



**MINUTES OF THE TRIATHLON ENGLAND MANAGEMENT BOARD MEETING  
HELD ON THE 16<sup>TH</sup> DECEMBER 2014 AT 10.30 – 14.00  
VENUE: HOUSE OF LORDS, WESTMINSTER**

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**Present:** Jem Lawson (chair) (JL), Bill James (BJ), Sally Lockyer (SL), Paul Gardner (PG), Duncan Hough (DH), Francis Riley (FR), Richard Fuller (RF), Jack Buckner (JBU), John Mills (JM), James Barton (JB)

**In attendance:** Helen Wyeth (HW), Kay Simnett (KS), Gareth Hall (GH)

**Minutes:** Melanie Commons (MC)

**Apologies:** Howard Vine

Item	Minute	Owner and due date
1	<p><b>Opening Remarks</b></p> <p>JL introduced Lord Shipley to the Board and thanked him for the hospitality extended by the House of Lords and thanked for all gifts received on his departure.</p> <p>Melanie Commons was also welcomed as the new TE Development Administrator and thanked for her role as minute taker.</p> <p>JL expressed he was chairing today but stepping back from today and BJ was stepping into the role and wanted to plan for the future. JL also expressed a time pressure with the agenda items and a need to focus on particular items.</p> <p>BJ asked if there were any objections and went through the priorities on the agenda, those being:</p> <ul style="list-style-type: none"> <li>• Kynsale update</li> <li>• Finance/ budget process</li> <li>• Current months report</li> <li>• Membership presentation</li> <li>• Commercial update.</li> <li>• Council and regional items</li> <li>• BTF</li> </ul> <p>There were no objections – JBU asked if any questions on the upcoming strategy meeting could be discussed at the end of the meeting.</p> <p>JL asked any interest to be declared – none.</p>	
2.	<p><b>Portfolio project update.</b></p> <p>BJ stated that the both Boards had agreed at the July joint meeting in Glasgow, to invest money in the Kynsale project to increase our capacity and capability and invited KS to offer her update presentation.</p>	

	<p>Questions were then asked and answered on:</p> <ul style="list-style-type: none"> <li>• Viewing list</li> <li>• Online procedure</li> <li>• Online entry system</li> <li>• Decision maker</li> <li>• Dashboard appearance</li> <li>• Review processes</li> </ul> <p>It was stated that the new projects dashboard will produce a viewing list for all appropriate levels and allowing full central visibility of projects in flight, completed and upcoming. Linda Haywood is the newly appointed Project Portfolio Manager and is working on data gathering and further project understanding.</p> <p>To summarise BJ stated that this investment has been greatly needed to improve our capacity and to implement a process for clearer visibility on projects in flight and the Kynsale project will provide a wealth of information when finalised.</p>	
<p><b>3.</b></p>	<p><b>Finances</b>  Questions were asked regarding the finance and the budget process regarding:</p> <ul style="list-style-type: none"> <li>• Budget timescale</li> <li>• Shared resource allocation</li> <li>• Membership growth</li> <li>• Allocation of papers</li> </ul> <p>JB confirmed a tight budget timescale and there were a couple of issues raised from the Council for discussion.</p> <p>Both BJ and JBu stated they would prefer a more collaborative approach in planning and would prefer to be more up front with information going forward.</p> <p>It was agreed that the Council needed more strategic information. KS asked for clarification on dates. A date in February was suggested on planning for the year and provision of where the budget is heading. JBu confirmed that he is open to improve joint planning and it was agreed that KS/JB would agree dates for more Council involvement.</p> <p>RF stated the Council have a meeting arranged for BJ and Council and should plan to include JBu in that to brief on strategy/planning.</p> <p>FR asked to set up a timetable for points of action and that it may be appropriate to set up for both Council and Board members and this is to be discussed at the next Council meeting.</p>	<p><b>KS</b></p> <p><b>KS/JB</b></p> <p><b>FR</b></p>
<p><b>4</b></p>	<p><b>Current month report, to include:</b></p> <ul style="list-style-type: none"> <li>• Comms and Marketing</li> <li>• Finance, HR &amp; Operations</li> <li>• Risk Register</li> <li>• Talent</li> </ul>	<p><b>GH</b></p>



	<ul style="list-style-type: none"> <li>The Olympic selection policy is in consultation phase with BTF board.</li> </ul> <p>BJ outlined his expectation of the January strategy weekend – that the Board would receive some pre-reading in advance. There would be an informal dinner on the Friday night followed by both BTF and TE Board in parallel on the Saturday morning. Saturday afternoon and Sunday morning would be for joint strategy planning.</p> <p>The other item mentioned for discussion was a pilot of event permitting schedule and due to time restraint this will be discussed another time. BJ stated GH, BJ, DH and PG to discuss.</p>	<p><b>GH, BJ, DH, PG</b></p>
<p><b>9</b></p>	<p><b>Other competent business (of which notice has been given)</b></p> <p>JL brought the meeting to a close and thanked Lord Shipley for his hospitality.</p> <p>BJ thanked JL for his magnificent service, great achievement in sport and help over the years.</p> <p>JL thanked all and stated that it had been a pleasure being in service and always having great groups of people to work with and the Board is now active, vital and Triathlon in general has a great future.</p> <p><b>Date of next meeting</b></p> <p>The next meeting will be held on the 17 January 2015 at Rutland Water.</p>	