

**MINUTES OF THE TRIATHLON ENGLAND MANAGEMENT BOARD MEETING HELD ON THE 7th
JULY 2017 AT THE YHA LONDON ST PANCRAS, LONDON
10:30 - 16:30**

Present: Bill James (Chair) (BJ), Sally Lockyer (SL), Richard Fuller (RF), Claire Stirling (CS), Simon Wergan (SW)

Apologies: Duncan Hough (DH), Sarah Taylor Hough (STH), Francis Riley (FR)

In attendance: Jack Buckner (CEO) (JB), Natalie Justice-Dearn (NJD), Kay Simnett (KS), Paul Graham (PG), David Sales (DS) (item 3.4 onwards)

Minutes: Michael Buccheri (MB)

<p>Item 1.</p>	<p>Apologies and declarations of interest</p> <p>FR, STH & DH</p> <p>No declarations of interest</p>	
<p>Item 2.</p>	<p>Minutes of last meeting and matters arising</p> <p>The minutes from the last TEMB meeting were approved and signed off.</p> <p>No matters arising.</p>	<p>Owner and due date</p>
<p>3.</p>	<p>Opening remarks</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Chair stressed the importance of Triathlon England's thinking, of getting the balance right between: focus on participation/new entrants and core of the sport; the Government Strategy and Sport England funding focuses more on getting inactive people active and less on the regularly active 'sporty' population. The funding is secure through to 2020 but it is unclear what the position will be in the next four year cycle. The chair stated that it was important that Triathlon England deliver for their core market as well as continuing to discuss what they mean by the definition of 'core' is. He explained that their working definition is; those that are active in triathlon and multisport as participants and the volunteers, coaches etc that make the sport possible at grassroots level, and who pay to compete.</p> <p>The Chair announced the new appointment to the independent director finance role - Louise McFadzean was the outstanding candidate from a strong group of interviewees. She is an experienced non-exec, and Finance Director at Central England Cooperative.</p>	
<p>3.</p>	<p>Items for discussion or decision</p>	

<p>3.1.</p>	<p>CEO Update</p> <p>The CEO gave an update to the TEMB; he stated that the Leeds WTS 2017 event was successful and an important change from the issues experienced by Age Group participants last year, but also from engagement with sponsors and the platform it will provide for the future. He also stated that BTF & TE have been proactive around all their major events. The CEO explained that BTF may have a headline partner for Mixed Relay in place by August but could not provide any further details due to commercial confidentiality.</p> <p>A discussion was had around the headline sponsor; the CEO explained that he could not clarify any details until it was finalised but did state that the partnership could help support and grow the mixed team relay event over several years.</p> <p>The CEO stated that he was pleased with the progress of GO-TRI and other future projects; the TEMB discussed possible future opportunities around GO-TRI.</p> <p>A discussion was had around BTF’s commercial activities.</p> <p>The Chair thanked the CEO for his leadership and clarity, stating he had been a pleasure to work with.</p> <p>SL also thanked the CEO, stating that he has brought the sport together and helped develop the BTF and TE brand.</p>	
<p>3.2.</p>	<p>Financial Update</p> <p>KS gave an update on TE finances; she explained that the external audit went well and the statutory accounts had been distributed to the BTF Board, with Jeremy Beard from the auditors, haysmacintyre , attending the next BTF board meeting. KS also proposed the 2018 audit be pushed back a week due to the workload around the Leeds WTS event.</p> <p>KS described new finance initiatives; with a review of business banking partners taking place as well as the possibility of bringing payroll in-house.</p> <p>The Chair thanked KS for her work.</p> <p>A discussion was had around permitting revenue.</p>	
<p>3.3</p>	<p>BAME report and participation</p> <p>NJD gave an update on Delivery which included;</p> <ul style="list-style-type: none"> • GO TRI • Sport England measures • Children & young people • Women’s sport week 	

	<p>The TEMB discussed Sport England measures in detail with NJD clarifying all information needed from TE was with Sport England.</p> <p>The TEMB deliberated on ideas that would allow TE to provide more activities as well as products for children and young people; it was agreed that this area was key for the future of TE but the time to plan would be in the winter of 2017.</p> <p>BAME report</p> <p>NJD presented an overview and the findings of TE’s current BAME project. A discussion was had around the BAME workshops being carried out in London by TE including; best ways to promote them and the why London was chosen as the location to start the consultation.</p>	
3.4	<p>Membership</p> <p>SL gave a presentation on TE’s membership strategy, which consisted of;</p> <ul style="list-style-type: none"> • ‘Essential Membership’ as a strategic aim • Membership direction • Market size • Potential product suite <p>PG introduced himself to the TEMB and explained ‘Basics first’; elaborating that data is one of the key areas for TE to gain a better insight which would in turn inform decisions across the organisation.</p> <p>PG explained the importance of capturing data at registration and the barriers around this.</p> <p>A conversation was had around data protection issues.</p> <p>PG explained how TE needed to;</p> <ul style="list-style-type: none"> • simplify their current membership (website route) • enhance the range of membership • Tackle the issue of day memberships <p>The TEMB agreed that they support the approach and work PG was doing on membership.</p> <p>It was agreed that the TEMB would have a conference call when further progress has been made in order to review any decision making if necessary.</p> <p>ACTION: How much will change and how much will be kept in development cycle will be decisions for the next TEMB meeting and/or interim conference call.</p>	

3.5	<p>Code for Sports Governance.</p> <p>KS presented an update on the work being done, which consisted of;</p> <ul style="list-style-type: none"> • Working party - who was involved • The work done so far • What needs to happen next • The Risks • Possibility of using electronic voting <p>Action: Update on TE awards and AGM for next TEMB meeting</p>	
3.6	<p>External Board Evaluation Feedback</p> <p>DS presented his initial findings and provided feedback from the independent review of the TEMB.</p> <p>A full report will be provided to the TEMB in due course.</p>	
3.7	<p>Talent</p> <p>SW gave an update on Talent; discussing his experiences during his 5 months in post. He stated that TE have a great Talent team and they have made vast progress since he has been in post.</p> <p>SW reflected on two emerging themes; connection of talent to the business and quality of work the group does.</p> <p>The possibility of talent athletes being present at the AGM was suggested by the Chair.</p> <p>The Chair recommended that SW attends the BTF performance board meeting at the AGM.</p> <p>SW explained that the board report for Talent was a work in progress and the Talent team aim to have it in the same format as the other departments.</p> <p>CWG</p> <p>SW gave an update on the CWG:</p> <ul style="list-style-type: none"> • Coaching staff recruitment now underway • Selection now underway • Hamburg is next key qualifying event • Selection window finishes end of October 2017 	

4	AOB Action: 2018 meeting dates to be shared / added to dropbox	
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