



Minutes of meeting of Triathlon England Council held on 25 September 2010 at 10.00 in the Seminar Room of the Sir John Beckwith Building, Loughborough University

Present: Martin Harris (MH) (President,) Jem Lawson (JL), Francis Riley (FR), Steve Robertson (SR) Steve Robertson (SR EM) P Dutton (PD) John Petrides (JP) Lawrence Green (LG), Dave Rigby (DR)

In Attendance: Mark Barfield (MB) Judith Brand (JB) Minutes

Apologies Keith Pepper Derek Biggs

Referenced: Paul Smith (PS) Helen Wyeth (HWy), John Muddeman (JM) Gareth Hall (GH) Morgan Williams (MW) Zara Hyde Peters (ZHP)

Item	Minute	Owner & Due date
1	<p>President's introductory comments/apologies for absence</p> <p>MH welcomed all to the meeting.</p> <p>Apologies received from Derek Biggs and Keith Pepper</p>	
2	<p>Minutes of previous meeting</p> <p>Notes of previous meeting agreed</p>	
3	<p>Update from Chair</p> <p>JL gave an update from the TEMB meeting on 31 July which had been held at Sandy Balls Holiday Centre at the kind invitation of Del Granger. JL gave a brief overview of the work undertaken by members of the Management Board in relation to the aspiration and legacy project, the overarching theme of which was the identity of Triathlon England which it was felt was overshadowed in the greater picture of BTF. DB had taken on leadership of the working group of Directors and JL paid tribute to the input by Lawrence Green. Currently exploring options for the marketing of TE brand clothing and kit and this is moving forward. Also discussed the launch of an English Championships to afford TE members the same opportunities as the other Home Nations who</p>	

already have their own Championships. Because of the already congested calendar it was thought this would have to be a standard distance in the first instance and “bolt on” to an existing event.

Membership

Also recognised the need to increase membership numbers to underline our autonomy and financial independence. Various methods for increasing membership, were debated, one area of growth proposed through the club structure.

Day membership increase of £1 in 2011, although Wales proposing to increase their fees substantially more, it was felt TE should raise the amount incrementally thereby making joining more cost effective.

MB invited Council members to submit any further suggestions for increasing membership via email. Results of a recent survey indicated the general opinion that the membership package was good but not communicated widely enough.

Rolling membership had now been signed off by the TE Management Board. MB indicated that now IT systems more robust we are in a better position to implement recommendations from Castele Consultancy so suggested the Membership Committee take that on board. MB also confirmed that all promotions can be facilitated by rolling membership.

JL suggested a TE newsletter be circulated with e-news.

The opinion was voiced that clearer instructions be provided in relation to insurance cover. LG is currently involved in the process of renewal of insurance cover and once finalised, details of cover would be provided on the website.

JL reported that following discussion by the Senior Management Team it had been agreed that MB would be nominated as Chief Operating Officer for Triathlon England as most of his responsibility lies with Development through Sport England funding. It was proposed that members of the workforce in Loughborough - Membership Co-ordinator, Coach Education Officer and Development Admin/Co-ordinator would be specifically badged as Triathlon England.

	<p>Finance</p> <p>JL advised that various measures had been instigated in order to provide more clarity for TE in BTF accounts. A sub-group of ZHP, HWy, DG and PS will form a new budget planning group which should be in place by December.</p> <p>DG had been co-opted to the Remuneration Panel and PS will also attend the TE Management Board meeting. A fuller understanding of TE's autonomy with regard to staffing and finance now emerging.</p> <p>Governance</p> <p>It had been agreed to minute pertinent discussions more fully and adhere to timescale for completion of Minutes.</p> <p>It was agreed that appraisal of Board Members' effectiveness be implemented and JL agreed to draw up methodology for appraisal of individual input and performance. Following discussion on the appointment process it was agreed a mechanism should be put in place for formalisation and implementation of the process mid-term. In answer to a question on review of the Chair, it was suggested this be undertaken by Council President and appointed supra-regional representatives.</p> <p>JL advised that RT had circulated a paper on Strategic Objectives and KPI's. This had arisen from the Aspiration and Legacy project which had given a clearer direction to the Management Board - JL paid tribute to the Board for the work carried out so far.</p> <p>JL gave an update of the recent BTF Board meeting.</p>	<p>JL</p> <p>MH/LG/DR/JP</p>
4	<p>Regional Funding</p> <p>MB reported on issues regarding grant cheques i.e. some cheques not presented, non-receipt of cheques. MB advised that MW and GH were in contact with regions to resolve matters. A further regional payment was due and Regional Chairs would be advised when payments processed.</p> <p>MB advised that PS will be presenting budget for TE and requested regions to feed in their views on what they would like to be included.</p>	<p>MB</p>
5	<p>Regional Issues</p> <p>Regions were invited to submit views and opinions.</p>	

	<p>Yorks & Humberside FR reported that the region was endeavouring to change their structure from reactive to proactive but there was some confusion as to the Region's role. The Regional Academy was progressing well. The Regional AGM was imminent at which the budget report would be presented. Disability sport initiative encountering some issues with coach development. Good management reported on events side. Guidance needed from other regions or Council on the way the committee is run. Would like to have an agreed development plan for the region at the AGM. Finances OK.</p> <p>East Midlands SR reported that region still uncertain of their role and Committee not functioning effectively. Region did not have a development plan and evident that there were problems with communication and recruitment of volunteers. Various suggestions on improving attendance at meetings were discussed with input from other regional representatives. MB offered support from the Development team. Agreed that meeting with LG, MB and SR be arranged to discuss action and support.</p> <p>London JP reported that support in the region was good and strong links forged with clubs. Recently advertised position of Communications Officer had attracted a good response. The Hedge League had proved a great success and served as a focus for clubs.</p> <p>North East SR raised the point of potential conflict with sponsors on kit. MB offered to provide assistance and advice in securing the best option and avoiding conflict with existing sponsors. SR queried allocation of colours of regional kit at the recent IRCs, as the North East colours of black and purple might be misinterpreted as Northern Rock. MB agreed to investigate.</p> <p>SR also queried the re-affiliation process for Club and Starmark. MB confirmed this process would be in the form of a review of current status.</p> <p>West Midlands LG questioned the purpose of the Regional Committee Volunteer Role as apparent ambiguity not serving to give a strong focus. MB to confirm if role 100% English. MB also advised that regional reviews are currently being conducted to identify strengths and weaknesses with a view to identifying and sharing good practice.</p>	<p>LG/MB/SR</p> <p>MB</p> <p>MB</p>
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	<p>Eastern</p> <p>PD advised that the Regional Secretary would be resigning at the AGM and relieved to report that people had come forward to take on that role. Region endeavouring to promote regional identity and regional series had served to build a link between regional identity and clubs.</p> <p>Inter-Regional Championships</p> <p>Following discussion on the location of the IRCs, FR agreed to investigate the possibility of the Yorks & Humberside region hosting this event in Wakefield next year. MB confirmed that assistance would be available to interested parties.</p> <p>SR requested date be published as early as possible as IRCs impacted on regional calendar.</p>	<p>FR/MB</p> <p>MB</p>
6	<p>Regional Project</p> <p>MB indicated nothing further to report as creation of English identity had taken priority.</p> <p>Finance tips for Treasurers - DG meeting with South West Treasurer and PS doing some work on income generation but this is still a work in progress.</p>	
7	<p>Volunteer Awards</p> <p>MB confirmed the awards voting would go live on the website that week.</p>	
8	<p>Member Insurance</p> <p>LG advised that Insurance was currently under review and PS would be attending the Board meeting that afternoon to outline proposals for renewal of cover. LG outlined the changes under consideration. It was intended to provide more clarity in the details of cover provided to members and clubs on the website.</p>	PS
9	<p>AOB</p> <p>Race Referees</p> <p>Following discussion of the paper previously circulated various issues were highlighted. LG voiced the opinion that national approval of regional appointments was slightly controversial and recommended</p>	

	<p>that the role be administered by process of selection, based on competency, rather than election.</p> <p>LG suggested that as this would affect regions considerably, consultation with the regions was key and would facilitate a positive reaction.</p> <p>MH indicated that a change to article 65 on the limit of 8 members of sub-committees be proposed. It was agreed that this proposal be submitted.</p> <p>LG requested that a member of the Development team attend Regional AGMs to give a presentation of assistance available to clubs, e.g. coaching sessions.</p> <p>FR questioned whether a club audit could be incorporated into the club renewal process. MB voiced the opinion that in the interests of consistency and accuracy this should be undertaken by staff. MB agreed to review this for 2011.</p> <p>Appointments Procedure</p> <p>The procedure for appointment of directors, President and Chair was discussed and confirmed that interviews for the role of Events, Rules and Technical post would be arranged for the morning of the AGM at the Hinckley Island Hotel.</p>	<p>MH/MB</p> <p>MB</p> <p>MB</p>
	<p>Date of next meeting - AGM- 13 November at 2.00 pm Barcelo Hinckley Island Hotel.</p>	