



**Minutes of the Management Board meeting held at 10:15, 25<sup>th</sup> September 2011, at Surrey Sports Park, Guildford**

**Present:** Jem Lawson (JL); David Rigby (DR); John Petrides (JP); Lawrence Green (LG); Graeme Maw (GM); Richard Taylor (RT); Duncan Hough (DH); James Barton (JB); Mark Barfield (MB); Zara Hyde-Peters (ZHP); Sarah Springman (SS)

**Apologies:** Jane Wild (JW)

**In Attendance:** Lucy O’Gorman (LOG; minutes)

**Mentioned:** John Muddeman (JM); Paul Smith (PS); Helen Wyeth (HW); Sam Rankin (SR)

Item	Minutes	Owner and Due Date <sup>1</sup>
1	<p><b>Chair welcome and introductory comments</b></p> <p>JL welcomed Zara Hyde-Peter (ZHP) and Sarah Springman (SS), the president of British Triathlon.</p> <p>JL reflected on the events over the last few months and mentioned how successful the English Championships and the English Team Championships was. JL also stated how successful the IRC’s were and how TE is in a good place.</p> <p>JL congratulated all those involved in the events.</p> <p><b>Apologies for absence</b></p> <p>Jane Wild (JW)</p> <p><b>Statement of declaration of interest</b></p> <p>None declared</p>	
2	<p><b>Strategy, including communications</b></p>	

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

	<p>JL briefly confirmed that the strategy update was mentioned at the British Triathlon (BTF) Board meeting and that BTF strategic pillars are profile, participation and performance and TE strategic pillars are people, environment and events.</p> <p>MB circulated two handouts, one of which was a communication diagram of the strategic pillars (people, environment and events) with additional areas. The second handout was 'Triathlon England strategy statements'. Both documents are still in a draft format.</p> <p>The 'Triathlon England (TE) strategy statement' was developed to explain the key areas in TE. Both the documents were discussed.</p> <p>The TEMB agreed that the communication diagram was an accurate reflection of the Blackton Grange meeting and therefore happy to go forward as a working document.</p> <p>There was a discussion about 'Triathlon England (TE) strategy statement' wording and recommendations for additional statements.</p> <p>JL introduced a draft membership proposal from Samantha Rankin (SR) JL highlighted the key audiences for membership and also the different packages, benefits and outcomes. This is waiting to be circulated to the membership committee for feedback.</p> <p><b>Action:</b> LOG to send the membership proposal to the TEMB.</p> <p><b>Action:</b> Membership sub-committee to discuss proposals and bring recommendations by 12<sup>th</sup> November.</p> <p>MB confirmed that meetings are taking place with Scotland and Wales to see how membership is being driven across all the home nations and how the money is paid to Britain. The increase price of day licence fee was mentioned and the need to get 'buy-in' from all parties.</p> <p><b>Action:</b> MB to amend the strategy statements; remove and amend Growth of Sport statements; add 'Business'; amend performance and communication statements.</p> <p><b>Action:</b> To move forward MB to circulate the amended draft and all to feedback and suggest KPI's.</p> <p><b>Action:</b> A phone call to be scheduled to discuss the TE strategy statements.</p> <p>MB confirmed meetings with TEMB will take place regarding Sport England planning and will also be incorporated a discussion about individual areas of interest and KPI's, this is to be brought back to the meeting in January.</p>	<p>LOG JW</p> <p>MB</p> <p>MB</p> <p>JL</p>
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	<p><b>Website</b> JB and LG have been liaising with Rob Whittle to develop the new TE website.</p> <p>LG shared thoughts about the website. LG indicated that they have reviewed the online versions and the areas are currently being developed and completed by the end of November. However, there are still issues with prioritising pages and there is a need for clubs and events to be prominent on the website. Regional aspects have links but still require resources. It was discussed that TE needs a BTF link but it does not require a link to Scotland and Wales websites to avoid confusion. However, the events database should include links to Scotland and Wales websites.</p> <p>GM suggested that there should be a specific link to the performance talent programme on the front page of the TE website. JL stated that this needs to be explored further.</p> <p><b>Trinews</b></p> <p>JL mentioned that the Trinews is evolving and is going to be outsourced. JL had a phone conversation Mark Robinson who is the future publisher about TE aspect of Trinews.</p> <p>MB confirmed that the TE pages, specifically regional sections, have never been fully completed in previous editions. MB suggested that different issues focus on specific areas within specific regions instead of nine columns. It was all agreed that the council should discuss Trinews and TE pages.</p> <p><b>Action:</b> MB to take the agreement to the TE president.</p>	MB
3	<p><b>Sport England</b></p> <p>TE are waiting to submit plans and receive confirmation for the next funding cycle in 2013 – 2017.</p> <p>ZHP and MB have met with Sport England and MB summarised the meeting.</p> <p>Sport England Principles:</p> <ul style="list-style-type: none"> <li>• Funding decision is based on track record. MB stated in confidence that TE have hit every target comfortably.</li> <li>• Looking for growth – looking for evidence of growth in sport and more importantly sustainability.</li> <li>• Looking for quality experience.</li> <li>• Looking for simplification - TE looking to simplify the interventions</li> </ul>	

	<ul style="list-style-type: none"> <li>• 25% to focus on talent.</li> <li>• Also a focus on age 16+ in every other area, which is a change. TE have projects link to this area. MB confirmed that TE need to make decisions on what to do to hit this area.</li> </ul> <p>MB confirmed the plan is to focus on growth and talent. The amount of funding will be the same and the timetable for submission is around June 2012. MB confirmed that the process has already started and looking to get feedback from the development team and also arranged meetings with the TEMB to get ideas of what is to be included within the plan. This will be decided by the end of the year.</p> <p><b>Action:</b> All to consult their regions after the meetings.</p> <p>MB is meeting with British Cycling, ASA and English Athletics to work with agencies to meet these principles, but MB still needs to talk to Sports Coach UK, Women’s Sports Foundation and other Sport England national partners.</p> <p>MB confirmed that TE has a meeting with Youth Sport Trust (YST) and the support they can offer TE. MB confirmed that TE is currently developing school resources which will fit in with some counties. County School Sports partnership can be helpful but the support could be better so and constantly feedback to Sport England with this issue.</p> <p>JL confirmed that this consultation will be drawn together in some form at in TEMB meeting in January.</p>	ALL
4	<p><b>Finances</b></p> <p>JB introduced the financial report</p> <p>JB confirmed that the summary trends are similar to those at the start of the year. Day licences are running ahead due to the timing but membership income is running behind the 10% growth target. TE continues to under spend slightly. JB introduced MB to explain the under spend.</p> <p>MB described that access to coaching is split into nine different budgets and are slightly behind budget; MB confidently confirmed that the live sites will help the budget balance out.</p> <p>MB confirmed that there is going to be a meeting with SR regarding the factors which has influenced membership not hitting the target. MB confirmed that there are issues with Speedo and ZHP is currently waiting to arrange a meeting to ensure the Speedo contract is completed so membership can move forward. MB confirmed Physio</p>	

	<p>World is active but the Maxifuel, Triathletes World and Zoot are waiting to be launched but are currently waiting for Speedo.</p> <p><b>Action:</b> LG to meet with MB to discuss a policy on how to inform the triathlon community of the offers available.</p> <p>GM noted that there is no direct line into the regional academies in the accounting. There was a possible concern about the resources available to the finance department in collating the additional information needed to inform the Collaboration Agreement.</p> <p><b>Regional Budget</b></p> <p>JB has developed a template to make recording the regions' accounts easier and to maintain consistency of recording across the regions. Regions have been given a deadline of October to complete their accounts.</p>	<p>LG</p>
<p><b>5</b></p>	<p><b>Collaboration agreement</b></p> <p>JL confirmed that there has been a meeting with the working group.</p> <p>The British triathlon board have agreed to email sign-off, subject to confirmation of final details.</p> <p>There have been some minor changes and the reserves have been split into two areas</p> <ol style="list-style-type: none"> <li>1. how the reserves are handled</li> <li>2. Reserves policy to be agreed</li> </ol> <p>TE need to engage with BTF and have a reserves policy so TE can cover 3 months worth of costs. TE surplus has increased over the last two years and TE needs to decide what to do with the surplus and how TE will document the reserves.</p> <p>LG confirmed that the collaboration agreement needs recognition by BTF and TE of the TE surplus as a separate pot and explain how TE can access that. LG suggested annual budget setting and to build a contingency plan going forward which will be budgeted for and accessed as and when required. LG confirmed if TE want to move outside the contingency then TE will have to go back to the BTF board for BTF to decide whether the spend is appropriate.</p> <p><b>Action:</b> LG, ZHP and JB to finalise drafting and send to the TE council for approval.</p>	<p>LG, ZHP, JB</p>



	<p>Tri Gold graduates, Adam Bowden performed excellently in the world championship series and Katie Hewison (nee Ingram) won the World Duathlon championships.</p> <p><b>Action:</b> GM to send performance concerns to ZHP</p> <p>SS explained that there is a proposal for a mixed triathlon relay for the Commonwealth Games. This will be considered on the 7/8<sup>th</sup> November by a sports board.</p> <p>There is a further question as to whether Glasgow 2014 would be able to take on a CG Triathlon Relay . This would have implication for Open Water Swimming and additional expenditure for organisers.</p>	GM
9	<p><b>Events, rules and technical</b></p> <p>DH confirmed that the fuel allowance would be increased to 40p per mile after the first 100 miles, to be implemented on the 1<sup>st</sup> January 2012. DH also confirmed the officials' fees for the various classifications of event are on the website.</p> <p>All in agreement.</p> <p>DH highlighted that there is a shortage of officials in the regions and suggested that if an event organizer has put 2 or more events on then they need to bring their own team of officials and TE will provide an award as an incentive.</p> <p>There was a short discussion about how to increase the amount of race officials. It was acknowledged that the race organisers help people to attend race officials' course as well as RPMs. JL confirmed that there needs to be a strategy in place to recruit more race officials.</p> <p><b>Action:</b> DH and MB put together a proposal for January.</p> <p>It was noted that the rule book need amending and needs to be signed off.</p>	DH/MB

<p><b>10</b></p>	<p><b>Events proposal</b></p> <p>The TEMB rejected the last events proposal so the BTF operations team have reviewed the proposal and addressed the TEMB concerns. The workforce co-ordinator role has been removed from the restructured events team proposal; however the proposal is to appoint a full time 100% dedicated TE Events Co-ordinator.</p> <p>The proposal was discussed. MB suggested that TE put together a very robust reporting process together to ensure the roles deliver accordingly.</p> <p><b>Action:</b> DH to discuss with HW the proposal and job description.</p> <p>MB confirmed that Sarah Melville’s contract as a School Sports Co-ordinator has been extended until September 2012 and the salary has been increased to be in line with the BTF salary band which within budget.</p> <p><b>Development of English Championships</b></p> <p>There has been feedback from the English Championship. It was suggested that there should be 3 key events:</p> <ol style="list-style-type: none"> <li>1. Standard distance Triathlon</li> <li>2. Standard distance Duathlon</li> <li>3. Team event</li> </ol> <p>The English Championships was briefly discussed and it was suggested that the team event should be reviewed. As an example, if an individual comes 14<sup>th</sup> they would gain 14 points. The team with the lowest number of points wins. It was also suggested that there should be more publicity to increase participation rate and overall core aim is to make the English Championships bigger and better next year by learning from this year.</p> <p><b>14:52 JL stopped the meeting.</b></p> <p>JL thanked everyone for their attendance.</p>	<p>DH/HW</p>
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