

**Minutes: Triathlon England Management Board (TEMB)**

**Venue: 1<sup>st</sup> Floor, BTF Offices, Michael Pearson East, Loughborough, LE11 3QF**

**Time: 13.00 - 17.15**

**Date: Saturday 9 February 2019**

**Present:** Bill James, Chair (BJ), Debbie Clarke (DC) - by phone, Jamie Gordon (JG), Duncan Hough (DH), Halima Khan (HK), Sally Lockyer (SL), Louise MacFadzean (LM), Tracey Sample (TS), Sarah Taylor-Hough (STH), Avi Tillu (AT).

**Apologies:** Andy Salmon (AS)

**BTF staff in attendance:** Justine Baynes (JB), Natalie Justice-Dearn (NJD), Jenny Vincent (JV) - part 8 onwards, Mhairi Billington (MB) - minutes.

	Agenda Items	Responsible	Date action by
1	<p><b>Apologies for absence and declarations of interest</b></p> <p>BJ opened the meeting by introducing Justine Baynes, new Director of Marketing and Communications.</p> <p>Apologies were received from Andy Salmon, CEO.</p> <p>No new conflicts of interest were declared.</p>		
2	<p><b>Minutes of last meeting and matters arising</b></p> <p>2.1 To approve minutes of meeting held on 22 September 2018 - the minutes of the previous meeting were approved as read.</p> <p>2.2 Action List - the action list from the previous meeting was reviewed and the one outstanding point carried forward.</p> <p>2.3 Other Matter Arising - none were raised.</p>		



5	<p><b>TE Council update</b></p> <p>5.1 Council Objectives 2019/20 - TS updated in summary the discussions of the Council from the meeting that morning. The direction of the Council had been discussed and they were committed to setting an agenda for the next 1-2 years which was in line with the TE strategy and also consistent across the regions. The Council had also discussed the pooling of resources and understanding each regions' finances/accountability on spend.</p> <p>NJD updated on the Triathlon Trust review including the process of identifying areas where can work together. The Trust needs to find areas of funding it can apply for which are unrestricted. NJD also updated on the charitable contributions from members.</p> <p><i>Confidential minute removed in accordance with the Federation's published policy on minutes of a confidential nature.</i></p> <p>This is an area they would like to expand and may need help of marketing/comms.</p>		
6	<p><b>Finance</b></p> <p>LM updated briefly on the financial situation which had been covered in detail on the board call of the 7<sup>th</sup> February.</p> <p><i>Confidential minute removed in accordance with the Federation's published policy on minutes of a confidential nature.</i></p>		
7	<p><b>Scorecard</b></p> <p>Goalscape package is too expensive so the Board will be updated through a shared excel file which had previously been circulated for viewing. This will be updated monthly but will be available to view at any time.</p>		

	Board to have confirmation when this will be populated and ready to view although definitely by the next meeting.		
	Break JG and DC left the meeting		
8	<p><b>GO TRI</b> (this item was discussed after point 9) JV joined the meeting to update on participation and Tri January in particular. A presentation was given on the Tri January promotion which was very successful and a lot of lessons were learned to make future promotions even better. There were over 5000 people sign up and overall 73% were female and the age scope was wide. The influencers who were the face of the teams were very good. The next step is to encourage all those who joined up to continue and there will be waves at both Leeds and Nottingham. JV also updated on the Decathlon partnership with Go Tri.</p> <p>The Board were encouraged to ask any questions they had on Go Tri and to consider if they were interested in sitting on a Go Tri working group, and, if they were to let JV know.</p>	Board	May meeting
9	<p><b>Sport England Investment Update</b> (this area was discussed before point 8)</p> <p>NJD updated on the situation with funding and Sport England. Currently triathlon is reapplying for 2020/21 funding the same as other sports. The timescales are currently available but we have confidence Sport England will reinvest with us; the amounts are just unknown. The Board discussed areas TE don't participate in and it was agreed that although these were worth keeping an eye on, there were no areas we should be trying to tap into expect those that the Trust could apply for and TE could work with them (e.g. children and young people).</p>		

10	<p><b>Major Event Update</b></p> <p>All trackers need to be updated for the next meeting</p> <p>10.1 Objective Tracker Leeds - entry numbers are below what expected from the same point last year but we have seen an uplift in the last two weeks. BTF are hoping to give members an enhanced experience at the race</p> <p>10.2 Objective Tracker Nottingham - numbers are also down on same point last year but most of the marketing has not taken place yet.</p> <p>10.3 Events status 2019 &amp; 2020 - the Board discussed what should be doing with the events strategy long term. While there was agreement on the promotional value the major events give triathlon there was robust discussion on how this would be achieved.</p>	Ben Cummings	May meeting
11	<p><b>Membership Update</b></p> <p>SL gave an update on the membership package.</p> <p>The Shift contract has been terminated and a new one is in place. The retention rate currently is good.</p> <p>The membership product refresh had previously been circulated and the Board discussed the different levels of Essential, Core and Ultimate. The Board agreed to the information email to members going out on the 11<sup>th</sup> February although they wanted more clarity asap as to the exact benefits especially between Essential and Core. Board needs to sign off on all the product benefits before they can approve the full membership launch.</p>	JB	ASAP
12	<p>AOB including date and time of next meeting (11<sup>th</sup> May 2019)</p> <p>Intermediate equality standard has been achieved by British Triathlon and should be publicised.</p>	Comms team	ASAP



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Meeting finished 17.15