

Minutes of the Triathlon England Council Meeting held on Saturday 12 January 2008 at the Ann Packer Building, Loughborough University

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

In attendance Jem Lawson - Chair of Triathlon England
Helen Wyeth (Minutes) - Interim Chief Executive & Director of Operations
BTF
Mark Barfield - Director of Development BTF

ITEM	MINUTE	ACTION
1.	<p>President's Introduction and Comments</p> <p>LG welcomed all to the meeting, this being his first as the Chair. As there were several new attendees formal introductions were made.</p>	
2.	<p>Apologies for Absence</p> <p>Derek Biggs (South West) Rachael Mellor (Yorkshire)</p> <p>Amanda Cantle to arrive at 3pm</p>	
3.	<p>Minutes of the Last Meeting</p> <p>The Minutes of the meeting of 13 October were approved as a true record of proceedings with one amendment on page 3 relating to JP's concern that the Council has not been receiving copies of Board minutes.</p>	
4.	<p>Matters Arising</p> <p>Tenure of TE Board members: JL updated the Council on recommendation from the TE Board that the tenure of all members should commence from the first TE Board meeting at TCL February 2007. LG had intended to discuss this issue at a later Council meeting to agree an appointment process but as the issue has been raised, it was debated. LG felt the appointment of the Chair of TE needed to take place prior to any other appointment in order that he/she could sit on the appointments panel for the Board members. LG felt the process of appointing the Chair should begin prior to the AGM in November and completed in December – also</p>	

	<p>allowing the newly appointed President to take part. Action: Appointments process to be placed on 27 September Agenda</p> <p>Strategic Plan The Council wished to ask Zara Hyde Peters to consider the strategic plan and report to Board in March and Council in April.</p> <p>2009 Championship Events No proposal had been received from the rules and technical committee but JL and John Muddeman to draw up a timetable for possible bids.</p> <p>Publication of Minutes It was agreed that Council and Board Minutes should appear on the TE website. HWy to check that from March 2007 minutes are posted. LG to e-mail HWy all approved copies of Council minutes for the website.</p> <p>The following procedure for minutes was agreed: Minutes secretary to send minutes for approval to LG. LG to submit minutes to Council members for approval via e-mail. If the minutes are accepted and there are no items to amend or discuss they can be placed on the website. If any items are to be amended or discussed the minutes are not to be posted on the web and will be placed on the next Council meeting agenda for discussion and approval.</p>	<p>LG/HWY</p> <p>ZHP</p> <p>JL/JM</p> <p>HW/LG</p>
<p>5.</p>	<p>Update from Chair of TE JL briefed the Council on the new direction for Sport England – in that it was to move away from a mass participation agenda to more of an agenda around ‘sport for sports sake’ and competitive sport. Triathlon England has been asked to submit comments to Jennie Price at Sport England in relation to Sport England’s future role. Sport England intends to submit their proposed strategy to the DCMS by the end of March.</p> <p>JL advised that the issue of governance was briefly discussed at the Board meeting today with no real concerns except perhaps to ensure that Board agendas do focus around ensuring delivery of the TE strategy.</p> <p>JL reported that the financial position had improved significantly since the October Council meeting following implementation of an action plan. The current forecast predicts an end of year position of plus £67k. It was noted that this related to a consolidated account of both TE and BTF funds with some funding ring fenced for ‘performance’.</p> <p>JL advised on the current budget process in which all budget holders have been given a template to complete. 80% have been returned to date and the TE Board will be presented with a budget proposal at the March Board meeting.</p> <p>JL reported that the TE Board felt that any Service Level Agreement to be signed with British Triathlon should retain a stronger rather than weaker legal format. Drafts have been circulated to TE Board members for feedback before the British Triathlon Board meeting on 21 January 2008.</p> <p>Membership</p>	

	<p>JL advised that as a result of various Board discussions around membership and a following a pro bono report from Goodform, it had been agreed that HWy be tasked to prepare a project brief to suggest a way forward in relation to membership. There is also the possibility that some funding from Sport England could assist this project. MH commented that the regions and regional committees could assist with any consultation with clubs on this matter. It was also agreed that the Regional Committees could encourage the clubs to embrace the regional and national agendas.</p> <p>JL advised the TE Board had agreed to raise the membership costs as listed below, but reluctantly there would be currently be no change to the membership structure or day licence structure.</p> <p>Club membership £40 Independent membership £51 Junior £35 Youth £29 Tristars £24 Associate £24</p> <p>Events Rules and Technical Paul Groves has recommended changes in relation to drafting penalties to help create a common rule book. This would mean adopting the Scottish model and would require better communication between those spotting and officials in T2 where athletes would be sent to a 'sin bin'. It had been agreed to attempt to adopt this new rule for Age Group and National Championships in 2008.</p> <p>Mark Barfield and JL are also drafting up recommendations to allow tristars and youths to take part in open water events.</p> <p>DB is currently working towards dates for a Home International.</p> <p>Development It was reported that we have now appointed a full complement of Regional Development Mangers (a couple are still due to start)</p> <p>Website JL reported on the presentation to the TE Board earlier that day by Gareth Davies on web site development. JL reported that each Region would have its own area and that Gareth would link in with relevant webmasters. Launch date is March 1.</p>	
<p>6.</p>	<p>Discussion from the Chairs report</p> <p>AC questioned why there had been no change to the day licence fee. MH explained that a change would require earlier notice as many event forms may have already printed been printed. All agreed that the day licence fee was a significant issue for the sport.</p> <p>MB advised that such discussion will also be part of the membership review</p>	

	and that an action plan would also be drafted that ensured that major event deliverers were supportive of any change.	
8.	<p>Regional Issues for discussion</p> <p>London - J Petrides None</p> <p>East Midlands – Roger Canham RC reported that the East Midland regional series had been cancelled this year due to lack of interest – now they are only organising a Regional Championships. Discussion took place on the merits and various successes or otherwise of regional series and championships. It was agreed that a process needed to be established to share good practice and ideas between the regions. John Muddeman in the first instance is to be asked to prepare a chart on current regional events activity.</p> <p>South East – Martin Harris MH reported that a new RDM had now been appointed and would commence employment in March. The SE also to host the IRC’s at the end of August.</p> <p>North West – D Rigby None</p> <p>Eastern – Keith Perry None</p> <p>West Midlands – Darrell Shaw Reported on the introduction of a standard distance WM Regional Championship.</p> <p>North East – A Cantle AC expressed her concern that in the North East some clubs were no longer organising races and it was difficult to find replacements. Commercial event organisers are being encouraged to fill this role. Regional representative were also speaking to Local Agency management groups who pass events with representation from police environment etc and MB advised he would also be happy to contribute as he was also in contact with British Cycling over similar policing issues. AC reported on the positive plans to date for the regional academy.</p>	<p>JM</p> <p>MB</p>
9.	<p>Regional constitutions</p> <p>LG reported that all regions bar London are currently operating under old constitutions where in effect they are affiliates of BTA. LG had circulated a new template in line with TE Articles of Association but stressed this was an optional template for those Regions may wish to use it.</p> <p>Benefits included the incorporation of relevant points from the TE Articles of Association directly into the regional constitution (therefore no need for cross reference)</p>	

	<p>Currently the Regions are unincorporated associations but LG confirmed that he understood that committee members are covered under the Directors and Officers and public liability insurance policy taken out by BTF. However this does not cover economic loss and therefore they are liable for any deficits.</p> <p>Generally it was felt that an unincorporated status was satisfactory but regional committee members should be made aware of the status and implications.</p> <p>LG went through the template which included confirmation that Regional Committees should decide each year which positions they require on there committees. There would be a minimum of six positions. The constitution also included provisions for removal of regional committee members.</p> <p>It was agreed that ideally Regions should adopt an updated constitution by the AGM in November.</p> <p>LG to circulate a final copy</p> <p>TE Board then needs to ratify each Regional constitution. It is proposed that JL submit all 9 constitutions for Board approval at the AGM Board meeting.</p>	<p>All</p> <p>LG</p> <p>JL</p>
<p>10.</p>	<p>General discussion on relationships between Council and Board</p> <p>LG reviewed the relevant provisions of the Articles of Association.</p> <p>It was noted that the Article dealing with the gender composition of any committee of the Board had not been amended to make this a ‘best efforts’ requirement and it was agreed that this may need to be reviewed.</p> <p>JL confirmed that following the previous sub committee structure, adapted to follow the new Board portfolios, would mean Events/Rules/Technical and Membership committees, but to date no meetings had taken place.</p> <p>It was agreed that in future the Council members should normally be circulated with the Board papers at the same time as the Board members so that Council members could communicate on these with the relevant supra regional directors. However, it was agreed that Council members would need to accept that the same obligations of confidentiality as the Board members and Regional Committees would need to accept that the Council members could not automatically be able to share with them all of the information. It was agreed that the Chair of the Board would have discretion on what was circulated and that if it was felt to be necessary then amended version of the Board papers could used for circulation to Council members.</p> <p>It was agreed that Council members would receive full copies of Board minutes (including drafts) at the same time as these are circulated to Board members</p>	
<p>11.</p>	<p>Next Meeting</p>	

	Proposal to change the date of the next meeting from Saturday 10 May to Sunday 11 May – which was agreed. Close of meeting	
--	---	--