



## Triathlon England

### Minutes of the Council Meeting Held at 10:30am on Saturday 26<sup>th</sup> September 2009 in the Seminar Room in the Sir John Beckwith Building at Loughborough University

Present: Lawrence Green (President) (LG); Jem Lawson (JL); Martin Harris (MH); Dave Rigby (DR); John Petrides (JP); Keith Perry (KP); Rosa Teagle (RT); Steve Robertson (SR); Andrew Kerry (AK).

Apologies: Derek Biggs (DB); Francis Riley (FR)

In attendance: Jem Lawson (Chair)(JL); Lucille Cowburn (LC) (Minutes)

Referenced: Mark Barfield (MB); Helen Wyeth (HW)

Item	Minute	Owner & Due Date <sup>1</sup>
1	<p><b>Introduction / Opening Remarks</b></p> <p>The President welcomed all those present to the meeting.</p> <p><b>Apologies:</b></p> <p>Derek Biggs (DB); Francis Riley (FR)</p> <p>Roger Canham, Chair of the East Midlands Regional Committee, had notified LG that he would not be able to attend the meeting and that he would be stepping down from his position in the East Midlands Region. A vote of thanks to Roger Canham for his contribution to the work of the Council was proposed and carried unanimously.</p>	
2	<p><b>Items for Discussion / Decision</b></p> <p><b>Minutes of Previous Council Meetings</b></p> <p>The status of the open action points the minutes of the Council meeting on 9<sup>th</sup> May, 2009 was reviewed in detail.</p>	

<sup>1</sup> Unless otherwise specified, all actions are due by the date of the next Board Meeting (14th November Section 8).

<p><b>3</b></p> <p>3.1</p> <p>3.2</p>	<p><b>Update from the Chair of Triathlon England Management Board including Discussion of Issues</b></p> <p>In his opening remarks, JL reminded the Council of TEMB’s purpose and values. He congratulated:</p> <ul style="list-style-type: none"> <li>• the Performance team on their success at the World Championships (two Gold, two Silver and a Bronze);</li> <li>• Yorkshire and Humberside on their recent IRC win.</li> </ul> <p><i>Governance / Communication</i></p> <p>Having taken advice from Steve Bentley of First Ascent, the TE Management Board is to pay attention to their communications between meetings to facilitate progress of issues arising.</p> <p>MH believed there was also a need to improve communication between the Board, Council, Regional Committees and TE’s membership. With this in mind, JL suggested that two representatives from each region should attend the joint meeting of the TE Council and the Board on 14<sup>th</sup> November. This is to be held between 10am and 1pm in the Gymnastics Seminar Room at Loughborough University.</p> <p>JL reported that he would shortly be signing the Management Agreement with the BTF on behalf of Triathlon England.</p> <p><i>Financial Management</i></p> <p>It was agreed that it was useful for the Council to have a clearer understanding of the relationship of TE’s funding and expenditure. In particular:</p> <ul style="list-style-type: none"> <li>• What elements come from Sport England, the membership and other sources?</li> <li>• Whether each source is ring fenced?</li> <li>• How is each source being spent?</li> </ul> <p>JL did not believe it would be a problem to provide this level of reporting in future and would raise this at the Management Board meeting.</p>	
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<p>3.3</p>	<p>Council discussed the issue of applying for a 'voluntary striking-off and dissolution' of the dormant TE Company. LG explained that this company had a constitution as if it were a member based governing body when in fact this was not the case. It was agreed that further investigation should be undertaken on whether it was necessary to keep the company in order to prevent the TE name being used elsewhere.</p> <p><i>Membership Project</i></p> <p>LG requested an update on the development of the membership package with particular reference to obtaining discounts for members (e.g. Wiggle). He wondered whether the project's focus had changed towards "operational issues" and away from the objective of achieving a more attractive membership proposition. He raised the issue of whether this focus was symptomatic of TE "not behaving like a membership organisation". JL agreed to raise this matter with [Helen Wyeth].</p>	
<p>3.4</p>	<p><i>Organisational Policy</i></p> <p>TE's Complaints Policy has now been posted on the website. A Risk Management Policy and register is currently being prepared.</p>	
<p><b>4</b></p>	<p><b>Regional Budgets / Academies</b></p> <p>Council raised a number of significant issues regarding the provision of regional grants. All regions attending engaged in a very full discussion of the following issues:</p> <ul style="list-style-type: none"> <li>• There is a great deal of confusion as to what has been agreed and how much is required. Committees did not have a clear understanding of the amount of funding available.</li> <li>• More support from HQ is required. Despite requests by phone and e-mail, the regions were not provided with an income and expenditure budget template. This would have greatly assisted their budget preparation process.</li> </ul>	

- Cheques were not issued in a timely fashion for academy funding to regions who had complied with all requirements asked of them;
- Some Council members queried whether it was right that each region should receive the same amount and how that fitted with the budgeting process that all the regions have been put through. What is seen as an expectation in one area (e.g. Professional staff paid at professional rates) is not entertained in others (e.g. where a capable, willing volunteer exists);
- The amount of money actually provided was believed by some to be insufficient: if highly qualified professionals were to be recruited Regional head coaches at a commercial rate then much greater funding would be required. This meant that head coaches would be less qualified or would need to agree to work for less than a commercial rate.

Summarising, the President was of the opinion that there was a significant breakdown of trust between the regions and specific parts of the development team – particularly the part based in Loughborough. This is undermining the confidence in the relationship and requires “concrete action” to develop a better two way communication process between Loughborough and the volunteers.

At JL’s suggestion, Council agreed the possibility of offering Finance Officers’/Treasurers’ training to share best practice amongst the Regions.

	<p>LG suggested creating a temporary working group of between three and six people to propose a way forward. The individuals need not necessarily be on the Board or on the Development Team, but should be knowledgeable and dedicated to the resolution of the issue. AK, Francis Riley (volunteered in his absence by AK), MH, JP and LG volunteered for this task, proposing to share the results of their work at the 14<sup>th</sup> November meeting. JL requested that he be included in any emails etc on this project.</p> <p>The Regional Directors agreed to brief the TEMB at their meeting later in the day.</p>	
<p><b>5</b></p> <p>5.1</p> <p>5.2</p>	<p><b>Regional Issues</b></p> <p>Regional representatives raised the following issues:</p> <p>Difficult to finding trained officials/referees in the London and West Midlands regions. “Much more effort” was thought to be required in order to develop a technical officials’ pathway.</p> <p>The President recommended the formation of a referees and officials working group, either at BTF or TE level as this did not seem to fall directly into the remit of any of the existing committees. Those invited to attend might include representatives from the workforce development team and the events, rules and technical committee. JL agreed to raise this at the Management Board.</p> <p>MH raised his concern that with three RPMs reporting to two National Managers (which is the situation in the South East), lines of communication can easily be lost and/or blurred which makes effective communication critical. This may also lead to confusion and disagreement over priorities between regions who share an RPM. He suggested that the organization should seek to re-align the existing Regional structure to mirror more closely the County based format rolled out to the staff, but that this would be something for the future....</p> <p>It was noted that the new regional structure was not fully effective in all regions and the Regions were reminded to feed any issues back the Management Board via the Regional Directors.</p>	

<p><b>6</b></p>	<p><b>Triathlon England AGM</b></p> <p>The President advised that TE’s Annual Report and Accounts will be sent to members in advance of the AGM. A report from the Council will accompany this. The contents might include the number of meetings held, attendance rates, a review of the year’s activities, the priorities which the Council wished the Management Board to address (communication; completion of the membership project) in the next twelve months.</p> <p>Arrangements for the short Council meeting to select the new President following the AGM were also discussed.</p> <p><i>LG to circulate a draft annual report for approval by the Council</i></p>	<p>LG</p>
<p><b>7</b></p>	<p><b>Any Other Business</b></p> <p>The Council requested consideration be given to the status of events that are not registered with TE.</p> <p>LG raised an issue on the TE insurance policy which JL agreed to refer on.</p>	
<p><b>8</b></p>	<p><b>Date of Next Meetings</b></p> <p>The TE Council will next meet on November 14<sup>th</sup> immediately after the AGM.</p>	