

Joint meeting of the BTF Board of Directors and the Triathlon England Management Board
Minutes
Monday 20th July 2020

Venue: Zoom Conference call

Time: 18.00- 19.00

Present:

BTF Board: Bill James (BJ) - Chair, Richard Ashton (RA), Debbie Clarke, (DEC), Nicky Dick (ND), Sara Heath (SH), Amar Melwani (AM), Parul Patel (PP), Andy Salmon (AS), Neil Saunders (NS), Greg Warnecke (GW).

Apologies: **Dougie Cameron**, Helen Jenkins, Ian Howard

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

Apologies: Halima Khan, Avi Tillu, Louise McFadzean

In attendance: Jamie Gordon (JG)

	Items	Responsible	When by
1	<p>BJ welcomed everyone to the meeting and in particular, Parul Patel who is now interim Chair of Welsh Triathlon and interim BTF Board representative.</p> <p>Minutes of a meeting held on 6th July 2020</p> <p>The minutes had been previously circulated and subject to one amendment, were approved as an accurate record.</p>		
2	<p>Actions and Matters Arising</p> <p>AS confirmed that actions were complete.</p> <p>There were no other matters arising.</p>		
3	<p>Covid-19 Update</p> <p>A report had been previously circulated.</p>		

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	<p>It was queried as to whether a club-appointed Covid-19 Officer could replace the current requirement for a Level 2 Coach to be present at organised sessions?</p> <p>In addition, it was noted that athletics and cycling had published guidance that did not take into account an aerosol affect.</p> <p>AS to consult colleagues on both points.</p>	AS	
4	<p>Finance</p> <p>A financial report and forecast for both TE and BTF had been previously circulated.</p> <p>RA confirmed that the independent audit was now complete and that at the next meeting, the Board would be asked to:</p> <ul style="list-style-type: none"> - Approve the Annual Accounts - Authorise Andy Salmon to sign the Letter of Representation - Satisfy itself that BTF is a Going Concern for at least the twelve-month period following the signing of the accounts. <p>BJ invited PP to update on WT finances and to share any thoughts on how BTF might be able to support.</p> <p>PP indicated that WT was forecasting a deficit of between £50k and £70k. WT has applied to the Sport Wales Sport Resilience Fund. PP requested that BTF give consideration to forgiving both the annual affiliation fee and operations re-charge due to BTF, a figure WT estimates to be circa £29.5k.</p>	AS BJ/AS/RA	
5	<p>Major Events - Leeds 2021</p> <p>A report had been previously circulated.</p>		
6	<p>Diversity & Inclusion</p> <p>The D&I Committee had met again on 16/7 and agreed a headline action plan for publication prior to July 31st.</p>		
7	<p>Athlete Welfare</p>		

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	<p>A brief report had been previously circulated. The current situation in Gymnastics was noted as was the recent suicide of a young South Korean Triathlete.</p> <p>AS suggested that additional resource is and will be needed to deliver continuous improvement in our work on safeguarding, athlete welfare, diversity & inclusion, and compliance in general. This was agreed in principle.</p>		
8	<p>Date and Format of Future Meetings</p> <p>The next joint Board meeting will be on Monday 3rd August and the main topic will be the approval of the audited accounts.</p> <p>It was also agreed that each Board would schedule separate Board meetings in due course and the preference in the foreseeable future was for these to be held virtually.</p> <p>The TE Board meeting scheduled for 14 August will go ahead, timings TBC.</p> <p>The next BTF Board meeting will be proposed in September.</p>		
8	<p>AOB</p> <p>Project Apollo: SW provided a brief update. Pitches had been received by a panel consisting of BTF, TE, TS and WT representatives. None fully met the requirements and so further work was required.</p> <p>AS noted his appreciation of SW and his company, Mason Advisory, for the very significant pro bono work conducted on this project to date.</p> <p>AS also sought to establish clarity as soon as possible on how costs would be shared between BTF, TE, TS and WT so as to avoid any misunderstanding in the future. He had also raised this with CEOs in TS and WT. He suggested that a methodology based on scale would be most appropriate.</p>	AS	