



Minutes of the Triathlon England Management Board meeting

Saturday 13th July 2013

Jury's Inn Liverpool Hotel, Liverpool

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

Apologies: Gemma Herbertson (GH), Derek Biggs (DB), Dave Rigby (DR)

In attendance: Ian Howard (IH) BTF President, Mark Barfield (MB), Zara Hyde Peters (ZHP), Sue Plowright (SP) minutes, Kay Simnett (KS), Giles O'Brien (GEO), Rob Bishop (RB), Neill Craigie (NC)

Referenced: Sam Rankin (SR), Richard Fuller (RF)

Item	Minutes	Owner and Due Date ¹
1	<p><u>Opening remarks</u></p> <p>1.1 Chairs welcome</p> <p>The Chair welcomed and thanked everyone for their attendance; he welcomed IH the President of the British Triathlon Federation, NC, ZHP and KS.</p> <p>He spoke about the continued success of English athletes in both elite and age group competition.</p> <p>1.2 Apologies</p> <p>Gemma Herbertson, Derek Biggs. Dave Rigby had hoped to attend at some stage.</p> <p>1.3 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).

2

Financial/Business

2.1 Management Report

JB spoke about the new format for the management accounts and how the new coding structure made it easier to read the report and that it gave more clarity, he asked the Board for any feedback. He said the membership schedule is still being worked on two months into the financial year and needs changing to reconcile to the numbers SR uses. He mentioned that the SE budgeting side was not being spent as quickly as originally forecasted and there would be a re-forecast exercise but overall everything was going to plan.

JB thanked KS for the recoding exercise and for all her work.

2.2 Increased spending/Re-forecast

JB had made a request to the BTF regarding increasing the budget for membership spending and the proposal had been agreed by the BTF Board.

2.3 Membership Staffing Proposal

MB told the TEMB that the staffing increase was needed to add capacity and there would be out of hours cover for the phones, there would be two part time staff and this would free up SR's time to develop the membership and do more research work. The part time staff would undertake general administration of membership and help with promotion work.

The Chair asked the Board for their agreement and all agreed the staffing proposal.

2.4 Marketing Triathlon to Commercial Partners

NC presented to the Board the opportunities for marketing triathlon in Britain and that the proposed approach would be a joint project with BTF and the home nations.

ZHP said there was a shift in what sponsors were looking for and the BTF had talked about finding an agency that is aligned with the type of model that the organisation is discussing and because of public funding it gives the organisation time to find the right commercial sponsor.

The Chair asked on a formal basis the TEMB to approve this line of development going forwards and all agreed.

<p>3</p>	<p>2.5 Risk register</p> <p>MB advised that a regular review of the risk register by the managers is being undertaken and that Data Protection (DP) and Health & Safety were being looked at by operations team in TE/BTF and that three members of staff had already attended a DP course.</p> <p>LG commented that data protection needs to be clearer at head office; making it clearer at club level including the risk of something going wrong and it needs to be thought about.</p> <p>There was an action for LG to liaise with HW regarding H&S with TE and this is still on-going.</p> <p>2.6 KPI Report</p> <p>MB told the Board that he was open to comments and that the document was working document and work in progress .</p> <p>The Board agreed that monthly targets would be beneficial for future planning and the narrative could indicate if behind on target.</p> <p>MB agreed and said he would add an extra column to show this and to show areas that may be of concern and show any tracking making it more visual and also to include coaches. Also he would look at consolidating the document for various areas.</p> <p><u>3 Strategy/Vision</u></p> <p>3.1 Update and Financial Impact</p> <p>BJ advised the Board that there had been great feedback all round and the steering group had met on the 14th July and, although the projected start had been later than anticipated, both he and Ovens and Co felt the final presentation was achievable for the for 1st September.</p> <p>He said that there had been a survey drafted for customers and the steering group was looking to approve more workshop dates on the 25th July and 21st August.</p> <p>JL commented that, given the tight schedule, the Council may receive an interim presentation on 1st September.</p> <p>BJ thanked everyone who was involved.</p>	<p>Action MB</p>
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<p>4</p>	<p><u>4 Governance</u></p> <p>4.1 Length of term</p> <p>JL and RF are working together on RF’s proposal re length of term of TEMB director. There is a general recognition that the current two year term is unsatisfactory. TEMB agrees that any proposal should be for the Council to bring forward</p> <p>4.2 DEO to TEMB</p> <p>(MB left the meeting)</p> <p>The Board discussed and decided that further consultation was required in a conference call within TEMB and subsequently with the Council before a conclusion could be reached.</p>	<p>Action JL</p> <p>Action JL</p>
<p>5</p>	<p><u>5 Events update</u></p> <p>5.1 My Tri</p> <p>GEO told the Board that he is looking after the training and RB is looking after the events and he has been in post for about two months. He talked about the logo name <i>my tri</i> but unfortunately the trademark had already been applied for at the start of July. He handed out brand/styles and colours to the Board and the decision was made by the Board that go tri was the most effective.</p> <p>The Chair asked the Board for their agreement and all agreed with go tri being the new logo</p> <p>SL asked what testing had been done and who had been involved, GEO said that independent companies, 5k and 10k competitors, regional teams and big health clubs none of which were triathletes had been involved.</p> <p>GEO told the Board that there are two pilots on Board, one in Bristol and two in Park wood in the South East.</p> <p>5.2 Participation Events</p> <p>RB told the Board he was looking after the events side of go tri and the events would be short distances, low cost, easy access and working alongside clubs and providers.</p> <p>He said that 75 clubs and 12 facility providers attended consultations and he was identifying clubs to run pilots and that, to date, he had 31/32 pilots</p>	

	<p>but just needed to get some dates in the diary. He told the Board that on the 31st July in York there would be the first timing event.</p> <p>JL thanked GEO and RB.</p> <p>5.3 Athlete Profiling</p> <p>MB commented that the athlete profiling is on track and progress is being made.</p> <p><u>6 Young Persons offer</u></p> <p>6 Postponed until the next meeting.</p> <p><u>7 Commonwealth Games</u></p> <p>7 7.1 Update</p> <p>JM told the Board that there needed to be communications with JT for an update.</p> <p>7.2 Ticketing</p> <p>MB told the Board that eighty tickets were available and the Board agreed that both the BTF Board, TE Board and the Council would be accommodated and SL would be allocated some for marketing purposes.</p> <p><u>8 BTF</u></p> <p>8 8.1 Collaboration Agreement (inc Reserves Policy)</p> <p>Postponed until the next meeting.</p> <p>8.2 Report from BTF Board (Ian Howard)</p> <p>IH praised the Board in place commenting that it was of good quality and he spoke about good sport governance and the ability to put in place an environment where the sport could grow and flourish and the need to put in place the things that were needed to sustain and develop the organisation.</p> <p>He commented about the BTF and TE and said there is confusion regarding interfacing with each other and that there can be conflicts between the BTF and TE and that SLA agreements need to be in place.</p> <p>IH said he felt the branding was on the right track and all Boards were working together to achieve the objectives and also all departments were too.</p> <p>He told the TEMB that BTF is challenged with commercial sponsorships at</p>	<p>Action MB, ZHP</p>
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	<p>the moment but any income generated would be the icing on the cake.</p> <p>He said that a BTF constitutional review was needed and a group comprising JL, MH and ZHP would consider this.</p> <p>He said that financially all was on track and that there was growth and participation and then asked the Board if there were any questions.</p> <p>DH said that BTF events had been reduced and TE had taken on the BTF events regarding championships and asked if this would stay the same.</p> <p>The Board agreed that there needed to be clarity whether an event was a BTF or TE championship.</p> <p>IH commented that the event minutes did not state who was running which championship and needed to identify Wales and Scotland. There should be no exclusion regarding home nations and a matrix was needed for next year and the home nations in order to ensure clarity.</p> <p>IH said he had spoken to ZHP regarding bidding for events next year and to have a matrix and that there was an action already agreed to put one in place.</p> <p>The Chair thanked IH and the meeting closed.</p>	
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