



Minutes of the Triathlon England Council meeting held at 10:00 on Saturday 14th January at Loughborough University

Present: Jem Lawson (JL), Lawrence Green (LG), David Rigby (DR), Claire Short (CS), Derek Biggs (DB), Francis Riley (FR), Richard Fuller (RF), John Petrides (JP), Howard Vine (HV), Steve Robertson (SR), Mark Barfield (MB)

Apologies: Nadia Saba (NS), Paul Counce (PC)

In attendance: Lucy O’Gorman (LOG)

Referenced: James Barton (JB), Mike Townley (MT), Paul Smith (PS), Zara Hyde-Peter (ZHP)

Item	Minutes	Owner and Due Date ¹
1	<p>Chair’s welcome and introductory comments</p> <p>DB welcomed all present at the meeting and introduced CS who represented NS. All introduced themselves.</p>	
2	<p>Minutes from the last meeting</p> <p>Minutes were agreed as an accurate record of the last meeting.</p>	
3	<p>TE Council responsibilities</p> <p>DB circulated an email to consider the review of the council and how it operates. After a short discussion it became apparent that TE council are not fulfilling the supervision role of the TEMB accordingly. Concern was raised that TE council are not representing the regions as required. Communication needs to be strengthened between the regional committee and members with the assistance of the regional programme managers.</p>	

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

	<p>Action: This needs to be communicated via a regional section of the website.</p> <p>The TE council would like more of an influence on TEMB policy decisions. FR has already requested that all the TEMB papers are sent to the TE council for supervision so a practical influence can be implemented before the TEMB meetings if required.</p> <p>To summarise, the TE council have a supervisory role so members issues can be raised and resolved, in addition, the regional committee are encouraged to share best practice and resolve pending issues as a council.</p> <p>Action: TE committee need to decide on a topic and discuss at the next meeting to encourage shared best practice.</p> <p>It was further discussed that a time scale is assigned to tasks to ensure they are completed. The regional accounts financial template which was discussed at the last meeting needs to move forward.</p> <p>Action: JL to follow up the financial template with James Barton (JB), so it is ready by the next meeting. This timescale was agreed. The target is to get it in place by the AGM at the end of the year and so it is in place for the next financial year.</p> <p><i>11:19 Jem Lawson (JL) and Mark Barfield (MB) joined the meeting.</i></p> <p>DB gave a summary of what had been discussed prior to JL and MB arrival.</p>	<p>All</p> <p>All</p> <p>JL</p>																		
<p>4</p>	<p>Annual Budget</p> <p>DB introduced MB and JL to CS.</p> <p>MB explained the time frame for the budget (see below) and confirmed that MB is liaising with JB to ensure he is happy with process. There has been a greater degree of clarity in the budget so TE knows exactly what TE are paying for.</p> <p style="text-align: center;">Budget Timetable</p> <table data-bbox="288 1518 1283 2033"> <tr> <td>Distribution of Budget templates/instructions</td> <td style="border: 1px solid black; text-align: center;">01/12/2011</td> </tr> <tr> <td>Completion of TE Income Budget</td> <td style="border: 1px solid black; text-align: center;">13/01/2012</td> </tr> <tr> <td>Membership</td> <td></td> </tr> <tr> <td>Day Membership</td> <td></td> </tr> <tr> <td>Club insurance</td> <td></td> </tr> <tr> <td>Club Affiliation</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Submission date of draft budgets for internal review</td> <td style="border: 1px solid black; text-align: center;">13/01/2012</td> </tr> <tr> <td>Completion of December accounts</td> <td style="border: 1px solid black; text-align: center;">13/01/2012</td> </tr> </table>	Distribution of Budget templates/instructions	01/12/2011	Completion of TE Income Budget	13/01/2012	Membership		Day Membership		Club insurance		Club Affiliation		Other		Submission date of draft budgets for internal review	13/01/2012	Completion of December accounts	13/01/2012	
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Completion of BTF / TE allocation of shared cost principles	16/01/2012	
BTF Draft Income Budget completed	17/01/2011	
BTF Draft Income Budget review with HW & ZHP	18/01/2011	
Submission date for SMT draft budgets to finance	19/01/2012	
Draft budget released to TEMB for review	25/01/2012	
Draft full budget released to SMT	25/01/2012	
Comments received from TEMB review	01/02/2012	
Changes updated and revised budget issued	06/02/2012	
Completion of January accounts	10/02/2012	
TE council review - 2 Weeks	20/02/2012	
TEMB Budget approval	22/02/2012	
BTF Budget distributed to RW & IH	24/02/2012	
BTF Budget distributed to Board	02/03/2012	
Virtual BTF Board meeting - Budget approval - W/C 18th March	Mid March	
<p>Concern was raised about when the funding is distributed to the regions. After a short discussion it was suggested that the funding should be released on the 1 April and 1 October and that regional funding information needs to be available on the regional area of the website.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Send the chair and treasurer a breakdown and description of the funding. 2. Look at the possibility of having an internal budget tab on the website so regions know what each funding they have each year and how much is left. 3. TE council to arrange a conference call 8-10 days after receiving the budget. Date to be confirmed and organised. <p>JL briefly explained the agenda for the TEMB meeting on 15th January.</p> <p>LG addressed the need to consider the business plan as it has to be approved</p>		
		MB LOG FR

	<p>annually. MB confirmed that the TEMB strategy and budget need to be in place before this is done. Once the strategy and budget are in place then TE can advise what is best course of action for the business plan is.</p> <p>JL confirmed that TE have entered an agreement with Speedo for a two year contract to provide benefits to the members. JL went on to further explain the situation with Plant X breach and reassured TE council that the appropriate actions are being followed</p> <p>There was a short discussion about how and if to communicate with the TE members.</p> <p>Proposed That there should be an open communication to the members– unanimous agreement</p> <p>There was a short discussion about how this agreement is communicated to TE members.</p> <p>Action: The communication is to be included in a TE enews email and to be sent to every member. This should be added as an item (about 4 lines in length) in a TE enews along with other enews information. The communication needs to have a link to a more detailed explanation.</p> <p>JL advised that there is concern over the legal claim service. JL explained the legal claims procedure and the risk of losing cases and whether this risk should be insured. Moving forward, TEMB have now asked for all claims to be reported to the TEMB so cases can be tracked.</p> <p>Collaboration agreement</p> <p>LG briefly explained the collaboration agreement, and indicated that it is waiting to be approved and signed by the TEMB. LG advised that BTF should have sufficient reserves for 3 months operations, but it is not clear as to how much should be from each of BTF and TE.</p> <p>Regional Academy</p> <p>Concern was raised over the amount of budget allocated for the regional academy. It became apparent that most regions are over spending this allocation. MB confirmed that the budget in the next cycle will remain the same and suggested that regions should be able to fund the extra expenditure from sources such as the coach education course profits.</p>	MB
5	<p>Regional matters raised</p> <p>LG stated that there is a lack of transparency of the BTF annual awards process. LG would like to make sure that all regions know the process and how awards are decided. In addition, LG would like the possibility of having a TE awards. LG</p>	

	<p>suggested that each region nominate an individual each year for a life time membership award. This award is for people who have been contributing selflessly to their club for extended period of time, these are nominated by the members but the protocol is yet to be decided.</p> <p>LG would like there to be a dialog of how the BTF awards are run in 2012 in conjunction with Wales and Scotland in order to ensure that the regions are fully aware of the processes and can arrange their own awards accordingly. It was suggested that the TEMB Events Rules and Technical Director should represent TE in those discussions.</p> <p>Action: TE should request a review of the awards process.</p> <p>Action: TE council to send ideas to LG on the life membership idea so a report can produced for the next meeting.</p> <p>The BTF National and IRC dates have not been released. LG suggested that the dates are sent out earlier next year to enable regions to organise their junior regional series.</p> <p>Action: JL to take to the BTF board.</p> <p>There was a short discussion about which regions have held the IRC's and which region would like to host it in the future.</p> <p>Action: Any region who would like to host the IRC's to contact MB</p>	<p>LG ALL</p> <p>JL</p> <p>ALL</p>
<p>6</p>	<p>AOB</p> <p>No other business</p> <p>DB informed the TE council that there is going to be a skype meeting in the middle of February about the budget.</p> <p>Action: DB to organise skype meeting.</p> <p>DB to closed meeting at 14:15 and thanked everyone for their attendance.</p>	<p>DB</p>