



MINUTES OF THE TRIATHLON ENGLAND MANAGEMENT BOARD MEETING HELD ON THE
23rd SEPTEMBER 2017 AT
12:30 - 5:30

Present: Bill James (Chair) (BJ), Sally Lockyer (SL), Richard Fuller (RF), Simon Wergan (SW), Louise McFadzean (LM) Duncan Hough (DH), Sarah Taylor-Hough (STH), Francis Riley (FR)

Apologies: Claire Stirling

In attendance: Natalie Justice-Dearn (NJD), Kay Simnett (KS), Paul Graham (PG), Andy Salmon (AS), Matt Divall (MD) (item 3.1), Gabby Hay (GH) (item 3.2).

Minutes: Michael Buccheri (MB)

Item 1.	<p>Apologies and declarations of interest</p> <p>Claire Stirling</p> <p>No declarations of interest</p>	
Item 2.	<p>Minute of last meeting and matters arising</p> <p>The minutes from the last TEMB meeting were approved and signed off.</p> <p>No matters arising.</p>	<p>Owner and due date</p>
3.	<p>Opening remarks</p> <p>The Chair welcomed everyone to the meeting.</p> <p>The Chair referred to two items from the Board Report; the Tri Something New report; which included inspiring and touching participation stories that Triathlon has helped facilitate, and the Leeds event report; highlighting the participant satisfaction survey scoring 94%, and a +50 Net Promoter Score. He explained that NPS scores range from -100 to +100 and many consumer firms would consider +50 to be an excellent score and an indicator of real loyalty and ambassador potential. He commented that this progress is excellent news for our members and the event participants.</p> <p>Also, the Chair congratulated ST-H on being the first European Female Technical Director at Grand Final.</p> <p>The Chair explained the agenda, highlighting the key areas of discussion. He also stated that at a future meeting the TEMB agenda</p>	

	should include a slot for Alasdair Donaldson to present around Paratriathlon talent, as he was unable to attend today's meeting.	
3.	Items for discussion or decision	
3.1.	<p>England Talent Update</p> <p>Commonwealth Games (CWG)</p> <p>SW gave an update on CWG; he stated that Ian Pyper was doing an excellent job as Triathlon Team Leader and he will be conducting a 'reccie' in Gold Coast in December. Many of the bookings had been completed such as accommodation but flights were being managed through Commonwealth Games England. SW explained that one of the biggest challenges was support from CWG England, the Chair stated that SW and BJ can discuss this later and follow up with CWG England</p> <p>SW explained the coach and athlete selections; the coaches had been selected and were engaging with athletes. 3 athletes had pre-qualified for selection with the selection meeting taking place on 10th November.</p> <p>A discussion was had around the selection and appeals process.</p> <p>PG briefly explained the CWG Comms plan.</p> <p>Talent update</p> <p>MD presented an update on Talent and Para-Talent.</p> <p>The presentation included:</p> <ul style="list-style-type: none"> • Overview of staff/team structure • Vision and Mission • Systematic Approach • Culture, Principles and Whole Athlete Development • Objectives • Tri4Tokyo • England Talent Programme, Athlete profile and England talent squad • Regional academies • Skills School • Interdepartmental work • Para-talent challenges • Opportunities <p>A discussion was had around coaching pathway and links to later agenda item on C&YP. Acknowledgement of funding challenges and desire to identify sensible funding options at the base of the talent pathway.</p>	

	<p><i>ACTION: Review funding model and structure of Regional Academies and Skills school, link to C&YP working group.</i></p> <p><i>ACTION: MD to distribute presentation and other talent documents to the TEMB</i></p>	<p>NJD/DH/SW?</p> <p>MD</p>
<p>3.2.</p>	<p>Membership project</p> <p>PG presented a membership project update, this included;</p> <ul style="list-style-type: none"> • Review of context, background and past/current insight • Focus of the programme (Products, Comms & Data) • Programme timelines • Set of membership products • Improvements to purchase journey • Proposed launch of new products (Plus & Activator) • Price structure and revenue impact • MemComms proposals for Q1 2018 • Data/CRM requirements & proposal <p>The board discussed the proposed new membership products, club discounts, improved purchase journey and price increases at length. Stressing the importance of including further consideration of how Clubs feature in the plans.</p> <p>ACTION: PG to ensure Clubs requirements and opportunity is built into plans.</p> <p>The TEMB approved the Individual Plus and Activator products.</p> <p>The TEMB approved launch/promotion of products with a clear and engaging MemComms campaign.</p> <p>The TEMB approved the Data and CRM scoping project.</p>	<p>PG</p>
<p>3.3</p>	<p>Governance</p> <p>KS explained the process TE has gone through over the past 9 months regarding the New Governance Code Requirements from UK Sport and Sport England and that all the regulation changes had been discussed in the Triathlon England Council.</p> <p>The next steps in the process were explained, which were;</p> <ul style="list-style-type: none"> • Social media posts will be used to further publicise governance changes and encourage AGM attendance • All Council members have been asked to give an overview at the regional AGMs with support being offered to Council members around this, if needed <p>A discussion was had around the AGM day.</p>	

	<p>SL stated that if any TEMB member wanted to contribute to the AGM comms they need to do so by 8th November.</p>	
3.4	<p>Children & Young People</p> <p>DH explained the proposed scope for a C&YP review, if approved to look at the following;</p> <ul style="list-style-type: none"> • Competition rules • Inclusivity • Safeguarding and code of conduct <p>TEMB agreed the proposed review. The next steps will be to form a working group for the review to finalise this scope, conduct the review and put together a plan of action.</p> <p>The Chair recommended that C&YP should be a key area in TE's strategy going forward.</p> <p>Action: DH to lead the on the working group, FR to talk to Council on who to appoint to the group.</p>	DH/FR
4	<p>AOB</p> <p><i>ACTION: GO TRI to be on the agenda for next TEMB meeting.</i></p> <p>A discussion was had around BTF event team recruitment.</p> <p>The Chair thanked FR and RF for their work and contribution as they are due to stand down from Council and this will be their last TEMB meeting.</p>	NJD