



## EXECUTIVE BOARD MINUTES OF MEETING

**Tuesday 4 August 2009  
7.30pm at The Dukes Head, Putney**

Present: Siobhan Brownlow  
Claire Chapman  
Fiona Moorhead-Lane  
John Petrides  
Roland Rutt  
Alan Spelling

Apologies: James Beckinsale  
Lynda Chase  
John Lunt  
Jon Train

In attendance: Stewart Ward

### 1. Apologies for absence

Apologies were received from James Beckinsale, Lynda Chase, John Lunt and Jon Train.

### 2. Minutes of previous meeting and matters arising

The minutes of the previous meeting were approved for signature by the Chairman. Arising out of the previous minutes, it was noted that:

IRC: various action items regarding kit, transport accommodation were discussed and it was agreed that Claire Chapman would forward details to James Beckinsale.

Hyde Park volunteers: it was confirmed that the links had been updated on the website and that the event currently had sufficient volunteers registered.

Coach selection: it was noted that as Academy head coach, James would prepare a short list of Academy coaches and that James, Stewart Ward and Jon Train would meet to review Academy trial days and locations.

### 3. Chairman's Update

John confirmed that he had been working with PwC to help them establish a new triathlon club including coaching support and referees through the RDM development scheme. It was noted that other corporates, such as Deloitte were also interested in forming a club.

Alan Spelling advised that the new rule book was still a work in progress and that discussions were still on going regarding hosting a technical delegates course.

*Action: Alan Spelling to discuss with Jasmine Flatters hosting a London technical delegates course.*

#### **4. Treasurers Report**

It was noted that the Region's budget was due for submission to the BTF. The Committee discussed the funding available as well as how any funding would be ring-fenced for certain activities.

*Action: Fiona Moorhead-Lane to submit the revised budget to the Committee and to the BTF.*

*Action: Jon Train to provide an update on the status of the various grant applications that had been submitted at the next meeting.*

#### **5. RPM's Update**

Stewart Ward updated the Committee on the work done since the prior meeting and in particular it was noted that:

London Youth Games: participation had increased since last year and this was a feeder route into the Academy.

Hubs: responsibility for the regional hubs had been divided between Jon Train and Stewart Ward to facilitate the operation of the hubs.

Kids of Steel: the next event was scheduled for 17 September at Newham with already 691 children registered to participate out of 900 possible places. It was noted that the event was also linked to British Cycling. It was agreed that Jon and Stewart would continue to publicise the event to the local schools to ensure maximum take-up of places.

Events: it was noted that there was increasing interest from some of the London Boroughs in hosting events, such as static duathlons and that Jon and Stewart were working closely with the Boroughs to develop plans and the risk assessments for such events.

Coaching courses: the 2009/2010 dates had been advertised on the website and take up was good to date.

Newham swim sessions: the Committee reviewed the swim sessions that had been hosted

*Action: it was agreed that Stewart would provide feedback on attendance.*

#### **6. Strategic plan**

It was noted that the plan was in its final stages and that any further comments should be provided to Claire Chapman prior to posting on the website and circulating to all London Clubs.

*Action: comments to Claire by 10 August.*

#### **7. London Triathlon Fliers**

The Committee discussed the impact of the fliers that had been handed out at the London Triathlon. In particular, the Committee thanks Siobhan Brownlow for her work in designing and organising the fliers. It was noted that these had been well received and could be used for other events. The Committee discussed use at the Hyde Park triathlon and it was noted that the BTF focus would be more "development" led such that there was not the same requirement for volunteers to hand out the fliers at the event, but that the fliers would be available on the BTF stand. It was also agreed that the fliers would be distributed at the TCR event.

*Action: Claire Chapman to provide feedback to the BTF.*

#### **8. Triathlon London roles**

The Committee considered the roles open to current and future Committee members, as previously circulated to the Committee and as available on the website.

*Action: to be discussed at the next meeting.*

**9. Update on Academy and IRCs**

In James Beckinsale's absence, it was agreed to defer this item to the next meeting.

**10. Awards**

It was noted that awards would be forthcoming but details had not yet been released.

*Action: Stewart Ward to circulate key dates once obtained from the BTF.*

It was agreed that the preferred date for the Awards party was Friday 20 November.

*Action: Claire Chapman to check cost and availability of the Thames Rowing Club's facilities.*

There being no further business, the meeting closed at 9.45pm.

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Chairman