



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

Apologies:

In attendance, Mark Barfield (MB), Gareth Hall (GH), James Taylor (JT) minutes, Helen Wyeth (HW) Kay Simmet (KS)

Item	Minutes	Action
	<p><u>Opening remarks</u></p> <p>JL welcomed everyone and introduced the TE staff present.</p> <p><u>Strategic overview</u></p> <p>Ovens and Co overview – steering group thanked for time and effort</p> <p>STRATEGY FINAL PRESENTATION BJ and MB</p> <p>24 slide Executive summary being delivered, behind this sits 124 additional slides and a dropbox of additional data</p> <p>MB – electronic copy to be sent out – feedback by end of September to Jem and/or Mark</p> <p>JL - Strategy needs support of BTF board – JL to take through via Ian Howard. Ensure we don't exclude other Lough based staff. MB assured they would be communicated with.</p> <p>JM – need to personalise the slides a bit for greater buy-in at regional level.</p> <p>JT –GH gave their area perspective on the customer service model.</p>	<p>ALL TEMB</p> <p>JL</p> <p>MB</p>

	<p><u>Declarations of interest</u></p> <p>No Declarations of Interest</p> <p><u>Financial report</u></p> <p>JB dial-in from Mallorca</p> <p>KS- report sent out, challenges around Membership area. Income ahead of budget in membership. Confidant we will come in on budget as it's currently a phasing issue. Membership up but finance not in line so more work needed to understand this model.</p> <p>Insurance tender now Done – KS thanked all who helped. Tender interviews next Friday.</p> <p>KS Also doing Self Assurance for UK Sport and Sport England. Doing offline pilot, with the plan to get board more involved. BTF one of 7 NGBs in pilot. Onus in future will comes down to board to self assure.</p> <p>JL – will arrange for TE board to see offline pilot and have opportunity to feedback through him.</p> <p>BJ Asked about membership reporting –SR asked to report differently and include some additional areas. Kay to work with Sam about drop off rates. BJ offered time in October to spend time in Loughborough for this.</p> <p><u>Affiliation Doc</u></p> <p>TE/BTF affiliation payments – JB on phone asked for comment by JL.</p> <p>Meeting on 19th Sept with BTF prior meeting with all HN. All comments on submitted paper to go to JB upon return, if any issues a conference call to be arranged to discuss this matter further.</p> <p><u>Officials Strategy</u></p> <p>Officials strategy under spend – MB reports in hand though the basic explanation was that the reorganisation of the events department has meant that this item of work has not been prioritised.</p> <p><u>Risk Register</u></p>	<p>JL</p> <p>MB / BJ</p> <p>JB/MB</p>
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	<p>MB has made the required changes.</p> <p>Evolving doc. HW explained how BTF one evolved. Single one page report to board, ones that are red and their current status, items that were red but now lowered new items at significant level. Whole doc in dropbox.</p> <p>HW to circulate new style report for learning.</p> <p>SL asked What process for putting items on register</p> <p>MB – no formal process, as and when required via email to MB.</p> <p>Item discussed for Register - Demand outstripping supply in GOTri – MB to add.</p> <p><u>KPI document</u></p> <p>MB to sit with BJ in Oct. MB to revisit at staff meeting on Wednesday</p> <p>JM – senior membership below what we anticipated MB no info on this currently.</p> <p>JM- highlighted the need to ask why members joined. SL informed it's on join screen online but after CC payment so no incentive to answer – IT too busy to move currently.</p> <p>There was then a discussion about membership data collection and the incentives</p> <p>BJ asked can RM collect data as the face of TE in region. MB replied that they would already have a very good idea, but it was not formal data collection.</p> <p><u>Marketing and Communications Implications</u></p> <p>SL guided by work from Ovens- Communications needs to be a central support function – be at concept stage of any new project. Process – develop strategy further. Questions on GOTri and membership</p> <p>Develop outline strategy then consult key dept, then send out if chair agrees to board for sign off.</p> <p>Handbook – print or digital. Consultation started with key stakeholders – financial impact also needs to be looked at. Handbook cost £35k to print –not relevant to some stakeholders. Decision needs to be made by 9th Sept for</p>	<p>MB</p> <p>BJ/MB</p>
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	<p>communication to event organisers.</p> <p>HW raised concern that do we have enough time to change for this year? Is there an extra benefit if this is removed?</p> <p>SL confirmed that we don't change anything date wise just go digital LG would like a longer timeline - Announce intention to stop in one year.</p> <p>MB- keep deadlines – offer a deadline for handbook orders then one run to meet the needs of those that request a copy.</p> <p>JL reminded it is a BTF publication and a need to make a case to stop. Feasibility – can BTF needs be met with a digital copy?</p> <p>It was agreed that TE will push for the next handbook to be in a digital format inside the members' area on the TE website. Paper copies will be available to all those who request one. MB to write to all members informing them of the new strategy, AGM and the move to a digital format. A date will be set for members to indicate that they want a paper handbook.</p> <p><u>AGM and strategy communications</u></p> <p>MB stated this is to be communicated by letter for one time only, all information shared here. All members hit.</p> <p><u>Responsibility of club issues</u></p> <p>LG club issues can be underestimated and need a board member who has responsibility for club issues. Would this fit with membership portfolio?</p> <p>DH was worried job would be too big with membership</p> <p>GHB is happy to see if workload manageable.</p> <p>JL would like a volunteer by communication by end September.</p> <p>LG queried whether there was a similar issue on Age Group representation and it was clarified that Howard Vine has this responsibility on the TEMB through his membership of the BTF Age Group committee.</p> <p>JL- if felt it fits with interest then please communicate directly by end September</p>	<p>MB</p> <p>MB</p> <p>TEMB JL</p>
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	<p><u>Events</u></p> <p>GH outlined his programme for mass participation events. There are to be 6 events equalling 6k race starts – 14 events of correct size have indicated interest and 3 of these targeted. There will be 7 events for 2014. GH is to talk to 3 new venues/organisers.</p> <p>Go Tri up and running. Full roll out end Oct.</p> <p>Participation event on 21st Sept – Brownlee Tri – Joe to do PR activity in conjunction with it</p> <p>12 new events of correct size and scale for SE/TE investment as major events. One organiser for 2015 already contacted.</p> <p>JL asked for general amounts and agreements. – ranging around one was value in kind £600; cash £18k for Portsmouth have £5-6k. £10k into Liverpool – real cost 20k.</p> <p>MB said that the engagement trailer should be out as often as possible and that if budgeted this was possible. GH said it was committed to TE champs – then offered it out to all stakeholders. MB and GH would build a year plan from there.</p> <p>HW informed that BTF are bidding for Cross Tri World Champs 2016 JL/MB said TE unable to put massive resource into this.</p> <p>HW- described tender process and request for feedback.</p> <p>JL outlined TE view from Major Event’s doc 2010.</p> <p><u>Young person’s offer</u></p> <p>MB gave recommendations that will go to regions.</p> <p>Next steps – write to regions invite to meeting with MB or team.</p> <p><u>Commonwealth Games</u></p> <p>JT updated on selection policy status and an overview of the Team leaders group currently.</p> <p>JT to miss next CWG England session as it clashes with Hyde Park event. A separate session has been arranged for November to cover the topics missed.</p> <p>A need for Joe Harkin to attend to cover PR and Communications was</p>	<p>GH/MB</p> <p>MB</p> <p>JT</p>
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	<p>agreed.</p> <p><u>Governance</u></p> <p>Collaboration Agreement: JL (with comments from JB) and ZHP involved in discussions and reported back that not a lot needs changing. Propose that BJ and LG to review by phone and then to be run past Mike Townley</p> <p><u>Meeting dates</u></p> <p>AGM – 9th Nov Jan 19th, April 5th, May 17th (Crystal Palace), July 25th (Glasgow, CWG), Sept 13th, Nov 8th.</p> <p><u>Council discussion</u> –</p> <p>LG outlined terms of office for TEMB Chair, Portfolio & Independent directors, 4 years, max 2 consecutive terms. Council Appointed directors 2 years' unlimited terms.</p> <p>The conclusions from the discussions on changes to the TE Regulations to be put to the AGM on the term of TEMB directors and the position of the DEO were passed on to the TEMB.</p> <p>Consultation with JL over staggering of renewals.</p> <p>Council agree that DEO become full voting member. The above to be formulated as proposals to AGM from TE Council.</p> <p>LG announced he will stand down in November Move from 9 to 10 regions will mean one council representative will have 4 regions to cover.</p> <p><u>Appraisals</u></p> <p>JL outlined process. GH to postpone to due circumstances JL to mail out info and invites</p> <p><u>Council business</u></p> <p>See above: Council Discussion</p> <p><u>AOB</u></p> <p>BJ enquired why GOTri logo blue. Brand awareness, colour worries and that it does not underpin the new strategy. MB replied strong rationale to colour fonts from consultants. SL added quality not correct so agencies asked to review. Soft launch in Trafalgar Sq postponed as new vision Discover Enjoy Achieve to be included. JM worried about conflict</p>	<p>LG/BJ</p> <p>JL</p> <p>MB</p>
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	<p>and awareness that it is a TE product. MB to speak to SL in following week to discuss.</p> <p>SL outlined concerns over Operational depts. workloads. IT dept has too many projects. KS informed deadlines are quite tight generally, only 2 staff ongoing. Continued outsourcing, working within budgets available. JL asked is there capacity to further outsource. JL flagged awareness and concern and the need to keep it constantly monitored.</p> <p>GH made apologies for not submitting a full report.</p> <p><u>Annual Dinner</u></p> <p>LG question on ticket allocation for council. It was agreed for all council members to get tickets but no accommodation.</p> <p>JL Closed with Thanks – good day – lots to do</p>	
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