

Triathlon England

West Midlands Region

**Committee Meeting minutes**

Date: 24th June 2019

Time: 19.15

Venue: Wylde Green Community Hall, Sutton Coldfield

**1. Attendance at meeting etc.**

**Present**: Rosa Teagle, Duncan Hough, Lawrence Green, Helen Seabourne, Sarah Taylor, Andy Teagle, Caroline Cresswell, Karen Riley.

In attendance: Kirsty Outhwaite (Regional Manager)

**Apologies**: Paul Griffiths, Tony Smalley, Mark Deakin

Written reports/emails had been circulated prior to the meeting on finance and from the Regional Manager.

Decisions reached by email since the last meeting and included in these minutes for the purposes of record were:

* The allocation of the £1,000 ring fenced for a new event being allocated to TRiKS Lakeside Junior Triathlon (with CC not having participated in that decision due to her connection to the event).
* The authorisation of £700 of the ring-fenced funds allocated to the WM Academy to be spent on hoodies and polos.
* CPD for the AGM would be Strength and Conditioning (S&C).

The minutes from the meeting of the Committee on 21st March 2019 had been circulated to the Committee ahead of the meeting. These were accepted without amendment. However, there was further discussion on a number of matters that had been covered in the meeting in March:

* It was suggested that, in order for DH to take over the functions of the Chair should the Chair be unavailable for medical reasons, he should be appointed as Vice Chair. This was approved by the Committee. There was a further discussion on this later in the meeting when it was decided that this should not be portfolio role in the WMRC constitution and would be appointment by the Committee from its members from time to time with the only duties being to stand in as acting Chair at times when the Chair was not able to perform their duties (e.g. through ill health). It was also decided that for the purposes of previous discussion on when a non-portfolio member of the Committee would be expected to stand from the Committee, a person who was appointed as vice-chair would not be regarded as a non-portfolio member of the Committee.
* DH reported that he understood that there would be a volunteer to take up the Secretary role at the AGM.
* On further investigation, the Welfare role on the Committee was found to require a greater level of expertise than expected, with expertise in child or adult safeguarding needed, so that MD was no longer considering taking on the role. ST stated that it would be necessary to interview candidates and take up references. The possibility of this role not being a Committee role was mentioned (as the position might be easier to fill on that basis) but no decision was taken on that.

**2. WMRC AGM.**

This was confirmed as being on 27th October at the Walmley Social Club. RT stated that the cost was a maximum of £150 venue hire (with a partial refund assuming no problems) with catering at £8.25 per person. RT proposed that the previous approach of winners coming free, adults paying £5 and children paying £3 should apply and this was confirmed. KO agreed to put details of the S&C CPD online and distribute them to clubs on the basis of paying up front and having the cost refunded after they had attended. KO also agreed to check more generally that the BTF had been refunding the cost of CPD courses to WM members who had attended them.

**3. TE/Sport England funding and role of committee members**

ST outlined the arrangements for this funding for the current year. As previously, the maximum available was £3,690. ST stressed that the requirements surrounding this funding were more stringent than before due to SE being more focussed on ensuring outcomes aligned to its objectives. The first £1,000 would come to the Region automatically but the Committee would need to be accountable for it being spent in way that followed the new TE strategy (which had been circulated by ST prior to the meeting). The other £2,690 could be applied for specific projects in line with the strategy. Ideas from a meeting between RT, ST, DH and KO had been distributed to the Committee prior to the meeting and included:

* Women’s only OW days
* Club development
* Skills School based coach CPD
* A duathlon to be held in the run up to the Commonwealth Games
* OW CPD for coaches
* Templates for activities badged as Go Tri.

ST said that the Regions were all going to put what they do onto an online portal in order to share best practice. ST also referred the Committee to the 2019/20 Scorecard document that she had circulated for ideas on activities that would benefit the WM membership. The other part of the picture that would be relevant would be the RM KPIs but KO stated that at the moment she only had the Region’s Go Tri KPI. ST said that the £2,690 could be applied for up to March 2020 using an application process that would be available. For successful applications, 50% would be paid up front and the balance after the event if the outcomes were met. RT suggested that the WMRC should be prepared to use this money to support clubs putting on sessions that fulfilled the objectives.

ST gave the current national views on the role of Regional committee members and the need to attract people with the necessary skills to contribute at Regional level and/or for training on these skills to be offered to Regional committee members. She stressed that all committee members should consider if they can offer something to the Region and be positive and proactive in what they do even if this is feeding ideas to the RM and/or trying to help the RM to meet their targets.

ST reported that the national innovation fund that had previously been available from the income from coach ed had been discontinued.

HS agreed to discuss the implications of the discussion with TS re TO’s/motos.

**5. TE awards/AGM**

ST had previously distributed the timeline for the awards process, which included weekly comms and RT explained how she was picking this up and re-posting it on the Region’s social media accounts. It was reported that the Region currently had 25 nominations, which was a significant improvement on the previous year.

ST said that the nomination close on 4th September and the matrix will be available to the WMRC on 9th September, with decisions on the winners being required by 19th September. It was decided that the WMRC should have a meeting to decide the winners in each category with members who could not attend being able to attend remotely by electronic means. ST said that she would send out a poll to find a suitable date. It was noted that it would be necessary to find a format so that members who were conflicted on particular categories would not be present during discussion on those categories. It was decided that winners from last year would be eligible but that the Committee would be able to take that factor into account in the discussion if that was felt to be appropriate.

It was confirmed that the WM Region would still do trophies for the awards as in previous years and RT said that she would discuss this with KR.

ST explained that it had been established by the Council that supporting a Region’s members to attend the conference associated with the TE awards and AGM on 9th November at the Crowne Plaza in Birmingham would be an acceptable use of SE funds. ST said that it had been suggested at Council that Regions might offer 20 free places (which otherwise would cost £10 each) and also agreed that all Regions would fund at least 5 places. There was a discussion on this and it was decided that the WM Region would fund up to £100 places for WM members with a maximum of 3 persons per club (with the proviso that a larger number per club could be applied for). This would be on the basis of paying first and then being repaid once the conference was attended.

**6. Expenses**

ST gave the Committee an update on the national thinking on expenses. This included the concept that volunteers should not be out of pocket. It was noted that in the past membership of the WMRC had probably been disproportionately weighted towards Birmingham/Black Country and that the cost of attending meetings might have been a factor contributing to that.

The background to the discussion was that the WMRC has not paid committee members any expenses for attending meetings and that some other Regional committees did so (while others did not). This issue had been raised by LG previously, who had proposed that when he stepped down from the Committee at the 2019 AGM he would put forward a resolution to member to approve the payment of travel costs. There was a discussion about whether the Committee should approve the payment of expenses or put this forward as a resolution to the AGM. The outcome was a decision that travel expenses for WMRC members should be paid on the same basis as the BTF/TE travel policy from the next WMRC meeting so that the entitlement to travel expenses could be mentioned when appealing for new committee members at the 2019 WMRC AGM.

**7. Development Plan**

KO elaborated further on the discussion earlier in the meeting on funding and the activities for which SE funding could be used, stating that the WM Region needed a Development Plan.  This would need to be consistent with the national plan for Regional development (which was not yet available).  KO asked for one of the Committee members to work with her on the plan and it was agreed that DH would do so.

**8. Juniors/IRCs**

KR gave a report on the Junior Race Series. In particular, she noted that the BTF were now very prompt in uploading the results provided to them. KR said that there were 89 participants in the aquathlon series and 52 in the triathlon series, reflecting the comparatively low numbers of TE members in the WM in these age groups.

CC reported that the TRiKS event had gone very well, with a few teething issues and very good responses from the parents and participants.

KR said that it would be necessary to decide whether to have an aquathlon series next year as well as the triathlon series and that it would definitely be necessary to avoid having two Junior events on the same day (noting that this was less important in the Youth category).

KR said that she favoured having an aquathlon series as well as the main triathlon series as it was effective in feeding new athletes through to the main series, but she noted that this a view not supported by staff at the headquarters in Loughborough.

AT gave a report on the IRC team selection, noting that a full team was selected and that there were some strong performances from WM athletes at the qualifying event in Nottingham.

**9. AOB**

No date was set for the next Committee meeting as that would be determined after the AGM. There being no further business, the meeting closed.