

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

**Venue: Virtual (Zoom)**

**Time: 6.00 - 7.00pm**

**Date: Thursday 26<sup>th</sup> March 2020**

**Present:** Bill James, Chair (BJ), Debbie Clarke (DC), Kevin Currell (KC), Duncan Hough (DH), Halima Khan (HK), Andy Salmon (AS), Sarah Taylor-Hough (STH).

**In Attendance:** Jamie Gordon (JG).

**Apologies:** Sally Lockyer, Louise McFadzean, Tracey Sample, Avi Tillu.

**BTF staff in attendance:** N/A.

	Agenda Items	Responsible	Date action by
1	<p><b>INTRODUCTION</b></p> <p>BJ and AS had previously circulated papers, confirming BJ's immediate appointment as BTF Chair and summarising the options and decisions required as a consequence.</p>		
2	<p><b>THE NEED TO ELECT AN INTERIM CHAIR</b></p> <p>It was unanimously agreed that given the Covid-19 crisis and the immediate appointment of BJ as BTF Chair, an Interim Chair should be elected.</p>		
3	<p><b>ELECTION OF AN INTERIM CHAIR</b></p> <p>BJ confirmed that 2 TEMB members wished to stand for election as Interim Chair and invited both to make a brief verbal presentation.</p>		

	<p>Thereafter, BJ invited TEMB members to ask questions of the 2 candidates and then, following the meeting, to e-mail AS &amp; BJ by no later than 6pm on Sunday 29<sup>th</sup> March to cast a vote.</p> <p>This process was approved.</p> <p>POST MEETING NOTE: Votes were collated, and Debbie Clarke duly elected Interim Chair.</p>		
4	<p><b>PROCESS FOR APPOINTMENT OF A CHAIR</b></p> <p>It was unanimously agreed that an external and public recruitment process should be conducted. It was also agreed that face-to-face interviews would be desirable and so the process might be delayed by the current Covid-19 crisis.</p>	AS	
5	<p><b>CHAIR ROLE DESCRIPTION</b></p> <p>A revised role description had been previously circulated and was approved.</p>		
6.	<p><b>AOB and Date of Next Meeting</b></p> <p>There was no other business.</p>		