

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

Date: Saturday 10th Feb, Time: 9:00 am - 12.00

Present: Tracey Sample (TC), Gavin Biggs (GB), Santi Brage (SB), Debbie Clarke (DC), Jonathan Davies (JD), Janice Goble (JG), Jamie Gordon (JGn), Ian Simon (IS), Sarah Taylor Hough (STH), Chrysothemis Spiliopoulou (CS), Jane Wild (JW)

BTF staff in attendance: Kay Simnett (KS), Natalie Justice Dearne (NJD), Mhairi Billington (MB)(minutes), Peter Pain (PP) (section 5 only), Andy Salmon (AS) (section 8 only)

Other attendees: Bill James (BJ) (section 8 only)

	Agenda Items	Action by	When by
1	Apologies for absence, declarations of interest and Introductions There were no apologies for absence. Each member of the council introduced themselves to the meeting.		
2	The minutes of last meeting (Sept 2017) were approved.		
3	Governance Code round-up JW updated that the regulations had been passed unanimously at the AGM and BTF had formally been confirmed in compliance with the Governance Code. The group will continue to meet as there are still areas to be considered such as diversity. DC offered to circulate a report on governance across all sports.	DC	As available



4	Council Admin KS outlined details of the induction Pack 22 nd of February 7pm will be a call on budget and members are encouraged to asked questions in advance. Expectations (TE council members & CADs) - TS asked if members could all be involved with at least one working group and to update council as to developments of these groups.		
5	Working Groups Updates <ul style="list-style-type: none">• Awards - it was agreed the work done last year needed to be seen through. STH was assigned council member with help from JD.• Regions & Delivery Liaison - JG and CS agreed to be council members• Duty of Care Review - this is largely concluded and will be presented at the next council meeting• Membership Steering Group - DC updated. A lot of work has been done including bringing an agency to increase membership numbers. GB agreed to support DC in this area• GoTri Development - JD and JG assigned as support in this area• Coach Education - NJD updated on the coach innovation fund and how the money will be allocated. JG and SB agreed to be council members for this project.• Junior Race Series Project- PP gave an update on this project and the presentation has been put in the council papers. There was a discussion on the weighting of different types of events including suggestions of having a minimum number of triathlons although other members believed it was important not to diminish other race formats. PP to get feedback from all regions and go with the majority view. GB keen to be designated council member for this area.• Youth Development IS assigned with support from JD• Governance - JW will continue to work on this area with support from DC	All	ASAP



6	<p>Regional Round Up and any other business (AOB).</p> <p>CS asked about regional clothing but it was confirmed this would have to be provided from each region DC asked for any feedback on the club hotline STH asked for any support on GDPR for the regions JD asked to reconsider 'black tri day' as confusing to members</p>		
7	<p>Action Points: - to be agreed and confirmed - who, what and when? Tracker to be circulated with any action points</p>	MB	With minutes
8	<p>TEMB Report</p> <p>BJ updated on current TE work. The budget is currently being confirmed for the next financial year. TE is working on their strategy which includes better use of membership data and concentrating on financial sustainability. The TE Board also wants the council to help on better diversity.</p> <p>AS updated on his first few months as CEO including staff changes within BTF and sponsorship updates. He also outlined the areas that had been covered in recent strategy review days which were major events, clubs, children and young people, Triathlon Trust, multisport, age group, long distance and Go Tri.</p>		
9	<p>Date and time of next meeting</p> <p>Next face to face meeting is 12th May and conference phone calls 22nd February and 23rd April.</p>		
	Lunch with TE Board		

