

Joint meeting of the BTF Board of Directors and the Triathlon England Management Board

Minutes

Monday 12th October 2020

Venue: Zoom Conference call

Time: 18.00- 19.00

Present:

BTF Board: Bill James (BJ) - Chair, Richard Ashton (RA), Debbie Clarke, (DEC), Sara Heath (SH), Martin Kitchener (MK), Amar Melwani (AM), Neil Saunders (NS), Andy Salmon (AS), Greg Warnecke (GW).

Apologies: Dougie Cameron, Nicky Dick, Ian Howard

Present TEMB: Debbie Clarke (DEC), Kevin Currell (KC), Duncan Hough (DH), Halima Khan (HK), Sally Lockyer (SL), Louise McFadzean (LM), Andy Salmon (AS), Tracey Sample (TS), Sarah Taylor-Hough (STH), Steven Watmough (SW)

Apologies: Avi Tillu

In attendance: Jamie Gordon

	Items	Responsible	When by
1	<p>BJ welcomed everyone to the meeting.</p> <p>Minutes of a BTF Board meeting held on 25th April 2020 (BTF Board only)</p> <p>The minutes had been previously circulated and subject to some redaction, were approved as an accurate record.</p>		
2	<p>Minutes of BTF Board meeting held on 24th September 2020 - BTF Board only</p> <p>The minutes had been previously circulated and were approved as an accurate record.</p>		
3	<p>Minutes of the BTF and TEM Boards meeting on 14th September</p> <p>The minutes had been previously circulated and were approved as an accurate record.</p>		

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4	<p>Actions and Matters Arising</p> <p>AS confirmed that actions were complete.</p> <p>There were no other matters arising.</p>		
5	<p>Finance</p> <p>Reports for period 6 were being finalised and will be circulated to both Boards.</p>		
6	<p>People</p> <p>A report had been previously circulated.</p>		
7	<p>UK Sport Paris cycle funding submission (Phase 3)</p> <p>AS provided a brief verbal update. Mike Cavendish had completed the Phase 3 submission ahead of the deadline of 16th October. He had shared the key aspects with BJ and AS and both were of the view that the submission was of a very high standard.</p>		
8	<p>Commercial Committee</p> <p>Strategic Overview: Brand Partnerships, Commercial and Membership</p> <p>A final, clean version of the Strategic Overview: Brand Partnerships, Commercial and Membership had been previously circulated.</p> <p>It was agreed to add 'social responsibility' along side environmental sustainability in the paper and subject to this change, the paper was approved by the BTF and TEM Boards.</p> <p>It was noted that once the Boards of TS and WT had considered the paper, their approval or otherwise would be minuted at a future BTF Board meeting.</p> <p>Commercial Committee Terms of Reference</p> <p>A draft Terms of Reference had been previously circulated. MK advised that WT was appreciative of the changes and the document was approved.</p>	<p>AS/AM</p> <p>DC & MK</p>	

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9	<p>Car Allowance</p> <p>The Boards had approved in principle a change in policy at the meeting held on 14th September 2020, subject to clarification on a variety of detailed points. A paper addressing these points had been previously circulated and was approved.</p> <p>The Car Allowance Scheme Policy was also approved.</p>		
10	<p>Technical Committee</p> <p>Papers had been previously circulated, proposing a change to the Terms of reference for the committee. The changes were approved, subject to the following:</p> <ul style="list-style-type: none"> • Term Limits be set to a maximum of two terms of four years • The BTF Board will appoint the Committee Chair 	AS/GW	
11	<p>TE AGM</p> <p>A paper detailing a draft 3rd resolution to be submitted to the TE Membership at the TE AGM had been previously circulated.</p> <p>This was approved and will be posted with the two previously approved resolutions for consideration and voting by the TE Membership.</p>	AS	
12	<p>BTF AGM</p> <p>It was agreed to host the BTF AGM at 5pm on 14th December 2020.</p>		
13	<p>Date and format of future meetings</p> <p>BJ suggested that holding joint Board meetings, originally prompted by the need to respond rapidly and frequently to the pandemic, was no longer necessary. This was agreed.</p> <p>BJ, DEC and AS will revert with a schedule for a Project Apollo meeting, followed by separate BTF and TEM Board meetings.</p>	BJ/DEC/AS	



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14	AOB BJ advised that Mads Freund had now published his manifesto to support his candidacy for World Triathlon President and offered to circulate. He also Advised that Marisol Casado would publish her manifesto after the closing date for nominations.	BJ	
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