



**Minutes of the Management Board meeting held at 0930 on
Sunday 15th May 2011 at Blackton Grange Teesdale, Co Durham**

Present: Jem Lawson (JL); John Petrides (JP); Dave Rigby (DR); Lawrence Green (LG); Graeme Maw (GM); Jane Wild (JW); Richard Taylor (RT); Duncan Hough (DH); James Barton (JB) – via teleconference link; Mark Barfield (MB; minutes)

Apologies: None

Mentioned: Lucy O’Gorman (LOG); Alison Sibcy (AS); Paul Smith (PS); Samantha Rankin (SR)

Item	Minutes	Owner and Due Date ¹
1	<p>Chairs Welcome and Introduction</p> <p>JL welcomed everyone and thanked all for their commitment to the meeting and the weekend. JL issued a reminder regarding the meetings in July and September and reminded everyone of the requirements to circulate reports. Reports are to be with Lucy O’Gorman at Triathlon England (TE) HQ by the 27th of June for distribution to the board by the 1st of July. JL and MB to review papers prior to distribution to the council.</p> <p>JL invited attendees to declare conflict of interest (there were none declared) and issued a brief statement regarding the intent of TE and the Triathlon England Management Board (TEMB) to be equitable in everything that we do.</p>	
2	<p>Apologies</p> <p>There were no apologies for absence.</p>	
3	<p>Review of previous days progress regarding Strategy, Comms Strategy and Management Agreement</p> <p>JL explained the process used to create comms strategy from the document presented at the April TEMB meeting. Each word from the vision statement for communications now has been broken down into current, future and how statements. This is being correlated by MB and will be circulated to those involved in the discussion on Saturday (GM,LG,JP,JL,DR) prior to being distributed in the papers for the July TEMB meeting.</p>	MB

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

RT queried the communications directed at potential members and athletes, MB explained that this was part of the triathlon community but was a specific group.

JB queried communications with component sports and their participants. MB agreed to add this to the communications strategy document. GM pointed out that this was happening at a talent level.

JL explained that the main strategy discussion created three pillar structure for strategy development under which the areas of work were defined:

People	Environments	Events
Members	Clubs –Right place etc.	Organisers
Inclusion –Info	Coaching	Right place etc.
Inclusion – action	Academies	Sustainability
	Schools	Un registered
		Championships

Volunteer support and “make it easy” were consistent threads throughout the strategies, with the overall aim of improving the Well Being of the nation by being a bigger and better sport.

It was identified that there was some activity taking place that covers some areas:

Membership Project
Right Club
Right Event
Performance Environment
Schools
Organisers
Officials

MB to provide a summary document

MB

Areas that were identified as requiring attention:

Coaching – allocated to GM – and to be involved in British Triathlon Federation (BTF) coach review
Sustainability – allocated to JP
Un reg events – allocated to DH/DR/LG
Eng Champs – DH
Inclusion (info) –

This was broken down into information and positive action:

To cover information it was decided that a novice resource would be developed. There was discussion on the best way to do this and it was

	<p>agreed that a panel would be established from the volunteer community and JL would coordinate and advertise.</p> <p>To cover the action area JW would correlate the current activities and propose a direction to help increase participation and membership from under-represented groups. GM suggested that we should prioritise from the key groups of BME, Paratriathletes, socio-economically disadvantaged and women.</p> <p>The volunteering strategy, tied in to the support and “make it easy” ethos, would be led by Alison Sibcy and the three regional TEMB members. MB would manage AS to organise this.</p> <p>Risk register was also identified as something that required attention and JL agreed to take this on as an action.</p> <p>It was identified that the communications strategy was work in progress.</p> <p>Governance strategy was also discussed in the context of methods of measure. Each lead TEMB would feed in and RT would coordinate.</p> <p>GM queried who reviewed the governance. JL explained that the TEMB self regulated and LG explained the council also should play a role in this.</p> <p>JB asked if there should be a date by which progress should be reported. It was discussed and agreed that a virtual meeting (SKYPE) would be held for all TEMB members at 1930BST on the 15th of June 2011.</p> <p>JL explained that there had been an in-depth discussion regarding the management agreement and that LG would be drafting a revised and re-named <u>Collaboration</u> Agreement to be reviewed by JB and RT within the next three weeks. JL was to approach Zara Hyde Peters on this matter.</p>	<p>JW</p> <p>AS</p> <p>JL</p> <p>ALL</p> <p>JL</p>
<p>4</p>	<p>Finance Report</p> <p>JB reported that the income is growing through increased membership of TE which is creating the surplus. The renewal cycle has gone well and is 5% ahead of last year. The closing position was accurately forecast by Paul Smith and delivered at the TEMB meeting in April. JB invited MB to explain the variances in the month and year end positions. MB explained that the project work of the RPMs created a system where it</p>	

	<p>was not easy to distinguish between coded interventions. This therefore creates an issue with the account. Overall there was a slight underspend which MB explained would be spent on a number of interventions as approved by SE.</p> <p>Audit arrangements were discussed and the BTF audit is booked for late June 2011. JB observed that there was no real requirement for TE, as a division of BTF, to have a separate audit and therefore the TEMB has no responsibility in this area. RT queried the level of the audit and if it covered the TE accounts as well, JB said that it did go to an appropriate level.</p> <p>It was agreed that this would be kept under review but that it was in line with the TE regulations.</p> <p>JB provided an update on the surplus position and following a discussion with the Director with responsibility for finance on the BTF board it was requested that TE provide a written proposal to the BTF board. JB had proposed to the Director that the membership contribution was sufficient and that TE should have more control over the surplus that it generates. JB to action and comments on this issue should go directly to JB.</p>	
<p>5</p>	<p>Membership Plan</p> <p>JW reported that she had been in discussion with Samantha Rankin the new Membership Coordinator and that a membership committee meeting had been planned. This meeting would look at revising the timescales on the action plan for the creation of a full membership strategy. SR is to be invited to the September TEMB meeting, MB to action.</p> <p>LG asked for the Membership Committee to review the Castele research in light of what was agreed as priority and realistic from the discussions in late 2008 and early 2009. JW referred to the summary which had some prioritisation within it. LG asked that the communications of membership be built in to the communications strategy.</p> <p>JP requested that day licenses be reviewed as part of this process.</p> <p>LG requested that Facebook pages and a twitter presence be established for TE and its membership. MB to action</p>	<p>MB</p> <p>MB</p>
<p>6</p>	<p>Commercial Agreements</p> <p>MB provided an update on the position</p> <p>Following discussion it was agreed that a comprehensive press release should be created for the Speedo launch on the 1st of June. It was also agreed that an advert should be investigated in 220 or Triathletes</p>	

	<p>World to capitalise on this launch and reach out to non-members</p> <p>At this juncture LG reported that he had investigated the public liability insurance for clubs. This was seen as important given the number of clubs using local authority facilities. LG was redrafting a letter to clubs in conjunction with JW. A trinews article is to be investigated later in the year.</p>	
7	<p>Council Appointed Members Report</p> <p>JL invited all those that had submitted reports to elaborate:</p> <p>LG reported lots of strategic feedback which he would input in to the specific areas.</p> <p>JP had no feedback from the Southern regions</p> <p>DR reported issues regarding unregistered events and events not using referees.</p>	
8	<p>Events Rules and Technical</p> <p>DH reported that Rules and Technical (R&T) sub-group had been established and that the National Escort Group (NEG) insurance issue was being investigated by Paul Smith. DH also reported that the referees survey is now out and reminders are being issued by AS.</p>	
9	<p>Performance Report</p> <p>GM presented a diagram that showed the relationship between Simon Mills, regional academies, regional committees and the Olympic Talent Squad (OTS) including development and podium programmes. GM observed that the RHC reported to SM not to the regional committee and this was to be addressed by the agreement through GM and SM. GM also highlighted an issue with depth of talent at OTS level despite input and quality of academies being good.</p> <p>GM stated that communications and messaging needed to be addressed and the creation of a statement of intent was required. Discussion produced:</p> <p>“Developing athletes that make OTS” – this was agreed.</p> <p>GM also stated that regional differences needed to be embraced but that the objective of the academies must remain the same. GM suggested that an agreement was required between the TEMB and the regional committees on this subject.</p> <p>GM undertook to further review the Regional Head Coach (RHC) agreement and requested the opportunity to present to the July council</p>	

	<p>meeting. Following that GM suggested attending regional committee meetings to enhance understanding of the purpose of the academies.</p> <p>GM stated that the honorarium was possibly low though accepted the value of the CPD. LG observed that it was not intended as a commercial rate. GM discussed the potential to match regions investment in academies as it was accepted by all that regions were doing this, LG suggested this would need to be a very simple process.</p> <p>GM welcomed a discussion in the future on the position post 2012 regarding funding at academy, and OTS level. LG asked how regions could input and GM welcomed input and agreed that he would look at the monitoring and evaluation in this area.</p>	
10	<p>Operations and Development Report</p> <p>Accepted as presented through LG requested a different format that would provide greater degrees of information.</p>	
11	<p>There was no additional business and the meeting was closed at 12.55</p>	