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| Welsh Triathlon Board Meeting | | | |
| 14th July 2021 | Attendees: Martin Kitchener (MK) Claire Lane (CL), Verity Cook (VC), Beverley Lewis (BL), Llyr Roberts (LLR), Parul Patel (PP), Greg Garner (GG), James Leavesley (JL), Iwan Roberts (IR), Joy Bringer (JB), Kate Evans (KE) | | |
| Chair | MK | | |
| Minute taker | VC | | |
| Chair’s Opening | | | |
| Apologies: Luke Organ (LO), Bethan Mitchell (BM)  Welcome: MK congratulated IR on his new baby and BM on her new job role, | | | |
| Conflicts of interest / Risk Register | | | |
| Conflicts of interest: None  Risk – no new risks | | | |
| Approval of minutes | | | |
| Minutes from the last meeting: 12th May 2021. Approved. | | | |
| Board reports | | | |
| Safeguarding and Equality  No new cases  Board reports taken as read.  BL informed that the GLFW review actions are available in Dropbox. Updating the Action Plan accordingly. Note that the biggest action is looking at the articles. LLR asked if SW can offer support on updating the articles. BL to request.  Finance  MK thanked all those involved in setting up the new reporting of financial information, it is a huge leap forward and easy to understand.  IW would be interested in the comments of directors, on the information and presentation of the new style of reports.  PP liked the style presentation, very easy to understand  MK asked directors for feedback after the meeting on the report style.  IW commented that the forecast and budget are the same but will look to forecast regularly and definitely reforecast in line with half year.  Permitting proposal  BL informed there is a delayed start until January on implementing the proposal and briefly explained the change in the way we charge event organisers and gain participants' data.  GG asked if everyone could see the proposal? There were issues with Dropbox and access to files discussed.  MK stated board directors need to have read this document to be able to approve. Directors to read the document and feedback by 21st July.  The majority of directors are happy to support the proposal, KE, CL, IR.  MK asked those that have had a chance to read it if there were any objections.  Document to be forward to PP for confirmation of her approval tomorrow and then full Board Approval provided  World Triathlon Para Series  BL asked for approval of a 10k allocation for the next 3 years to support the world para series.  PP asked if there are any other financial spends that we will be expected to contribute? BL explained we are not underwriting the event. PP raised risk which was covered in BL responses  JL queried it is cost-neutral, but we are being asked to approve a 10k spend? BL explained we are committed to 10k as a resource but can draw down on this for our resource requirements. JL asked do we need to change the wording? PP suggested a cash flow commitment.  KE commented from a reputation angle even if we aren’t getting the 10k back the partners we are working with are key and the project impacts on many of our strategic targets so we should support the commitment.  Board approved the spend.  Project 21  BL explained it will cost just under 10k to get to the final project, clarifying we are contributing to make sure Triathlon Coach Education is fit for purpose in Wales.  CL asked we have flexibility in our courses at the moment, do you think this will be lost? BL being part of this process will mean we influence requirements otherwise we would be receiving the final product developed for BTF/TE.  Board approved the spend.  Revenue share model  BL will discuss through BMG  Strategy update  Final edits underway  LLR will review the Welsh translation and report back. KE will then Review.  A discussion was had around changing the term BAME to diverse communities. PP queried are we just switching out one term for another.  MK explained we have an MA student working to define the measure for Wellbeing which would support what we measure.  KE we are already committed to doing this work, it is the intersection approach taking an evidence view.  CL asked there is a whole section in here that has numbers, which is the section we are questioning language about. Are we taking the numerical targets out for the external presentation?  JL explained the strategy is a direction of travel, we are being very prescriptive with some of the measurements.  GG suggested stopping at page 9? Why do we have to put numbers out there now? BL we were going to have 2 documents one external and one internally originally. GG suggested we put out the top level and leave the numbers to be internal.  JL summaries PP main concern about the term change, and the numbers behind it.  BL the governance statements need to be in there too.  MK asked for approval for the 9 pages+ governance statements  Board approved.  LLR commented that there could be an over reliance on the student’s research, we need to be aware of what we are asking for. PP is happy to have conversations with the student.  Performance Coach  Asking for approval to recruit a performance coach.  GG explained a discussion had at PMG, where BTF have recently advertised at this salary, and they have found it difficult to recruit. BL the way we approached it is to develop the people.  Board approved. | | | |
| AOB | | | |
| CWG ticketing  BL asked if directors would be interested in CWG tickets to drop BL an expression of interest as NGBs get access early.  PP when we do ticket allocation can we keep a register, who, why, etc. From an anti-bribery and corruption perspective.  Staff Welfare  CL explained how the Board address staff welfare was a point of discussion in the EIG brought up by a staff member CL asked is it something that should be included as a Board agenda.  PP, it is not specific questions, it is linking to our strategy we need to look internally too. If it is a standing item, what do we want reporting?  MK it is an interesting point, at the next meeting we will look at the change of meetings and subgroups, maybe we could revisit this in the next meeting.  LLR presentation – standing down after 6year term  LLR thanked the team as they have been awesome. 6 years is a short period, but he has seen huge growth. | | | |
| Action Items | | **Responsibility** | **Deadline** |
| BL to request GLFW support for Article Review | | BL | September 8th |
| Directors EOI for CWG tickets | | All | August 30th |
| Look into the issues with Dropbox and explore other options | | VC | Next meeting |
| Directors to read the event permitting proposal – VC send to PP | | Directors | Wednesday 21st July |
| Revenue share model confirmation through BMG in September meeting | | LO | September 8th |
| Looking at the Welsh version of the strategy | | LLR | September 5th |
| Date of next meeting | | | |
| 8th September | | | |
| Chair Close and Thank you | | | |