



Minutes of the conference call meeting held at 18:40, 1st November 2011

Present: Jem Lawson (JL); David Rigby (DR); John Petrides (JP); Lawrence Green (LG); Graeme Maw (GM); Duncan Hough (DH); James Barton (JB); Mark Barfield (MB);

Apologies: Richard Taylor (RT)

In Attendance: Lucy O'Gorman (LOG; minutes)

Mentioned: Helen Wyeth (HW)

Item	Minutes	Owner and Due Date ¹
1	<p>JL welcomed everyone</p> <p>Collaboration agreement</p> <p>JL confirmed that the Collaboration Agreement has been sent to the BTF board. It was suggested that the collaboration agreement needs to be sent to the council, however, this needs to be done once Mike Townley (BTF legal advice) has provided feedback.</p> <p>Action: LG to contact Mike to discuss the way forward.</p> <p>TE Championship 2012 venues and dates</p> <p>English duathlon championships, 28th April at Ashbourne</p> <p>English standard dist triathlon championships, 19th Aug in Milton Keynes</p> <p>English club triathlon championships, 9th September in Milton Keynes.</p>	LG

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

	<p>Website</p> <p>JL mentioned that the website revamp is on track.</p> <p>Speedo</p> <p>The Speedo deal was scheduled to be launched imminently.</p>	
2	<p>Members' Insurance [Leigh Day]</p> <p>JL summarised Leigh Day current situation.</p> <p>Information is that there is to be an industry review of this sort of arrangement within a two year period.</p> <p>Action: JL to contact HW and arrange a meeting with Leigh Day</p>	JL
3	<p>Risk management</p> <p>BTF established risk management strategy is currently being used by TE.</p> <p>Concerns were raised at producing TE own risk management as this might risk duplication of the BTF risk register.</p> <p>Action: MB to gather thoughts from the development team on the risks associated with TE.</p> <p>TEMB to notify JL of perceived risks to TE.</p> <p>Action: JL to suggest time frame and email MB.</p>	MB JL
4	<p>Strategy</p> <p>MB briefly mentioned that the development team are still in the process of mapping, developing KPI's and devising a plan for Sport England funding and all are moving forward. MB thanked TEMB for the feedback and if there is any outstanding then this needs to be emailed.</p> <p>MB is currently working with TEMB directors to gather information for the first TEMB meeting on 14th January.</p> <p>It was all agreed that TE strategy should drive Sport England submission; MB confirmed that there is a meeting 7th December with some of the development team to discuss plans for Sport England funding. MB confirmed that Sport England are a month behind</p>	

	<p>schedule, however MB will have a draft in place for the TEMB meeting on the 14th January.</p>	
5	<p>Membership</p> <p>JW confirmed that the membership proposal has been circulated and received useful response. The membership committee are currently looking at the membership proposal and collating feedback before the next meeting on the 14th January.</p>	
6	<p>TE AGM</p> <p>There has been a strong encouragement to get members to attend as TE AGM need 25 to count. JL summarised the agenda and procedures.</p> <p>JL mentioned that the TE annual report first draft has been amended and in working progress. JL further suggested that the directors produce a power point at the AGM.</p> <p>Action: Lucy to circulate current TE annual report draft</p> <p>LG suggested that for the future perhaps the report becomes part of the communication strategy and potentially delivered with the Trinews to provide further access for TE members.</p> <p>GM left the conference call at 19:30</p>	LOG
7	<p>BTF AGM</p> <p>JL briefly explained that the BTF AGM will be held at 16:30 after the TE AGM. However, there needs to be 4 TE voices present, two men and two women.</p> <p>JL briefly explained that there has been one resolution for the BTF AGM.</p> <p>JL thanked all for their attendance.</p>	