

TEER EGM MEETING MINUTES

Date: - 21st November 2019 19:00 – 21:30

Venue: - Braintree Town Hall, Market Place, Braintree.

Attended in Person	Attended by Video	Unable to Attend
Richard Fuller	Jamie Gordon	
Benoit Bely		Gail Nicholls
Simon Howlett		Charlotte Gowers – Frankie (P)
Doug Hosking		Leon Hayward – Alasdair/Jonathan (P)
Elisabeth Ross		Mark Philo – happy with discussed positions.
Lizzy Campbell		Rav Dighe – Frankie (P)
Frankie Durbin + Father		Tim Williams – happy with discussed positions.
Mark Wilsher		
Jonathan Davies		
Ali Henson		
CJ Henson		

Agenda Items	Notes	Action to be taken and by whom
Committee Elections	<ul style="list-style-type: none"> ▪ Need to arrange an EGM to make elections and change constitution. ▪ Constitution says needs to have committee room ▪ Chair – Ali proposed by Elisabeth and seconded by Jonathan ▪ Secretary – CJ proposed by Elisabeth and seconded by Jonathan ▪ Treasurer – Elisabeth proposed by Ali and seconded by CJ ▪ Vice chair – Doug proposed by Tim seconded by Ali ▪ TE Council representative – rolled into Vice Chair ▪ Adult league Coordinator – Mark W proposed by CJ and seconded by Ali ▪ Age Group Coordinator – Frankie proposed by CJ and seconded by Ali ▪ Junior Series Coordinator – Simon proposed CJ and seconded by Tim ▪ Technical Coordinator – Jonathan proposed by CJ and seconded by Elisabeth ▪ Communications Officer – Charlotte proposed by Ali and seconded by CJ ▪ Diversity & Inclusion officer – <i>to be volunteered</i> ▪ Welfare Officer – <i>to be volunteered</i> ▪ Coaching Coordinator – <i>to be volunteered</i> ▪ Scorecard – choose KPIs from regional manager ▪ Reach out to clubs to ask volunteers to shadow main roles 	<ul style="list-style-type: none"> ▪ Jonathan to look for constitution from 2013ish ▪ Change venue to larger room – CJ ▪ Invite all clubs – Lizzy ▪ Send job roles to committee members initially to see if they want to take on the roles – CJ when received from Lizzy ▪ Adopt new constitution to allow for 18 members – at EGM ▪ Send details of roles to clubs with EGM invite – Lizzy ▪ Communications officer to be able to contact clubs directly – raise at EGM, CJ to include permission within Lizzy email to clubs to request name of Secretary and Chairman. ▪ Lizzy will update page w/ current roles of committee, announcement on website and link on fb. ▪ HSBC – need Richard & Jonathan to both sign to have Richard removed as primary signatory.

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		<p>Committee agreed Chair, VC & Treasurer as signatories.</p> <ul style="list-style-type: none"> ▪ All in favour of elected members. ▪ Frankie confirmed votes for Charlotte & Rav. ▪ Frankie volunteered to become coaching coordinator and voted in. ▪ Jonathan agreed votes for Leon.
Constitution Points	<ul style="list-style-type: none"> ▪ Name & role – <i>committee of Tri Eng</i> must say BT; also last line must say BTF not TE. ▪ Quorum must be more than sum of committee members for an EGM or AGM ▪ Add up to £100 in finance – for treasurer to have permission to make payments without clarification from committee ▪ Permitting of recognised events ▪ Increase percentage allowed from individual clubs ▪ Increase No of members to 18 	<ul style="list-style-type: none"> ▪ CJ/Jonathan to edit errors noted at meeting ▪ Jonathan to edit errors before EGM ▪ Constitution to be sent to clubs/committee members ▪ Elisabeth to edit finance paragraph? ▪ Edited with Jonathan. ▪ Accepted by committee.
Withholding of innovation grant	<ul style="list-style-type: none"> ▪ Innovation grant (development squad – project already running) has been offset against invoice – plans for development squad no longer available ▪ Jamie has asked for clarification of why offset – BTF unable to substantiate where invoice comes from ▪ As a committee we need to apply for grants in 2020 ▪ TEER gets £1000 expenditure grant from TE to run committee ▪ £2600 available to bid for from TE for specific tasks 	<ul style="list-style-type: none"> ▪ BTF/TE asking for £2300 of the £5000 in TEER bank – awaiting clarification of what invoice is for ▪ Need a time-line for when needs to be paid ▪ Innovation funding will be shared throughout. Need TE & Board approval to wipe it, but this is the recommendation. Change date on application and send in again to get money released. ▪ Jonathan and Emma have copy of application so can forward to me to send in.
Meetings	<ul style="list-style-type: none"> ▪ Set a poll of a selection of dates through survey monkey to make sure more can attend ▪ Minimum of 4 comm meetings plus AGM ▪ Make sure we use Zoom ▪ EGM on 20th November in Braintree ▪ Next meeting 3rd wk of January – give items for agenda. ▪ 1st email out to clubs is introducing new committee and what they want for the relays for 2021 	<ul style="list-style-type: none"> ▪ CJ to forward email to Lizzy to send to clubs ▪ All committee members to have ideas of goals for 2020 and funding requests ready for January meeting ▪ Lizzy to arrange email addresses

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	<ul style="list-style-type: none">▪ Next meeting Agenda: - league points and when to release details of winners; what items we need to apply for funding in 2020/21▪ Register for AGM to take full name and TE number▪	
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