



Notes of Triathlon England Council Meeting held In the Sir John Beckwith Seminar Room
at 10.30 am on Saturday 8 May 2010.

Present: Martin Harris (President) (MH); Lawrence Green (LG); Dave Rigby (DG);
John Petrides (JP); Steve Robertson (SR)

Apologies: Derek Biggs (DB); Paul Dutton (PD); Stephen Robertson (SR); Keith Pepper (KP)

In Attendance: Jem Lawson (JL) (Chair); Mark Barfield (MB); Judith Brand (JB) (Minutes)

Referenced: Zara Hyde Peters (Chief Executive) (ZHP); Ian Howard (BTF Board) (IH)
Paul Smith (PS); John Muddeman (JM)

Item	Minute	Owner & Due Date ¹
1	<p>President's Introduction and comments/apologies for absence</p> <p>The President welcomed all those present but indicated this meeting to be inquorate.</p> <p>Apologies: Stephen Robertson Paul Dutton Derek Biggs Keith Pepper</p>	
2	<p>Minutes of previous meeting</p> <p>The Minutes of the meeting held on 17 January were agreed.</p>	
3 3.1	<p>Update from the Chair of Triathlon England Management Board Including Discussion of Issues</p> <p>JL announced details of the sponsorship agreement secured with GE, one of the global sponsors of London 2012, and acknowledged the hard work of staff and the contribution made by IH of the BTF Board, in securing GE as Elite Partner of British Triathlon. The prodigious sponsorship will also include support to Home Nations Regional Academies, GB Age Group teams, British Triathlon Elite events, and the Coach Development programme.</p> <p>MB gave a brief outline of how the sponsorship would benefit Regional Academies and offered to answer any questions.</p> <p>A further partnership with a sports nutrition provider has also been agreed and additionally an agreement with an on-line sports retailer, which will</p>	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting

	<p>benefit membership by offering a 12½% discount on online purchases made via a dedicated Triathlon shop area exclusive to members.</p> <p>3.2 Confidentiality JL reminded all present that Council papers are confidential to whom they are directed and requested that confidentiality be observed.</p> <p>3.3 Membership</p> <p>It was reported that Leonie Sijtsma has now moved from Operations to Development where her main remit will be to increase membership. This move will enable her to work more closely with the development team and focus on marketing and promotion.</p> <p>The new Membership Committee is now operational and LS will be the staff representative on that committee.</p> <p>After discussion it was generally agreed provision of TE branded kit would contribute towards promoting English identity but a lot more work was required before proceeding with this.</p> <p>Various suggestions for promoting membership were discussed and agreed that insurance cover provides the main incentive.</p> <p>Improved technology would support rolling membership and consideration will be given to linking this with some sort of promotion at the back end of the year.</p> <p>JL advised that at the last meeting it had been agreed to increase the day Licence fee by £1.00 in 2011 and thereafter to apply increases incrementally in consultation with race organisers.</p> <p>Cross fertilisation TE/BTF JL announced a new initiative whereby two members of the TE Management Board would attend the BTF Board meeting at Salford on 17 July and SMS had been invited to attend the TE Management Board meeting on 31 July. This would facilitate an exchange of views.</p>	
<p>3.3</p>	<p>Financial</p> <p>JL reported that following a successful year the audit position showed a TE surplus and stated that this is an amount accrued to TE but administered by BTF. Following a lengthy discussion concern was expressed that on becoming a division of BTF, TE had not retained fiscal independence.</p> <p>JL thanked all present for the views and comments expressed and agreed to raise this matter with the TE Management Board and devise action to take to BTF Board.</p> <p><i>Action</i></p>	<p>06.07.10 JL</p>

<p>4</p>	<p>Regional Funding</p> <p>MH advised that although not all regions were represented at the meeting, MB had not received any requests for additional information or assistance. MB indicated that the first payment to the regions would be made within the next two weeks and be accompanied by further reiteration on the purpose of the funding. It was suggested that Regional Chairs copy the information to their relevant committees.</p> <p>MH recommended that future payments be processed electronically and MB advised that PS was keen to move to that method.</p> <p><i>Action</i></p> <p>LG advised that it had previously been agreed to offer a membership levy to the regions in 2011. Although how and when this would be implemented had not been decided it was important that this not be forgotten in the event of future grants being cut post 2012.</p> <p>Following discussion on where regions could incur expenditure e.g. Officials education, it was agreed that Regions may address deficits in specific areas as deemed appropriate, given that interventions are outcome driven. Regions do need to record how and where funds are allocated and MB agreed to forward proposal, including dates, as to how funding is audited.</p> <p><i>Action</i></p>	<p>MB/PS</p> <p>MB</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Regional Issues</p> <p>Website TE Regions MB confirmed that GH and MW will post information to the website within 2-3 days of receipt.</p> <p>IRC Dates Now confirmed as 19 September at Parc Bryn Bach. LG requested that dates for 2011 IRC's and junior events be agreed asap to facilitate the regions' event planning. JL advised that ideally JM would prefer to plan for 2-3 years but impeded by dependence on confirmation of International dates; ETU dependent on World Championships dates, etc. so everyone waiting for everyone else.</p> <p>MB reported that there was no big take up of IRC's by race organisers and if necessary assistance could be provided to any interested parties.</p>	

<p>5.3</p>	<p>Tri News Regional News Pages DR reported on difficulty in obtaining news items and information to meet publication deadlines. The usefulness of regional pages in Trinews was debated but agreed this provided a “shop window” for regions, although channels of communication were a problem. MB agreed to investigate.</p> <p><i>Action</i></p>	<p>MB</p>
<p>5.4</p>	<p>Liability issue on provision of cycles SR raised the question of liability in relation to utilisation of bike stock - acquired from previous Kids of Steel events – at junior events. After some discussion MB advised that liability would rest with the coach who administered the bike.</p>	
<p>5.5</p>	<p>KOS LG advised that the Birmingham event had generated very positive feedback particularly complimenting organisation and safety.</p>	
<p>6</p>	<p>Regional Project MB agreed to organise Core Activities of Regional Committees details to be posted to the TE website and to follow up creation of tabs to documentation, some of which already exist. It was advised that publication of contact lists would present confidentiality issues and would therefore need further discussion.</p> <p><i>Action</i></p>	<p>MB</p>
<p>7</p>	<p>Volunteer Awards MB reported that a proposal had been presented to the BTF Board for a review of the awards (currently British). The proposal included recommendations to maintain current awards but improve the process of nomination e.g. time lines. It was agreed that JL would circulate the paper from BTF to Council members for distribution to regional committees.</p> <p><i>Action</i></p>	<p>JL/JB</p>
<p>8</p>	<p>Any Other Business</p>	
<p>8.1</p>	<p>Insurance SR raised the matter of insurance cover, particularly on coaching sessions and after discussion on various insurance issues LG advised that currently these were under consideration and insurance cover was out to tender. MB was working with PS and HW on insurance and keen to address needs of members. LG suggested provision of guidance on definition of” training” and “event”. Agreed this matter be given high priority and information provided in Trinews and on the website.</p>	

	<i>Action</i>	JL/MB
8.2	<p>Club Accreditation MB advised that the club accreditation scheme had been revised and clubs resource on guidance and good practice now available on the website.</p>	
8.3	<p>AGM</p> <p>The AGM would be held on the 13 November at the Hinckley Island hotel, Leicestershire.</p> <p>Close of meeting 12.28.</p>	