



**Minutes of the Triathlon England Management Board meeting**

**Saturday 18<sup>th</sup> May 2013**

**Gymnastics Seminar Room, Loughborough University**

**Present:** Jem Lawson (JL) 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), Kay Simnett (KS)

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

**Referenced:** James Taylor (JT), Ali Sibcy (AS), Zara Hyde Peters (ZHP), Brendan Purcell (BP), Ian Braid (IB), Tom Goldspink (TG)

<b>Item</b>	<b>Minutes</b>	<b>Owner and Due Date<sup>1</sup></b>
<b>1</b>	<p><b><u>Opening remarks</u></b></p> <p><b>1.1 Chairs welcome</b></p> <p>The Chair welcomed and thanked everyone for their attendance.</p> <p><b>1.2 Apologies</b></p> <p>Gemma Herbertson, Kay Simnett</p> <p><b>1.3 Declaration of interests</b></p> <p>None</p>	
<b>2</b>	<p><b><u>Financial/Business</u></b></p> <p><b>2.1 YTD Financial Update and Review</b></p> <p>JB apologised that there were no management accounts for the TEMB meeting. This was due to a change of financial staff and heavy work load including major changes to the finance system and coding system to ensure accurate and on time reporting in the future.</p>	

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

	<p><b>2.2 Year End Figures and Review</b></p> <p>JB summarised the end of year position and commented that TE is ahead of budget and in good financial health, with a good surplus still forecast.</p> <p><b>2.3 Risk register</b></p> <p>MB commented that the risk register is reviewed by managers every two to three weeks and was integral part of the team’s management meetings. The board agreed that the communication section needed updating.</p> <p><b>2.4 KPI Report</b></p> <p>MB told the board that the KPI report was still in its infancy and he is trying to get the membership data in the correct format to match the financial reporting and strategy numbers. In some instances a YTD figure needs to be calculated to populate that column, though this was not straight forward.</p> <p><b><u>3 Strategy/Vision</u></b></p> <p><b>3.1 Review process</b></p> <p>BJ delivered a presentation to the board regarding the Triathlon England Strategy 2013-17.</p> <p>He commented that the BTF is supportive of the vision and will develop a joint commercial plan to collaborate on dual branding; ZHP has suggested that there is a working party.</p> <p>He spoke about the strong consensus around strategic positioning to promote triathlon for all, under a (work in progress) vision of: helping you discover, enjoy and achieve in Triathlon.</p> <p>BJ asked the board for a steering group and for their agreement.</p> <p>BJ confirmed that there could be further requirements (currently unbudgeted) to take the strategy to conclusion.</p> <p>BJ, MB and JB to discuss the way forward and present back at the July board for approval.</p> <p>MB to take any recommendation relating to unbudgeted spend to the BTF BJ to send out the presentation to the board.</p> <p>MB Explained that he has been in a recently formed discussion group with Wales and Scotland and that the new group will be meeting regularly to share strategy and ideas; he mentioned bringing all boards together to</p>	<p><b>Action BJ, MB &amp; JB</b></p> <p><b>Action MB</b></p>
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<p>share information in a similar way.</p> <p>HV agreed to feed back to the Council and BJ agreed to adapt the presentation for HV reports and to show Council and regional committees.</p> <p><b><u>4 Governance</u></b></p> <p><b>4.1 Director Appraisal</b></p> <p>JL told the board that his document for the TE board appraisals had come from the BTF board appraisals based on the job descriptions. The board agreed that the document was too long and too comprehensive and JL agreed to review it and put the important relevant information in and add a performance summary and a twelve month priority provision.</p> <p><b>4.2 Council Operating Guidelines</b></p> <p>This document was provided by LG for the Council and was mentioned to inform the TEMB as to Council operations.</p> <p><b>4.3 Coaching Royalties</b></p> <p>MB told the board that TE pay coaching royalties to Britain and it is paid through the regions and there is a request from Britain to increase this and he wanted to let the board know and told them that more information would be available in September.</p> <p><b>4.4 AGM/TE Awards</b></p> <p>MB proposed to the board that the TE AGM be moved to another time from the BTF AGM weekend maybe to the 9<sup>th</sup> and 10<sup>th</sup> November and maybe in Loughborough.</p> <p>It was proposed that in the longer-term the TE AGM should sit amongst a suite of other activities on the day such as coaching and events seminars, which would draw in a greater audience.</p> <p>The board agreed it needs to be investigated and for MB, JL, HW, ZHP and IH to talk about it and decide. It was recognised that making changes in time for the 2013 AGM would be difficult.</p> <p><b><u>5 Events Update</u></b></p> <p><b>5.1 Event presence (TE trailer)</b></p> <p>The Chair commented that the TE trailer is to go to all English championships and the British Triathlon festival weekend in Liverpool. At this event it will service the members and gather information about members' perceptions of the membership package.</p>	<p><b>Action BJ</b></p> <p><b>Action MB</b></p> <p><b>Action HV &amp; BJ</b></p> <p><b>Action JL</b></p> <p><b>Action MB, JL, HW, ZHP, IH</b></p>
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<p><b>5.2 Permitting</b></p> <p>Taken as read.</p> <p>It was confirmed that the policy was that all changes to event fees and day licence fees would be reefered to the TEMB.</p> <p><b><u>6 Young Persons' Offer</u></b></p> <p><b>6.1 Review</b></p> <p>MB commented that he was still waiting for information back from the regions and had only received an update from four so far.</p> <p><b><u>7 Commonwealth Games</u></b></p> <p><b>7.1 Update</b></p> <p>MB told the board that the first two day workshop hosted by CWG England was around logistics and JT is working on a long list of athletes for CWG England which will include all English on a programme.</p> <p><b>7.2 Selection Policy</b></p> <p>JT has sent across the selection process and JM is working on it and will send out when finished. BP is including in the process and it is based on the British selection process.</p> <p><b>7.3 Funding</b></p> <p>The board agreed that when budgeting for next year it will need to be considered.</p> <p><b><u>8 BTF</u></b></p> <p><b>8.1 Collaboration Agreement</b></p> <p>JL comments that the Collaboration Agreement needs to be a reviewed and he would chase for a review and get in touch with ZHP and MH.</p> <p><b>8.2 Members 'Legal Claims Service (review)</b></p> <p>LG commented that TE is still waiting for documents from Leigh Day and these should be received in early June.</p> <p><b>8.3 Report from BTF Board</b></p> <p>Taken as read.</p> <p>The Chair spoke about the international committee and described the process now going forwards, IB term of office has ended and he may not want to stand again the BTF board has extended his term of office until</p>	<p><b>Action JL</b></p>
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	<p>after September 2013.</p> <p><b>8.4 BTF Communications Strategy</b></p> <p>SL distributed the board with a paper explaining the TE marketing and communications strategy 2013-2016 which dovetailed with that of the BTF.</p> <p>SL said she had spent a few hours with the communications team and MB and they seemed very positive and excited regarding the strategy and vision.</p> <p><b><u>9 TE Council Members</u></b></p> <p><b>9.1 Council Business</b></p> <p>DR commented about event permitting and asked the TEMB that if an event is not adhering to processes can it not be permitted and what is TE process.</p> <p>MB said that after investigation the event would need writing to and maybe a disciplinary process introduced if they do not apply the process.</p> <p><b>9.2 Regional Issues</b></p> <p>LG told the board that the Council had discussed the Annual Report and agreed that it could be prepared earlier and circulated well before the AGM.</p> <p>MB agreed to have a meeting with TG and JL to discuss producing it earlier.</p> <p>LG mentioned that it had been suggested that coaches be offered free membership. It had been suggested that TE give clubs so many free memberships for clubs to give to whomever maybe to their coaches; this needs further consideration of the ramifications.</p> <p><b><u>10 Reports for information</u></b></p> <p>Taken as read</p> <p>10.2 DH review events 2014 do TE wants to continue with middle distance championship event – asked board and board agreed they do. The offer from Triathlete Europe magazine was discussed from the membership report and all agreed this should be pursued</p> <p><b><u>11 Actions from previous meeting</u></b></p> <p>None outstanding</p>	<p><b>Action MB</b></p> <p><b>Action MB</b></p>
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**12 Any other competent business (of which notice has been given)**

The Chair reminded everyone about the dinner in Liverpool on 12<sup>th</sup> July with the BTF Board.

MB told the board about the proposal to increase TE staff and take on two part time staff to help with membership, administration and customer service and that TE are looking to employ them from September, ZHP is supporting this.

Meeting closed.