



Minutes of the Council meeting held at 10:00am on Saturday 18th May at Loughborough University

Present : Derek Biggs (DB), Lawrence Green (LG), Dave Rigby (DR), Howard Vine (HV), Francis Riley (FR), Claire Short (CS), Philip Jameson (PJ), John Pettridge (JP), Richard Fuller (RF)

Apologies: Nadia Saba (NS)

In attendance: Jem Lawson (JL), Mark Barfield (MB) Sue Plowright (SP: Minutes)

Referenced: Kay Simnet (KS), Sally Lockyer (SL), Tom Goldspink (TG), Joe Larkin (JL), Duncan Hough (DH), Rob Bishop (RB)

Item	Minutes	Owner and Due Date ¹
1	<p>Presidents introduction and comments/apologies for absence</p> <p>The president welcomed all present at the meeting.</p> <p>He mentioned he had met with the TEMB Chair and the meeting had been a very positive one.</p>	
2	<p>Minutes from last meeting</p> <p>The minutes were agreed as an accurate record of the last meeting.</p>	
3	<p>To consider update on the question of the role of the Council and actions to date</p> <p>The president asked the Council and all agreed that the drop box was working and was an excellent way of sharing information and if all the processes were in place it was good.</p> <p>The council agreed that the supra regional representatives should feed information upwards and it would be helpful if they act as communicators between the board and council.</p> <p>JL said he would produce a report for the council before the board meeting.</p> <p>MB commented that the amount of papers being produced was huge and he felt that an operational report was not necessary but suggested a ten minute update from himself at every council meeting.</p>	Action JL

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

	<p>The council decided that for the next meeting they would get a summary from MB and JL in drop box and then also a verbal update at the next meeting and if any items needed addressing then they would be addressed then.</p>	
<p>4</p>	<p>To consider the attached draft report on Council operating procedures</p> <p>The council discussed the document that LG had produced and they agreed that they had not had enough time regarding the budget and that the council should have an expectation of dates.</p> <p>JP said that he was putting together an annual schedule and included in this was the budget and he was hoping to have finished it in the next two to three weeks. This document should help the operating procedures of the council and will be a working document that will continue to change.</p> <p>JL mentioned that KS was working and improving systems and hence there had been a little delay getting figures for this Council and TEMB meeting.</p> <p>MB commented that a brief summary document will assist everyone to what is happening and also updating the council.</p> <p>SP agreed to email the power point presentation, BTF and TE the one used at the inductions.</p> <p>LG suggested that the annual report be produced earlier and that all the figures are available to do so.</p> <p>MB agreed to ask SL regarding the coverage and he would schedule a meeting with JL and TG regarding producing the annual report.</p> <p>The council suggested they see the first draft and ask the members what they would like to see too.</p> <p>The Council discussed the timing of the minutes and agreed that the first draft should be seen within one week with the aim to finish them in two weeks.</p> <p>The council agreed that the issues log be at the back end of the minutes but must stay on until resolved.</p> <p>The council discussed confidentiality and it was decided that everything could be passed on and made public unless stated otherwise and be flagged if confidential.</p> <p>Appointment and appraisal of TEMB directors, LG and JL are working on this.</p> <p>Action RF is working on forms and having a look going forwards</p>	<p>Action JP</p> <p>Action SP</p> <p>Action MB</p> <p>Action RF</p>

	<p>JL agreed all documents that go out to TEMB candidates need looking at as some were bit out of dates and needs reviewing.</p> <p>Action MB and RF to work together of the forms a shortened version of the form they had seen.</p> <p>Appointment and appraisal was agreed as read (Document).</p> <p>The Council spoke about a deputy president or chair maybe needed in case of illness etc and in the case of JL being absence it would go to the business manager of the TEMB and in the case of the president being absence the council would nominate.</p> <p>The council spoke about the four year directorship and the president asked to discuss prior to the September meeting.</p> <p>JL will discuss again in July meeting with all the directors and also with DB and a decision to be made by September. The Council to discuss together after July TEMB meeting maybe via Skype and a decision to be made by 1st September and DB agreed to co-ordinate.</p> <p>LG agreed to update the Council operation procedures document on the basis of the discussions and to re-circulate it.</p>	Action DB
5	<p>To consider any Regional matters including</p> <p>A) Event permitting system</p> <p>B) Reduced TE membership for active club coaches in line with the officials offer.</p> <p>FR was asked by the chair to reiterate Y & H's position with regard to the proposed merger with the North East. He stated that several conversations had taken place between PH, DR and the two regional committees involved and while they had kept an open mind, it was felt there was strong local resistance to change and very little within the current proposal of practical benefit to either region.</p> <p>Chair summarised and actioned LG to talk to MB about the overall financial implications to each region with regards to the proposed South Central and South East regional split and the Y & H and NE regions opting for the status quo rather than accepting the proposal.</p> <p>FR requested advice from Council/TEMB regarding electronic banking and specifically, could the regions use the current TE's electronic banking system, would it be possible to have two committee members authorising transactions and what were the cost implications? MB to investigate the practicalities and email FR direct and also report back to Council.</p> <p>The president said there would be no change till the AGM but this would be discussed in the September meeting.</p>	Action LG Action MB

	<p>5a Event Permitting System</p> <p>DR said there must be more communications from the events team to the people on ground and the council discussed that maybe if there were any issues an official needs to turn up and investigate.</p> <p>The council decided they would like to take it to the TEMB meeting and also for it to put on the issues log.</p> <p>5b Reduce TE membership for active club coaches in line with he officials</p> <p>The council discussed that this was very difficult to monitor but maybe clubs were offered a certain amount of free memberships to give out to who they felt best.</p> <p>Motorbike officials are not all members and there are difficulties regarding their insurance, at the moment they have to do a year before they are offered free membership, it was agreed that this was a matter to raise with DH.</p> <p>LG asked other regions re tri news and deadlines and publishing and time scales MB to feedback and investigate about deadlines.</p> <p>LG highlighted the proposal about coach ed payments and commented that he understood that there have been difficulties regarding processes and time timescales with some RPMs as well as with the volunteers on the Regional Committees. MB agreed to feedback to the Region Managers who would also investigate</p>	<p>Action MB</p> <p>Action MB</p>
<p>6</p>	<p>Discuss any current items with the Chair and receive an update on current issues from him.</p> <p>JL spoke about the key things were the vision and strategy review and a company called Ovens and Co who are a PR company are helping TE and a workshop in London took place to develop the vision for TE going forwards.</p> <p>JL mentioned the lack of financial documentation due to change of financial staff and JB was going to do a verbal report at the TEMB meeting.</p> <p>JL spoke about MYTRI and RB is managing it up and down the country and is happy with the numbers of proposals he is looking at getting 24 with venues that are and ready to go, which is excellent as the target is 20.</p> <p>Major events are going well too and a number are due to take place, The Brownlees Event in Yorkshire and also a Wiggle event and a possible three to hopefully take place.</p>	

7	<p>AOB</p> <p>None</p> <p>Action Points from the Meeting</p> <p>Action JL - said he would produce a report for the council before the TEMB meetings.</p> <p>Action JP - putting together an annual schedule</p> <p>Action LG – re-circulate Council operating procedures.</p> <p>Action SP - SP agreed to email the power point presentation, BTF and TE the one used at the inductions.</p> <p>Action MB - MB agreed to ask SL regarding the coverage and he would schedule a meeting with JL and TG regarding producing the annual report.</p> <p>Action RF - Action RF is working on forms and having a look going forwards</p> <p>Action DB - The Council to discuss together after July TEMB meeting maybe via Skype and a decision to be made by 1st September and DB agreed to co-ordinate</p> <p>Action LG -Chair summarised and Action LG to talk to MB about the regional split.</p> <p>Action MB -MB to investigate the practicalities and report back.</p> <p>Action MB -FL asked other regions re tri news and deadlines and publishing and time scales MB to feedback and investigate about deadlines.</p> <p>Action MB -LG commented about coach ed payments and that there have been difficulties regarding processes and time timescales and them not being received. MB agreed to feedback to the Region Managers who would also investigate</p>	
----------	--	--