

Joint meeting of the BTF Board of Directors and the Triathlon England Management Board
Minutes
Monday 8th June 2020

Venue: Zoom Conference call

Time: 18.00- 20.00

Present:

BTF Board: Bill James (BJ) - Chair, Richard Ashton (RA), Dougie Cameron (DC), Debbie Clarke, (DC), Nicky Dick (ND), Sara Heath (SH), Helen Jenkins (HJ), Amar Melwani (AM), Andy Salmon (AS), Neil Saunders (NS), Paul Tanner (PT), Greg Warnecke (GW).

Apologies: None

Present TEMB: Debbie Clarke (DC), Kevin Currell (KC), Duncan Hough (DH), Halima Khan (HK), Sally Lockyer (SL), Andy Salmon (AS), Tracey Semple (TS), Sarah Taylor-Hough (STH), Steven Watmough (SW)

Apologies: Louise McFadzean, Avi Tillu

In attendance: Ian Howard (IH), Jamie Gordon (JG)
Mike Cavendish (MC), Ben Bright (BB), Glenn Cook (GC), Mike Townley (MT), Samantha Little (SL) - all for Item 9 only

| | Items | Responsible | When by |
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| 1 | <p>Minutes of a meeting held on 21st May 2020</p> <p>The minutes had been previously circulated and were approved as an accurate record.</p> | | |
| 2 | <p>Actions and Matters Arising</p> <p>AS confirmed that actions were complete.</p> <p>He also advised that Event Organiser Guidance had been distributed to event organisers for consultation. This had also been shared with Sport England who had suggested it be shared with DCMS for consideration. It was acknowledged that a return to some form of events might happen sooner than expected in England.</p> | | |
| 3 | <p>Finance</p> | | |

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| | <p>The latest forecast for 2020/21 had been previously circulated.</p> <p>AS advised that there was still significant uncertainty on a number of income sources and so in recognition of the strong cash position, the Exec Team felt that whilst a series of cost reduction opportunities had been identified, it was premature to be making significant, long-term cost reduction measures at this time. Meantime, only the most essential expenditure would be incurred. This was agreed.</p> <p>The Executive Team was urged to avoid being overly pessimistic in longer term forecasting.</p> | AS | |
| 4 | <p>Supporter Membership (TEMB only)</p> <p>A paper, with a recommendation to create an additional category from the BTF Membership Committee, had been previously distributed.</p> <p>The Executive team was asked to review the range of benefits offered to ensure they reflected the target audience. There was also valuable advice offered on the execution of the communication and delivery tactics.</p> <p>AS to feedback to Membership Team.</p> | AS | |
| 5 | <p>Triathlon Trust</p> | AS | |
| 6 | <p>Age Group Position</p> <p>After a short discussion, it was agreed that the right steps were in place to gauge appetite of GB athletes to travel to Tartu.</p> | AS | |
| 7 | <p>BTF Patron and Awards</p> | | |



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| | These suggestions were approved. | | |
| 8 | AOB None. | | |