing to report</p>	
2	<p>Apologies for absence</p> <p>Jem Lawson (JL) Dave Rigby (DR)</p>	
3	<p>Duncan Hough joins the conversation via telephone</p> <p>Update on progress since May 2011 TEMB: Aspiration and legacy – working group project updates</p> <p>NB: Performance and coaching to be discussed later in the meeting.</p> <p>Membership project JW confirmed that a report and a proposal will be discussed later in the meeting. However, there is a proposal being discussed internally and a</p>	

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

	<p>meeting is being arranged with MB and Sam Rankin in the next couple of weeks.</p> <p>LG asked whether the club affiliation has become a single insurance inclusive of membership. MB confirmed that this has not gone to the clubs.</p> <p>Action: MB to move this forward.</p> <p>Right Club Right Event</p> <p>MB confirmed that he had a meeting with race organisers about guidelines and medical guidelines and making it into a friendly document. Additional events will be discussed later in the meeting.</p> <p>Schools</p> <p>Triathlon England launched the first Schools National Aquathlon Championships and the Tri Stars mascot, Trax. The event was a great success with good attendance and cooperation from the local authority, which are keen to hold the event again next year. There was lots of positive feedback and ideas to have a qualifying process with a suggestion of the event to be held earlier in the year over two days. MB has a follow up meeting in a few weeks.</p> <p>RT congratulated all those involved in the Triathlon England schools Aquathlon championships.</p> <p>Organisers and officials</p> <p>MB confirmed that Triathlon England is going to hold an additional 12-13 race organisers courses which will be regionally based.</p> <p>DH is liaising with John Muddeman to have a login for officials for the website.</p> <p>Sustainability</p> <p>JP introduced the idea of having sustainability on event accreditation. The idea being that for the event to become accredited they also need to have evidence of being sustainable. It was briefly discussed that the events who are already accredited will not have to reaccredit as sustainability programme could be added on or potentially become a different programme. It was also discussed that the sustainability programmed needs to be flexible and used as a set of guidelines which sits with the event's guidelines. Furthermore, it was discussed that this needs to be cost effective. JP reassured the committee that it will be promoted as a cost effective as it saves money in different areas, such as rubbish collection. This is because recycling can significantly reduce the size of the rubbish to be collected by the council. However, this needs to be practical based so the event organisers know who to contact to put actions into place. JP also confirmed that it will attract sponsorship as many companies are keen to develop an eco friendly image and this can be supported by sponsoring Triathlon England sanctioned events. The Sustainability initiative should be feed into event organisers conferences</p>	<p>MB</p>
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	<p>Action: JP to incorporate sustainability programme with event guidelines.</p> <p>National Championships The national age group championships are 90% full. MB confirmed that preparation is fully underway with branding ordered and medals organised. Triathlon England board members will be presenting the medals and required from 11:00ish. Action: All committee members to confirm availability. Action: RT to ask JL if he is attending.</p> <p>It was also briefly discussed that the English relay championships have been very low key and not very well advertised. It is also not an ideal weekend as the world championships are the same weekend and seems there also seems to be some confusion over the point system. Next year there will be a bigger focus on the event to ensure it reaches its potential.</p> <p>Inclusion JW confirmed that there is a need to review work which has already been done. Action: MB to pick up</p> <p>Volunteering strategy DH confirmed that questionnaires have been sent to various clubs and waiting for feedback.</p> <p>Risk Register MB has only recently taken this over from JL and it is in working progress. Action: MB to update the BTF by the September meeting.</p> <p>Communication strategy MB received good feedback from LG and communication is part of the other strategies, so as the other strategies progress the communications strategy also evolves.</p> <p>Governance strategy TE Board to communicate the strategic objectives of each working Group to the TE council.</p> <p>Project updates MB confirmed that there is going to be development meeting in September where the team will be informed of which projects to prioritise and when all communications should focus on using the Triathlon England aim of 'make it easy' / keep it simple.</p> <p>MB confirmed that he had a meeting with ZHP to communicate Triathlon England's aim of 'make it easy.'</p>	<p>JP</p> <p>ALL RT</p> <p>MB</p> <p>MB</p>
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	Action: RT to introduce concept to the British Triathlon board.	RT
4	<p>Future planning and target setting</p> <p>There was a short discussion about having a meeting/catch up in between board meetings. There was an agreement that an interim telephone conference call will be arranged and will be used to monitor progress across the various working group projects.</p> <p>It was suggested that the different projects should have timelines to ensure TE are progressing. Unanimous agreement.</p> <p>Action: All- to set their own projects timelines Action: All - Tuesday 6th September telephone conference call</p>	ALL ALL
5	<p>BTF/TE Collaboration agreement</p> <p>LG confirmed that the draft has been circulated to Triathlon England but it has not gone to the BTF board.</p> <p>LG briefly took the meeting through the draft BTF/TE collaboration agreement.</p> <p>Management and accountability This explains who reports to whom and ZHP is happy with the concept of the draft.</p> <p>Financial matters Best means of presenting TE figures alongside BTF figures was discussed. JB gave LG feedback and is currently liaising with Paul Smith (PS) to ensure TE requirements can be delivered.</p> <p>Schedule 1 There are areas which TE are responsible for, but on a practical level are delivered by the BTF. LG confirmed that this is where a different degree of transparency is called for as TE want to see how the TE money is spent in comparison to Scotland and Wales financial input.</p> <p>Schedule 2 JB suggested that this area can be separated into how budgets will look and how they are spent.</p> <p>Management and ownership of The TE surplus and how to balance this with the legal responsibility of the BTF board was discussed. . It was proposed that consideration be given to setting a fixed sum of surplus that could be allocated by TEMB without reference to the BTF. This could be incorporated in the new TE / BTF collaboration It was agreed that it was important to accurately record the spend of</p>	

	<p>Sport England grant funding to TE and to identify areas where project spend was shared</p> <p>MB explained that the areas of spend for TE funds that come from Sport England are clearly defined in the grant application process. There are two spend elements, firstly the element one is back office grant which is does incorporate BTF staff, such as IT staff, office etc (which are used to deliver TE services) and the second element is TE interventions.</p> <p>(Refers to 5 to the collaboration agreement)</p> <p>Action: RT to discuss with the BTF board and report back it on the 24th September at the TE board meeting.</p> <p>Action: LG to inform MH that the collaboration agreement is going to be discussed with BTF.</p>	<p>RT LG</p>
<p>6</p>	<p>Performance update</p> <p>SM presented to the TEMB the performance structure and role of the head coach.</p> <p>It was discussed that the head coach should have an agreement with the regions, but the regional committee need to have guidance of the performance pathway and clear understanding of the head coach's role. It was brought to SM attention that this needs to be communicated carefully to the regional committee to ensure understanding of the performance strategy and to gain their support.</p> <p>Action: SM, MB and GM to communicate with relevant members of the regional committee</p> <p>SM briefly explained the measures of talent pathway athletes and how the head coach facilitates talent within the regions.</p> <p>Action: SM to send the head coaches role to the regional committee.</p> <p>Action: Feedback from the regions need to be bullet pointed and sent to SM. simonmills@britishtriathlon.org</p>	<p>SM/MB/GM</p> <p>SM ALL</p>
<p>7</p>	<p>Finance report</p> <p>RB stated that JB and PS are trying to improve the presentation of TE numbers and financial statistics and trends.</p> <p>RB summarized the management accounts and explained all significant variances which were predominantly timing issues.. TE day membership income is above budget, Paid up membership numbers have increased by 6.7% compared to last year, however the budget targeted a 10% increase. It was suggested that the shortfall could be recovered once the new membership benefits are put into place however this needs careful monitoring. Although full membership is therefore slightly behind budget, day membership is ahead.</p>	

	<p>GM left the meeting.</p> <p>MB explained areas where the current under spend will be utilised:</p> <ul style="list-style-type: none"> • £10,000 within the workforce development budget which is coach education related, MW and GH are currently gathering data to find out why there is an under spend and now receiving updates every month. • Last years surplus in workforce development area has been spent on new referee kit. • Regional talent squad programmes and English specific competitions. • Extending Sarah Melvilles School Sports Coordinator position until September 2012. • Access to coaching programme with David Lloyd- the money is spent setting up Triathlon coaching course for David Lloyd employees. • Live sites. (Public Triathlon promotion in major urban centres) • Coaching system and ensuring that the regions have equipment for courses (this will be owned by Triathlon England and loaned out to the regions) • Providing first aid courses • Improving quality of events by having additional organizer courses and increase people who can deliver organizers courses – MB is currently working on rewriting the event guidelines and medical guidelines. • Additional resources for event conference which will be a TE conference and delivered within TCR. <p>Action: JB to liaise with PS to explain how the under spend will be utilised</p> <p>LG confirmed that it had previously been agreed for regional treasurers to receive a generic template for accounts, with a set of guidelines to make the regional treasurers role easier.</p> <p>After a short discussion it was evident that regions would like to have a draft budget of next years funding so they can plan ahead and present it in their next AGM in October.</p> <p>The regions will be presenting their accounts from last year in October to their members so they know how much they had, how much they spent and how much they carry forward into next year. It was agreed that they should be supplied with a generic template.</p> <p>It was agreed that the regions will receive the same money next year, and if the Sport England grant is lowered, then the small outstanding amount will be taken from the surplus to ensure this years funding is matched.</p>	<p>JB</p>
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	<p>Action: LOG to send JB regional committee treasurer letter from this year.</p> <p>Action: MB/LOG to find the letter from the previous year that each regional chairman received went out in April 2010 send to JB.</p> <p>Action: LOG draft a template for reporting last year TE funding.</p> <p>Action: JB to produce a budget template for the regions</p> <p>Action: JP to send JB last years copy of London and South East accounts/ structure as an example.</p>	<p>LOG</p> <p>MB/LOG</p> <p>LOG</p> <p>JB</p> <p>JP</p>
<p>8</p>	<p>Live Sites</p> <p>MB briefly explained the live sites which will show the ITU Triathlon world series from Hyde Park on big screens. These are situated in Birmingham, Portsmouth, Plymouth, Manchester and Derby on the 6 and 7 August. MB explained that these live sites are test sites for London 2012 with the aim to build for 2012. The live sites aim to increase awareness of triathlon and encourage new members and participants.</p> <p>There will be specific novice events to follow up from the live sites, with entries available at the live sites and used as an introduction event to triathlon for adults.</p> <p>MB confirmed that all clubs within the live sites regions were emailed regarding the opportunity to hold the post events.</p>	
<p>9</p>	<p>Event Team Proposal</p> <p>There was a BTF proposal to rearrange the events structure and include Triathlon England. The idea is to move the workforce development officer to operations and also employ another events coordinator.</p> <p>After a short discussion the committee were against the proposal in the format presented due to the risk of TE resources being diverted to non TE activities. The Board also believed the time scale of change was too tight and therefore inappropriate.</p> <p>It was agreed TEMB would like more information on the proposal and how it is going to work and how it will benefit TE.</p> <p>MB was tasked to discuss the proposal with the BTF and clarify accountability and reporting and communicate the TEMB concerns.</p> <p>Action: MB to take to HW and ask how the concerns can be addressed.</p> <p>Jilly Holroyd left the meeting.</p>	<p>MB</p>

	<p>Day membership proposal</p> <p>The broad principals of the day membership proposal were accepted subject to feedback from organisers and a pilot scheme in 2012.</p>	
10	<p>Update from regional directors</p> <p>The committee briefly discussed the idea that TE should have a vice chairman on the board; however, this should not be an automatic route to taking over as Chairman. It was further suggested that the vice chairman role would be none portfolio role. The principle of the vice chair was agreed.</p> <p>Action: LG to communicate to MH and propose in the next board meeting in September.</p>	LG
11	<p>Events, rules and technical</p> <p>DH explained the need for more qualified event officials and therefore would like to progress new level 1 and level 2 officials courses, and felt as TE was providing the support for new officials up to level 2 that this should be run as TE branded. This would also allow the courses to be rolled out quickly without waiting for other Home Nations to act. TE's position should be advised to the BTF Board.</p> <p>Action: DH to communicate the details of the issue to RT and RT to take to the BTF board on July 23rd.</p>	DH/RT
12	<p>Performance report</p> <p>Report taken as read</p>	
12	<p>13 Development report</p> <p>MB briefly summarized the membership benefits which are currently being finalized.</p> <p>Action: Any further questions to be addressed to MB.</p>	ALL
14	<p>14 Taken as read</p>	

15	15 Any other business No other business. Meeting closed at 17:18 RT thanked everyone for their attendance and contribution.	
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