

Meeting Minutes

Purpose of Meeting:	Committee Meeting
Date of Meeting:	22 nd November 2017
Time:	7.30 pm
Location:	Ashdon, Novotel Hotel Stansted

Attendees:

Name	Representing	Name	Representing
Jonathan Davies – Chair	Born 2 Tri	Justin Howard	East Essex Tri
Elisabeth Ross - Treasurer	Tri-Sport Epping	David Bennett	
Ashley Nicholson	Discovery Tri	Alasdair Sutherland	TRISudbury
Kevin Carley	Blackwater Tri	CJ Henson	Born2Tri
Mark Philo	Tri-Anglia	Rob Lines (minutes)	Regional Manager
Ali Henson	Born2Tri		

Apologies:

Name	Representing	Name	Representing
Kate Liddiard - Secretary	Hoddesdon Tri	Tim Williams	Regional Academy Coach
Roger Clarke		Clive Hatch	Blackwater Tri
Rav Dighe	Aloha Tri		

Item	Notes	Action
1.0	The minutes of the last committee meeting were not available to review. As mostly planning for the Awards + AGM which had now taken place.	
2.0	Treasurers Report:	
2.1	<p><i>Points of note:</i></p> <ul style="list-style-type: none"> When you book expenses – report it to Elisabeth. Invoices to Elisabeth Reporting of held funds. Action: RL - How should regions finances be reported to BTF + Sport England. Funds circa £25k Action: JD – Jonathan took AGM minutes 	<p>NOTE</p> <p>RL</p> <p>JD</p>

Item	Notes	Action
3.0	Academy Update:	
3.1	<i>No report submitted. Assuming little update since the report presented at the AGM on 18 October</i>	NOTE
4.0	RM Update :-	
4.1	<p><i>Report attached as Appendix 1.</i></p> <p><i>Coach Bursaries</i></p> <p><i>2x L2 coaches from Blackwater Tri completed their L2 courses in April. Both believed from Carol that they would get 50% of their fees. Committee agreed that they could have their monies from unspent 2016-17 funds, with one being deemed Blackwaters 2016 coach and the other Blackwaters 2017. ACTION: RL to progress with assistance from ER.</i></p> <p><i>LTO + RTO courses open. ACTION: All promote LTO courses to our clubs.</i></p> <p><i>News Items. For December, a Focus on Dave Bennett and an update on the Junior Awards evening. ACTION: RL to lead with assistance from AN + DB</i></p>	<p>NOTE</p> <p>RL</p> <p>All</p> <p>RL + AN/DB</p>
5.0	Technical Co-ordinator Update	
5.1	<i>Not much change since AGM</i>	NOTE
6.0	Quality Officials Funding	
6.1	<p>Our region has a track record of providing additional kit to our TOs to ensure their creature comforts. The region has 38 TOs. Of the 26 active ones 18 have expressed an interest in additional kit. Jonathan has a quote for 15 fleece jackets and convertible trousers, both from Craghoppers to match and complement that kit supplied from HQ to TO's nationally. Quote was £1,476 for 15.</p> <p>Are the committee prepared to fund? AGREED. ACTION: JD to progress.</p>	JD
6.2	TOs were at 92 of 135 races this season	NOTE
6.3	<p>Scrim, feather flags and buoys.</p> <p>Earlier in 2017 new scrim and feather flags were made up with the new TE and East logo(s). Two flags and two lengths of scrim went to three locations. RL had a set which is now with Nice Tri events. Richard Fuller (RF) had a set (suspect these were the ones at the AGM) and Kevin Carley had a set. ACTION: RL to keep a tabs on where these are so that organisers can borrow if they ask. ACTION: KC to check his garage.</p> <p>6 buoys exist with the old TE Eastern logos on them. 3 are with Tri-Anglia in Norwich. 3 are in Essex – suspect RF has them.</p>	<p>RL</p> <p>KC</p>
6.4	<p>JD proposed to Support TO Conference.</p> <p>Cost £900. AGREED. ACTION: JD to progress.</p>	JD

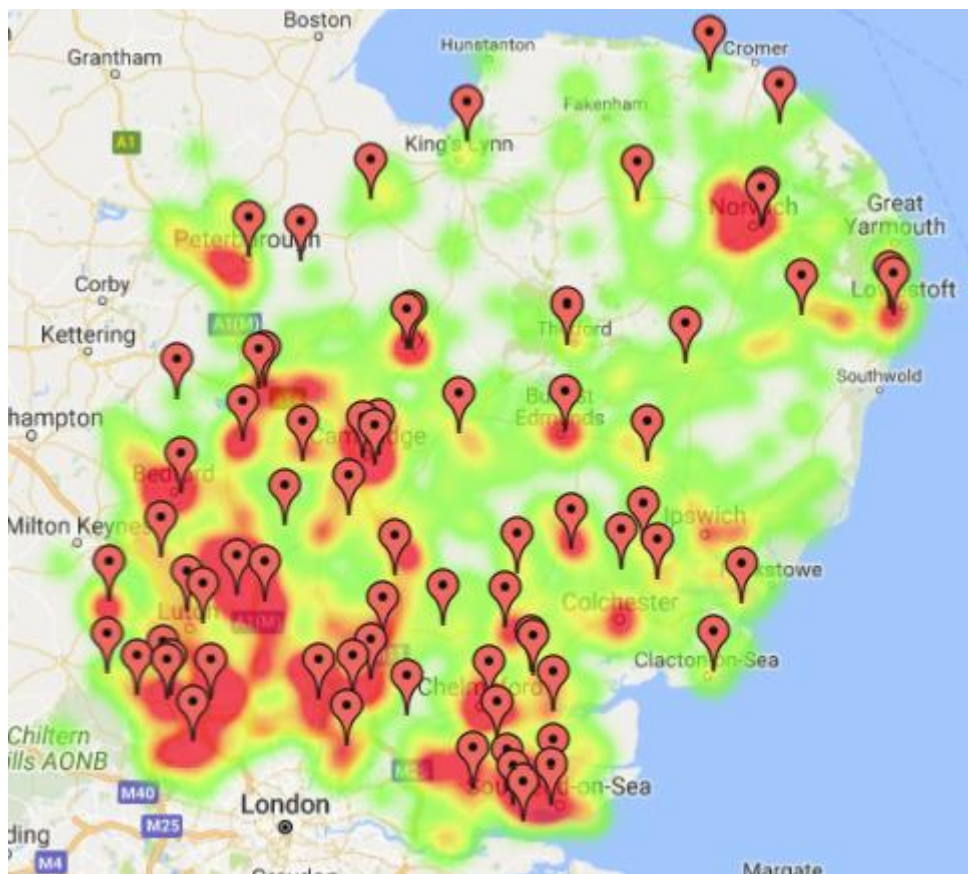
Item	Notes	Action
6.5	<ul style="list-style-type: none"> More motorcycle officials. 40 nationally – 2 in the region. Roger Clarke (Centrally fund ?) TO's cost £40 or £60 for commercial up to 100 miles (round trip travel distance) plus 40ppm beyond that. We have more TOs that we actually need. 	NOTE
6.6	Proposal from JD to support the regions Technical Officials going to NTO, Clive Hatch and Sam Fielding, by paying the single room supplements and evening meal costs (no alcohol). AGREED. ACTION: JD to progress.	JD
7.0	2018 League Coordinator	
7.1	<p>Volunteer needed to take on Adult League Coordination. Volunteers please to adultleague@triathlonenglandeast.org (possibly Justin?)</p> <p>ACTION: JD? childrensleague@triathlonenglandeast.org to be setup for use by Ashley</p> <p>Other topics covered for Note.</p> <ul style="list-style-type: none"> How do participants to a race know if the event they are entering is / isn't permitted? If it's on the BTF site and showing as permitted, then it is permitted. If its listed as not permitted it definitely isn't. If its not on the BTF site, then it isn't permitted. Black Tri Dy promotion. Is this a success? 	<p>ALL / JH?</p> <p>JD?</p>
8.0	Dates of TEER meetings 2018	
8.1	<p>Wednesday 17 Jan 2018 7:30pm. AS apologies.</p> <p>Wednesday 21 Mar 2018 7:30pm. MP apologies.</p> <p>Wednesday 23 May 2018 7:30pm.</p> <p>Wednesday 18 Jul 2018 7:30pm.</p> <p>Wednesday 19 Sep 2018 7:30pm.</p> <p>AGM + Adult & Workforce Awards, Wednesday 17 Oct 2018 7:30pm</p> <p>Junior Awards, Saturday 17th or 24th November 2018 – ACTION AN</p> <p>Wednesday 21 Nov 2018 7:30pm</p>	<p>ALL</p> <p>AN</p>
9.0	AOB	
9.1	RL – Contact Details. Those present updated their details. Could those not present check the details in Appendix 2 please.	ALL
9.2	JH – Rule Changes? Are any known changes coming up for 2018? Answer from JD + TOs present that a review is being held in Dec.	NOTE
9.3	DB – Member Benefits. What are the benefits of Membership over Day membership? Could he as TO provide that information to participants to encourage membership uptake? ACTION: RL to feed to membership / JD to feed to council?	RL + JD
9.4	AN – TE Members Only. ACTION AN double check the wording on the appropriate Race Series pages .	AN

Item	Notes	Action
9.5	<p>AN – Children’s race Series T-shirts. Well received this year (2017). 275 tees at circa £2.5k. Can we do it again? YES. Could we get a sponsor? YES. ACTION: AN to progress.</p> <p>Suggestions were CO OP? Suggestion of a different colour for 2018 – perhaps blue?</p>	AN
9.6	<p>KC – Gear ration for Childrens. Discussed at Sept Skype meeting by TW. ACTION TW to confirm what the ratios are, and his approach to encouraging the parents to adopt the gearing rather than having East region races be unique in applying rules and scrutineers that are not in place in other regions childrens races.</p>	TW
9.7	<p>JD – Regional Newsletter. We used to have a regional email newsletter produced by the region alongside a glossy quarterly magazine that went out nationally with a single column about the regions. We now have a national monthly emailed newsletter with regional news items that are included at the bottom of it.</p> <p>JD would like to take this to council for review. AGREED.</p> <p>CJ suggestion – could a link be put at the top of the national newsletter to go to “regional news”.</p> <p>AN comment – the Club Newsletter goes to the registered club contact, which doesn’t get sent onwards.</p>	JD
9.8	<p>JD – Minutes from AGM + constitution changes need to go to the website. ACTION: JD, KL + RL</p>	JD, KL + RL
	<p>Meeting Closed 9:30pm</p>	

Appendix 1 - RM Update

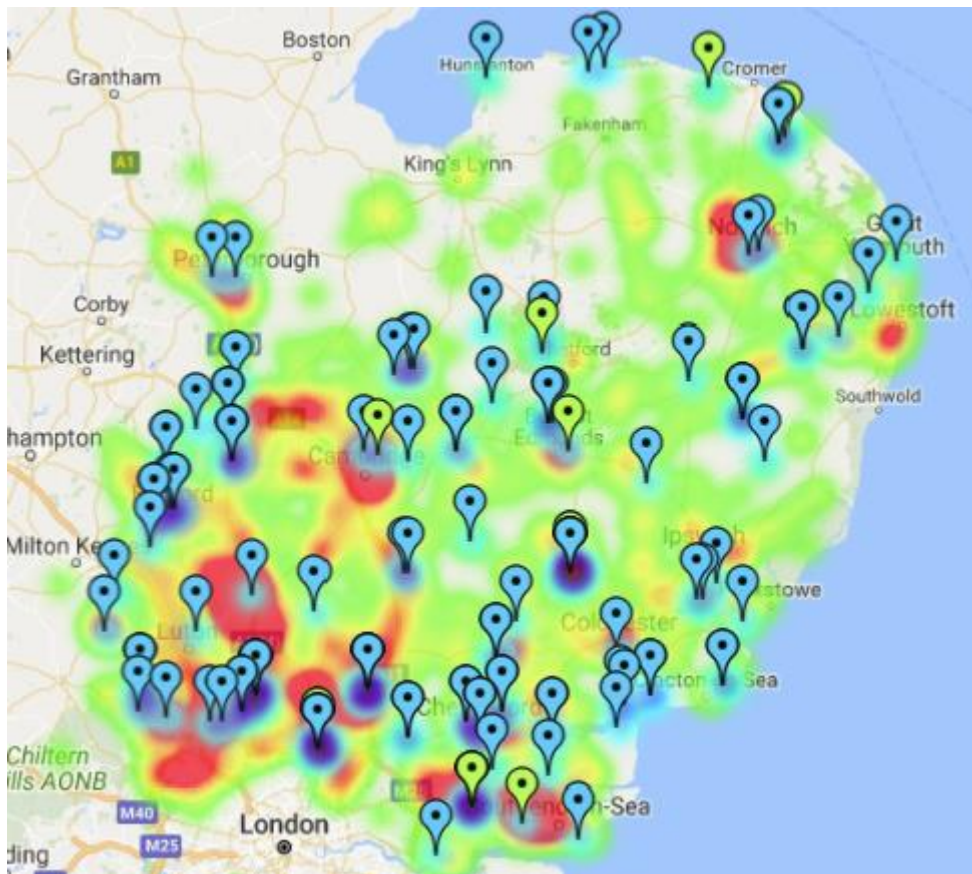
East Regional Manager report for TEER Committee 22nd November 2017

Membership - Current valid TE membership stands at 2,892. (24 more than at the AGM). With 31% Female, 69% male and 73% members of a club. Spread of those members is as per the map below:



Clubs - The pins in the map above are our 72 registered clubs. That compares to 75 in 2016 and 72 in 2015. We have 6 new clubs registered in 2017. 4 clubs within the region have thus far affiliated for 2018. Of the clubs, 60 are Community Clubs, 10 are Informal Clubs, 2 are listed as Internet Clubs and 0 are Sponsored/Trade clubs. Three clubs have applied for Bronze Trimark Accreditation, aware that two others are working towards applying. 42 clubs are either Junior or have Junior sections, all of which will need Bronze Trimark Accreditation to affiliate for 2019.

Events - 134 Events 2017-18 FY with 26 (19%) being GO TRI. From 122 events that have submitted post race information - 18,882 Total Competitors, 7,654 (41%) being members, 11,228 (59%) being day members. Spread of events is as per the following map with green pins being the GO TRIs.



Coaches - 330 valid coaches registered in the East, of those 150 are L1, 145 L2 and 16 L3.

Coach Ed - 2x L1 and 1x L2 for 2017-18 are full. The first L1 has completed, the second completes this Saturday. Four of the five days of the L2 have been conducted with the final day being 3 Feb 2018. Three Skills Schools have taken place. A Youth Activator course is set for 13 Feb in St Albans thanks to the Triathlon Trust.

Coach Ed Bursaries - Of the regions £3,000 allocated to help clubs with L1 / L2 courses in FY17-18 £2,590 has been allocated (leaving £410) and 3x £175 has been paid out for L1 completions. That money has gone to Tri Sudbury (2) and Beccles Tri.

Of the FY16-17 £3,000, circa £1,600 went unused. Richard was concerned that Carol may have pledged money to some clubs and the communications lost. I received an email from a Katy Rehal who claims she and Tracy Russell both completed an L2 in April and were under the impression that they would both get 50% following an email Carol had sent them on 29th Sept 2016. It's not clear in the email that Carol was aware that they both coached at the same club (Blackwater). Are we happy to pay both of these, or just one ?

As a recap we have agreed to pay for 100% of an L1 or 100% of an L2 to a new club (though for TRISudbury we have agreed to 50% of an L2 and 50% of 2 L1s) or for an existing club 50% of either an L1 or an L2.

L1 fees are £350 (50% is £175), L2 fees are £540 (50% is £270).

Coaching courses are now financially administered centrally since 1st April, though we are seeing that the venues who were booked prior to that are sending invoices to our region. We now get a kick back per attendee on a course.

Looking to arrange Head Coach + Strength & Conditioning CPDs along with Community and Open Water Activator Courses. Seems some interest in further L1 + L2 courses.

L2 Diploma has been launched. 260 L2's nationally have expressed an interest.

Technical Official Courses - LTO and RTO courses are open for Feb and March 2018. No sign ups yet for the LTO, though we do have 3 signed up for the RTO course (we had 5 attend an RTO course in April 2017).

News Items - Required to produce 3 regional news items per month for inclusion in the national newsletter that is emailed out. These news items need to be submitted by COB on 2nd Tuesday of a month to go out on the 3rd Tuesday of the month. For November the items were:

- Need a New Triathlon Direction? Promoting our technical officials courses.
- 2017 East AGM + Awards. Confirming new committee and presentation of our winners.
- Focus on East Essex Triathlon Club. Who won our Club of the Year and went on to win the National Club of the Year.

For December my ideas are (and I'm open to others) :

- 2018 Race Series Announcement
- Focus On - Possibly Tri-Anglia and Kimberley Morrison as they won awards at the Norfolk Sports Awards
- Focus On - our other regional award winners who went on to win National Awards

Developments and other work -

- Venues who would like to host more triathlon activities - Hadleigh Park, Thetford Forest, Stalham Academy, Grangewater Outdoor Centre.
- Clubs with development need - Team Trident and Walden Tri.
- Club Forums - Walden Tri along with Meridian, Hoddesdon and Newmarket.
- District Sports Development Officers (SDOs) - East Herts, South Herts.
- Mapping exercise - building my knowledge of the 50 districts in our region, the SDOs, Leisure Centres, Parks, Coaches, School Games, CSPs, Campaigns etc.
- GPDR.

Appendix 2. TEER Contact Details

Position	Name	Club / Org	Mobile	Phone	Email
Chair + Council Rep	Jonathan Davies	Born2Tri	07971 952 016	01376 550 328	chair@triathlonenglandeast.org
Vice Chair	not designated				
Treasurer	Elisabeth Ross	Tri Sport Epping		01277 821163	info@elisabethross.co.uk
Secretary	Kate Liddiard	Hoddesdon			kliddiard@winkworth.co.uk
Technical Co-Ordinator	Jonathan Davies	Born2Tri	07971 952 016	01376 550 328	Jonathan@triathlonenglandeast.org
Regional Coaching Coordinator	not designated				
Regional Head Coach (Academy)	Tim Williams	Academy	07747 065684		EastAcademy@BritishTriathlon.org
Junior Series Coordinator/website	Ashley Nicholson	Discovery	07713 985775		ashley.nicholson@wsp.com
Adult Series Coordinator/website	tbc				adultleague@triathlonenglandeast.org
Without portfolio	Kevin Carly	Blackwater	07858 134184	01245 321408	k.carly@btinternet.com
	Cheryl Henson	Born2Tri	07834 685394		cj@totalsportstherapy.co.uk
	Alastair Henson	Born2Tri	07463 863666		anhenning@hotmail.com
	Justin Howard	East Essex	07795 400882		justin.howard@spireautomotive.com
	Mark Philo	Tri-Anglia	07899 761048		markphilo@hotmail.com
	Alasdair Sutherland	TRISudbury	07919 908807		alsuth007@me.com
	Clive Hatch	Blackwater			clive.hatch@btinternet.com
	David Bennett		07885 467555		david.bennett@kellstromdefense.com
	Rav Dighe	Aloha Tri			rav@alohatri.com
	Roger Clarke				
Regional Manager	Rob Lines	British Triathlon	07834 542087		roblines@britishtriathlon.org