

**Meeting of the Triathlon England Management Board (TEMB)
Minutes
Saturday 5 November 2022**

Venue: Zoom conference call

Time: 10.00 – 13.00

Present: Debbie Clarke (DEC) - Chair, Louise McFadzean (LM), Karen Rothery (KR) via zoom, Andy Salmon (AS), Tracey Sample (TS), Stephen Watmough (SW) via zoom, Kevin Currell (KC), Craig Pollard (CP) via zoom. Halima Khan (HK)

Apologies: Sarah Taylor-Hough (STH), Claire Jenkinson (CJ)

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

	Agenda Items	Responsible	Date action by
1	<p>INTRODUCTION DEC welcomed everyone to the meeting and confirmed the meeting was quorate.</p> <p>It was noted that JG was coming to the end of his term as TE Council President therefore this would be his last Board meeting. DEC thanked JG for all his hard work and contributions.</p> <p>It was confirmed that Duncan Hough’s term as Observer on the Board had also come to an end and STH’s position as Non-Executive Director – Western Regions was also due to finish. Again, DEC thanked them for their hard work. It was noted that recruitment for a new Council Appointed Non-Executive Director would take place in the New Year following the AGM.</p> <p>1.1 Apologies for absence STH sent her apologies in advance of the meeting.</p> <p>1.2 Conflicts of interests & register of gifts & hospitality None.</p> <p>1.3 Minutes of meetings held on 16 September 2022 The minutes were approved as an accurate record.</p> <p>1.4 Action list and matters arising Action list to be reviewed and updated and reshared post meeting.</p>		

**Meeting of the Triathlon England Management Board (TEMB)
Minutes
Saturday 5 November 2022**

<p>2</p>	<p>TOPICS FOR DISCUSSION AND/OR DECISIONS</p> <p>2.1 Principles and Strategy during the Cost-of-Living crisis</p> <p>A report was circulated prior to the meeting for review.</p> <p>An overview was provided on how the current economic crisis is affecting both businesses and consumers and the impact this is having on the business and the sport of Triathlon.</p> <p>An outline of the assumptions was provided with the reasonable and downside cases explained. It was reported that influencing factors were increases in UK inflation rates, government funding may reduce and current expenditure levels being unsustainable.</p> <p>A discussion took place surrounding the 3 major events for 2023.</p> <p>An overview of the refreshed strategy was given and the three key principles during the Economic Crisis was noted as being:</p> <ol style="list-style-type: none"> 1. Protect the organisation 2. Protect the sport 3. Deliver the strategy <p>It was noted that an “Economic Crisis” sub-group consisting of both TE and BTF Board members would meet regularly to discuss and provide updates on the subject and that a further Board meeting may be held in December to share the outcome of these discussions.</p> <p>The hard work being undertaken by the Executive team was recognised and that difficult conversations were taking place in considering the impact of the crisis on the team and wellbeing of the staff but also the short/medium-, and long-term impact on the sport.</p> <p>2.2 Decision making and delegated authority</p> <p>A summary of the cost saving options produced by the Executive team was shared with the Board and a discussion took place.</p>		
<p>3</p>	<p>ORGANISATIONAL HEALTH</p> <p>3.1 Finance</p> <p>A report was previously circulated, and LM provided an overview of the Management Accounts to the end of September and forecasts to the end of the year.</p>		

**Meeting of the Triathlon England Management Board (TEMB)
Minutes
Saturday 5 November 2022**

<p>It was reported there had been a reduction in membership, participation and event numbers compared to 2020 and a discussion took place surrounding possible factors influencing this. It was noted that the current economic climate was impacting the sport. But it was recognised that planning was already in place to deal with things when they arise.</p> <p>A copy of the updated Reserves Policy had been circulated prior to the meeting.</p> <p>The changes would mean moving to a single reserve level which would be applicable to the British Triathlon statutory entity and hence reserve levels no longer split by division.</p> <p>A discussion took place regarding this and the proposed levels at the current time. Concerns were raised over the influence that the TE Board would have going forward, and that the policy seemed to focus on planning for closure. DEC assured the Board that any concerns would be taken forward to the BTF Board and that the policy is a guide to help with the decision-making process particularly over the next few years. It was also noted that the policy reflects “minimum levels” and that these levels will change depending on the “current” time but would be communicated to the Board.</p> <p>DEC asked if the Executive team would be able to provide the Board with a forecast report to identify what impact that any decision-making regarding investments would have on the cash and reserves.</p> <p>Following the above discussions, the Reserves policy was approved by the Board.</p> <p>3.2 People</p> <p>A report had been previously circulated.</p> <p>A discussion took place surrounding the Staff Survey and that the responses received were positive.</p> <p>The response rate was 70% which was a slight increase from 2021 and it was noted that feedback would be welcome for ideas, activities, and sessions as to how to improve the number of responses received.</p> <p>AS and the Executive team are still providing staff with weekly recorded updates on all areas including the economic crisis and these are well</p>	<p>AS/AV</p>	
--	--------------	--

**Meeting of the Triathlon England Management Board (TEMB)
Minutes
Saturday 5 November 2022**

	<p>received.</p> <p>It was noted that turnover was still a concern, but this may improve given the current climate.</p> <p>3.3 Governance</p> <p>A report was circulated prior to the meeting.</p> <p>It was noted that the TE AGM was due to take place on Monday 21 November and members were currently voting on two Special Resolutions. An update of the current votes cast was provided.</p> <p>The Board unanimously approved a further two-year term for Claire Jenkinson, NED for the Eastern Regions, with effect from 18 January 2023.</p> <p>3.4 Technology Roadmap Project</p> <p>A report was provided prior to the meeting and an interim paper had been previously distributed on the 6 October.</p> <p>It was confirmed that a recruiter had been appointed to assist with the recruitment for the new Head of Technology and Digital. A suitable candidate had been identified previously, however this person received a counteroffer from their current employer so will no longer be taking up the position.</p> <p>Whilst recruitment is underway and following the decision not to proceed with Cyber Duck, AS, SW, Julian Skan and Devang Rana are due to meet to discuss immediate actions which will look at updating the current database and moving the membership and events database on to a supported platform to mitigate risk.</p> <p>It was noted that the emphasis will be placed on user experience as this is the best route to explore.</p>		
<p>4</p>	<p>PORTFOLIO REPORTS</p> <p>4.1 BTF</p> <p>The report was noted.</p> <p>Despite the news that Russia would be attending Abu Dhabi, AS confirmed that both himself and Bill James- Chair British Triathlon Board would still be attending the World Congress. It was felt that there would be a great benefit</p>		

**Meeting of the Triathlon England Management Board (TEMB)
Minutes
Saturday 5 November 2022**

<p>meeting other National Federations. It was also noted that there were several important Special Resolutions to be voted on.</p> <p>4.2 Talent</p> <p>The report was circulated prior to the meeting, and it was noted that it highlights the current financial constraints.</p> <p>A recommendation was made not to send an England team to the Commonwealth Youth Games due to high costs. This was agreed by the Board.</p> <p>4.3 Marketing and Comm</p> <p>The report was noted.</p> <p>It was confirmed that the Transgender Guidelines are due to be published.</p> <p>It was noted that the new Triathlon England merchandise had been launched and that this looked good.</p> <p>4.4 Membership</p> <p>The report was noted.</p> <p>It was reported that the right thing to do was to focus on marketing and that there is work to be done on interdependency between teams.</p> <p>A suggestion of being able to sell different/new membership products now using existing technology was made as it was highlighted that the Technology Project was not due to be concluded in the short term.</p> <p>The idea would be taken forward for discussion.</p> <p>4.5 Duty of Care / Safeguarding</p> <p>The report was noted, and it was confirmed that following the Lime Culture review and subsequent meetings an Action Plan would be available and brought to the next Board meeting for information.</p> <p>The Board agreed not to publish the Lime Culture Independent Safeguarding review until the management response and action plan has been prepared.</p>	<p>CP/BC</p>	
--	---------------------	--

**Meeting of the Triathlon England Management Board (TEMB)
Minutes
Saturday 5 November 2022**

<p>A discussion took place surrounding coaches who aren't compliant with their Safeguarding requirements and how this is monitored. It was suggested that publishing a list of accredited coaches on the website would be useful.</p> <p>4.6 Equality, Diversity & Inclusion</p> <p>The report was noted.</p> <p>It was confirmed that Amie Martin will be commencing her role as Head of ED&I on 28 November.</p> <p>4.7 Event Engagement & Rules & Tech</p> <p>The report was noted.</p> <p>It was discussed that information received following the Event Partners survey would be useful to gather data regarding our members and behavioural changes and aid the decision-making process going forward.</p> <p>4.8 Participation / Development</p> <p>The report was noted.</p> <p>4.9 Commercial</p> <p>The report was circulated prior to the meeting.</p> <p>4.10 Triathlon Trust</p> <p>The report was noted.</p> <p>It was noted that recruitment was due to take place for three new Trustee positions.</p> <p>HM confirmed that West Bromwich and Sandwell were going to be put forward as a priority place for Trust activity to take place.</p> <p>4.11 TE Council</p> <p>The report was noted.</p> <p>JG thanked everyone for their support during his time as Council President and provided the Board with some background to Richard Mostyn-Jones who</p>		
---	--	--

Meeting of the Triathlon England Management Board (TEMB)

Minutes

Saturday 5 November 2022

	<p>will be his replacement.</p> <p>4.12 Clean Sport</p> <p>Nothing to report.</p>		
5	<p>CLOSE</p> <p>5.1 AOB</p> <p>DEC announced she is unable to attend the following meetings: Triathlon Trust Board meeting 9 February 2023 Commonwealth Games AGM 9 November 2022. She asked if anyone would be able to attend in her absence and that she would send the details round following the meeting.</p>		