

Meeting: Triathlon England Council (TEC)

Venue: BTF, Michael Pearson East, 1 Oakwood Drive, Loughborough LE11 3QF

Date: Saturday 12th May 18, Time: 9.00 am - 1.30 pm

Present: Tracey Sample - Chair (TS), Gavin Biggs (GB), Debbie Clarke (DC), Janice Goble (JGob), Jamie Gordon (JG), Ashley Hutchinson (AH), Elisabeth Ross (ER), Liz Scott (LS), Ian Simon (IS) Chrysothemi Spiliopoulou (CS), Sarah Taylor Hough (STH)

Apologies: Santi Barge, Jane Wild, Jonathan Davies

BTF staff present: Kay Simnett, Duncan Hough (point 8 only) Andy Salmon and Bill James (point 11 only), Mhairi Billington (minutes).

	Agenda Items	Action by	Action when
1	<p>Apologies for absence and declarations of interest</p> <p>Apologies were received from Santi Brage, Jane Wild and Jonathan Davies. There were no new declaration of interests.</p>		
2	<p>Minutes of last meeting (10th Feb 18) to be approved and updates any action points assigned to members received.</p> <p>The minutes of the previous meeting were approved.</p>		



3	Accolade for Sarah Taylor-Hough - Recognition The council recognised the award given to STH by the ETU as technical official of the year. STH reiterated that this was as much for the team who worked with her at Rotterdam as it was for her.		
4	Annual Declaration Requirements - Check that everyone has returned documents The council were reminded to complete their returns and also complete the equality survey if they had not already completed it.		
5	Working Groups Updates - with the working groups who have progressed from the phone meeting or where we are not going to discuss as part of the joint session with the board Membership - Numbers are well up and on target although Facebook ads are proving to be less successful as a medium of advertisement. Renewal churn is also good. There will be a lot of new data on membership going forward. Governance - Jane Wild had circulated an update. GDPR is currently ongoing and clubs had been sent a toolkit to help them. The council are requested to attend equality and diversity training and also unconscious bias training at the next council meeting so this will be a full day rather than a half. It would be ideal if safeguarding training could also be done but this has to be done during a weekday as led by the CPSU. A potential date will be circulated. Duty of care - the report has been produced but needs some work before it can be circulated. Awards - a meeting was held with TE staff and STH. Some changes were suggested to the process including earlier voting dates, changing wording to 'multisport', making the questions more limited so as to get consistency of replies. Also clubs will be allowed to nominate themselves.	KS	



	<p>The council discussed the prizes for the awards and also if regional nominees could get a certificate which they could print off. It was also suggested that all people who complete a nomination could go into a prize draw.</p> <p>It was explained that any events which miss the deadline can be considered in the year after instead rather than be out of the process due to timing.</p> <p>Any other working groups that were not discussed is as they have no updates from the last meeting.</p>		
6	<p>Communication Update</p> <p>TS updated based on discussion with the Comms team at BTF. Regional matters will on a 3 month trial be at the top of membership newsletter and national matters below. The council are requested to feedback on if this makes the local matters more visible.</p> <p>There will be a regional hero each month and a timetable to be produced so regions have time to get the content together.</p> <p>It was suggested that the people in each region who deal with social media could be put in contact with each other to share experiences. A WhatsApp group will be suggested.</p> <p>JG requested that each region be provided with the names of their particular members so they could send regional newsletters. Issues were raising with the time and capacity of the marketing team at HQ to manage this content but it was also agreed that due to GDPR giving these name to the regions would be problematic. Issue to be raised with the Comms team.</p>	<p>TS/Comms</p> <p>DC</p> <p>KS</p>	



7	<p>Regional Matters and any other business (AOB).</p> <p>TS reminded that council that she couldn't stand for president again and that the process for replacement needs to be in place for the next meeting.</p> <p>Each representative updated on their own region. There were two common themes of struggling with communication issues (discussed at point 6), appreciation of the skills school courses and junior race series and clarification of funding. The latter will be followed up with the BTF finance team.</p> <p>Specific points that were raised were:</p> <ul style="list-style-type: none">• SW project to fund events put in the region such as one for special needs students which had no entry fees• East has a college developing as a hub for triathlon in the region	KS	
8a 8b	<p>TO sharing process</p> <p>Process for removing under-performing TO's</p> <p>Duncan Hough outlined how the regions could support TOs including supporting trainees when they shadow with their expenses. TE requires more TOs and this should be a continual process rather than occasional recruitment drive. Duncan is happy to share information on which regions are struggling with numbers.</p> <p>If TOs need to be removed it is suggested the regional committee needs to form a group which considers the case and ensures any complaint is not just a clash of personalities. Regions should consider possible retraining and keeping candidates at regional level if not suitable for increased responsibility. An appeal can be made to the national rule and technical committee as a check and balance on a decision.</p>		



9	<p>Action Points: - to be agreed and confirmed - who, what and when?</p> <p>Action points from the meeting will be circulated as an action tracker.</p>		
10	<p>AOB. Date and time of next meetings</p> <p>Conference call Mon 16th July. Circulate conference call details</p> <p>Next meeting will be Loughborough Sat 22nd September for the whole day.</p>	MB	By end May
11	<p>TE Chair and CEO update</p> <p>The recent strategy days with BTF staff were outlined and the nature of the sessions about to be take place were explained. It was reiterated that it was key to consider the needs of the triathlon core market.</p> <p>The TE chair updated on the Commonwealth Games successes and challenges and that there would be a performance review taking place later this month. The current recruitment of new TE board members was also updated on.</p> <p>The CEO updated on staff changes at BTF and the current commercial climate. He also explained how the events team were currently getting into the busiest part of the year and that BTF and home nations were also going to be having a presence at all Ironman events in the UK.</p>		
12	<p>Joint session with TE Board on strategy and working groups</p>		



TRIATHLON
ENGLAND

13	Lunch with TE Board		
----	---------------------	--	--

Meeting finished at 11.30am and lead into the joint session with the TE Board.

DRAFT