



Minutes of the Council meeting

Saturday 17th November 2012

Spitfire Suite, Holiday Inn Birmingham Airport, Coventry Road, Birmingham, B26 3QW

Present: Derek Biggs (DB), Lawrence Green (LG), Howard Vine (HV), Paul Counce (PC), John Petrides, Dave Rigby (DR), Richard Fuller (RF), Francis Riley (FR),

Apologies: None

In attendance: Mark Barfield (MB), Morgan Williams (MW), Gareth Hall (GH), Sue Plowright (SP) minutes.

Item	Minutes	Owner and Due Date ¹
1	<p>Chair's welcome and introductory comments</p> <p>DB welcomed and thanked everyone for their attendance.</p> <p>Apologies</p> <p>None</p>	
2	<p>Election of president</p> <p>DB said he was happy to stand again as president and was formally elected following the AGM meeting.</p>	
3	<p>To agree appointment panels for director appointments where required</p> <p>MB give a brief summary of the applicants for the two positions (Events Rules and Technical and English Teams – Talent), there were three applications for the talent director and three for the events director.</p>	

¹ Unless otherwise specified, all actions are due by the date of the next Board Meeting (Section 12).

	<p>It was agreed that a panel of council members would be needed for the interview. For the technical role it was decided that the interviews would take place on the 8th of December and the panel would consist of the Triathlon England Chairman, Francis Riley and Richard Fuller.</p> <p>MB said he would like to do inductions before the planned meeting on the 26th January 2013.</p> <p>MB mentioned that there were three further appointments due to take place before the end of January 2013, these are Business, Finance and Membership portfolios. Advertisement would be in place within the next week with a deadline of the 24th of December and interview dates of the 12th and 13th January 2013. The panel for these interviews will consist of the Chairman, Lawrence Green and Richard Fuller.</p> <p>LG said that an annual performance review was needed for all directors as it is good practice and is carried out at a British level and is something that Sport England expects, this needs to be mentioned at the induction stage.</p> <p>FR said that timing of the review was important, DB said 6/12 months and DR said 6 months was too soon maybe 12 months was more appropriate.</p> <p>PC said the appointment is for 2 years and maybe they could have the performance reviewed prior to the AGM.</p>	
<p>4</p>	<p>To discuss the need for an EGM in the spring of 2013</p> <p>DB suggested that the Spring may be a good time for an EGM to discuss the planned alterations to the regulations and the alterations to the regions. Both LG and DB agreed it may not be necessary as it may be better to leave a longer consultation phase.</p> <p>Regions</p> <p>MW commented that the North East have been presented to and that there was no substantial resistance apart from concern about the current activity of the regional academy. He mentioned that both he and JL were due to go to Yorkshire very soon to do a presentation.</p> <p>HW commented that in the South East there was good feeling regarding managing a smaller area and a desire to move this forward as soon as possible.</p> <p>FR mentioned that it was discussed at his last regional committee meeting and all present were open minded regarding the proposal.</p>	

	<p>There was a discussion about the two super region representatives that needed to be appointed. HV agreed he would cover the South, this was supported by the SW and the London regional representatives.</p> <p>FR asked what was the process regarding super region representatives. There was some discussion as both FR and DR indicated that they were interested in holding the position. As there was no representative from the NE it was agreed the there would be no super region representative until three regions get together to discuss.</p> <p>4 year appointment</p> <p>JP asked if this was still for discussion and DB said that the council wanted the responsibility to have the decision and the council felt it should be their decision and not the boards and the council should have been asked to approve first. This will need to go forward to the next AGM or EGM.</p>	
<p>5</p>	<p>To consider meeting dates for 2013</p> <p>DB said that the Triathlon England Management Board was meeting on the 26th January 2013.</p> <p>FR said the council needed to meet to discuss the purpose of the council.</p> <p>DB said geographically it helped that both the TEMB and Council meetings were on the same day.</p> <p>DB said that January was a good time for a Council meeting and perhaps a longer meeting was needed with potentially an earlier start.</p> <p>LG agreed to get a description of governance structure and to send the link to the council members.</p> <p>MB handed out the annual report to all present to see and comment on and he mentioned he would like to see the next annual report starting earlier and said that it could be started straight after the end of the financial year and the council must give their input.</p> <p>FR commented that at the moment there is no annual time table for dates and when things needed to happen and there needs to be one in place.</p>	<p>Action LG</p>

<p>6</p>	<p>Any other business</p> <p>PC asked what TE do to develop coaches working with talent at club level.</p> <p>MB/MW said that there were dates for a weekend of coach CPD on the 23rd and 24th March.</p> <p>MB spoke about the timetable regarding the budget process, TEMB Board 23rd January 2013 and council members copied in and 5th February 2013 the budget to be circulated to council members to approve by 19th February.</p> <p>Derek thanked everyone for their attendance and the meeting closed.</p>	
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