

**Joint meeting of the BTF Board of Directors and the Triathlon England Management Board**  
**Minutes**  
**Monday 6<sup>th</sup> July 2020**

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**Venue:** Zoom Conference call

**Time:** 18.00- 19.00

**Present:**

**BTF Board:** Bill James (BJ) - Chair, Richard Ashton (RA), Dougie Cameron (DC), Debbie Clarke, (DEC), Nicky Dick (ND), Sara Heath (SH), Amar Melwani (AM), Andy Salmon (AS), Greg Warnecke (GW).

**Apologies:** Helen Jenkins, Neil Saunders

**Present TEMB:** Debbie Clarke (DEC), Kevin Currell (KC), Duncan Hough (DH), Halima Khan (HK), Louise McFadzean, Andy Salmon (AS), Tracey Sample (TS), Sarah Taylor-Hough (STH), Steven Watmough (SW)

**Apologies:** Jamie Gordon, Sally Lockyer, Avi Tillu

**In attendance:** Ian Howard (IH)

	Items	Responsible	When by
1	<p>BJ welcomed everyone to the meeting.</p> <p><b>Minutes of a meeting held on 22<sup>nd</sup> June 2020</b></p> <p>The minutes had been previously circulated and were approved as an accurate record.</p>		
2	<p><b>Actions and Matters Arising</b></p> <p>AS confirmed that actions were complete.</p> <p>There were no other matters arising.</p>		
3	<p><b>Covid-19 Update</b></p> <p>A report had been previously circulated.</p> <p>AS provided a verbal update. Subsequently, AS has been invited to join a working group to draft mass participation guidelines with Sport England and DCMS.</p>	AS	

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<p><b>4</b></p>	<p><b>Finance</b></p> <p>A financial report and forecast for both TE and BTF had been previously circulated.</p> <p><b>Forecast and Reserves:</b></p> <p>AS sought views on the respective reserve positions of the TE and BT divisions of the company.</p> <p>BJ asked DC for a summary of the position in Scotland. DC confirmed the financial picture looked secure and that TS was about to recruit 3 posts.</p> <p>BJ undertook to ask the same question of WT and emphasised that BTF should support all 3 Home Nations as the organisations emerge from the Covid-19 crisis.</p> <p><b>Cost Reduction Measures:</b></p> <p>AS sought views on cost reduction measures in general and messaging to staff in particular. He suggested that in light of the strong cash position for the next 12 months, significant cost reduction measures were not a short-term necessity. This was agreed.</p>	<p>AS</p>	
<p><b>5</b></p>	<p><b>Scorecard</b></p> <p>A proposed scorecard, listing organisational objectives for the period from 1 July 2020 to 31 March 2021 was previously circulated.</p> <p>This was approved.</p>		
<p><b>6</b></p>	<p><b>Diversity &amp; Inclusion</b></p> <p>HK provided a verbal update.</p> <p>TS and WT had accepted invitations to join the D&amp;I Committee which would now be a BTF Committee. It was agreed that the Committee be streamlined to have Non-Executive Directors from each organisation, supported by staff members.</p>	<p>HK/AS</p>	

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	<p>A meeting with the TS and WT Committee members had produced a good discussion regarding the way forward and the following 3 points had been agreed:</p> <ol style="list-style-type: none"> <li>1. Defining what is Diversity and Inclusion for the sport of Triathlon</li> <li>2. Data Collection - Where are we now? What do we know?</li> <li>3. Consultation - Internal / External</li> </ol>		
<b>7</b>	<p><b>Date and Format of Future Meetings</b></p> <p>BJ confirmed the cancellation of the meeting planned for 10<sup>th</sup> July 2020.</p>		
<b>8</b>	<p><b>AOB</b></p> <p>None.</p>		