



**Minutes of the Triathlon England Council Meeting held on Saturday 13 October 2007 at the Netball/Badminton Centre, Loughborough University**

**Present:** Amanda Cantle (Chair)  
 Lawrence Green (West Midlands)  
 Martin Harris (South East)  
 Keith Perry (Eastern)  
 David Rigby (North West)  
 John Petrides (London)

**In attendance** Jem Lawson – Chair of Triathlon England  
 Judith Brand - Minutes

ITEM	MINUTE	ACTION
1.	<p><b>President’s Introduction and Comments</b></p> <p>AC welcomed all to the meeting, this being the last meeting before the AGM.</p>	
2.	<p><b>Apologies for Absence</b></p> <p>Derek Biggs (South West)            Steve Robertson (North East)</p>	
3.	<p><b>Minutes of the Last Meeting</b></p> <p>The Minutes of the meeting of 24 March were approved as a true record of proceedings.            Note : Notes from the meeting on 30 June had been circulated - no formal Minutes available as this was not a “scheduled” meeting.</p>	
4.	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
5.	<p><b>Update from Chair of TE and super regional representatives</b></p> <p>JL reported that Triathlon England is now registered at Companies House with effect from 20 September 2007. (Company Registration no. 63766351). Agreed to check whether any legal implications regarding dates i.e. members’ period of office. Now able to proceed with all the tasks involved in setting up a new Company.</p> <p>Following attendance at recent BTF Board meeting JL reported on financial situation. He gave a brief outline of issues involved with separation of income and expenditure for BTF and TE and advised that with the resolution of minor difficulties with financial management systems a clearer picture had emerged. It was reported that there was a projected loss of £80,000 in the consolidated accounts. H Wells and S Collins would be meeting to discuss forecasts. An action plan to generate income would be implemented which would include the following:</p>	<p><b>JL</b></p>

<ul style="list-style-type: none"> <li>▪ increasing home Nations membership by c.800</li> <li>▪ sale of old merchandise stock</li> <li>▪ tighter controls on expenses, e.g. mobile phone contracts</li> <li>▪ increase in advertising revenue through the Handbook</li> <li>▪ Non-seamless transfer of staff re. CEO, 3 RDM posts, Ops Administrator</li> <li>▪ Reduction on printing costs e.g. E-version of Tri News</li> <li>▪ Day licences – tighter monitoring to address shortfall</li> </ul>	<b>HWy</b>
<p>Various strategies to achieve these objectives were outlined.</p>	
<p>Strategic Plan:          JL invited questions on Strategic Plan 2007-2009 which had been adopted from former BT document with some minor adaptations and changes. LG commented that with regard to Business and Finance this document more descriptive than strategic. It was agreed that there was a lack of clarity in some sections, e.g. membership. JL reported that there had been no input from Events, Rules an Technical Committee but he had contacted P Groves who had now nominated a sub-committee. After some discussion it was agreed to post the document to the membership section of the website, as a draft strategy for consultation, with provision for comments to be sent to Head Office.</p>	<b>HWy</b>
<p>Annual Business Plan:          JL indicated that this would be formulated for new financial year.</p>	<b>JL</b>
<p>Service Level Agreements:          Reported that work was progressing but final details still to be included. Departmental matrices still to be agreed but awaiting return of R Moorehead-Lane.</p>	
<p>Funding Opportunities          JL reported on initiatives including the Sport England funding for Regional Coaching Staff, the Mazda sponsorship of Regional Identification of Talent and various funding opportunities for which bids would be submitted.</p>	
<p>The recent £15 trial offer had attracted approx.600 memberships and a new drive on this would be launched.</p>	<b>HWy</b>
<p>Rule Book          Dialogue with Triathlon Scotland and Welsh Triathlon was underway to produce a common Rule Book for the 2008 season.</p>	
<p>Events          After discussion on the viability of holding an English Championship event (Scotland and Wales have their own Championships), it was agreed to request Events, Rules and Technical Committee to submit recommendations for proposal to the Board. BTF Events Officer already preparing a proposal document.</p>	<b>JL/PG</b>
<p>JL advised that it was proposed to hold a Junior and Senior IRC in 2008 and already agreed that the Junior event would be staged in Crawley.</p>	

	<p>More “Kids of Steel” events organised for 2008 and proposed to approach Blue Peter with regard to staging a KOS event.</p> <p>Team England - Home Nations Championships to be revised with implementation of Commonwealth Games eligibility rules, especially if Glasgow 2014 bid successful.</p> <p>Website: JL reported that G Davies working on revamp of website, together with a Design Agency and it was hoped to launch a demonstration of the new website at the forthcoming AGM. This would incorporate a direct link to Triathlon England and Regional websites.</p>	
<b>6.</b>	<p><b>President’s Vote as Regional Chair</b></p> <p>After some discussion it was agreed that the President retain neutrality. It would be the responsibility of the Present to ensure representation by the Region if an Agenda item warranted such.</p>	
<b>7.</b>	<p><b>Request for attendance at Council meetings.</b></p> <p>It was agreed the President issue invitations at his/her discretion.</p>	
<b>8.</b>	<p><b>Regional Feedback</b></p> <p>London - J Petrides JP expressed concern that the Council was not receiving copies of Board minutes. It emerged that JL had assumed that the 3 Supra Regional representatives had been passing the minutes to their represented regions, but the 3 SR's had not realised that they needed to do so. JP also requested definition on format of Clubs and Teams at National Relay Championships. JL indicated that the National Relay Championships not exclusively for Clubs. Agreed to refer to Events for more clarity on definition of Clubs and Teams.</p> <p>North West – D Rigby DR reported funding still not received. Agreed to contact HW.</p> <p>West Midlands – L Green LG expressed concern on monitoring standards of events which were awarded qualification status, following the recent event at Birmingham.. JL advised that action was being taken to address the system of evaluation.</p> <p>Regional Constitution - LG suggested that before implementation, suggested changes would need to be checked with other regions to maintain consistency</p> <p>After some discussion on liability of regional committee members, it was emphasised that all should be members of Triathlon England and to discuss clarification of this with HW.</p> <p>North East – A Cattle AC reported that the region had been successful in securing grant in the region of £8000. JL advised that all regions investigate the possibility of “sportsmatching” any regional funding bids.</p>	<p><b>HWy</b></p> <p><b>JL/JM</b></p> <p><b>LG/HWy</b></p>

	<p>South West – D Biggs (via email to JP)  DB had requested clarity on lines of communication for answering enquiries. Advised that items of a technical nature be referred to PG and membership issues should be referred to the Loughborough Office.</p>	
<b>9.</b>	<p><b>Format of Agenda at AGM</b></p> <p>As the Agenda had already been published AC would deliver opening remarks and would email all Council members with details.</p> <p>JL explained voting procedure at BTF AGM. Agreed that AC, JL and KP would undertake that role.</p> <p>KP raised the question of eligibility for the role of President, board members where not eligible to stand only council members with no other responsibility other than their own region, this didn't have to be the chair of the region.</p>	<p><b>AC</b></p> <p><b>AC</b></p>
<b>10.</b>	<p><b>Any Other Business</b></p> <p>KP requested clarification on eligibility of Board members for Volunteers awards. Agreed to consult with Loughborough Office.</p> <p>Insurance  After discussion it was agreed to increase efforts to emphasise the importance of insurance cover to the triathlete community through the website, Clubs, etc. to raise awareness of dire financial consequences in the event of a claim.</p>	<p><b>JL/HW</b></p> <p><b>JL/HW</b></p>
<b>11.</b>	<p><b>Next Meeting</b></p> <p>Proposed to hold next meeting February/March 2008 but this would be finalised after AGM. A new contact list would be formulated. It was also agreed that election of new President be finalised to enable this information to be included in 2008 Handbook. AC to Email all TE council members and advise the election would take place after the AGM in Loughborough 12.15pm Sunday 4<sup>th</sup> Nov.  Close of meeting 17.10.</p>	<p><b>JL</b></p>