**Triathlon London**

**(Triathlon England - London Region)**

**Minutes of the General Committee Meeting held on Tuesday 21 May 2019 at 7pm.**

**Venue: YHA London St Pancras, 79-81 Euston Rd., Kings Cross, NW12QE**

**In attendance:** Debbie Clarke (“DC”), John Lunt (“JL”), Martin McGuigan (“MM”), Lorraine Kelsey (“LK”), Bizzy May (“BM”) and Heather Waghorn (“HW”)

Non-committee member Jon Train (“JT”) and Mark Cline (“MC”) attended

1. **Apologies**

Haren Thillainathan, Audrey Livingston, Lara Bonici and Chris Hall.

DC confirmed a quorum was not present for the meeting and therefore a conference call is required to obtain the requisite approval relating to decisions as further detailed below.

2. **Review of previous minutes of meeting**

Accepted for accuracy and approved. The minutes are to be uploaded on to the website.

3. **Chairman report, including Triathlon England Coaches (“TEC”) meeting feedback**

DC ran through Chairman’s report and highlighted the following:-

Social media

New social media officers, Heather and Bizzy, are up and running with the social media accounts. They plan to showcase the 2018 award winners focusing on their motivation for the sport.

TEC meeting

DC confirmed the last TEC meeting focused on the change in regional budgets and managers. The committee to be mindful of JT’s changing role.

Regional scorecard

DC touched on the Triathlon England (“TE”) scorecard that was circulated to the committee ahead of the meeting. DC confirmed that each region should have its own shorter version of the scorecard to align with that of TE. DC suggested 3-5 achievable and relevant targets- agreement by the committee is required and this will be discussed further at the upcoming conference call.

Regional budget

DC confirmed the need to set the region’s budget as soon as possible and to align with that of the TE strategy. As set out in the Chair’s report, the region would receive £1k upfront and the remainder in two tranches of 50% each when the strategy is agreed and when the initiative delivered.

DC suggested the formation of sub committees and volunteers to assist with implanting the core areas of the strategy.

DC to circulate the finalised strategy.

Further budget related issues for discussion at the upcoming conference call.

Participation

If the committee was happy, DC confirmed she would continue conversations with Bibliovelo which is the app focused on the rental of mid to upper end bikes.

4. **Financial overview and budgets**

A general discussion was held in relation to London’s Inter-regional Championships team. There seems to be an expectation for the London region to submit a team each year however, the committee noted the high cost of the team which includes the kit and accommodation.

MM and DC suggested looking into a potential sponsor to save costs for the next year. Going forward the IRC will have to be funded out of the region’s reserves and no longer from TE funding.

JT to ask question re website sponsorship with TE Headquarters and revert back.

5. **Recruiting into vacant roles**

DC confirmed the following positions were vacant:-

* Treasurer- Joe Wilson no longer has capacity to continue the role
* Senior League coordinator
* Partnerships officer
* Welfare officer- not essential but it would be good to have

DC to circulate the job descriptions and committee members to spread the word.

6. **Structure and date for AGM and awards**

A discussion was held in relation to the best approach to the club awards and AGM.

The general consensus was to hold the AGM separately from the awards. Running a coaching course at the same time as the AGM and club chair’s meeting was suggested as a way to encourage attendance. CPD course suggestions included youth mental health, openwater skills, core strength and bike skills.

Audrey Livingston to send out options to the club coaches for a vote.

Date of awards/AGM provisionally agreed

AGM- Tuesday 8th October- venue to be confirmed

Awards- Sunday 10th November- venue to be confirmed

7. **AOB**

Next meeting date is 10th September.

A conference call was arranged for June 4th at 7pm. LK to send email confirming date of call.

Chairmanbrought meeting to a close.