

Minutes: Triathlon England Management Board (TEMB)

Venue: Zoom Conference Call

Time: 10.00am - 2.00pm

Date: Friday 1st May 2020

Present: Debbie Clarke (DC) (Chair), Kevin Currell (KC), Duncan Hough (DH), Halima Khan (HK), Sally Lockyer (SL), Louise McFadzean (LM), Andy Salmon (AS), Tracey Semple (TS), Sarah Taylor-Hough (STH), Avi Tillu (AT), Steve Watmough (SW).

In attendance: Jamie Gordon (JG), Helen Marney (HM)

Apologies: None

	Agenda Items	Responsible	Date action by
1	<p>INTRODUCTION</p> <p>1.1 Apologies for absence</p> <p>None.</p> <p>1.2 Declarations of interest & Register of Gifts & Hospitality</p> <p>1.3 Minutes of meeting held on 1st February 2020</p> <p>The minutes were approved as an accurate record.</p> <p>1.4 To approve minutes of a meeting held on Thursday 26th March and to record the outcome of an election for the position of Interim Chair</p> <p>The minutes were approved as an accurate record and the election of DC as Interim Chair recorded.</p>		

	<p>1.5 Action list</p> <p>The action list was noted.</p> <p>1.6 Matters Arising</p> <p>There were no other matters arising.</p> <p>1.7 Chair’s Overview</p> <p>DC thanked the Board for their support and engagement since her election. The regular joint Board calls were proving helpful as the organisation moves to the next phase in dealing with the Covid-19 crisis.</p>		
2	<p>ORGANISATIONAL HEALTH</p> <p>2.1 Assessment of the situation and the basis for modelling our response</p> <p>A paper summarising the approach adopted thus far had been previously circulated. It was anticipated that a more complex position will be necessary beyond 30th June in anticipation of a gradual relaxation of lockdown restrictions. It was agreed that mass gatherings would be one of the last restrictions to be released and identified that there may be some divergence in the positions of the devolved governments.</p> <p>Several difficult considerations for EO’s were discussed including the economic viability of events with social distancing measures in place and event insurance.</p> <p>It was agreed that any regional variations would need to be considered when reallocating events as lockdown is released.</p>		

	<p>It was agreed that any significant statements would be presented to the joint Board calls on Monday evenings.</p> <p>2.2 Temporary Governance arrangements</p> <p>Temporary arrangements had been previously approved and were now being implemented. It was noted that every effort should be made to avoid silos developing.</p> <p>2.3 Our purpose: Covid-19 Scorecard (1 April to 30 June)</p> <p>A Covid-19 specific scorecard to 30 June had been previously distributed and was approved. TEMB was interested in how the team would function. AS described a matrix approach and HM gave a real-life example. TEMB welcomed this approach and recognised its merit for post-crisis.</p> <p>2.4 Finance</p> <p>A report had been previously distributed. LM advised that the forecasted position for the 2019/20 year-end was looking favourable and would produce a reserve position of circa £863k for the company and a surplus of circa £125k for TE. TEMB wished to congratulate the executive team on this performance.</p> <p>Membership renewal rates were discussed briefly and the renewal rate of 75% will be reviewed over coming months</p> <p>Enquiries have been made as to whether insurance savings could be made during lockdown and whilst this is not currently possible, there is an expectation that premiums may improve if claims are less this year.</p> <p>2.5 People</p>		
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	<p>A report had been previously circulated. There was considerable discussion around staff welfare. AS to share IPAD Award (organisational Values) Nominations.</p> <p>2.6 Terms of reference for approval</p> <p>Draft Terms of Reference had been previously circulated and were approved, subject to various amendments including ensuring consistency across the papers. TEMB noted that each committee should take ownership of amendments and asked for a deadline to be proposed on when the amendments would be in place.</p>	AS	
3	<p>RESPOND</p> <p>A paper summarising the ways in which the organisation had responded to the crisis had been previously circulated and was noted.</p>		
4	<p>RESTORE</p> <p>4.1 TE Membership</p> <p>A report had been previously circulated. SL reported a significant and positive shift in focus from the team. A value proposition had also been circulated and was approved. Whilst the current focus is on retention, new products for supporters and for beginners/GO TRI audience were under development.</p> <p>4.2 Event Organisers</p> <p>A report had been previously circulated. The considerable support and engagement with event organisers were noted.</p> <p>4.3 Club Support (included in item 4.5)</p>		

<p>4.4 Major Event Tender Process & Domestic events</p> <p>A report had been previously circulated. It was agreed that the IRC's should not proceed but that the Big Weekend instead provides an open entry opportunity.</p> <p>4.5 Participation</p> <p>A report had been previously circulated. DH and HM updated on the Big Colour Challenge, the development of a new online entry system and a learning hub for coaches.</p> <p>4.6 Talent</p> <p>A report had been previously circulated. KC provided an overview and sought clarification on the TEMB's aspirations for the Commonwealth Games in 2022.</p> <p>4.7 Technology Project (Project Apollo)</p> <p>A report had been previously circulated. SW clarified that BTF is currently testing the market as it is unlikely that we will be able to afford all that we wish to do due to the impact of the crisis. Potential partners were being explored with a view to a value in kind arrangement. The proposal is to go out to tender shortly.</p> <p>Responses to the tenders are expected by the end of June with a view to presenting specific options to TEMB by mid-July.</p> <p>TEMB thanked SW for the update and now felt clear on the business rationale for this project.</p> <p>HK requested that the project be cognisant of diversity. SW advised he would be very happy to take questions off-line.</p>	<p>KC</p>	
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	<p>AS confirmed that Triathlon Scotland and Welsh Triathlon remain in scope for this project.</p> <p>4.8 Triathlon Trust</p> <p>A report had been previously circulated. DC and AS expanded on the financial challenges facing the trust and some of the options being considered.</p>		
5	<p>RECOVERY</p> <p>DC introduced this item in the context of the temporary governance arrangements.</p> <p>LM suggested that the terms of reference be inspiring and focused on a better future, as opposed to seeking to revert to how things used to be. This was supported.</p> <p>It was agreed we should be creative and challenge some old thinking. One example might be the level of governance bureaucracy currently undertaken.</p> <p>HK suggested a Keep, Like, Design framework.</p>		
6	<p>REGIONAL DELIVERY</p> <p>6.1 Council Report</p> <p>JG provided a verbal report. A meeting had taken place on Monday 27th April. There had been lots of very positive discussion and energy during the Council meeting.</p> <p>Some variance existed regarding Regional Manager and Regional Coach performance which will be explored further.</p>		

	<p>The proposal to cancel the 2020 IRC's was welcomed reluctantly.</p> <p>6.2 Regional Governance</p> <p>JG, DC and AS are working on a suite of governance tools for regions and the regions are very positive about this.</p>		
7.	<p>AOB and Date of Next Meeting</p> <p>STH reported on plans for the 2020 AGM and Awards. Plans for a virtual event are developing with fewer awards with a virtual theme.</p> <p>The next meeting is on Friday 14th August and it was anticipated that a meeting might be required meantime to discuss Project Apollo.</p>		