

**Minutes: Triathlon England Council**

**Venue: BTF Offices, Michael Pearson East, Loughborough, LE11 3QF**

**Time: 10.00 - 12.30**

**Date: Saturday 21<sup>st</sup> 2019**

**Present:** Debbie Clarke (DC) (Chair), Ashley Hutchison (AH), Audrey Livingston (AL), Stuart Roberts (SR), Tracey Sample (TS), Sarah Taylor-Hough (STH), Paul Whitehurst (PW), Jane Wild (South West).

**Apologies:** Jamie Gordon

**In attendance:** Bill James (BJ), Andy Salmon (AS).

	Agenda Items	Responsible	By when
1	<p><b>Apologies for absence and declarations of interest</b></p> <p>DC opened the meeting and welcomed everyone.</p> <p>Apologies were received from Council President, Jamie Gordon.</p> <p>No new conflicts of interest were declared.</p>		
2	<p><b>Minutes of last meeting and matters arising</b></p> <p><b>2.1 To approve minutes of meetings held on 11 May</b></p> <p>The minutes were approved but it was noted that a more detailed version would be helpful for reporting and especially for those not present at the meeting.</p> <p>Some were experiencing issues with accessing Drop Box. BTF IT Manager to offer support.</p> <p><b>2.2 Action List</b></p> <p>All actions arising are on the agenda.</p>	AS	

	<p><b>2.3 Other Matter Arising</b></p> <p>None.</p>		
3	<p><b>Regions Update</b></p> <p><b>3.1 East Midlands</b></p> <p>Regional Objectives: EM objectives are to review the scorecard and align this with the RM which will culminate with a 3-year plan, for 2020 -2023. This is a substantive piece of work and consequently will take the rest of the year to complete, in the meantime we are continuing to support our RM and her objectives for the remainder of the year.</p> <p>Finances: Update on current cash positions EM - Balance as at 31 August 2019 £20,246.84 - less AGM/Prize giving and IRC costs c£3-3,500.00.</p> <p>Regional Committee: In good health, no vacancies and looking to strengthen at the AGM</p> <p>Working well / challenges faced / help needed: Good shape overall - committed volunteer workforce (TO's and Committee etc) need to flesh out the roles and responsibilities - new Constitution and refresh the Committee Roles &amp; Responsibilities (TE template welcomed on this) - facing issues with regards to focus - it's not all about the kids! This year's AGM is themed The Age Group Journey - Workshop by Age Group Manager (Nick Davis) and Nicky Dick to give the Key Note before the prize giving... need guidance on IRC and Kids in general at the younger age groups (TS2) to keep it fun and to enable more take up from lower income families etc. / parental behaviour etc.</p> <p><b>3.2 London</b></p> <p>Regional Objectives: Has established a sub-committee to work on scorecard.</p> <p>All agreed that a call to discuss approach to regional objectives would be helpful.</p>	DC	

	<p>Finances: Balance of £23.7k with outstanding commitments circa £4k.</p> <p>Regional Committee: has 2 vacancies. Is targeting clubs and working on a succession plan.</p> <p>Working well / challenges faced / help needed: Trying to improve comm's and getting people to attend the AGM. Considering electronic voting.</p> <p><b>3.3 South Central</b></p> <p>Regional Objectives: Early days - engaging with RM.</p> <p>Finance: £19,969 yoy, raised less money from juniors especially from race series</p> <p>Regional Committee: Has vacancies.</p> <p>Working well / challenges faced / help needed: IRC selection was one/two races not the series, so some other races have suffered in series. Need some review of this if possible. Can a discretion be had maybe for reserve of a couple of places?</p> <p>NE do education for parents to help them understand the process.</p> <p>Jan is standing down. Stuart thinking about what to do and may take on council position</p> <p>Good governance structures would be good to share</p> <p>Committee more aligned to junior clubs need more senior club representative.</p> <p>Academy working well. RTS also looking to do an affiliate development squad 10-12 people</p>		
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<p><b>3.4 South West</b></p> <p>Regional Objectives: RM left, new RM Debbie Hill in place. Bought assets (flags, banners, clothing) and getting committee out to promote the committee.</p> <p>Finance: Financially hamstrung had had £12k a few years ago and decide to invest in regional activities and maintain £3k bank balance. Current cash £4,900 but invoice outstanding bringing down to just under £3k. TE has reissued old invoices (see below).</p> <p>Regional Committee: Committee in good health. Held last two meetings on zoom to save costs. Morale been a bit low due to finances Had an Inclusion Officer but because couldn't support a great event they arranged for a second year, so they stood down.</p> <p>Working well / challenges faced / help needed: Engaging with Bath Triathlon Centre. New RM doing well. New RM boundaries also working well.</p> <p><b>3.5 Yorkshire</b></p> <p>Working well / challenges faced / help needed: No bad news.</p> <p>Junior Series: Now have a sponsor who is a kit manufacturer in the SE, providing cash</p> <p>Yorkshire championship and tri series. Planned for 2020</p> <p>Interclub champs was good this year.</p> <p>Holding AGM together awards and seminars on mental health awareness and holding an adult and junior Go Tri</p> <p>Have a coaching coordinator vacancy</p> <p>Awards - have some comments on awards process which may be able to be improved next year</p>		
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<p>BJ noted that he felt that the awards are a Council led process and board will support any changes which the TEC proposes</p> <p><b>3.6 West Midlands</b></p> <p>Regional Objectives: Working with RM to support her objectives. Objectives include women only events and open water swimming.</p> <p>Finance: £14k balance. Have a bursary committee.</p> <p>Regional Committee: 2 people standing down, looking for secretary and treasurer, struggling to encourage</p> <p>Working well / challenges faced / help needed: Will do something for the Commonwealth Games</p> <p>AGM and Awards together with S&amp;C CPD (3 hours, free for one person per club)</p> <p>Supported a junior race with funding.</p> <p>Still looking for Welfare Officer.</p> <p>TO are highly attended at events and have supported them with some kit Andy - next spring there will be a large stock of TO t-shirts.</p> <p>If other Regions need to order TO kit speak to Blade and copy what done for West Midlands, ask for good deal. It was discussed not to put region on the kit which means we may be able to buy together</p> <p><b>3.7 North East</b></p> <p>Regional Objectives: Fully aligned with RM. Focused on people and Talent - TOs and Academy hopefuls this year.</p>		
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<p>Finance: £20k finances of which £4-5k which has been spent on talent and TOs, probably end £15-16k. Talent - spent on the academy and for the affiliates giving bursaries</p> <p>Regional Committee: Committee structure is good, Tracey stepping down as chairman but staying as council rep</p> <p>Working well / challenges faced / help needed: Fleeces for TO's shadowing and bringing in TOs from other regions to lead</p> <p>50 children in the development squad</p> <p>Recognise will need to be self-funding and will not get any funding until finances are lower.</p> <p>Invested in two grand prix for adults. Aqua bike, aquathlon, duathlon, triathlon etc....</p> <p><b>3.8 South West finance issue</b></p> <p>JW &amp; AH outlined an issue related to aged invoices and an application to the Innovation Fund.</p> <p>AS undertook to investigate the matter and liaise with JW and AH.</p> <p><b>3.9 President's Report</b></p> <p>It's been a very busy time for all regions, with lots of changes affect us, as committees.</p> <p>The advent of the Score Card which can afford the Regions and the Regional Managers joined up thinking, that will be constructive and result in better outcomes, is to be welcomed.</p> <p>TE continues to refine the membership offering and greater emphasis will now be focused on Club, with ClubSpark and the Club Membership Review being rolled out, both of which are to be applauded and it allows us in the Regions to get behind these positive improvements and help get the</p>	<p>AS</p>	
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	<p>message out.</p> <p>Turning to Membership, thank you for those regions which have started the conversation around how do we get more club members to be members of TE, do we make it compulsory? What are the options? This question will become the focus of our debate in the New Year, but I think that it is right to start the ball rolling now... What do we want? What is best for the Clubs and our members?</p> <p>Our Regional finances continue to be under pressure, however creative solutions will, I am sure be found - at the East Regional Committee meeting last week, the costs associated with IRC Tri-suits was debated and the idea that the Region owns Non Personalised (i.e. no name) Tri-suits and loans them out for the races when needed was discussed, would reduce the costs, also why don't we use the collective buying power of all regions to get these suits with a national sponsor on them (would for example Volvo want to be involved?)</p> <p>I am sad to note that both Clive Hatch (Chair) along with Jonathan Davis (Council Representative) resigned from their posts and I would like to record my thanks for their service to the Region.</p> <p>Consequently, this will leave the East Region with a very much depleted Committee (only 5 turned up to the meeting) so if anyone knows of suitable potential committee members for the East Region, let them know the AGM will be on the 9th of October and they should make it known they wish to stand...</p> <p>Finally, I had the privilege to attend the ITU Congress &amp; WTS Grand Final in Lausanne, whilst there I attended the GBR AG team meetings, an occasion which filled me with immense pride at seeing so many GBR Age Groupers, taking the time and considerable expense to race for GBR! And wow did they race well...</p> <p>AS added that during the ITU Annual Congress, JG was elected to the ITU Audit Committee.</p>		
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4	<p><b>4.1 Optimal regional Governance</b></p> <p>Following discussion, the following key points and actions were agreed:</p> <p>It is desirable for each region to achieve consistency via the utilization of agreed templates in the following key governance areas, utilising the Code for Sports Governance as a set of guiding principles:</p> <ul style="list-style-type: none"> <li>• Constitution</li> <li>• Policies (not limited to, but including Code of Conduct, Complaints, Whistleblowing)</li> <li>• Role descriptors for Committee members</li> </ul> <p>It was agreed that each region should send copies of constitutions, policies etc. to Peter Pain to enable an initial audit and agreement regarding the work needed.</p> <p>DC to share London constitution.</p> <p>Each region to identify a deputy Council rep to aid continuity and succession planning.</p> <p><b>4.2 Diversity &amp; Inclusion Committee Report</b></p> <p>AL gave a verbal update. The committee met recently to determine TOR, and these will be finalised at the next meeting on 4<sup>th</sup> Oct. A strategic plan is outlined and will be circulated.</p> <p>Looking to collate all D&amp;I activity which is taking place in regions and have BTF staff distribute around the regions.</p> <p>It was agreed that all regional news stories be shared with relevant RM.</p>	All	
5	<p><b>AGM 2019</b></p> <p>SH confirmed salient details which are available on the TE website.</p>		



	<p>799 nominations have been received to date with 469 fully completed.</p> <p>AS advised that TEMB had approved resolutions detailing amendments to the TE Regulations. All are intended to address minor inconsistencies with A Code for Sports Governance.</p>		
6	<p><b>AOB including date and time of next meeting</b></p> <p>TS queried how TE members could be identified as members of a given Region.</p> <p>It was noted that ClubSpark feedback continued to be very positive and the club affiliation price change had been positively received.</p> <p>BJ provided a brief overview and reported several positive trends. However, there is still lots to do and amongst the greatest challenges are membership growth and the level of race entries.</p> <p>DC offered to liaise with JG regarding future meeting dates, format and venues.</p>	<p>AS</p> <p>DC</p>	