



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

**Sunday 24<sup>th</sup> March 2013**

**Gymnastics Seminar Room, Loughborough University**

**Present:** Jem Lawson (JL) Chair, Lawrence Green (LG), Duncan Hough (DH), James Barton (JB), Sally Lockyer (SL), Gemma Herbertson (GH). Via Skype: Dave Rigby (DR)

**Apologies:** Bill James (BJ), John Mills (JM), Howard Vine (HV)

**In attendance:** Mark Barfield (MB), Zara Hyde Peters (ZHP), Sue Plowright (SP) minutes

**Referenced:** Kay Simnett (KS), Derek Biggs (DB), Ian Howard (IH), Morgan Williams (MW), Helen Wyeth (HW), Gareth Hall (GH), Jon Muddeman (JM), Beverley Lewis (BL), Brendan Purcell (BP), Joe Harkin (JH), Tom Goldspink (TG), Paul Jones (PG), Simon Mills (SM), Mike Jubb (MJ), Stefan Pearce (SP), Andrea Clargo (AC), Jane Wild (JW)

<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 Chair's welcome</b></p> <p>The Chair welcomed and thanked everyone for their attendance.</p> <p><b>1.2 Apologies</b></p> <p>Bill James John Mills Howard Vine</p> <p><b>1.3 Declaration of interests</b></p> <p>None</p>	

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

<p><b>2</b></p>	<p><b><u>Financial/Business</u></b></p> <p><b>2.1 YTD Financial Update and Review</b></p> <p>JB reported that the February accounts had been circulated and there is a healthy forecast surplus.</p> <p><b>2.2 Budget Process</b></p> <p>JB informed the Board that the budget process is now coming to a close but there is one outstanding item which is to reconcile the membership number to the budget. This is going to be resolved by introducing a new system and KS is implementing this.</p> <p>The Board agreed that the affiliation payments from TE to BTF needed to be discussed in more detail during this financial year (See 5.1 below).</p> <p>KS and JB would like to make the budget easier to read and more user friendly for next year and are working on a new format together.</p> <p>The Board agreed to sort key subjects out much earlier and will talk in October this year to set budget priorities and process. There was agreement that there was a need to discuss within sub committees earlier and make sure everything was visible to the Council throughout.</p> <p>It was felt that the appointments to the Board in January are too late for new directors to comment on the budget or to have any significant and meaningful input.</p> <p>MB commented that if a four year appointment was in place this would make it easier and asked the Board when they felt the best time would be for appointments to the Board.</p> <p>The Board agreed that April would be more suitable and then new directors would be able to contribute to the budget for the following year.</p> <p>JL reported that he will liaise with DB about the whole process concerning director appointments and starting dates, which are matters for the Council.</p> <p>The Board agreed that it would be helpful to have an early calendar regarding the budget and timescales that need to be in place.</p> <p>The Chair asked for comments and the Board agreed that four year appointments and also good handovers are needed for the new directors and it was acknowledged that it had been difficult for new directors to contribute fully to the budget process.</p> <p>JB confirmed that finance would build in sufficient time for the budget process and look at timescales.</p> <p>ZHP commented that the Collaboration Agreement was a working</p>	<p><b>Action JL,DB</b></p> <p><b>Action JL</b></p> <p><b>Action JB, KS</b></p>
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	<p>document and reiterated her view that TE should look at their figures first before the BTF.</p> <p>ZHP emphasised that it needed to be made completely clear what is happening between the BTF and TE in particular (given their special relationship), and other Home Nations in general, in order to have more transparency.</p> <p><b>2.3 Implications of Regional Re-organisation</b></p> <p>MB commented that the grant given to the regions is a sum that will be divided between them and there is to be an increase next financial year. The grant would divide by ten for the subsequent financial year. By July TE will have a good idea how the academies are working (2014-2015) and potential solutions to the financing of academies across ten regions can be discussed.</p> <p>MB will action the letters to the regions concerning the regional grants by the end of March 2013.</p> <p>LG informed the Board that the Council was comfortable to split ten ways in the future.</p> <p>MB commented that the Regions, Council and TEMB will know all information in July and will have a clear idea of how the regions will be delineated prior the AGM.</p> <p><b>The Chair declared that all the information would be presented to the Board in the July meeting.</b></p> <p>The Board discussed the need for financial information from the Regional Committees and MB will write to point out the need for the Regions to submit their accounts for the financial year 2011/12 showing the use of the public funding provided by Triathlon England before releasing any new public money.</p> <p>It was agreed if any funds are available JB and KS will action and develop a process with timescales. It needs to be put on the tab and the processes for the regions looked at and MB agreed to do this.</p> <p><b>2.4 Annual Operations Plan</b></p> <p>MB asked the TEMB for approval and stated that the Council also needed to approve the Plan.</p> <p><b>TEMB approved the AOP 2013/2014.</b></p> <p>LG asked that the Council have something from each portfolio with targets and dates and JL agreed to enhance and make a business plan for the Council to see.</p>	<p><b>Action JL,JB,KS</b></p> <p><b>Action MB</b></p> <p><b>Action MB</b></p> <p><b>Action JB, KS</b></p> <p><b>Action JL</b></p>
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	<p><b>2.5 Risk register</b></p> <p>MW is working on the document, HW and KS are looking at it being available in drop box with a tab for TE.</p> <p>The Board agreed that a numerical system was preferred using 1-5, not 'traffic light' as the BTF, hence a separate tab needs to be on TE website.</p> <p>JL and ZHP agreed to make sure the BTF saw TE risk register document.</p> <p><b><u>Strategy/Vision</u></b></p> <p><b>3 3.1 Review process</b></p> <p>MB presented to the Board the planned process of how TE is going to review strategy and integration work is already being done with Ovens and Co. A strategy review workshop had been arranged in London on 26<sup>th</sup> April.</p> <p>The Board commented that some external point of view may need adding.</p> <p>ZHP suggested that customers are often suppliers and consumers and have a shared process.</p> <p>The Chair commented that that this is the beginning of a very exciting project.</p> <p><b>4 4 Events Update</b></p> <p><b>4.1 Mass participation</b></p> <p>MB announced that the appointments had been made both from internal and external candidates for both positions and will start on 1<sup>st</sup> April. The appointment panels had included representation from the events and performance teams. GH had been successful for the Major events position and has already started net working with local authorities and other partners, and an example was that he was looking at having an event in Portsmouth, working with Portsmouth Local Authority and external partners.</p> <p><b>4.2 'No Frills'</b></p> <p>MB went on to say RB had been successful and had been appointed as Manager for the low cost and easy events project and was at the point of planning the low cost events and working with outside marketing company at the moment regarding the name.</p> <p><b>4.3 Championships (inc TEMB attendees)</b></p> <p>SP informed the Board that the Events list with the dates had been distributed but some dates have not been filled. SP confirmed she would</p>	<p><b>Action JL, ZHP</b></p>
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<p>5</p>	<p>this information should be relayed to TEMB members.</p> <p>The Chair commented that this was another exciting project for the sport.</p> <p><b><u>5 BTF</u></b></p> <p><b>5.1 Collaboration Agreement</b></p> <p>The Chair commented that the Collaboration Agreement needs to be reviewed now especially regarding funding and day licences.</p> <p>The BTF governance subcommittee/working group meets every October before the AGM and a replacement is needed for JW.</p> <p><b>It was agreed that BJ and MB will represent TE on the sub-committee</b></p> <p>It was felt that TE's interests would be best served by earlier discussion within a sub-group of TEMB. LG requested that a Council Appointed member of TEMB should be included.</p> <p><b>The Board agreed that BJ, JB, GH, DH and one of the three Council Appointed members will discuss governance issues ahead of the BTF governance sub in October.</b></p> <p><b>5.2 Members Legal Claims Service</b></p> <p>LG drew attention to the changes taking place on 1<sup>st</sup> April 2013, The Premium of £250 that comes in and sits in the fund until a payout is required is stopping. Welsh Triathlon would like to continue to share the liability.</p> <p>MB needs to address now for next year when the membership is looked at and discussions with Wales and Scotland is needed.</p> <p>JL need to take steps to give members the information on the website.</p> <p><b>The Board agreed that JL and LG will look at the document before 1<sup>st</sup> April and JL, LG and HW and BL (in Wales) look how to go forward and this will be on the agenda next time for the May meeting.</b></p> <p><b>The Chair asked for authority from the Board to let it run and the Board agreed.</b></p> <p><b>5.3 British Triathlon Foundation Trust</b></p> <p>MB reported that the BT Foundation Trust would take over KOS and are very enthusiastic about it and that there is activity working with the Trust and Home Nations, MJ and MB are working together to see how best to</p>	<p><b>Action MB</b></p>
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	<p>deliver and also same with the Home Nations.</p> <p>The Board agreed it would be good to invite Mike Jubb from the Foundation to the dinner in Liverpool to meet TEMB and BTF Board members.</p> <p><b>5.4 Report from BTF Board (verbal)</b></p> <p>The Chair spoke about the BTF Board weekend at Blackton Grange and he met with BP, the Performance Director and was impressed and encouraged with his good leadership and management.</p> <p>He spoke about the wish list that BTF had for more media and communication around the WTS GF in Hyde Park to raise the profile of Triathlon and how this related to the BTF budget process..</p> <p><b>6 <u>TE Council members</u></b></p> <p><b>6.1 Council business</b></p> <p>JL confirmed he is having discussions regarding the communications from the TEMB to Council and is meeting with DB before the TEMB and Council meetings in May.</p> <p>LG confirmed he would report back to the Council any budget matters or the regional re-organisation proposals that had been spoken about in the meeting.</p> <p><b>6.2 Regional issues (inc re-organisation)</b></p> <p>DR commented that the NE and Y&amp;H had looked at the merger in a positive light, but were keen to maintain their independence.</p> <p><b>7 <u>Reports for information</u></b></p> <p><b>7.1 Staff Reports (inc Ops &amp; Development)</b></p> <p>The Board commented that there were no details of unregistered events from the North.</p> <p>MB announced that the newly appointed Communications and Marketing Co-ordinator, JH, who would be managed by TG, would start on 15<sup>th</sup> April</p> <p><b>7.2 Membership</b></p> <p>GH reported that she was still waiting for information from the sub-committee.</p> <p>The Board advised she could get more members on to the committee and to ask the regional Chairs and RPM to ask for new recruits.</p> <p>PJ would substitute for GH on the membership portfolio in her absence.</p>	<p><b>Action JM</b></p>
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8	<p>He will be invited to TEMB if appropriate.</p> <p><b>7.3 Talent</b></p> <p>Nil report</p> <p><b>7.4 Event, Rules &amp; Technical</b></p> <p>The Chair informed the Board that there had been no change in direction from the BT and ZHP said that the position of BTF R&amp;T chair had been raised at the BTF and IH has actioned.</p> <p><b>7.5 Marketing &amp; Communications</b></p> <p>SL informed the Board that there was no paper because the strategy review would come first, following which a paper would be presented. She commented about her visit to the TE office, that it had been of great benefit and stressed how important the need was to maximise all the opportunities that TE has especially around the low cost and major events and at the ITU.</p> <p><b>TEMB confirmed that there should be a TE/BTF M&amp;C liaison group comprising TG, HW and JH, and HW would lead.</b></p> <p><b><u>8 Actions from Previous meeting</u></b></p> <p><b>8.1 TE H&amp;S</b></p> <p>This has been covered.</p> <p><b>8.2 Disciplinary Policy</b></p> <p>It was confirmed this was now on the TE website.</p> <p><b>8.3 Disciplinary panel</b></p> <p>SP confirmed she would ask AC regarding letting the members of the club know.</p> <p>JL offered to be the head of the disciplinary panel if the panel was in agreement.</p> <p><b>8.4 Young Persons Review</b></p> <p>MB reported that SP was now leading in this areas and the consultation phase is starting in May.</p> <p><b>8.5 KPIs</b></p> <p>To be presented at the next meeting.</p>	Action SP
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<p>9</p>	<p><b><u>9 Any Other Competent Business (of which notice has been given)</u></b></p> <p>ZHP spoke about ongoing sponsorship matters.</p> <p>ZHP confirmed that if BTF were in any discussions commercially it would always be passed by the TEMB first.</p> <p>The meeting closed</p>	
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