



Triathlon England

Minutes of the Council Meeting Held at 14:00am on Saturday 09 May 2009 in the Seminar Room in the Sir John Beckwith Building at Loughborough University

Present: Lawrence Green (President) (LG); (JL); Dave Rigby (DR); Roger Canham (RC), Steve Robertson (SR); Derek Biggs (DB); Dave Rigby (DR); John Petrides (JP); Francis Riley; Keith Perry (KP); Rosa Teagle (RT) John Petrides (JP)

Apologies: Martin Harris (MH)

In attendance: Jem Lawson (Chair); Mark Barfield (MB) (Item 1 only); Lucille Cowburn (LC) (Minutes)

Referenced:

Item	Minute	Owner & Due Date ¹
1	<p>Introduction / Opening Remarks</p> <p>The President welcomed all those present to the meeting. He thanked Amanda Cattle for her contribution to the work of the Council in the past and welcomed Steve Robertson as the new regional representative for the North East.</p> <p>LG also reminded the meeting that the procedure for re-establishing the TE governance structure within the BTF had been completed.</p> <p>Mark Barfield gave a brief overview of the new structure of the regional development team.</p> <p>Apologies: Martin Harris (MH)</p>	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 8) .

<p>2</p>	<p>Items for Discussion / Decision</p> <p>Minutes of Previous Council Meetings</p> <p>The Council unanimously approved the minutes of their meeting on 24th January, 2009. The status of the action points was reviewed in detail.</p>	
<p>3</p>	<p>Update from the Chair of Triathlon England Management Board</p> <p>JL updated the Council on recent Triathlon England's Management Board meetings, highlighting the</p> <ul style="list-style-type: none"> • constitutional changes, to restructure TE as a division of BTF; • possibility of First Ascent training for the Management Board & Council; • TE's end financial surplus; • status on the Membership plan; • work to update TE's Rule Book; • plans for a Members' Disciplinary Procedure. <p>Council were referred to the full minutes of the meetings which are available on Triathlon England's website²</p>	

<p>4</p> <p>4.1</p>	<p>Regional Issues</p> <p>Regional representatives raised the following issues:</p> <p>Access to events on the open road may threaten the expansion of the sport;</p> <p><i>JL to speak to HWy about the possibility of obtaining a statement for race organisers of the terms and conditions of BTF's insurance.</i></p> <p><i>DB to distribute his letter template so that Council members</i></p>	<p><i>JL / HWy</i></p> <p><i>DB</i></p>
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² http://www.britishtriathlon.org/triathlonengland/about_te/page.php?article=411&category=/about_te/

	<i>can contact their local MP.</i>	
4.2	The difficulty in finding volunteers for Regional committee roles increases the risk of non delivery of TE's strategy. The Council agreed to recommend to the TE Management Board a discounted membership fee for key volunteers.	<i>JL</i>
4.3	The West Midlands Region requested clarification as to how their Regional Grant is to be spent (quality, vs. experience, vs. governance). The North West Region had not yet received confirmation of their amount.	<i>JL / HWy / MB</i>
4.4	The Council agreed the need to share best practice amongst Regional Committee positions (e.g. Treasury / Finance roles). At January's Council Meeting, it was agreed that certain Council members and Mark Barfield had agreed to prepare a minimum standards paper. This was now agreed as a matter of high priority, for presentation at a Regional Committee Forum in September. The practicality and possibility of regional committees acting as event organisers was also suggested as an agenda item.	<i>DB / FR / MB</i>
4.5	A review of the Regional Championship Structure was thought necessary.	
4.6	A review of referees' fees was thought to be long overdue.	

5	Specific Regional Issues:	
5.1	Role of the Regional Directors The Council debated the role of the regional directors at length. Key responsibilities are to <ul style="list-style-type: none"> • oversee the work of the TE Board; • act as a communication mechanism between the Regional Committees and the TE Board. 	
5.2	New Regional Structure of the Development Team The Council reviewed the process to arrive at the new regional structure of the Development Team.	

	<p>The Council requested that the Board resolve that when significant proposals are being put forward that affect the Regions, the Director of Development must consult with the Regional Representatives in advance of the proposals being implemented/brought to the Management Board. JL did not think that this would be a problem and agreed to proceed on that basis.</p> <p>Significant disquiet was expressed about the process used to implement new regional structure but it was agreed that at the time of the meeting it would not be practicable to try to undo or change the new structure but that it must be kept under review and the discussion revisited in the future if this proved to be necessary.</p> <p><i>All to monitor the effects, positive or negative, of the new regional structure and to report to the Regional Representatives via telephone, e-mail and at the next Council Meeting.</i></p>	<p>All</p>
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<p>6</p>	<p>Any Other Business</p> <p>LG had received a BTF Membership Services Newsletter dated 15th March. The Council agreed that membership services newsletters should carry TE (not BTF) branding.</p> <p><i>LG To send the BTF Membership Bulletin to JL</i></p> <p><i>LC To update the TE website with the names of the new Regional Programme Members</i></p> <p><i>All to send the names and contact details of the Regional Chairs to LG.</i></p>	<p>LG</p> <p>LC</p> <p>All</p>
<p>7</p>	<p>Date of Next Meetings</p> <p>The TE Council will next meet on September 26th. (Agenda Item deferred to this meeting: Review of the responsibilities of the Regional Committees).</p>	