

**MINUTES OF THE TRIATHLON ENGLAND MANAGEMENT BOARD MEETING
HELD ON THE 20th JULY 2016 AT THE SPORT AND RECREATION ALLIANCE OFFICES,
LONDON
10:30 - 15:30**

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

Apologies: James Barton (JBa)

In attendance: Jack Buckner (JBu), Garth Lewis (GL), Natalie Justice-Dearn (NJD), Kay Simnett (KS), Emma Good (EG)

Minutes: Michael Buccheri (MB)

Item	Minute	Owner and due date
1.	Opening remarks and apologies James Barton- apologies.	
2.	Declarations of interest None. The process for declarations of interest was explained, the purpose is for the board directors to be able to better self-govern.	
3.	Items for discussion or decision	
3.1.	Matters arising from Board Report All agreed they were happy that all items on the agenda covered any matters arising from the board report.	
3.2.	CEO Report	
3.2.1	Sport England The CEO briefly updated the Board on the Sport England submission progress and explained this would be covered in more detail during item 3.5. The CEO explained that Sport England wanted to work with National Governing Bodies that have a clear strategy. The Chairman stated that in some cases the barriers for participation in hard to reach inactive people would need to be reduced in order to fulfil Sport England funding requirements.	

<p>3.2.2</p>	<p>Leeds 2016 update</p> <p>The CEO gave an update on the Leeds World Triathlon Series (WTS) event.</p> <p>The CEO explained that there was a review (being funded by UK Sport and carried out by Podium Projects) taking place with the final report due after the Olympics. The timeframe for the next steps after the final report would be to determine the dynamics of the 2017 event and then to open the entries. It was agreed that a full report of the event would be provided to the TE Board.</p> <p>The Chairman stated that IRONMAN have a 5 race contract with ITU and the 2017 Leeds WTS elite race had already been signed off with IRONMAN as the event delivery company.</p> <p>The CEO explained that a BTF Board call was scheduled for the start of August to discuss these issues and how similar issues could be avoided for Tri Liverpool.</p> <p>The Independent Director Business suggested that the role of the Events Committee is revisited as more transparency within the committee may be needed.</p>
<p>3.3.</p>	<p>Finance</p> <p>KS provided an update.</p> <p>The June management accounts had been sent out, work would be needed around events to better understand a drop in event income.</p> <p>The external audit in June had been completed. The statutory accounts were in the process of being finalised, with no changes being made to year-end numbers. There was a slight restatement to the balance sheet reserves due to a new requirement meaning untaken annual leave needed to be accounted for. This would become less of an issue in the future as the BTF/TE annual leave year had been changed to fall in line with the financial year.</p> <p>The external governance audit report had been returned and was being reviewed by the Audit Risk and Governance Committee, this would be shared with the Board once it had been reviewed. The result from the report was a green/amber with 9 recommendations.</p> <p>The Chairman thanked KS for her work and for being proactive.</p>
<p>3.4.</p>	<p>Commonwealth Games</p> <p>The Director England Talent gave an update on the Commonwealth Games. He explained that the race format would be a sprint and would take place on the first day of competition, with the paratri race taking place on day 2 and the mixed relay on day 3. The selection policy would be published in October. The team preparation camp being proposed was discussed. The Director England Talent suggested that younger athletes should be considered as they could be competitive over a sprint distance.</p>

	<p>The delivery model was discussed. A management team will be responsible for the development of the selection policy for approval from the TE board and would meet approximately every 12 weeks.</p> <p>Dan Salcedo would work on the budget for this and it was agreed that KS, the Chairman and the Director Talent England would form a panel for finance on this from the perspective of the board.</p>	
3.5.	<p>Sport England Strategy and Planning</p> <p>NJD gave a presentation on the Sport England strategy and planning. The funding bid would be submitted to Sport England by mid-September. NJD explained the items that will be discussed at next scoping meeting.</p> <p>NJD explained the Triathlon market and how Ilona Berry was capturing this information to help gain a better insight into this market. The Chairman requested a Dropbox folder to be created to allow the TE board to access all relevant documents and information around this. NJD explained the wider demographics of the core market and emerging market that will be shared with Sport England.</p> <p>NJD discussed the talent programme, with it being on or above targets.</p> <p>NJD gave examples of TE's current research.</p> <p>NJD discussed the next steps in the process for funding:</p> <ul style="list-style-type: none"> • TEMB consultation - virtual call in August • Meeting with partners • Other investment guide/opportunities. <p>The Chairman discussed the TEMB next steps:</p> <ul style="list-style-type: none"> • Virtual board call to discuss Sport England funding submission process • September TEMB meeting with an update from the CEO on commercial funding • Some Board members may be required to attend workshops for Sport England funding process. 	
3.6.	<p>Website</p> <p>GL gave a website update; it had been decided to delay the new website launch until 4th August. This had given departments a chance to review content which would be signed off by SMT.</p> <p>GL explained the features of the new website design. The Chairman voiced his concerns over the term 'Olympic' for elite athletes as it may be considered confusing. It was questioned why regions were in the BTF section and not the TE section - this would need to be resolved. It was agreed that TEMB would e-mail GL the 'my journey' details.</p>	
3.7.	<p>Rio Campaign</p> <p>The Director Communications and Marketing gave an update on the Rio campaign. It was explained that the campaign was about driving engagement through digital, print and social media.</p>	

	<p>Use of the BTF logo as the lead brand was discussed. The Chairman requested to see the plan for future brand guidelines with a presentation needed for the TE Council - the CEO agreed to present the brand guidelines at the TE Council meeting in September with the Media and Communications manager. It was agreed that BTF needed a headline sponsor which would allow the brand to take care of itself and to reduce the chance of ambiguity going forward.</p> <p>The CEO explained that there would be further information released, with triathlon receiving media coverage from ITV (I am Team GB) and a duathlon taking place on Emmerdale Farm which would include a BTF campaign.</p>	
3.8	<p>Membership</p> <p>GL and the Director Membership Services gave an update on membership.</p> <p>They wanted to achieve a majority consensus on going forward with the membership proposal. It was explained that the membership proposition aligned with TE's vision, as well as wanting to provide products to all involved in triathlon, with TE moving towards bespoke products for certain areas. An engaging debate was held.</p> <p>The Board agreeing that the memberships should be worked on up until the point that they were ready for launch which would then need to be approved by the Board.</p> <p>Also discussed at length was;</p> <ul style="list-style-type: none"> • The requirement for further clarity for at the September board meeting on product distinction. • Children/Youth product set • Launch dates • Need for membership update at the TE Council in September • Recommendation for membership presentation at this year's AGM 	
4.	<p>Any other business</p> <p>It was suggested that the communications around coaching information should be investigated as some Board members who are TE coaches had not received coaching information.</p> <p>KS discussed Club support - only 15 clubs had used the helpline since its launch in December. It was agreed that this would be monitored.</p>	
5.	<p>Date and venue of next meeting</p> <p>September 24th 2016, Loughborough.</p>	