
Minutes: Triathlon England Council

Venue: Zoom Conference Call

Time: 7.00 - 9.00pm

Date: Thursday 23rd July 2020

Present: Debbie Clarke (DC), Jamie Gordon (JG) (Chair), Ali Henson (AH), Jackie Hunter (JH), Lee Mathieson (LM), Richard Mostyn-Jones (RMJ), Ronnie Parker (RP), Tracey Semple (TS), Mark Summerson (MS), Sarah Taylor-Hough (STH), Lee Wallhead (LW), Jane Wild (JW).

Apologies: Chris Hall, Audrey Livingston

In attendance: Andy Salmon (AS), Helen Marney (HM) (in part).

	Agenda Items	Responsible	By when
1	<p>Apologies for absence and declarations of interest</p> <p>JG opened the meeting and welcomed everyone.</p> <p>Apologies were received from Chris Hall and Audrey Livingston.</p> <p>No new conflicts of interest were declared.</p>		
2	<p>Minutes of last meeting and matters arising</p> <p>2.1 To approve minutes of meetings held on 27th April 2020</p> <p>The minutes were approved.</p> <p>2.2 Action List</p> <p>No matters outstanding.</p> <p>2.3 Other Matter Arising</p> <p>None.</p>		
3	<p>Covid-19</p>		

	<p>AS provided a general overview. Government guidance continued to be unclear but DCMS had provided clear approval of the BTF guidance documents.</p> <p>There remained much uncertainty for the future, but indications were that the guidance and relaxation of restrictions had been warmly received.</p> <p>HM provided an overview of the guidance published to date and invited questions and feedback from Council.</p> <p>HM explained that the clubs and coach guidance would be reviewed again formally at the end of August and the requirement to have L2 coaches present would be part of this review.</p> <p>JG extended thanks to the staff team for the work produced.</p>		
5	<p>Regional Governance</p> <p>JG guided the Council through the draft regional constitution. Several suggested amendments were noted, and the following actions agreed:</p> <ul style="list-style-type: none"> ➤ Policy documents to be stored on the TE website and the constitution to include weblinks rather than appendices; ➤ Clarification needed on dispute resolution; ➤ Role descriptors for each committee role to be produced; ➤ TE to explore feasibility of TE staff member/official to be the primary signatory on regional bank accounts; ➤ A process for how regions should administer 2020 AGM's is needed <p>JG indicated his desire to have a final draft to Council by end of August.</p>	JG	
6	<p>TE Awards</p> <p>STH outlined plans for the virtual TE Awards in November.</p>		
7	<p>AOB including date and time of next meeting</p> <p>Guidance was requested on the administration of virtual club and regional AGM's.</p>		

	Next meeting date TBC.		
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