

Meeting: Triathlon England Management Board (TEMB)

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

Date: Saturday 12th May, Time: 11.00-17.00

Present: Bill James (BJ) - Chair, Debbie Clarke (DC), Jamie Gordon (JG), Duncan Hough (DH), Louise McFadzean (LM), Sarah Taylor Hough (STH), Andy Salmon (AS), Avi Tillu (AT)

Apologies: Sally Lockyer, Simon Wergan

BTF Staff and Attendance: Kay Simnett (KS), Natalie Justice-Dearn (NJD)

Minutes: Mhairi Billington (MB), Matt Macken (MM)

	Agenda Items	Action by	Required by
	<p>Strategy workshop with Council</p> <p>A workshop was conducted to consider strategic outcomes for TE between now and 2024. The outputs were captured to enable a draft to be produced.</p>	AS	
	Lunch with Council		
1	Apologies were received from Sally Lockyer and Simon Wergan, and business interests were updated.		
2	Minutes and actions of last meeting (10 th February) were agreed.		
3	<p>Chair opening remarks and report</p> <p>The Chairman reiterated his remarks from the board report and also welcomed AT to his first board meeting. The Gold Coast Commonwealth Games were discussed, with the Para Games a major highlight.</p> <p>Membership progress is very positive.</p>		

	<p>The process has begun to find a new board member. There is 1 week left of applications, then interviews to be scheduled for the end of the month.</p> <p>Action: to source panel for interviews. Action: At the next board have discussion as to direction of current vacant board role.</p>	<p>MB MB</p>	<p>ASAP At next meeting</p>
4	<p>CEO report The CEO reported that the recruitment for PD role was underway and UK Sport are involved in the process.</p> <p>The new commercial/events directors role will be starting in Sept.</p> <p>Strategy and Value workshops were a big success and 90% of people invited attended and there were some excellent and positive outcomes - it was a hugely valuable process.</p> <p>The CEO was pleased with outcome of mass market application to Sport England.</p> <p>BTF/TE have made positive steps with Ironman and will be present at their events in 2018 which will provide a member engagement and selling opportunity.</p> <p>The performance team will be meeting in May to discuss the Commonwealth Games and discuss what can be learned towards Birmingham. A report will be prepared and Ian Pyper invited to attend the next Board meeting.</p>	<p>MB</p>	<p>At next meeting</p>
5	<p>Finance report New Head of Finance has started and had a lot of outstanding issues to pick up. The department is in the process of implementing a new payroll & HR system that will go live in May.</p> <p>There are currently 1-1 meetings with budget holders and the auditors are due in 1 week after Leeds event (June).</p>		

6	<p>Developing Triathlon in England</p> <p>NJD gave an update including the video supported for our nomination for Sports Governing Body of the Year.</p> <p>There was a workshop on Core and Mass Market plans and discussion around how BTF/TE develop our sport sustainably and in the context of diminishing public sector investment.</p> <p>The outputs will be combined with those from the Strategy workshop and re-presented at the next meeting.</p>	NJD/AS	Next meeting
	Break		
7	<p>Marketing</p> <p>The Board discussed marketing and communication particularly around what is our digital strategy. Outcomes from the discussion were:</p> <ul style="list-style-type: none"> • To make us user friendly in social media; • To utilise user-generated content; • To trial Facebook live at events/conferences - e.g. 5 mins of people running through the finish line; • Social media competitions; & • Create a template for regional managers to introduce and encourage clubs being more active on social media. <p>Action - viable test idea to Facebook live an event.</p>	Paul Graham	By end June
8	<p>Scorecard</p> <p>KS introduced Goalscape to the Board and a board portal that will be used in future. It was agreed it will be a useful tool. A link will be shared to the Board and it is also the way that board reports will</p>		

	<p>be shared in future. This will go live in July.</p> <p>KS mentioned that the board will soon be given @triathlonengland.org email accounts, which will be mandatory to use.</p>		
9	<p>Committees</p> <p>It was agreed to conduct a review of the committee structure.</p>	KS/AS	By September Meeting
10	<p>AOB including date and time of next meeting</p> <p>Next meeting date is 5th July but it will need to be rescheduled as too many board members cannot make that date. ACTION to be rearranged and circulated.</p> <p>The meeting on the 22nd September will also involve equality and diversity training in the morning so the members are requested to keep the whole day free.</p>	MB	ASAP

Meeting finished 16.45.