

Triathlon England

West Midlands Region

**Committee Meeting minutes**

Date: 21st March 2019

Time: 19.15

Venue: Wylde Green Hall, Sutton Coldfield

**1. Attendance at meeting etc.**

**Present**: Rosa Teagle, Duncan Hough, Lawrence Green, Mark Deakin, Sarah Taylor, Andy Teagle, Caroline Cresswell, Paul Griffiths, Karen Riley.

In attendance: Kirsty Outhwaite (Regional Manager)

**Apologies**: Tony Smalley, Helen Seabourne, Emily Burton, Alex Sobolewski (Skills School Lead Coach)

Written reports/emails had been circulated prior to the meeting from RT (finance) and AS (Skills School) ST (TE Council Report) and AT had circulated other financial information including a proposal for further ring fencing of available WMRC funds. Decisions reached by email since the last meeting and included in these minutes for the purposes of record were the appointment of Emily Burton as Webmaster and that CC and PG should be invited to join the Committee at the meeting on 21st March.

The minutes from the meeting of the Committee on 13th November 2018 had been circulated to the Committee ahead of the meeting and no comment had been received on them so they were taken as finalised.

**2. Committee Structure etc.**

Information had previously been circulated by RT about a potential major operation that could happen at any time and which would have a long recovery period during which she would not be able to fulfil her role as Chair (potentially 3-4 months). DH offered to step in as acting Chair in those circumstances and this was agreed by the Committee. AT confirmed that he was aware all the relevant passwords etc. needed and would be able to supply those even though his availably after RT’s operation would also be restricted.

LG gave a quick summary of the current committee structure and available positions (Treasurer, Secretary and Welfare), noting that the current Treasurer and Secretary had agreed to remain in post at the 2018 AGM when no other candidates came forward but had both stated that they would not be prepared to do the same at the 2019 AGM. CC and PG confirmed that they wished to join the Committee and it was noted that this resulted in the Committee having 12 members (being the maximum allowed under the WMRC constitution).

It was noted that MD (currently a non-portfolio member of the Committee) had enquired about taking on the Welfare role. LG had sent MD some information on the role but ST agreed to obtain more detailed information for MD on what the role would entail.

Before the meeting DH had suggested that in the event of there being new volunteers to join the Committee the exiting non-portfolio Committee members should step down to make room for them with the longest serving member (himself) stepping down first. It was agreed that this was the right approach.

**3. Finance etc.**

RT explained the current financial position of the Committee for the benefit of new Committee members.

It was proposed that the fees paid by Development Squad members for their sessions should automatically be added to the ring-fenced funding allocated to the Development Squad so that this money could be used for Development Squad activities. This was agreed.

At this point there was a discussion about the emails sent to WM TE members. The issue identified was that the emails which had Regional content always placed the Regional content too low down. ST reported that the Regions had asked for the Regional content to appear more prominently and ST stated that she would follow up on that.

There was a discussion on CPD courses being put on in conjunction with the AGM and it was decided that KO would ask the clubs what courses they would like. The £1,000 suggested by AT as being ring fenced to pay for this CPD was approved.

CC asked about what L1 courses were planned and KO said that the next one would be in October.

There was also a discussion on using Facebook as a promotional tool.

KO was asked to check that clubs know what bursaries are available when their members are booked onto Coach Ed courses.

The Committee was reminded that the WM Academy already had £800 ring fenced for its use and it was proposed that another £1,000 be allocated to the Academy for items such as hoodies and polo shirts. It was decided that the Chair would have authority to approve requests for this money to be spent by the Head Coach but it was also confirmed that this would not include trisuits to be kept by triathletes (i.e. if trisuits were purchased they would only be available for Academy members to borrow not keep).

The proposed £2,000 additional funding for the Development Squad to cover the period from April 2019 was approved.

There was also a discussion on the £1,000 of the Sport England funded grant to the Region that could only be spent in support of a new event. RT explained how this was meant to work in helping the event to be sustainable. The Committee was informed of discussions with Triks about an application for this funding and CC confirmed to the Committee she was involved in this application by her club. No decision on this funding was made and CC confirmed that she would submit updated costings for the event taking into account the requirements that were outlined.

**4. Junior Race Series/IRC qualification**

It was reported that the Junior Series was split into Aquathlons (which was very successful) and Triathlons (which was less successful). The date for the Warwickshire triathlon was still not fixed and it was noted that there had been complaints from parents about a number of dates not being fixed, with issues about events coinciding.

In respect of the Youth Series there was an issue with two of the events being on the same day. The implications of this were discussed and it was decided that the series would be changed so that the best three results for each participant would be counted rather than the original four events.

In respect of the Burntwood Aquathlon it was noted that there were more participants than before it joined the series but that there were still some issues in respect of the event.

It was reported that there were issues with children racing when they were not of the necessary age, with the knowledge or encouragement of the race organisers. It was noted that there were a number of issues associated with this and DH asked to be notified of any further occurrences of this that came to the notice of Committee members.

It was reported that there had been an email from a parent querying the appropriateness of the IRC qualification policy and in particular the lack of flexibility if someone was injured and unable to participate in the qualification race. The issues were discussed, including the issues that could arise if discretion formed part of the policy, and it was decided to stay with the existing qualification criteria. It was noted that on the current criteria there were insufficient TS2 boys entered to make up a full squad and there was a discussion about whether in this particular case AT might be given discretion to fill any remaining placed. It was noted that there were still places available at the qualification race and it was decided to give AT the discretion, noting that the current position would encourage more entries for the event in that age group.

**5. GDPR**

ST gave an update on the GDPR situation, reporting that this was in hand, with much going on relating to the Regions at HQ in Loughborough.

**6. AOB**

ST gave some background on the TE Council. She reported that there was now more involvement by Council members in sub-committees and that the new President was taking this on. ST also reported that there had been a significant problem with so many Council members stepping down over a short period giving a lack of continuity.

RT reported that she had been approached on a confidential basis by a venue applying for funding for a tarmac bike facility from British Cycling, asking for WMRC support for the project as a potential user of the facility. The issue was discussed and it was decided that the WMRC should lend support for project, although there were some concerns about the prices would go up making it uneconomic to use the facility, e.g. for Development Squad training days.

The next meeting was confirmed as 24th June. Paul Griffiths offered a potential venue for that meeting in Halesowen [which subsequently was found to be unavailable].

KO stated that she would circulate her RM report after the meeting.