



**MINUTES OF THE TRIATHLON ENGLAND MANAGEMENT BOARD MEETING
HELD ON THE 17TH JANUARY AT 09.30 – 13.00
VENUE: BARNSDALE HALL HOTEL, OAKHAM, RUTLAND**

Present: Bill James (chair) (BJ), Sally Lockyer (SL), Claire Stirling (CS), Paul Gardner (PG), Duncan Hough (DH), Francis Riley (FR), Richard Fuller (RF), John Mills (JM) James Barton (JB)

In attendance: Gareth Hall (GH), Helen Wyeth (HW), Linda Haywood (LH)

Minutes: Melanie Commons (MC)

Item	Minute	Owner and due date
1	<p>Opening Remarks</p> <p>Claire Stirling was welcomed as Independent Director Business. LH was welcomed and stated she would be providing the portfolio report update.</p> <p>BJ requested that on the Agenda, members concentrated on key areas and the project portfolio.</p> <p>It was agreed by all that for the next meeting, all documentation to be available in dropbox, 7 days in advance of the meeting date.</p>	
2.	<p>Apologies</p> <p>Howard Vine (HV)</p> <p>Jack Buckner (JBu) in attendance at BTF meeting</p> <p>Kay Simnett (KS) in attendance at BTF meeting</p>	
3.	<p>Declarations of interest</p> <p>There were no declarations of interest.</p>	
4.	<p>Items for discussion or decision.</p> <p>No items to be discussed in addition to the Agenda agreed by all.</p>	
4.1	<p>Financial update and review</p> <p>JB presented an update of the budget, and provided information on:</p> <ul style="list-style-type: none"> • Monthly results for the December management accounts. It was decided that for the March meeting, scenario planning be added to the Agenda to plan for any additional changes to revenue. <p>There was some discussion of the reductions made to Marketing and Comms budget during the year and the remaining M & C budget. Kay Simnett to review with budget holders. The budget approval timetable was discussed.</p> <p>Budget timetable:</p> <ul style="list-style-type: none"> • Process • Reminder of 2014/15 numbers • Key areas to be aware of <p>It was stated that the target timeplan should be:</p>	JB/BJ

Minutes of the TEMB meeting held on 17/01/15, minuted by M Commons, reviewed by BJ/KS on 20/1/15 and 21/1/2015 approved by KS and BJ on 22/1/15 and forwarded to JH for website 22/1/15

	<p>13th February - a draft budget to be provided to the TEMB - 10 days for reviewing 14th February – JBu has a virtual meeting with the Council 2nd/3rd March – virtual budget meeting 9 March – BTF budget issued to TEMB 10th March - TEMB budget approved It was requested by BJ - MC to email reminders of the draft budget dates to TEMB.</p> <p>JB summarised the budget process to date, and the commitment to provide clarity on the planning assumptions ahead of the budget review.</p> <ul style="list-style-type: none"> Home Nation Affiliation & Shared Resources <p>JB outlined the HN and BTF affiliation changes. The following discussion highlighted an alternative way of allocating overhead costs currently paid for in BTF budgets in line with the growth of Sport England funded initiatives. JB to discuss further with Kay Simnett for clarification</p> <p><u>Reserves policy</u> BJ requested some consideration of a balanced risk approach to reserves in planning for 2015/16.</p> <ul style="list-style-type: none"> Comms marketing <p>Any questions and core areas of concern to be relayed to JB and will be fed into the budget timetable.</p>	<p>MC</p> <p>JB/KS</p>
<p>4.2.</p>	<p>Membership update PG provided an update and clarified some of the reported membership numbers.</p>	
<p>4.3</p>	<p>Events and Go Tri update Discussion of officials strategy focussed on:</p> <ul style="list-style-type: none"> Recruitment Officials standards Officials progression Recruiting officials Responses to the strategy paper to DH asap. <p>In discussion it was stated that if no official is in attendance, an event organiser takes on the role but they are not always qualified. BJ requested a definition of issue and risk and mitigations and results to be circulated to the Board. DH agreed to come back to the board with a report asap.</p> <p>Update on events permitting: Discussions are ongoing – pilot date to be confirmed. Discussion highlighted the importance of capturing participant data ideally from on- line entry. DH with JBu and GH will review proposals for pilots and report on progress ahead of and at the next board meeting.</p> <p>A request was made for TE championship events dates to be circulated in order to plan board members attendance at events through the year. There was a suggestion to use images of more diverse triathletes in promotion of GoTri .</p>	<p>DH</p> <p>DH/JBu/ GH</p> <p>MC</p> <p>HW</p>
<p>4.4</p>	<p>Marketing and Comms update SL presented a six month review including:</p>	

Minutes of the TEMB meeting held on 17/01/15, minuted by M Commons, reviewed by BJ/KS on 20/1/15 and 21/1/2015 approved by KS and BJ on 22/1/15 and forwarded to JH for website 22/1/15

	<ul style="list-style-type: none"> • Questions on internal capability • Budget • Comms survey, Trinews, Comms intern. • A request was made for accessing regions social media accounts centrally to promote membership etc. via the Comms intern. 	SL
4.5	<p>Talent update JM provided an overview of talent and updates.</p> <ul style="list-style-type: none"> • Talent activity is ongoing but quality of reporting needs work. • Regional Academies, it was confirmed are at full strength. • National Events – pre-season camps, plan and structure in process • International camp – considered acceptable but not exceptional. • Support services - satisfactory but selection proving a challenge. <p>BJ stated that the skills school curriculum needs to be clarified and due to timescales, whether to continue and the capacity. BJ proposed JM to discuss with JBu.</p>	JM/JBu
4.6	<p>Council and Regions issues FR requested:</p> <ul style="list-style-type: none"> • The name change to Yorkshire now in place and requested that this be applied to the website, emails etc. This was confirmed by GH as in place to do. • The board/Council appraisal process might benefit from a review. BJ agreed to discuss with Council if requested to do so at next meeting. <p>RF also requested:</p> <ul style="list-style-type: none"> • A royalties review regarding level 1 and 2 courses, and requested an update. 	HW BJ GH
4.7	<p>Information and reporting LH provided a presentation on the portfolio update, covering:</p> <ul style="list-style-type: none"> • Executive summary – projects submitted, projects in flight and major areas for activation. • Programmes identified. • Completed projects within the last period <p>Regarding projects in flight, BJ asked for the board members identified as project sponsors to liaise with project owners to help us raise the quality of information and progress LH is working with. LH was asked to circulate post meeting, a project list, owner and sponsor name for projects in pipeline/awaiting approval. BJ requested post meeting, LH to offer a review process</p> <ul style="list-style-type: none"> • Kynsale project update – software tool is almost completed • Kynsale key activities • New approach update, project creation and information management SMT will be reviewing the process monthly. • Organisation portfolio, i.e. dashboard view <p>BJ clarified this to be an approval and review process for the SMT and for the board to influence and direct upon.</p> <p>SL then reported on board requirements regarding information and reporting as follows:</p> <ul style="list-style-type: none"> • Monthly report • Projects and portfolio reporting • Access and training to integrate Kynsale information • Coordinated cross function reporting, e.g. marketing report by project • Financial reporting integrated in board reports 	LH

Minutes of the TEMB meeting held on 17/01/15, minuted by M Commons, reviewed by BJ/KS on 20/1/15 and 21/1/2015 approved by KS and BJ on 22/1/15 and forwarded to JH for website 22/1/15

	<ul style="list-style-type: none"> Timing of issue of board reports <p>It was agreed that all board papers should be made available 7 days before the meeting.</p> <p>Questions had been raised by the Board on:</p> <ul style="list-style-type: none"> No feedback regarding actions being carried on from the minutes. Commercial and sponsorship update BTF paper coordination Standardisation of papers between TE and BTF Further suggestions were noted for the monthly report, including status of TE championship events. <p>SL with BJ to create a set of guidelines for board information and reports. BJ stated that with the support of MC and Lynette Henson (LHe) we must raise our game substantially for the next meeting and continue the improvement.</p>	<p>BJ/MC</p> <p>SL/BJ</p>
5	<p>Matters arising from minutes not dealt with in the meeting and AOCB</p> <p>It was confirmed that all matters arising from the previous meeting had been addressed.</p> <p>Date of next meeting 21st March, 12.30 – 1700 at Loughborough, venue TBC. Apologies were received from RF in advance.</p>	