



Minutes of the Triathlon England Management Board meeting

Saturday 26th January at 13:00

Swimming Pool Seminar Room, Loughborough University,

Present: Jem Lawson (JL) Chair, Lawrence Green (LG), Duncan Hough (DH), James Barton (JB), Dave Rigby (DR), Howard Vine (HV), Bill James (BJ), John Mills (JM), Sally Lockyer (SL), Gemma Herbertson (GH)

Apologies: None

In attendance: Mark Barfield (MB), Helen Wyeth (HW), Paul Smith (PS), Sue Plowright (SP) minutes

Referenced: John Petrides (JP), Richard Taylor (RT), Jane Wild (JW), Zara Hyde Peters (ZHP), Ali Sibcy (AS), James Taylor (JT),

Item	Minutes	Owner and Due Date ¹
1	<p>Chair's welcome and introductory comments</p> <p>The Chair welcomed and thanked everyone for their attendance at the first meeting of the new TEMB.</p> <p>He particularly welcomed those who have been newly appointed: BJ, JM, SL, GH and also HV who has replaced JP.</p> <p>In welcoming new members of TEMB, JL paid tribute to the contributions of RT, JW and JP from the previous TEMB. Each of them had been tireless in their efforts on behalf of TE and were deserving of our thanks.</p> <p>Statement of declaration of interests</p> <p>None</p>	

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

<p>2</p>	<p>Minutes from previous meeting</p> <p>JL stated that the meeting would not normally take minutes as an agenda item since minutes are approved at an early stage before posting on the TE website. It is usual to review Actions from the previous meeting.</p>	
<p>3</p>	<p>Matters arising (not otherwise in agenda)</p> <p>Discussed in any other business</p>	
<p>4</p>	<p>Key performance indicators</p> <p>LG mentioned there was nothing on the report about unregistered events and asked if they should go onto the KPIs.</p> <p>DH said that TE does have information on unregistered events now and there is some progress in addressing the issue.</p> <p>MB spoke about the KPI document and said it is a target document and there is no accurate number and therefore no quality baseline that can be recorded for unregistered events, but a report on unregistered events could be included for consideration at every TEMB meeting through the DH's Event Report. The TEMB agreed to feedback in the next 14 days regarding the report and DH and MB would action this for future meetings.</p>	<p>Action DH, MB</p>
<p>5</p>	<p>Finance, Budget and Operational Plan</p> <p>JL said that the management accounts for December had now been circulated. There were no issues arising from the accounts.</p> <p>He commented that the Operational Plan for the year commencing April 2013 is a requirement detailed in TE Regulations as needing Council approval. LG welcomed an early iteration of the Operation Plan early and recommended that the Council be kept informed of updates. It is used as a tracking document in terms of timescales, plans and actions etc.</p> <p>Having been given an introduction to the structure and content of the 2013-2014 TE Budget at the earlier Budget Workshop attended by both TEMB and Council members, MB asked for everyone's input by 18th February 2013 and so the first TEMB conference call would be on 19th February to discuss any issues from the Council and then emailed for approval on 25th February 2013.</p>	<p>Action MB</p>

<p>6</p>	<p>Risk Register</p> <p>JL explained that the TE risks are listed and have their own tab on the BTF Risk Register score 1-5 as was discussed at previous meeting in November 2012.</p> <p>TEMB agreed that the Risk Register document is not the same as a Health and Safety Policy Document and something in addition is needed to explain how TE discharges its responsibilities in respect of Health & Safety. MW leads on the Risk Register for TE but it is agreed that ZHP should lead on Health and Safety for the whole BTF/TE organisation. It was suggested that the organisation's H&S Policy should be on the TE Website, LG agreed to look into this.</p>	<p>Action LG</p>
<p>7</p>	<p>Disciplinary Policy</p> <p>JL commented that once the document is approved it will be on the TE website, but there were some minor changes to identify and policies to be referenced. LG agreed to action this.</p> <p>The Disciplinary Panel needs to be identified; SP will write to Regional Committees and ask each to nominate a representative to serve on the panel.</p> <p>On this basis the TEMB approved the document.</p>	<p>Action LG</p> <p>Action SP</p>
<p>8</p>	<p>Strategy Document</p> <p>GH felt that there was potential to develop the membership area and that an action plan had been written which described what steps could be taken to develop and enhance the current strategy.</p> <p>GH talked about the need to have a vision for TE and that there was a mission statement (To enable excellence and deliver etc) but not a vision statement:</p> <ul style="list-style-type: none"> • How big • What value • The goal • What will it look like in, say ten years hence. <p>Such a vision vision is needed to:</p> <ul style="list-style-type: none"> • Create an interest • Use celebrities • Create an excellent package • Look at membership loyalties 	

	<ul style="list-style-type: none"> • Make it easy to renew • Be united together • Give confidence <p>GH suggested that a Vision would serve to give TE direction and aspiration and the articulation of a Vision should be considered for (near) future TEMB</p> <p>MB said that the Birmingham University agreed to us having access to the surveys which informed the Report and which included: talking to members, why people join, the benefits of joining, members of clubs and also non-members of TE. He also mentioned the need to have bespoke packages. He added that there is additional information from the report from Birmingham University that should be available. There will also be a combined report from Birmingham utilising other research and producing a single report.</p> <p>HV mentioned how the TE could speak to other organisations and gather valuable information from them and BJ mentioned data cleansing and data gathering and offered to spend time helping GH.</p> <p>SL mentioned that interaction in the early stages for new members is essential in the first 12 months and TE needs to challenge, change and revisit areas and look at what it is that we are communicating. We need to review what we do overall regarding our communication with members and possibly non-members.</p> <p>JM said it should be made part of our culture with all staff helping to grow the membership; SL mentioned that all internal staff should be working from the same principles in order to optimise continuity and consistency and maybe not just one person running with membership.</p> <p>SL spoke of the need to understand areas from an outside non-triathlete position, offline conversations with staff regarding communication with and the value in commercial organisations, use commercial opportunities, work with sponsorships, use social media, have an awareness of membership, use major events, low cost events and drive forwards and to use social media opportunities. These are opportunities that can drive membership forward and we must have all internal stake-holders on board.</p>	<p>Action BJ, GH</p>
<p>9</p>	<p>Young Persons Review</p> <p>MB commented that there was now a group consisting of the board and staff and they had gathered information regarding our young people's offer which had been discussed on conference calls. After the last call a paper had been produced outlining the current position in the UK, other sports and abroad in triathlon</p> <p>.</p> <p>The age groups and bands had been looked at and it had been decided</p>	

	<p>that they should stay the same regarding cut off dates on age.</p> <p>MB said that competitions and events had been discussed and it is recognised that most children's races are set at the maximum distances and could do with being much shorter.</p> <p>There was a need to put together shorter race distances, events for the novice children , review their membership package, ask young people what they want. The plan is to go through a consultation stage with parents, children, regions, clubs, organisers and other interested parties in order to formulate an implementation plan for 2014.</p> <p>LG asked about the consultation time for regions; MB will visit all the regions and get views.</p> <p>DH suggested that it would be useful for them to have an event where young people just turn up and have a go like they do in other countries to encourage participation.</p> <p>JL spoke about the British Triathlon Foundation Trust and its prognostications for development with young people and how it aspired to change people's lives through triathlon. The Foundation plan is now taking shape and it may take over KOS. He asked TEMB for approval in the Foundation doing so.</p> <p>TEMB agreed.</p>	
<p>10</p>	<p>Birmingham University research – next steps and use</p> <p>MB informed TEMB that Birmingham University had delivered their presentation to staff in December and the next steps were going to be an analysis of the interview data to help the membership plans and then use the research to build the project plans for each programme.</p>	
<p>11</p>	<p>Officials action plan</p> <p>DH said the action plan was to increase the number, quality and profile of officials.</p> <p>He mentioned that there are measures in place to encourage and keep what TE already has and to bring on more officials, improve what we have. AS will lead on this. LG queried her capacity but MB assured him that this was a key part of her SE funded role.</p> <p>TEMB agreed to go ahead with the plan.</p>	

<p>12</p>	<p>Talent update and next steps</p> <p>JM had met with MB and JT, he spoke about his role and supporting JT, reviewing the programme, policies, documents and board contribution. He spoke about helping with appointments regarding coaches and Commonwealth Games and helping with the Operational Plan and the next steps.</p> <p>MB commented about the good progress that had been made regarding coaches and academies and how far they had come in the last four years.</p>	
<p>13</p>	<p>Dates next meetings</p> <p>The TEMB agreed the following meeting dates for 2013.</p> <p>24th March – Loughborough 18th May – Loughborough 13th July – Liverpool (as part of BTF Champs festival) 1st September – Around Eton Dorney Lake (possibly) 16th November – attached to TE AGM / BTF awards evening, probably West Midlands</p>	
<p>14</p>	<p>Dates of TE Championships</p> <p>SP to find out who is available to attend the TE Championships and on what dates.</p>	<p>Action SP</p>
<p>15</p>	<p>Regional Matters</p> <p>LG spoke about the Council and how they feed back and that they are reassessing how information flows. The Council would like to build on JL's reporting document and also send it to Regional Committees. Also the need for prompt circulation of the minutes and it was felt there was a deficit in reporting matters from BTF to TE. The Council proposed to have an annual calendar and work programme and points and issues would come out from this.</p>	
<p>16</p>	<p>Reports</p> <p>There had been a plethora of reports for this meeting. There was an unfortunate hiatus which arose because of the priority around Annual Reports and AGMs in November and then the recruitment process for TEMB which was not concluded until mid January. Many reports had to be taken as read, though there was an opportunity for comment and question.</p>	

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