

Meeting of the Triathlon England Management Board (TEMB)
Minutes
Tuesday 9 March 2021

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), Martin Kitchener (MK), Amar Melwani (AM), Andy Salmon (AS), Greg Warnecke (GW).

TEMB: Debbie Clarke (DEC), Kevin Currell (KC), Claire Jenkinson (CJ), Halima Khan (HK), Louise McFadzean (LM), Karen Rothery (KR), Andy Salmon (AS), Sarah Taylor-Hough (STH), Stephen Watmough (SW).

Apologies: Neil Saunders, Tracey Sample, Avi Tillu, Sally Lockyer, Ian Howard

In attendance: Anne Vinestock (AV), Duncan Hough (DH), Kirsten Fasey (KF)

	Items	Responsible	When by
1	<p>INTRODUCTION</p> <p>BJ welcomed everyone to the joint meeting of the BTF Board and the TEMB ("the Boards").</p> <p>He explained that this is an extraordinary year in which to prepare financial budgets, given the unusually high levels of uncertainty due to Covid-19. The sole purpose of the meeting was to share with the Boards the assumptions and views taken by the executive team when preparing the draft budget for review by the Boards and provide an opportunity to probe and ask questions.</p> <p>1.1 Apologies for absence</p> <p>Neil Saunders, Tracey Sample, Avi Tillu, Sally Lockyer, Ian Howard.</p>		
2	<p>TOPICS FOR DISCUSSION AND/OR DECISIONS</p> <p>2.1 2021/22 draft budget</p> <p>A budget report and draft budget for 2021/22 had been previously circulated. As noted at the BTF Board meeting in January 2021, it was agreed that planning should remain very flexible beyond 31/3/2021. Whilst a 12-month budget had been produced for review</p>		

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	<p>by the Boards, the executive team was encouraged to plan on a quarterly basis, rather than an annual one.</p> <p>An overview of the budget, and movements in reserves, was presented along with the underlying assumptions. The fact that numbers for 2020/21 were forecast to be higher than budget was noted, and the underlying reasons for this were explained. The Boards noted their appreciation for the efforts of the executive team to protect reserves ahead of a difficult 2021/22.</p> <p>Risks and opportunities for 2021/22 were presented. In particular, the opportunities for new income streams to be generated by two new initiatives around children and young people, and open water swimming, were mentioned.</p> <p>Both Boards thanked the executive team for their clear, insightful presentation of the assumptions underlying the draft budget for 2021/22, noting the Boards now have a solid understanding of what is being proposed and why.</p> <p>It was agreed the next meetings diarised for the Boards to further discuss the budget were no longer required and the official sign off of budgets by both Boards would take place by email.</p> <p>2.2 British Triathlon Remuneration Committee update</p> <p>The Boards approved the recommendations of the Remuneration Committee.</p>		
3	<p>CLOSE</p> <p>3.1 AOB</p> <p>As this was a meeting specially convened for the sole purpose of reviewing the draft 2021/22 budget, there was no other business.</p>		