

Meeting: Triathlon England Management Board (TEMB)

Venue: BTF Offices, Loughborough

Time: 13.00-17:00

Date: Saturday 22 September 2018

Present: Bill James (BJ), Chair, Debbie Clarke (DC), Duncan Hough (DH), Halima Khan (HK), Sally Lockyer (SL), Louise McFadzean (LM), Sarah Taylor Hough (STH). Avi Tillu (AT) (dial-in membership section 5 only)

BTF staff in attendance: Andy Salmon (AS), Natalie Justice-Dearn (NJD), Anne Vinestock (AV), Gaby Hay (GH) (membership section 5 only), Mhairi Billington (MB) - minutes

	Agenda Items	Responsible	Action by?
1	<p>Apologies for absence and declarations of interest</p> <p>Apologies were received from Jamie Gordon and Avi Tillu (AT) - AT phoned in for section 5.</p>		
2	<p>Minutes of last meeting and matters arising</p> <ul style="list-style-type: none"> • The minutes of the meeting on the 3rd August were approved with no changes • Action List - the list was agreed and updated list to be circulated with minutes • There were no other matters arising. 		
3	<p>Chair report</p> <p>BJ outlined his report as per the previously circulated paper. HK raised the fact that diversity and inclusivity/inclusion should filter throughout the organisation. BJ commented that Audrey Livingstone from London region has agreed to be an advisor at</p>		

	Council and that he will arrange an initial meeting of the D&I group soon.	BJ	By end Oct
4	<p>CEO update</p> <p>AS updated as per his previously circulated paper. He reported on the recent WTS Grand Final and confirmed BTF's desire to host a World Paratriathlon Series event in 2019 if a sustainable business model could be established. AS advised that the Triathlon Trust board of Trustees had put forward some suggestions regarding financial and commercial matters and that this brought to a head the need to clarify respective roles of TE and the Trust. Paper to be circulated on how Trust works with TE.</p>	NJD/AS	Feb meeting
5	<p>Finance report</p> <p>AV gave an update on the current financial position.</p>		
6	<p>Membership</p> <p>A paper had been previously circulated, and GH presented proposals relating to both the membership product and pricing. The board had a detailed and positive discussion on the points raised.</p> <p><i>Membership products:</i></p> <p>The TEMB approved the general direction proposed as follows:</p> <ul style="list-style-type: none"> • Reposition GO TRI as the entry point into the sport through enhanced digital presentation of the full offer incorporating messaging for the fan segment and data capture. • Focus on raising the awareness/importance of the core membership product to the club market via a series of club education roadshows; via the adoption of the club management tool and an improved insurance offering 		

	<p>It was agreed the Council would appreciate more guidance on clarifying its purpose.</p> <p>The TE Awards process was updated upon; there has been a positive response for nominations.</p>		
7	<p>Scorecard</p> <p>AS confirmed that this will be updated to reflect the new vision and strategy in the next financial year.</p>	AS	Feb meeting
8	<p>Major Event Update</p> <p>A paper confirming agreements for Leeds and Nottingham had been previously circulated.</p> <p>Objective Trackers for Leeds and Nottingham had been previously circulated and the board requested to make any comments to AS & NJD. It was agreed that the trackers should be included in the board pack for ease of reference.</p> <p>Board members sitting on the stakeholder boards were confirmed with DH sitting on Nottingham and SL on Leeds.</p> <p>Options with paratriathlon races in 2019 were discussed.</p>	AS	At each meeting
9	<p>Event permitting Update</p> <p>This matter had been discussed under item 4.</p>		
10	<p>Board Vacancy - Talent / Pathway</p> <p>A paper had been previously circulated following the resignation of the NED - Talent and the impending change in post holder for NED - Events, Rules & Technical. It was agreed to amend both roles to</p>		

	<p>provide the following:</p> <p>NED - Talent Development NED - Events and Participation</p> <p>The board agreed unanimously to change the roles as proposed and to bring to the AGM as resolutions.</p> <p>It was agreed that it would be desirable if the Regulations allowed the Board discretion to amend NED roles over time but that this was not currently the case. To be reviewed for the future.</p>	<p>KS</p> <p>KS</p>	<p>Nov AGM</p> <p>2019</p>
11	<p>Development Update</p> <p>A paper providing an update on Tri Mark Club Accreditation and outlining 3 options had been previously circulated. The board agreed to option 3 whereby clubs who had begun the accreditation process would be offered an extension until March 2019 to complete the process. After this time, clubs would not be entitled to affiliate.</p> <p>NJD also updated on Go Tri and agreed to distribute a paper on a deal with a sponsor and what this means for the project.</p>	<p>NJD</p>	<p>TBC</p>
12	<p>TE AGM</p> <p>The agenda and contents of the AGM are still to be agreed, and board members were encouraged to put forward any suggestions to BJ and SL.</p>	<p>BJ/SL</p>	<p>ASAP</p>
13	<p>AOB</p> <p>A paper proposing an extension of the office accommodation arrangements had been previously distributed. Noting that this was technically a matter for the BTF Board, the TEMB approved the proposal.</p>		

	A date for a board call in October is to be agreed and a Doodle Poll to be distributed covering last two weeks of October.	MB	ASAP
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The meeting concluded at 17.00