



**MINUTES OF THE TRIATHLON ENGLAND MANAGEMENT BOARD MEETING
HELD ON THE 5TH SEPTEMBER 2015 AT BTF HEADQUARTERS, LOUGHBOROUGH.
12:30 – 16:30**

Present: Bill James (chair) (BJ), Sally Lockyer (SL), Claire Stirling (CS), Paul Gardner (PG), Duncan Hough (DH), James Barton (JB), Richard Fuller (RF).

Apologies: Francis Riley (FR), John Mills (JM) Howard Vine (HV).

In attendance: Jack Buckner (JBu), Garth Lewis (GL), Natalie Justice Dearn (NJD)

Minutes: Melanie Commons (MC)

Item	Minute	Owner and due date
1	Opening Remarks It was agreed the last set of minutes to be an accurate record.	
2.	Declarations of interest. None	
3.	Items for discussion The chair ran through items to be discussed and the minutes from the previous meeting were agreed by all as accurate.	
3.1	Strategy and Branding Strategy The CEO stated the organisation restructure is now complete and in place. The CEO requested TEMB to endorse the final version of the strategy document which can then be announced at the forthcoming AGM in November along with the new branding. The Chair wished to outline the process going forward is to continue the Whole Sport Plan for 2013-17, and then signing off the vision document and then generate a new Whole Sport Plan for 2017-21, with the purpose to generate more funding going forward. The aim being to identify steering group activity to support the strategic priorities and link into the Whole Sport Plan. There was a request for a link to be provided to TEMB regarding the Sports Recreation Alliance guidance document for the Whole Sport Plan. The CEO confirmed that we are head of all targets (with the exception of some action required on our reported disability participation numbers) for the 2013-17 Plan. It was stated that the Director of Delivery role is to make sure delivery is continued against the Plan, and continuing the operational group for working on delivery of the operational targets and objectives for Sport England included within. The CEO asked for endorsement of the vision document from TEMB. The Chair proposed to TEMB to endorse the vision– all were in agreement.	JBu/MC

Completed by M Commons, sent for review by BJ on 10/09/15 and approved by BJ on 11/09/15 and sent to JBu/KS on 11/09/15 for approval and addition to website by MC

	<p>Branding: The CEO stated formal support for branding from Triathlon Scotland and Welsh Triathlon had been received and he is requiring formal endorsement from TEMB at the meeting.</p> <p>The Director of Customer Experience answered a question regarding the TE Website, branding and membership work implementations. The Chair summarised that agreement had been reached in retaining Home Nation identity where appropriate and how this is applied for the steering/working group.</p> <p>TEMB agreed to endorse the branding decision.</p>	
<p>3.2</p>	<p>Winning Performances</p> <p>Skills School The CEO stated a formal monetary award been provided by SE in the last 24 hours and the Council have agreed to the matched funding requirement for Skills School going forward.</p> <p>The chairman requested to share Dan Salcedo slides regarding his Skills School presentation to be provided to TEMB as was presented to the Council in the morning meeting.</p> <p>The CEO stated that a skills school lead at BTF is to be appointed and by December 2015 a lead by region appointed. The Chair confirmed that a working group has been set up to steer delivery planning of the Skills School consisting of of FR, LG, RF, DS, and JM and will work with BTF staff to address implementation.</p> <p>In answer to a question concerning financial risk regarding Skills School and a contractual agreement to regions, it was confirmed the agreement is £40k over two years. The Chair confirmed that the regions have committed to the two year funding, with the aim of creating a self-funding model and potentially some support for Skills School in the next Whole School Sport Plan.</p> <p>The Chair wished to note thanks on behalf of TEMB to John Mills for his support and collaboration concerning the project and Dan Salcedo for his work with the Skills School project.</p>	<p>MC✓</p>
<p>3.3.</p>	<p>Inspirational Events</p> <p>Liverpool The Board Director of Events proceeded to discuss Liverpool and stated TE agreed to underwrite up to 45k for this event and Leeds. Activity is underway including approaches to Liverpool CCGs (healthy living funding) to invest capital towards Liverpool and the associated Go Tri training programmes in the area. It was stated that the response so far has been very positive.</p> <p>It was then mentioned that Events are considering how to increase participation numbers and treating Liverpool as a Tri festival, supporting TE objectives and reducing the financial risk.</p> <p>The Chair wished to state for clarity that for Events related matters, liaison with DH would be best, including any potential for assistance with sourcing funding going forward. The Director of Customer Experience mentioned that further funding</p>	

	<p>opportunities via secondary commercial partnerships are being pursued with regards to sponsorship for both Leeds and Liverpool.</p> <p>Leeds DH stated that the TE aquathlon championships, and a request to host junior races are being considered but stated any such additions to the programme displacing paid entries, would have to be cost neutral which is currently not seen as viable. The Chair stated FR and NJD are collaborating with the City Council regarding the participation agenda for the event. Also, that and BJ and NJD are part of the governance committee for the project.</p> <p>With regards to a more general question raised on permitting of events, it was stated that as permits are being renegotiated, the terms are being brought into line with our requirements of Eos wherever possible via the Events team.</p> <p>AGM DH stated that the morning workshops/courses being planned for the AGM are; social media, rules update, video analysis, analysing performance, swim faults and corrections and winter training.</p> <p>The Chair stated with regards to the AGM agenda he will need to discuss with portfolio directors their updates for the day, and Tom Goldspink would liaise with them on preparation. BJ stated his intention to facilitate an open floor Q and A session with the members in attendance.</p> <p>The Chair stated a positive response had been received to meeting for an evening meal from the Council and TEMB and proposed to a move to Saturday night at the BTF Awards dinner as opposed to Friday – all in agreement.</p>	
3.4	<p>Growing Participation</p> <p>Go Tri. The Director of Delivery proceeded to provide her update and brief presentation to the board on the vision moving forward and the potential and growth for Go Tri looking ahead.</p> <p>The Chair summarised that expectations have been set for this Go Tri review throughout 2015 and the next stage should be to start communicating plans as they are agreed, ideally for communication at the AGM in November.</p> <p>The Chair recommended that the Annual report should report the significant progress achieved with Go Tri this year.</p> <p>There was a proposal that the Annual report to be digital and emailed to those on the database as opposed to hardcopy. All were in agreement with this suggestion.</p> <p>SE review The CEO stated to date the organisation is on track and he has set up an additional interim review with SE in November to show further progress and continue to set the bar high. To include Skills School and membership plans.</p> <p>Club helpline The Chair discussed the document concerning Club helpline. There was a request for clarity to be provided on cover concerning tax and vat cover and a suggestion to check with Kay Simnett for further details. The CEO stated a review after a certain period of time would be a good idea going forward after concern was stated by a board</p>	KS

	<p>member about tying in to the service partner. It was proposed for agreement to the board and all agreed for implementation.</p> <p><i>Open water swimming as an addendum was discussed</i></p> <p>In light of the recent tragic death of Paul Gallihawk, the CEO summarised (subject to inquest) the support provided and review undertaken with the event organisers. All expressed their sadness at the unfortunate death and support for the communications by BTF/TE around this.</p> <p>In answer to a question, regarding a BTF emergency contact telephone number, it was stated an emergency contact telephone number is available for race organiser's support.</p> <p>The CEO stated that as a sport our NGB works collaboratively and positively, and has been taking this approach over an extended period with regards to supporting the development of open water swimming. It was stated there is frustration at the lack of leadership from other bodies with regards to open water swimming and the CEO wished to recommend to TEMB and to BTF that we take a lead in open water swimming for permitting, advice and water qualities etc. The CEO stated that he has been working on this already, and that subject to funding he would like to invest within the organisation to implement this. It was mentioned that one of the largest open water swimming organisers are open to partnership with BTF and other opportunities will be followed up as appropriate. The chair asked the members for support to appoint an open water lead dependant on budget provision.</p> <p>Full support was agreed with a request of an update of the tragedy to be provided to TEMB when received.</p>	<p>JBu</p>
<p>3.5</p>	<p>Essential Membership</p> <p>The Director of Customer Experience was invited to provide his update.</p> <p>It was confirmed that membership sales have increased for the period by 50% from 2014. It was stated that over 200 new members have signed up for entry to Leeds due to priority window and that approximately 100 Scottish members signed up during the priority window to also benefit. It was also stated that Leeds has over 3000 entries.</p> <p>With regards to membership, it was confirmed that:</p> <ul style="list-style-type: none"> • Closure of over 75's to apply online due to insurance issue clarity. • A clearer grid of insurance will be uploaded. • The landing page and members page is changing. • Confirmation of a new member benefit is anticipated. <p>The Marketing and Comms update covered the following:</p> <ul style="list-style-type: none"> • Online social channels • The digital project <p>The update included the website review with some positive endorsements of the approach from PG and SL. GL stated in October some recommendations/updates should be ready to share with TEMB regarding the website.</p> <p>It was stated, there is consideration of launching a British Triathlon fan club for 2016, to appeal beyond those already participating in the sport. Updates to follow.</p>	<p>GL</p> <p>GL</p>

<p>3.6</p>	<p>International influence The Chair wished to note congratulations to SL admitted onto the international leadership programme after being proposed onto it by BTF.</p> <p>The Chair provided a brief Discussion of an ACT document that was in dropbox prior to the meeting to set out their intent which is all worthy. TEMB were in agreement for the CEO to attend a meeting of ACT in Chicago on our behalf, to understand the plans including questions of funding.</p> <p>All agreed for JBu to attend as TE representative for ACT meeting.</p>	
<p>3.7</p>	<p>Great Leadership and Governance</p> <p>Finance The Independent Director for Finance provided his update and stated that as expected year to date there is a shortfall on membership revenue, balanced by savings on operational spend.</p> <p>It was stated that a reforecasting process is underway for a view to the end of the financial year. There has been some underspend due to some staff not being in place during the reorganisation. It was mentioned that the year end review for the last financial year 2014/15 discovered an item not reconciled in membership numbers, providing an addition of 40k for last year’s accounts to carry forward. The underlying issue seems to be in the way the reporting system works, and the plan going forward is to alter the IT membership system with the aim of simplification and transparency of membership revenues.</p> <p>RF raised a concern regarding the need to schedule a meeting or call with the Council to have a view on what to expect in the budget planning. The CEO stated this could be resolved via a conference call. The chair stated a timeline plan for the draft budget plan will be provided by KS in due course.</p> <p>Risk register The Chair wished to state he was pleased with the documentation for Risk Register and then introduced the Independent Director Business to provide an update. With regards to these improvements, it means that only items of high risk are brought to the Board for discussion.</p> <p>It was stated that the SMT have reviewed the previous risk register and are comfortable with the risks and impact/likelihood on the register.</p> <p>It was mentioned that there had been a discussion previously to see if all board members are to review the risk register annually as a board collectively. The CEO stated the SMT review this on a monthly basis and hold work stream meetings so that at every board meeting the risk is updated and red risks change as appropriate. The Chair asked if the portfolio directors are comfortable to review their appropriate sections and also happy to support an annual review of the risk register by all. The CEO stated he will confirm the best time for annual review around workload with CS to produce.</p> <p>The CEO confirmed commercial risk is an area for concern but stated discussions are ongoing to make sure targets are on track. It was stated a commercial group will be incorporated with SMT and board members to review.</p> <p>Council and regions. RF stated all had been covered already.</p>	<p>KS</p> <p>JBu/CS</p>

Completed by M Commons, sent for review by BJ on 10/09/15 and approved by BJ on 11/09/15 and sent to JBu/KS on 11/09/15 for approval and addition to website by MC

	<p>Governance The Chair stated the governance handbook summarises and captures how the governance model works and any relevant documents are available to access via the website. The Chair asked TEMB to respond with comments via email.</p>	TEMB
.4	<p>Matters arising from minutes not dealt with in the meeting and AOCB</p> <p>AOB: The Chair wished to note the issue of TEMB meeting dates for 2016 and requested any issues to respond to him directly. There was a request for calendar invites of the meeting dates to be sent through to the board.</p> <p>The Chair then asked TEMB their thoughts regarding meetings being held on a week day as opposed to a weekend and asked for responses direct to the Chair and MC to record.</p> <p>Date of next meeting</p> <p>AGM - Saturday 14th November 2015 Time: 14:00 – 15:00 Venue: Chessington World of Adventures Resort Leatherhead Rd Chessington Surrey KT9 2NE</p> <p>The meeting was concluded.</p>	<p>MC✓</p> <p>MC✓</p>